

McKinnon Body Therapy Center
2940 Webster St Oakland CA 94609
510-465-3488

www.mckinnonbtc.com

CAMTC Approval Code SCH0007 ~ BPPE Approval Code 0101661

School Catalog 1/1/2018 – 12/31/2018

Catalog is updated annually or in the event of any changes.

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Mission Statement

The mission of the McKinnon Body Therapy Center, LLC is to create a positive climate for massage therapy so that safe, competent, caring touch can enrich peoples' lives at each stage of life's journey. Through state of the art training programs, we offer relevant, inspiring education, setting the stage for a successful and rewarding practice.

McKinnon Body Therapy Center has been granted institutional approval from the Bureau for Private Postsecondary Education #0101661. The Bureau's approval means that McKinnon BTC and its operation comply with the standards established under the law for occupational instruction by private postsecondary education institutions. See the last page for details on the re-approval process. McKinnon BTC is not accredited by an accrediting agency that is recognized by the Department of Education.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by McKinnon BTC may be directed to: Bureau for Private Postsecondary Education, PO Box 980818 West Sacramento, CA 95798-0818. Toll Free: (888) 370-7589 Fax: (916) 263-1897.

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.

We offer a 500 hour & 658 hour programs. Both program curriculums satisfy the requirements for CAMTC Certification. We also offer numerous continuing education courses recognized by the NCBTMB for required Continuing Education Units. There is currently no state certification for massage therapy. CAMTC certification is voluntary. Local regulations vary and compliance is required in each and every city in which you work. To apply for CAMTC Certification, you must complete a minimum of 500 hours of massage training at an approved school and pass the MBLEx (Massage and Bodywork Licensing Exam). McKinnon is a CAMTC approved school SCH0007. As a part of the hours required by CAMTC, 100 of them must be in Anatomy, Physiology, and Professional Ethics.

Students must be able to read and write English. All coursework is provided in English. High School Diploma is accepted as English language competency. We do not admit Ability-To-Benefit (ATB) students. Students must be 18 years of age at the time the Certificate is issued. Students who wish to enroll before they are 18 will need parental permission.

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 section 4600 et. seq.

(1) Pursuant to California Business and Professions Code section 4611, It is an unfair business practice for a person to do any of the following:

(a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.

(b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

Classroom Standards

McKinnon BTC is committed to providing the best learning environment possible: to that end, students, teachers, and staff members must agree and adhere to standards that foster mutual respect; honor each person's integrity; and maintain appropriate boundaries. These Classroom Standards detail some of the conduct expected and required of McKinnon students. Students shall:

Conduct schoolwork with honesty, integrity, and professionalism: do not cheat; do your own work; and treat fellow students and school personnel as though they are your clients.

Provide draping and massage in a way that ensures the comfort, privacy, and safety of other students.

Maintain the classroom and school environment by properly caring for materials and equipment and leaving the classroom neat and clean after every class session.

Refrain from chatting and/or disruptive behavior during lecture, demo, and/or practice.

Honor fellow students' and instructors' rights to privacy and to personal and professional boundaries.

Create and maintain an atmosphere conducive to learning. By being on time and fully prepared for each class, students demonstrate respect for the learning process, for themselves, and for their future clients. Rudeness, disrespect, or contempt for others is not acceptable. Students are expected to practice active listening skills, to ask questions, to participate fully, and to provide feedback.

Refrain from all cell phone use in the classroom. Cell phones are to be on "silent." No texting, calls, or internet use is/are permitted during class, unless specifically requested by an instructor as part of an in-class activity.

Leave food and drink (other than water) outside of the classrooms. Food is permitted in the lounge, in the kitchen, and outside the school building.

Come to class sober and without influence of any controlled substances. No drug or alcohol use is permitted anywhere on campus.

Dress in professional, neat, clean, casual, and comfortable attire. Please -- no short shorts, midriff tops, low-cut tops, or see-through garments are to be worn at any time. Jewelry needs to be minimal and of a nature that will not interfere with giving or receiving massage.

Maintain a clean and hypoallergenic environment: keep fingernails short and clean; keep clothing items and linens clean and fresh at all times; and wash hands thoroughly before and after all massage work.

Help to maintain a hygienic environment by staying home when contagious or otherwise unable to participate in class fully. Students will be sent home for illness/injury if the school deems it appropriate.

Remain scent-free: avoid the use of scented products and perfumes; avoid smelling of smoke as from cigarettes or incense; and maintain a level of personal hygiene that prevents personal body odor.

Failure to uphold any of these standards will result in a verbal warning from teachers or staff. If there is a second infraction, a written warning will be issued. If a student continues to violate standards after receiving a written warning, the student will be referred to administration for disciplinary action.

McKinnon BTC reserves the right to dismiss any student for dishonesty or misconduct, including, but not limited to, cheating, plagiarism, inappropriate touch, knowingly providing false information, and theft or unauthorized use, misuse, or abuse of school assets or property. Indecent conduct, inappropriate touch, or sexual harassment, including the use of abusive, obscene, or threatening language, will not be tolerated.

FACILITIES & SERVICES

OFFICE HOURS: 9am – 6:30pm Monday -Thursday, 9am – 4pm Friday, and weekends 9am – 2:30pm.

Classes are held on school premises at 2940 Webster Street, Oakland, CA 94609-3407. Instruction is limited to 14 students for hands-on training and 20 students for lectures and is intended for students who have a vocational objective as their goal. The classrooms are furnished with massage tables, chairs, pillows, and reference charts. Lotion, sheets, towels, and storage space for personal belongings are available for student use (sheets are available for a fee). McKinnon BTC, its facilities and equipment fully comply with any and all federal, state, and local ordinances and regulations, including those requirements regarding fire safety, building safety, and health precautions. McKinnon BTC is operating in good financial standing and is free from any pending debts or bankruptcy petitions.

Prospective enrollees are encouraged to visit the school to discuss personal educational and occupational plans with staff prior to enrolling or signing the enrollment agreement. McKinnon BTC does not offer scholarships, provide grants, or waive portions of tuition fees for students, nor does it provide English-as-a-second-language instruction.

There are student support services available for assisting students with determining a schedule, finding temporary housing, utilizing Craigslist for example, and accessing resources such as computer or library services. There is a small library on-site, including textbooks, DVDs, and some anatomical models & charts. Student housing facilities are not available. Students must be able to read and write English. All coursework is provided in English. High School Diploma is accepted as English language competency. If there is any question about this, a meeting between the school manager and student will be used to determine if the student will be able to participate satisfactorily in class. To access these services, speak with the administrator at the front desk at the school, or call 510-465-3488. Students must be 18 years of age at the time the Certificate is issued. Students who wish to enroll before they are 18 will need parental permission.

McKinnon BTC does not have any responsibility to provide housing on site, and does not have any affiliation with housing services. Housing in the bay area is expensive and should be estimated at \$1000/month minimum. Craigslist.org is one widely used source to find temporary, and permanent housing.

McKinnon BTC does not participate with any federal, state, or private loan or financial aid services. 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 had received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

To receive a certificate, all phases of a program, including all make-up hours, must be completed within the guidelines for the enrolled program.

California statute requires that students who successfully complete a course of study be awarded an appropriate certificate verifying this fact. Upon completion of a massage program and after passing the final practical examination including any additional requirements, a Certificate of completion will be issued. If a student fails a final written exam, he/she must retake it. If failed a second time, additional training is required at full price. The practical exam may be taken no more than 3 times, and no more than 4 weeks may elapse between retesting or the right to a retest is forfeited.

ATTENDANCE, CONDUCT, AND CONDITIONS FOR DISMISSAL

Missed class hours must be made up before letter of completion will be awarded. To receive credit all phases of a program, and this includes all make-up hours, must be completed within the allowed time (Please see Program descriptions for more information.). **Make-ups** must be taken in regular class segments (i.e. mornings, afternoons or evenings) and are offered on a space-available basis. Make-ups may also be completed at Sunday

Night Practice sessions that are facilitated by an appropriate instructor. All make-up hours must be scheduled in advance with administrative staff. Make-up fees will apply. Make-up fees are \$10/hr. The make-up fee, if applicable, must be paid prior to making up the hours. **Tardiness** is a disruption of a good learning environment and is discouraged. Time missed due to tardiness will accumulate and must be made up before graduation. Students making up a class are required to stay for the full length of the session. For example, if you need to make up 2.5 hours, you are required to attend the entire 4-hour section of class. You will only be charged for the number of hours you have missed.

McKinnon does not allow students who are sick to attend class. Students should stay home if they are experiencing any symptoms of illness, including but not limited to stuffy/runny nose, fever, diarrhea, rash, sore throat, chest or nasal congestion. In the event of illness, contact administration so they can let the instructor know. Time missed due to illness needs to be made up.

It is the student's responsibility to communicate any illness that may result in exceeding maximum absence (an excess of 25% of class time) to administration BEFORE they exceed the maximum absence allowed. It is at the discretion of the administrative staff to make any exceptions or arrangements outside our standard attendance policy, for absence due to illness.

Students are obligated to follow all classroom guidelines and to provide prompt feedback to fellow students, instructors, and McKinnon BTC staff regarding problems and complaints. McKinnon BTC will take reasonable steps to assure adherence to the policies but is not responsible for the individual behavior of students other than the outlined herein.

A student may be dismissed from McKinnon BTC if it is determined that it would not be in the best interest of the school or the student to continue his/her enrollment. This determination shall be made at the sole discretion of McKinnon BTC. The student shall be informed of the problem(s) and how it can be corrected. If, after the first warning, infractions continue, McKinnon BTC reserves the right to dismiss the student. Grounds for dismissal include, but are not limited to, the following:

- 1) Incident of intoxicated or drugged state of behavior.
- 2) Possession of weapons on school premises.
- 3) Behavior creating a hazard to persons at McKinnon BTC
- 4) Disrespectful behavior toward an instructor, staff member, or a fellow student of McKinnon BTC.
- 5) Improper touching or draping during class or while on school premises.
- 6) Disruptive entrance or departure to or from the classroom or bathroom facilities.
- 7) Improper attire when on premises.
- 8) Poor attendance.
- 9) Disruption of the learning environment if disruption continues after feedback is given.
- 10) Poor or unsatisfactory hygiene

In the event of dismissal, the student shall be entitled to appeal the decision. The appeal must be in writing and a request for hearing must be delivered to the Director within seven (7) working days of the receipt of the decision. Selena Lee selena@mckinnonbtc.com or at the school address 2940 Webster St. Oakland, CA 94609.

Students in violation of the above standards may be removed from campus for the day.

Students seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action can be made in writing to office staff, then to the Director, Selena Lee, at 2940 Webster Street Oakland, CA 94609. Or by phone at 510-465-3488. The Director will meet with the student within 14 days of request. If a student is not satisfied with the outcome of decision from Director, they can request to meet again with an advisor of their choosing, the Director, a senior faculty member, and admin representative. This meeting will be scheduled and conducted on the school grounds within 14 days of request.

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 or by completing a complaint form, which can be obtained on the Bureau's internet web site: www.bppe.ca.gov/enforcement/complaint.shtml.

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 the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

BUYER'S RIGHT TO CANCEL

1. You may cancel your enrollment contract with McKinnon BTC without penalty or obligations as described in the Notice of Cancellation.
2. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address printed below for information.
3. If you have any complaints, questions, or problems which you cannot work out with the school, write: Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, or call: (916) 413-6959.

WITHDRAWAL, CANCELLATION, AND REFUND POLICIES

The student has the right to withdraw or cancel the enrollment agreement on or before the first day of instruction or 7 days thereafter, whichever is later, and receive a full refund minus the nonrefundable administrative fee. After the first day of instruction, or 7 days thereafter, whichever is later, refunds are pro-rated minus the non-refundable administrative fee, for up to 60 percent of the education hours, beyond which there is no refund on the unused portion of tuition.

Cancellation of enrollment must be made either in-person (delivered to office staff in writing), by mail to 2940 Webster St Oakland CA 94609, or by email to info@mckinnonbtc.com. Cancellations cannot be made retroactive to a date prior to delivery of notice in writing to office staff. Attendance time is the time between the scheduled starting date of the first class and the date on which the student formally cancels his/her enrollment in writing whether or not the student attends class. Cancellation cannot be made by telephone. A refund will be made of the unused portion of tuition within 30 days following the student's formal withdrawal date.

Attendance Requirements

Make-up policies are based on how many hours are in the course. Students will need to communicate with the administration when their absences exceed the maximum number of hours allowed to miss. Any such absences should be communicated to the administration as soon as possible. The Director will make all decisions regarding transfers, make-ups and refunds based on whether a student has been in contact with the administration regarding the situation that has resulted in absences. In the event absence exceeds the maximum allowed for an individual course, the student will receive an incomplete. There are no refunds or credits issued for incomplete courses. There are no credits offered for experiential learning.

Make-up Policy

To receive a letter of completion all phases of a program, and this includes all make-up hours, must be completed within 6 months for classes that run more than twice a year, one year for classes that run twice or less a year. Make-ups must be taken in regular class segments (i.e. mornings, afternoons or evenings) and are offered on a space-available basis. Make-ups may also be completed at Sunday Night Practice sessions that are facilitated by an appropriate instructor. All make-up hours must be scheduled in advance with administrative staff. Make-up fees will apply. Make-up fees are \$10/hr. The make-up fee, if applicable, must be paid prior to making up the hours.

Tardiness is a disruption of a good learning environment and is discouraged. Time missed due to tardiness will accumulate and must be made up before graduation. Students making up a class are required to stay for the full

length of the section. For example: If you miss 2.5 hours of Swedish you must attend an entire 4-hour class section.

Make-up fees are not applied to any time beyond your required make-up hours. In the example above, you would only be charged \$25, even though you would attend class for 4 hours.

Tardiness Policy

Tardiness is considered arriving after class has begun or after the class has returned from break. All tardiness will accumulate and will result in required make-up time.

Transfer Policy

Students are allowed to transfer the non-refundable deposit and any tuition paid for a class to another class. There is a \$25 fee applied to any transfers. Fees are charged at the time of the transfer. All transfers must be made before the class which the student is transferring out of begins.

Continuing Education

McKinnon BTC is a Provider approved by the California Board of Registered Nursing, Provider CEP14591. One Continuing Education Unit is equal to 10 continuing education contact hours. For example, our 100 hour Swedish Massage class offers 10 Continuing Education units. Our state approval also qualifies us to provide continuing education for those needing to comply with NCTMB requirements.

Student Records

McKinnon BTC will maintain student records forever. There is a \$15 fee for transcripts, duplicate certificates, and for letters relating to attendance and performance.

Scheduling

Classes are offered weekdays and weekends, starting at 9:00 am, and evenings starting at 6:00 pm, to provide flexibility for students. In addition to the class schedule listed in the brochure, other scheduling information may be given to students in class or by mail. Special class schedules can be set up according to demand, e.g. nurses, therapists, teachers, etc., whose present commitments do not fit the above schedule or who wish for a more intensive format. Classes are subject to cancellation when enrollment does not meet the minimum requirements. Classes may be combined when enrollment in one class is low and the classes meet at the same time. Students may be transferred in the event they are unable to pay the tuition and/or the class has insufficient enrollment. **Students must contact the office in advance (or by 10am on Friday if the class is on a weekend) to withdraw from, transfer to, or reschedule any class. If proper notice is not given, students will be counted as absent and will incur any associated fees.**

Grading System

All courses require 70% passing rate to successfully Pass a class. Any student receiving a failing grade will be informed immediately. At the mid-way point of any program or course, a failing student will be notified, informed how to correct the situation, and be reminded of his/her refund rights. Hands-on courses are evaluated based on students' professionalism, relationship with client, body mechanics, draping, lubrication, technique, pacing, timing, tempo and overall impression. These areas of proficiency are rated and graded by the teacher in the class using a rubric. Depending on the length and modality of the class, there are specific requirements to meet for 70% passing rate. Lecture courses including Anatomy, Physiology, and Pathology have written exams for which 70% is passing level.

Students may review any course for 50% tuition cost. Students may review a course at this rate any number of times. Credit is not granted for repeated courses.

Placement Assistance

McKinnon BTC does not offer job placement. However, we do post jobs frequently on our job board at mckinnonbtc.com/community, our Facebook page (McKinnon Body Therapy Center), and to our in-school bulletin board.

Disclosure of Potential Adverse Side Effects

Please be informed that in certain limited circumstances, massage can possibly have adverse side effects for persons with certain physical or mental conditions. The personnel at McKinnon BTC cannot determine whether you are susceptible to possible adverse side effects. Consequently, if you have been, or currently are, under the care of a doctor, therapist or medical practitioner of any kind, or if you are concerned that your participation in any class or massage activity may possibly result in an adverse side effect, It is your responsibility to contact your doctor, therapist or medical practitioner and obtain his/her permission to participate in any class offered at McKinnon BTC. Your enrollment in any McKinnon BTC class constitutes your voluntary acceptance of any possible adverse side effect and your full release of McKinnon BTC and its personnel from any liability relating thereto.

Leave of Absence

Under certain circumstances a leave of absence will be granted if a student requests *in writing* for a specific period of time. A ruling will be made by the school administration within 2 weeks and supplied to the student in writing or via e-mail. To submit a request for Leave of Absence, please submit a letter to admin, or email info@mckinnonbtc.com. Circumstances eligible for a Leave of Absence include medical leave, pregnancy, family emergencies. If you have questions about what constitutes an eligible leave of absence, please contact Selena Lee at selena@mckinnonbtc.com.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNES AT OUR INSTITUTION:

The transferability of credits (hours) you earn at McKinnon BTC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in Massage is also at the complete discretion of the institution to which you may seek to transfer. If the Certificates 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 course work at the 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 McKinnon BTC to determine if your hours will transfer.

McKinnon BTC does not accept transfer credits or credit for any experiential learning.

STRF (Student Tuition Recovery Fund)

The Bureau of Private Postsecondary Education requires McKinnon BTC to inform you of the following:
"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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 either by cash, guaranteed student loans, or personal loans, and 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."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

The school closed before the course of instruction was completed.

The school's failure to pay refunds or charges on behalf of a student to a third party for license 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.

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.

There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

An inability after diligent efforts to prosecute, prove, 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.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

Fee Schedule – ALL FEES ARE NON-REFUNDABLE

Linens (charged if renting linens)	\$5/set, \$2/sheet
Returned Check (for each returned check)	\$25.00
Duplicate Certificate	\$25.00
Transfer Fee (charged when a student changes classes)	\$25.00
Transcript	\$25.00
Make-up Fee (per hour)	\$10.00/hour
Late Payment Fee (after 7 days)	\$15.00/wk
Payment Plan Fee	\$250.00
STRF*	\$0 per \$1,000 tuition

**The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.*

2018 Tuition

500 Hour Massage Therapist

Total Tuition = \$8,105 With estimated Book costs = \$8,455

658 Hour Massage Therapist

Total Tuition = \$10,735 With estimated Book costs = \$11,035

	Nonrefundable	Tuition
<u>Swedish Massage – 100 hours</u>	\$150	\$1495
<u>Shiatsu and Acupressure Foundations – 150 hours</u>	\$150	\$2150
<u>5 Element Acupressure – 125 hours</u>	\$150	\$1950
<u>Advanced Shiatsu – 125 hours</u>	\$150	\$1950
<u>Deep Tissue Foundations – 150 hours</u>	\$150	\$2150
<u>Clinical Deep Tissue – 125 hours</u>	\$150	\$1950
<u>Sports Massage: Training and Recovery – 125 hours</u>	\$150	\$1950
<u>Touch, Health, & Common Conditions – 125 hours</u>	\$150	\$2150
<u>Craniosacral Therapy – 125 hours</u>	\$150	\$1950
<u>Esalen™ Massage – 100 hours</u>	\$150	\$1770

Electives and Community Workshops: All electives and community have a non-refundable \$50 deposit

Abdominal Massage	16 hours	\$310	Working w/ Scar Tissue	8 hours	\$160
Acu-Facial	8 hours	\$160	Acupressure for Women's Health	24 hrs	\$440
Advanced Swedish	24 hours	\$440	Reiki I, II, III	16 hours	\$310
Body Mechanics	8 hours	\$160	Intro to Thai	24 hours	\$440
Essential Oils for Massage	8 hours	\$175	Thai I	48 hours	\$865
Intro to Esalen®	8 hours	\$160	Thai II, III	32 hours	\$610
Facilitated Stretching	8 hours	\$160	Intro to Tui Na	8 hours	\$160
Hot Stone Massage	24 hours	\$440	Tui Na Foundations	32 hours	\$610
Infant Massage	4 hours	\$90	Tui Na: Applications	32 hours	\$610
“Just” Series	8 hours (each)	\$160	Tui Na: Meridians & Points	16 hours	\$310
“Just...” Condition-Solution	8 hours (each)	\$160	Tui Na Cupping	16 hours	\$310
Kinesiology I, II	16 hours (each)	\$310	Tui Na for Chakras	8 hours	\$160
Lymph Drainage I, II, III	16 hours (each)	\$310	Advanced Tui Na	24 hours	\$440
Massage & Cancer	24 hours	\$440	Reflexology East	24 hours	\$440
Myofascial Cupping I, II	16 hours (each)	\$310	Table Shiatsu	24 hours	\$440
Myofascial Release	16 hours	\$310	Getting Noticed & Getting Hired	8 hours	\$160
On-Site Chair Massage	8 hours	\$160	Making \$ & Paying Taxes	8 hours	\$160
Prenatal Massage	24 hours	\$440	Rebooking & Marketing	8 hours	\$160
Reflexology	24 hours	\$440	Massage for Partners	6 hours	\$120/2
Self-Care	8 hours	\$160	Test Prep for MBLEx	16 hours	\$310
Spa Techniques I, II	8 hours (each)	\$175	Touch & Trauma	24 hours	\$440
Sports Massage	54 hours	\$775	Trigger Point	16 hours	\$310

**Books are not included in this fee schedule.*

McKinnon BTC does not participate in Title IV funding and does not offer federal loans.

Payments are accepted by cash, check or VISA, Mastercard.

Discounts apply when payments are made in full at the time of enrollment for Programs.

McKinnon offers free supervised practice sessions to any student currently enrolled in a class.

Sundays 6pm–9pm

Former students will be charged \$10.00. Students may drop in.

Fees will be charged at the time of the practice session.

FACULTY

All McKinnon BTC faculty members are well trained and currently practicing the modalities they teach. We require teachers to have a minimum of three years in the profession and a successful bodywork practice. Please see our website for more detailed information on each teacher.

Linda Aldridge, MA, MT – At McKinnon since 2000, Linda has served in a number of roles. In professional practice since 1981, she drew on her extensive background to help shape the Swedish curriculum and initiate the Touch for Elders course at McKinnon. These days, Linda teaches anatomy, physiology, and pathology in Touch, Health, and Common Conditions, as well as many of the business courses at the school. In addition, she serves as counselor for McKinnon's program students. Sustainable practice and opportunities for personal growth through bodywork education continue to form the core of her interests. She has taught extensively at other vocational schools and colleges, and her education includes coursework in Swedish Massage, Kripalu Meditative Massage, Polarity Energy Balancing, Orthobionomy, and Manual Lymphatic Drainage. In addition, Linda holds a BA in English (Carnegie-Mellon University) and an MA in Holistic Health Education (John F. Kennedy University).

Bhaskar Banerji – Though I primarily teach and practice Thai Yoga Bodywork, I love all forms of floor massage and have extensively studied other floor-based modalities such as Shiatsu and Breema which I integrate into my practice. I count the floor and gravity amongst my best friends. Thai Yoga Bodywork is not just a form of massage but a therapeutic art form; often referred to as the Dance of Thai Massage, due to its rhythmic & graceful movements. Part healing modality, part moving body poetry. The goal is to create relaxation while promoting Body-Mind-Soul integration so that an individual can function at a higher level. Most of my training took place in northern Thailand with numerous teachers from the Sunshine Network over a six year period. Studying with multiple teachers has given me an appreciation for the diversity of this therapeutic healing modality and I try to bring that stylistic variety to my work. Currently, I practice privately in both Berkeley and Marin. In addition to my bodywork education, I have a Masters in Holistic Health Education and am currently pursuing my PhD in Mind-Body Medicine at Saybrook University where my intent is to revive the ancient Aesclepiian dream healing practices of the Greco-Roman period that once helped thousands to get in touch with their Inner Healing Resources.

Stacey Brown, CMT (CAMTC #29618) – Stacey has been practicing massage since 1987, when she graduated from a program in Virginia. In 1989, she continued her training in Sports and Deep Tissue at the Connecticut Center for Massage Therapy. Moving to the Bay Area in 1992, she has enjoyed working for local chiropractors, fitness centers, spas and establishing a private clientele. But something was missing...teaching! After 25+ years of bodywork, Stacey now shares her passion and experience with others. She teaches in the Swedish Foundations and Advanced Swedish classes with a commitment to bringing compassion and humor to the classroom.

Devon Carter, BA, CMT, Dipl, ABT, CDCP – Devon has 35+ years experience in the field of Mind/Body/Spirit integration both as a teacher and in private practice. Her work encourages people to connect with their intrinsic movement toward wholeness through Craniosacral Therapy, Acupressure, Orthopedic Massage, Somatic Leadership Coaching, the Enneagram and Mindfulness practices. Devon received her BA in Dance from Columbia College, Chicago (1979). She then moved to the SF Bay Area and began her studies in bodywork. She is a graduate of the Massage Institute, the Acupressure Institute, the Hendrickson Method Institute, the Milne Institute, the Upledger Institute, the Academy for Guided Imagery, the Deep Coaching Institute, the Leadership Embodiment Institute, and the Core Strengths Coaching program (San Francisco State). Her work is influenced by Continuum Movement, Tai Chi, Aikido, Cross Cultural Shamanism and Dream Work. Devon's vision is to encourage positive world change through inspiring herself and others to embody their souls purpose and manifest it in the world.

Kathleen Davis, B.A., C.M.T. Dipl.ABT – Kathleen Davis has been teaching acupressure and qi gong since 1997. She has studied Jin Shin Jyutsu as taught by Mary Burmeister, Tai Ji and Qigong with qigong master Zi Sheng Wang and Simu Min Ou Yang, and tai chi, tui na and acupressure with Brian O'Dea. She maintains a private practice in which she integrates Chinese Tui Na massage, Jin Shin Jyustu, reflexology, and acupressure.

Jessica Fagan – Jessica has been deeply immersed in the practice and teaching of bodywork and Yoga for over 20 years having studied, practiced, and taught in the US, Canada, Mexico, Europe, Asia, and Indonesia. Utilizing the

therapeutic principles of Eastern and Western forms and love of making healing contact through the hands, Jessica brings her background of Structural Integration, Sports Massage, Thai Massage, Yoga, and dance to create a unique approach to working with the body. Much of her philosophy has been influenced by Esalen Institute's innovative forms of somatic education where she currently teaches and has been a member of the massage crew since 1997. When she is not teaching workshops overseas Jessica resides in Oakland, Ca where she has a private massage practice and cultivates pure joy from hip shaking with a local Middle Eastern dance company, Bal Anat.

Amanda Flasck – Amanda entered the healing arts in 2009 when she took her first massage class at McKinnon. When she made the connection between massage, somatic awareness, and healing, she knew she had found a place to nest. Amanda currently contracts with corporations interested in investing in their employees' well-being via massage, and enjoys communicating the importance of self-care in contexts that would seem to counter it. Amanda is also a Marriage and Family Therapy Intern and works with women experiencing perinatal bereavement and reproductive trauma. In partnering with the healing potential within each client, Amanda sees the power of touch as a support to integration, healing, and aliveness.

Rocco Foronda, MT – Rocco loves to work with the human body. Using listening skills they combine Eastern and Western approaches to encourage balance and harmony. Rocco brings empathy and nurturance into their bodywork sessions. They work “with” people, not “on” them, to facilitate and assist in the journey to attain individual goals. Rocco loves to intuitively bring people back into their bodies through increasing awareness. Rocco mostly works long-term with a wide range of human bodies in many stages of ability and health; and in all shapes, sizes, and gender presentation. Rocco has a BA in Psychology with a minor in Education from the University of California Santa Cruz. They have worked in suicide prevention and at a non-profit counseling for severely emotionally disturbed youth. As a massage instructor at McKinnon BTC in Oakland since 2006, Rocco enjoys teaching in the Advanced Shiatsu and Swedish Massage programs. They also previously taught Pregnancy, Sports, and Deep Tissue massage. Rocco is a co-founder of the Oakland-based wellness center Be Well Integral Healing Space.

Jenna Frisch – I came to bodywork after studying and practicing yoga and native plant spirit medicine. Originally, my journey into traditional medicines began as a search for alternatives to conventional practices that would help me heal. I was drawn to teachings and modalities that recognized spirit as integral to the healing process. The springboard to my practice was a 200-hour yoga training that explored myofascial release techniques. I remember the deep sense of peace and love I felt surrendering myself to therapeutic touch and a profound gratitude in reciprocating; to share that kind of space with another felt essential to my being. I've studied Shiatsu, Tui Na and Acupressure at McKinnon Body Therapy Center. Under the tutelage of many experienced teachers, I have created a practice that seeks to honor the bodymindspirit connection. I currently teach at McKinnon BTC, and I am a practitioner at Berkeley Community Acupuncture Clinic. When not doing bodywork or teaching, I can be found reading several books, practicing QiGong, facilitating writing workshops, or searching for the sunniest spot I can find.

Jason Garcia, MT – Jason Garcia has been a massage therapy instructor and practitioner throughout the Bay Area for the past eleven years and is owner of Hands-On Massage & Wellness Center in Millbrae. www.handsonwell.com. He has trained numerous instructors and hundreds of practitioners in Deep Tissue, Sports Massage, Trigger Point Therapy, Myofascial Release and Neuromuscular Techniques. His skills in working with carpal tunnel syndrome, athletic injuries, sciatica, muscular pain and recovery, neck impingements, tendonitis, tennis elbow, headaches and many other pathologies are highly respected in the field. He's also a certified Awareness Through Movement (ATM) teacher in the Feldenkrais Method and nearing completion of the 4-year program as a Feldenkrais practitioner. Jason is passionate about bringing his unique insight of massage and other manual therapy techniques into a variety of environments. He has worked with the Touch Health Association by teaching teenage mothers how to massage their babies and build close bonds through positive touch. He coordinates the Cancer Awareness Resources and Education (CARE) program and brings over fifty volunteer practitioners to the SF General Hospital to massage and educate cancer patients and survivors about massage's role in their health. He also has designed the curriculum of a number of deep tissue courses at various massage schools and actively participates with the schools in maintaining a high standard in their curriculum.

India Harville, CMT – India Harville has been interested in the healing professions since she was a little girl, as both of her parents are in the medical profession and taught her various adjunctive healing methods. India began massaging friends and family in her youth and decided to attend massage school in 1998 at Rising Spirit Institute in Atlanta Georgia. Her program was 650 hours focused on Swedish and DeepTissue/Neuromuscular Therapy. Over the last 17 years, India has added many modalities to her tool belt, totaling over 1,500 hours of continued education, including Reflexology, Pregnancy Massage, Infant Massage, Shiatsu, Thai Massage, Rosen Method Bodywork, and Reiki. India has a BA in bio-psychology and a MA in integrative medicine, and spent years conducting research on the efficacy of massage. After several years of practicing bodywork, India began teaching massage and found it to be a wonderful opportunity to spread the power of bodywork further. In addition to being a bodyworker, India teaches healing dance/movement classes that emphasize a somatic approach. India offers clients guidance on how to move their bodies between sessions to support the bodywork they are receiving. India has a small private practice, and also works at a local healing spa. When India is not providing bodywork/bodywork instruction or teaching dance, she enjoys time in nature, reading, and meditation.

Kathy Kapps, B.S., C.M.P., Dipl. ABT – Kathy began her professional practice of Zen Shiatsu in San Francisco at the San Francisco Chiropractic Clinic in 1984 after studying at the Acupressure Institute in Berkeley, CA and then receiving private tutoring from Zen Shiatsu master Ping Lee. Ten years later in 1994, she opened a second office in Marin County and that same year relocated her San Francisco office to the marina district to the Ultimate Sports Medicine Clinic working with Dr. Leonard Stein and Allen Wood, DC. Currently she maintains both offices. She has given seminars, created an instructional manual of the Zen Shiatsu Routine and has lectured for many events including the Commonwealth Club and the Professional Business Women's Conference highlighting the benefits of Zen Shiatsu massage and assisting the public to broaden it's vista of alternative healing choices. Kathy started teaching the basic and advanced Zen Shiatsu courses at the Acupressure Institute in 1996 and occasionally is a guest teacher at other schools in the bay area. Currently, she continues to privately mentor Zen Shiatsu students from around the world. Her experience in the medical and chiropractic field lend to her knowledge as a teacher and a practitioner. Her passion and devotion for Shiatsu has afforded her the joy of continued success with her practice and classes.

Willa Mamet, LMT – After a few decades of photography with its attendant gear, film, darkroom and chemicals, Willa was delighted to go down the rabbit hole of bodywork. No gear! No chemicals! Just people – whole people. In 2009 a bodyworker saved her life – and piqued her curiosity – and that, as they say, was that. Since then she has studied Ayurveda with DeAnna Batdorff, craniosacral work with Hugh Milne, acupressure and Five Element theory with Kyle Miura and Kathleen Davis (among others) and Arvigo Maya Abdominal Massage with Kayla Becker. Not to mention all of her teachers here at McKinnon! When not teaching at McKinnon (or with Hugh or DeAnna) she also has a private bodywork practice in North Oakland. And when she's not busy squishing people, she moonlights as a country singer.

Larry Munn – In 2001, after more than 2 decades running a small East Bay construction company, Larry returned to school to pursue a life-long interest in bodywork. Trained at the Institute of Conscious Bodywork in Marin County he has been in private practice since 2001 and joined the Institute's faculty in 2003. Larry feels fortunate to have been able to develop a career working creatively with his hands, helping clients solve physical problems, and teaching others the tools for a successful practice. Larry works in Berkeley where he lives with his wife Jackie.

John Norikane, MT – John has been training in bodywork for more than 10 years. Much of his study was at Body Therapy Center. He has extensive training in Sports Massage and Clinical Deep Tissue. He served as an assistant for many years in various courses before becoming part of the teaching team. He teaches in our level one Sports and Deep Tissue courses as well as advanced Clinical Deep Tissue, Sports Training and Recovery and Sports Events and Rehabilitation.

Brian O'Dea, BA, LAc, AOBTACI, Dipl ABT, Dipl Ac, NCCAOM – Brian has 40 years of Martial Arts, meditation, and health care practice. He graduated from the Acupressure Institute and the Academy of Chinese Culture and Health Sciences. He continues his Jin Shin Jyutsu studies with Mary Burmeister and Patricia Meador and Qi Gong with Simu Ou Yang Min. Brian also studied Yang style Tai Chi Chuan with Prof. Cheng Man Ching and Aikido with Lou Kleinsmith. His private practice in Oakland integrates Tui Na Massage, Jin Shin Jyutsu, herbs, and acupuncture.

Char Pias – Char facilitates individuals and groups in learning new skills, discovering their sacred nature and cultivating pathways to aliveness. On the faculty at Esalen Institute since 1980, certified to teach Esalen Massage and Reiki, Char is also a Movement and Expressive Arts facilitator and a Raja Yoga teacher. She teaches various workshops, certification courses, and retreats nationally and internationally.

Crystal Sinkowski – My body work experience began in 2007 when I started an apprenticeship to become a piercer. After a few years experience, the desire to deepen my understanding of mechanisms responsible for how our bodies operate, and to understand the relationships we develop with them as we move through the world drew me toward massage. I graduated from The American Institute of Alternative Medicine in 2010 where my education consisted of training in Swedish, Deep Tissue, Myofascial Release, and Neuromuscular Therapy techniques. I find the diversity of human form, and the variance in need a meaningful challenge that lends itself to creativity and problem solving during each session.

Valerie St. Louis, MT – Valerie has been teaching at McKinnon on and off since 2005. Her extensive practice and study in Acupressure combined with her expertise in bodywork allows Valerie to shine as a teacher in the classroom. She is able to offer students a very tangible way to grasp a whole new paradigm of eastern medicine.

Nina Stavinga, MT – Coming from a family of medical professionals with a BA in Studio Art/Art History, Nina was drawn to bodywork as a place to further explore the poetry and mystery of the body. She began at the San Francisco School of Massage, studied at the Sunshine Massage School in Chiang Mai, Thailand, and then was drawn to with McKinnon's Touch For Diverse Populations, Asian Systems, and Cranio-sacral programs. Although most of her practice is based in Swedish, Deep Tissue, and Shiatsu, her approach and deep listening style is informed by these more subtle modalities, and she loves having the opportunity and challenge to learn from different kinds of bodies. She has volunteered massage for sex workers at the St. James Infirmary in SF, and for developmentally disabled adults at Claussen House in Oakland, and has also been a regular volunteer with the Touch Health and CARE programs. She teaches Swedish and Deep Tissue and balances her massage practice with her love for costume, performance, art, writing and cooking.

Erica Straus – Erica spent much of her life in the UK where she studied Zoology at the Imperial College of Science, Technology and Medicine followed by 4 years postgraduate research in Science and Law. In 2007 she quit her role as project manager for major fundraising campaigns due to illness, and turned to studying and practicing massage and aromatherapy as a tool for self healing. Upon moving to the Bay area in 2010, Erica discovered the McKinnon Body Therapy Center. The dedication of McKinnon staff to the power of bodywork as a healing tool transformed her approach to massage. Her practice expanded from Aromatherapy Massage to include Deep Tissue, Sports Massage, Lymphatic Drainage, Prenatal, and working with chronic diseases and disabilities. Erica takes an analytical approach to both massage and aromatherapy and her love for knowledge allows her to approach every body as a unique experience of discovery.

Christy Swenson – Christy Swenson grew up in Alaska and began her massage career in 1998 working with a chiropractor for the US Olympic running team. Then she worked in Aveda Spas throughout Oregon. Her passion for massage turned into a career in health and wellness. She was hired to train staff and open Namale Resort and Spa in Fiji under the ownership of Tony Robbins. After years in the industry Christy became a licensed esthetician, yoga instructor and Nutritional Therapist. She taught anatomy, physiology, esthiology and massage for years. She now owns Aloeswood Beauty and loves to use her experience as a valued way to pass on her enthusiasm and skills with this line of work.

Kimberly Thompson, B. S., C.M.T – Kimberly graduated with a B.S. degree in Kinesiology with an emphasis in Human Movement from SFSU in 2002. She furthered her training with a clinical based 500-hour program in Integrative Medicine and Spirituality while providing massage to patients in a hospital setting. Following the certification, she worked as a supervisor-in-training for the massage program at California Pacific Medical Center in San Francisco. Combining the practice of acupressure, massage and yoga, she continues to be fascinated with the human body. Kimberly combines her traditional education with her hospital experience to teach Anatomy and Physiology for the basic acupressure program.

Florann Vazquez, CPT, CMT – Flo is also certified through the National Academy of Sports Medicine, which gives her a deeper, hands-on understanding of how the body works. Not surprisingly, Flo teaches sports massage and anatomy & physiology. She is enthusiastic about helping students improve their quality of touch as well as fostering their analytical minds and informing their good intentions. When she's not working with clients or teaching massage, Flo regularly practices yoga, capoeira and is a super fun Zumba instructor.

Haley Winter – Haley is an entrepreneur and massage therapist with a thriving private practice in Oakland. He was a graduate of McKinnon in 2007, and within two years of completing his training he had established a successful private practice in a saturated market, and during an economic recession. He regularly sees twenty clients a week using his specialty in deep tissue, sports, and rehabilitative massage to treat people with acute and chronic pain. Grounded, warm, and genuine, Haley is known for his articulate knowledge of physiology and structural mechanics as well as a deeply sensitive and intuitive touch. He was born and raised in the Bay Area. His path of becoming a Massage Therapist started with the end of his previous career as a professional baseball player with the Seattle Mariners. The injury that eventually led to his retirement, also led to his exposure to the healing qualities of bodywork. Haley's passion is in revealing to new massage therapists the rewarding possibilities it offers as a career.

Zara Zimbardo, MT, CMT – Zara is a lifelong Bay Area resident, originally from San Francisco now an Oakland resident, who has been a professional bodyworker since 1996 at community health centers and in private practice. Her practice is shaped by Western and Eastern healing arts of somatic awareness, Five Element theory, Chi Nei Tsang, Deep Bodywork and different forms of movement meditation. She thinks of massage therapy as a listening art. Zara is continually grateful to travel these paths as practices of expansive slowness in a sped-up world, of time nourishment, curious embodiment, exploration of inner ecosystems and landscapes. She is also a teacher in undergraduate interdisciplinary education at the California Institute of Integral Studies and Sofia University, with a focus on cultural studies and social justice-based curriculum.

Program Descriptions, Hours, and Requirements for Completion

500-Hour Massage Therapist Program: Hours from every course count – for both McKinnon BTC and CAMTC – toward achieving the 500-hour total. Follow your interests by selecting from the wide array of available courses to complete 500 hours of education, following the framework below. Courses need to be completed within 24 months of the initial enrollment date.

Occupational Objective: MASSAGE THERAPIST (SOC Code 31-9011)

Required Courses

100 hours	Swedish Massage
150 hours	Shiatsu & Acupressure Foundations OR Deep Tissue Foundations
125 hours	125-hour course of your choice
112 hours	Electives of your choice
8 hours	Getting Noticed & Getting Hired
3 hours	Instructor Massage
2 hours	Program Review & Final Evaluation

Program **must include Anatomy & Physiology: Human Structure and Movement (64 hours).*

658-Hour Massage Therapist Program: Hours from every course count – for both McKinnon BTC and CAMTC – toward achieving the 658-hour total. Follow your interests by selecting from the wide array of available courses to complete 658 hours of education, following the framework below. Courses need to be completed within 24 months of the initial enrollment date.

Occupational Objective: MASSAGE THERAPIST (SOC Code 31-9011)

Required Courses

100 hours	Swedish Massage
150 hours	Shiatsu & Acupressure Foundations OR Deep Tissue Foundations
125 hours	Touch, Health, and Common Conditions
125 hours	<i>Choose one:</i> Clinical Deep Tissue, Advanced Shiatsu, 5 Element Acupressure, or Craniosacral Therapy
24 hours	Getting Noticed & Getting Hired, Making Money & Paying Taxes, and Rebooking & Marketing
128 hours	Electives of your choice
3 hours	Instructor Massage
3 hours	Program Review & Final Evaluation

Program **must include Anatomy & Physiology: Human Structure and Movement (64 hours).*

Swedish – 100 hours

Prerequisite: none

The objective of this course is to teach the mechanics of massage and prepare you for a career in the field. This basic course involves techniques that consist of long muscle strokes on the skin, using lotion or oils. The work is done on a massage table. Numerous protocols for a full body massage are covered along with the body usage/mechanics, contraindications, tailoring sessions, and introduction to alternate modalities. In each class you will observe the teacher demonstrate techniques, practice on a partner and then receive a massage from your partner. This process of seeing, doing and experiencing allows you to learn each technique “inside and out”.

Requirements for completion: Meet attendance requirements, pass 2 quizzes, 3 practices, pass Anatomy & Physiology exam and pass Hands-on Mid-term and Final.

Shiatsu & Acupressure Foundations – 150 hours

Prerequisite: none

Asian systems bodywork modalities are among the oldest in the world. They spring from the roots of Traditional Chinese Medicine, and have a long tradition in treatment of physical conditions and maintenance of health and wellness. Acupressure and Shiatsu have also been part of the basic skills of western-trained bodyworkers for many decades. The work is done over clothes, is very portable, and can be adapted to virtually any setting where bodywork might be used. Acupressure is a gentle listening style that uses finger pressure at meridian points to improve the health by balancing the flow of energy and fluids in the body. Shiatsu is a Japanese bodywork style, derived from Chinese medicine concepts, that uses a variety of techniques including compression, rocking, shaking, vibration, friction, and stretching to work with the meridians and the physical body to restore balance and maintain health. These hands-on classes will familiarize the student with the concepts of qi (energy), yin / yang theory, 5-element theory, meridians, and acupressure points. On completion of the Acupressure and Shiatsu Foundations track students will be able to begin to practice Acupressure and Shiatsu, and be able to incorporate them into other modalities.

Requirements for completion: Pass hands-on midterm and final (pass/fail grading), and demonstrate appropriate hands-on work throughout duration of the course.

Complete all written assignments and oral presentations (pass/fail grading)

Achieve a grade of 70% or better on all A&P assignments, quizzes, and final exam

Fully attend and participate in all class activities, and meet attendance requirements

Deep Tissue Foundations – 150 hours

Prerequisite: 100-hour Swedish Massage or equivalent

Deep Tissue massage is a natural extension of Swedish massage, and together they encompass most of the techniques that we associate with Western massage therapy. This introductory certificate lays the necessary foundation to enter into these popular therapeutic modalities. A simple definition of Deep Tissue massage might be: the understanding of the layers of the body, and the ability to work with tissue in these layers to relax, lengthen, and release holding patterns in the most effective and energy efficient way possible within the client's parameters of comfort. A good practitioner will use a high degree of sensitivity, patience, and anatomical knowledge to achieve results. The anatomy class will focus on the detailed musculoskeletal anatomy necessary to do this more specific, goal-oriented bodywork, and will cover the pathology of common injuries that therapists will encounter in their practice. Understanding these modalities will greatly enhance your effectiveness with clients, and a good practitioner of Deep Tissue massage will be in demand in the field of massage therapy.

Requirements for completion: Pass all hands-on midterms and finals (pass/fail grading), and demonstrate appropriate hands-on work throughout duration of the course.

Complete all written assignments and oral presentations (pass/fail grading)

Achieve a grade of 70% or better on all A&P assignments, quizzes, and final exam

Fully attend and participate in all class activities, and meet attendance requirements

Touch, Health, & Common Conditions – 125 hours

Prerequisite: 100-hour Swedish Massage or equivalent, or Acupressure and Shiatsu Foundations

The Touch, Health, and Common Conditions track is designed to give students the tools to research and make decisions about safe practice and the modification of massage techniques to best serve their clients. Students will gain direct experience through field trips and in-class clinics, working under the supervision of experienced teachers.

Requirements for completion: Pass hands-on finals and demonstrate appropriate hands-on work during field trips/clinics (pass/fail grading)

Complete all written assignments and oral presentations (pass/fail grading)

Achieve a grade of 70% or better on all APP assignment, quiz, and final exam

Fully attend and participate in all class activities, including off-campus field trips

5 Element Acupressure – 125 hours

Prerequisite: Acupressure or Acupressure and Shiatsu Foundations

Expand the depth of your knowledge in Acupressure. Use practice and clinic sessions to learn more about point associations, yin/yang theory, five-element theory, the twelve organ meridians, four extraordinary vessels, special points, and tongue and pulse assessment. Incorporate Tui Na and Qi Gong exercises to improve your own flexibility as well as your clients'. Learn to use the five elements to assess and treat your clients, improving the flow of qi and the inherent health of the body. Requirements for completion: Meet attendance requirements, hands-on mid-term, written final and hands-on final.

Advanced Shiatsu – 125 hours

Prerequisite: Shiatsu or Acupressure and Shiatsu Foundations

Deepen your knowledge of Asian systems bodywork and improve your skills in floor, table, and seated Shiatsu. Explore the concepts of five-element theory, yin/yang theory, and the concepts of assessment and session planning in Asian bodywork. Learn to combine shiatsu with other eastern and western modalities. Refining your skills in this highly flexible and portable bodywork modality will be useful in all areas of your practice. Meet attendance requirements, hands-on mid-term, journal assignment, written final and hands-on final.

Clinical Deep Tissue – 125 hours

Prerequisite: Deep Tissue or Sports and Deep Tissue Foundations

Take your deep tissue skills to the next level. Understand the complexity of myofascial pain syndromes, identify predisposing conditions and facilitate corrective ergonomics, learn to work with soft tissue injuries and understand contraindications, and appropriately utilize terminology to communicate with professionals and non-professionals. Anatomy, physiology, kinesiology, body mechanics and self-care will be covered. Requirements for completion: Meet attendance requirements, hands-on mid-term, hands-on final and written final.

Craniosacral Therapy – 125 hours

Prerequisite: Intro to Cranio or Acucraniatsu

Enhance your practice by learning the deep sensing skills of this subtle and incredibly effective form of bodywork. Gain an understanding of the craniosacral system, its effect on the body, and how to work with it to promote comfort, relaxation, and healing. The major branches – biomechanical and biodynamic work will be explored, working with the physical and the energetic body. Learn assessment skills, protocol, and working with intuition and instinct. This course will prepare you to offer craniosacral sessions to your clients. Requirements for completion: Meet attendance requirements, hands-on mid-term, hands-on final and written final.

Esalen® Massage – 100 hours

Prerequisite: 150 hours of massage training

The Esalen® Massage 100 hour Certification Course offers a comprehensive training for certified bodyworkers who wish to add the Esalen® philosophy and signature approach to their professional repertoire. With the use of oil students will learn the trademark Esalen® “long stroke” as a foundation to integrate a wide range of

techniques which include; working under the body, 3 dimensional touch, oscillations, deep forearm work, compressions, specific soft tissue releases, stretching, dynamic mobilizations, energy work, and “sheet tricks” which effortlessly move the client on the table. Somatic learning is fundamental to understanding the healing process both on and off the table. Special focus will be given to support students with this through mindfulness exercises, communication principles, body-awareness, Qi Gong, self-care practices and proper body mechanics. Students will familiarize themselves with the therapeutic benefits of the modalities presented as well as learn to recognize possible contraindications. Requirements for completion: Pass hands-on mid-term and hands-on final exam. Complete 30 required practices outside of class. Esalen® Institute will issue final certificate.

Continuing Education – Electives

Abdominal Massage – 16 hours

Prerequisite: 250 hours of bodywork training (must include Swedish)

Many massage therapists avoid massaging the abdomen, but abdominal massage can be deeply healing and relaxing. In this 16-hour class, you will learn simple and effective abdominal massage techniques that are easy to integrate into your massage practice. The course covers locations of some of the abdomen's major anatomical structures; methods for identifying, palpating, and restoring them; and an overview of structural imbalances common to the area. As you learn to make abdominal work more comforting and effective, you'll also gain skills to help your clients achieve deeper states of relaxation, improve digestive function, and experience less pain.

Acupressure for Women's Health – 24 hours

Prerequisite: Acupressure or Acupressure and Shiatsu Foundations

Deepen your understanding of a woman's cycles using Traditional Chinese Medicine. We will use active and subtle modalities to address the balance of the monthly cycle and the life-long arc of menses. Acu-points and techniques are included for harmonizing liver qi or blood stagnation, spleen qi vacuity, blood deficiency, and kidney yin or yang deficiency - helping us address symptoms such as PMS, cramps, fibroids, and menopausal challenges. Requirements for completion: meet attendance requirements, hands-on final.

Advanced Swedish Techniques – 24 hours

Prerequisite: Swedish

The objectives of this course are to expand the use of tools and techniques within the context of Swedish massage, to make the practitioner more comfortable in the use of their body during massage, and to expand on the concepts of client assessment, session planning, and goal setting. The students will see a variety of approaches to Swedish technique and dealing with common scenarios presented by clients. Requirements for completion: Meet attendance requirements, hands-on final.

Advanced Tui Na – 24 hours

Prerequisites: Tui Na Foundations, Tui Na Yin and Tui Na Yang, and Tui Na Meridians and Points

Advanced Tui Na is for those who have taken Tui Na Foundations, Meridians & Points, Yin, and Yang. This class is for those who wish to take their Tui Na knowledge to the next level. Requirements for completion: meet attendance requirements, hands-on final.

Body Mechanics – 8 hours

Prerequisite: Swedish

This class is designed for practitioners who find themselves in pain during or after giving a session, feel tired after giving a session, or simply want to improve the way they work. Better body mechanics can also help practitioners apply greater pressure for 'deeper work' and can increase their work efficiency and vitality, enabling them to see more clients. Requirements for completion: Meet attendance requirements, active participation.

Carpal Tunnel – 8 hours

Prerequisite: Swedish

Learn to work effectively with Carpal Tunnel Syndrome, one of the most common repetitive stress workplace injuries. Anatomy of the carpal tunnel and related structures will be covered. Strategies for working with this injury will include techniques for working with the arm, hand, shoulder, neck, and upper back. Ergonomics and proper body mechanics will also be discussed. Requirements for completion: Meet attendance requirements, hands-on final.

Tui Na Cupping – 16 hours

Prerequisite: bodywork experience

Cupping works to clear deep muscular tension easily and quickly, and is a time-honored practice of pain relief in traditional Chinese medicine. Through lecture and practicum you will learn how and when to apply cups in a variety of ways. We will discuss appropriate uses of cups and contraindications for their use. The classes uses pump suction cups only, not fire cupping, so you can be quickly proficient in offering safe cupping methods in your sessions. Requirements for completion: Meet attendance requirements and full participation in all activities.

Myofascial Cupping – 16 hours

Prerequisite: bodywork experience

Cupping works to clear deep muscular tension easily and quickly. We will discuss appropriate uses of cups and contraindications for their use. The classes uses pump suction cups only, not fire cupping, so you can be quickly proficient in offering safe cupping methods in your sessions. Cupping can be blended into sessions of any modality and enhance your ability to provide deep relaxation to your clients. Requirements for completion: Meet attendance requirements and full participation in all activities.

Emotional Balancing – 24 hours

Prerequisite: Acupressure

Learn how acupressure can support emotional healing in yourself and in your clients. Discover specific acupressure points for balancing your emotions - grief, anger, fear, worry, depression, and anxiety. Learn how acupressure can be combined with attention to the breath to focus our work deep within the body, allowing what has been blocked to come to the surface and be released. Requirements for completion: meet attendance requirements, hands-on final.

Extraordinary Vessels – 16 hours

Prerequisite: Acupressure or Acupressure and Shiatsu Foundations

This class opens the door to realm of the eight extraordinary vessels which come into being at conception and immediately thereafter. These are the flows from which the 12 organ meridians are born. Powerful for boosting our energy, all eight flows play important roles in the balance of qi among the meridian and organ systems all our lives. Working with these primordial reservoirs of qi is an optimal choice for clients working with multiple health challenges or who have deep stress. Requirements for completion: meet attendance requirements, hands-on final.

Facilitated Stretching – 8 hours

Prerequisite: Sports or Deep Tissue

Learn and practice three different methods of stretching to use with your clients: passive, resistive, and active isolated stretching. We will review the physiological principles behind stretching, stretching benefits, and strategies for helping clients adopt stretching as part of their lifestyle. You'll have lots of hands-on practice. Wear loose comfortable clothing. Requirements for completion: Meet attendance requirements, hands-on final.

Getting Noticed & Getting Hired – 8 hours

Prerequisite: Swedish

If you are interested in earning money as a professional massage therapist, this 8-hour workshop can help you

move closer to meeting your goals. We'll look at laws, regulations, credentials, memberships, and insurance relevant to professional practice. We'll also look at the value of resumes, cover letters, business cards, and interviewing and networking skills. Communication and self-knowledge are keys to your success. Come to class with an internet-capable device (with word processing capability, if possible); paper and pencil; and 5 business cards you've been given by other professionals (any variety).

Hot Stone Therapy – 24 hours

Prerequisite: Swedish

The objective of this course is to introduce students to the concepts of using stones as a healing technique within a traditional massage. This can be a wonderful and attractive addition to your established massage practice or it will give you something to offer and provide a specific healing experience to a specific group of clientele.

Requirements for completion: Meet attendance requirements, hands-on final.

Just Business Series – 24 hours

Prerequisite: bodywork training

The Just Business Series is a series of 3 8-hour workshops designed to provide a space for students to examine where they are at in their massage career, where they would like to be and the steps required in getting there. Topics related to self employment, working as an independent contractor or employee will also be explored. Students will look at how to use personal goals as the building blocks of a professional business plan. Requirements for completion: Meet attendance requirements, verbal participation. Workshops include Making Money and Paying Taxes. Getting Noticed and Getting Hired and Conversational Ethics.

Just Series – 24 hours

Prerequisite: Deep Tissue and Muscles, Movement and Massage, or Sports and Deep Tissue Foundations

The "Just" series is a series of 3 8-hour workshops designed to focus on specific anatomical regions covering advanced techniques, appropriate body mechanics and in-depth anatomy. Proper body mechanics for working on each region will be a major emphasis. Techniques that you'll be learning will be a combination of deep tissue, trigger point therapy and myofascial release. Requirements for completion: Meet attendance requirements and full participation in all activities.

Kinesiology I, II – 16 hours each

Swedish and Anatomy: Muscles, Movement and Massage

Study the form and function of the musculoskeletal system. Learn how understanding the anatomy of movement can enhance your assessment skills and bodywork practice. Requirements for completion: Meet attendance requirements, hands-on final.

Making Money & Paying Taxes – 8 hours

Prerequisite: Swedish

What's your relationship with money – and the powers that be?

In this 8-hour workshop, we'll cover employment status and tax implications; record keeping for self-employed massage therapists and bodyworkers; and ways to understand your taxes – even if you choose not to do them yourself – so you can organize your work activities to best advantage.

Massage for Cancer – 24 hours

Prerequisite: 250-hours or Touch, Health & Common conditions Track

There are many different types of client presentations in massage therapy that we take in every day and decide how best to help our clients live more comfortably in their bodies. When a client presents with a cancer diagnosis, is in cancer treatment, or is a cancer survivor, the situation becomes more complex. It can bring up our own fears and questions about what to do, or what not to do. We want to offer help and we want to do no harm. If we are unsure of ourselves, that affects the quality of our work, and we potentially risk doing harm to our

clients. The remedy for this complex situation is knowledge and experience. The intention of this 24-hour course is to give you the basic knowledge and experience to begin to work safely and effectively with clients who are dealing with, or who have gone through cancer treatment. You will gain a sound basis for therapy decisions and begin to develop the facility to communicate with and educate your clients about the reasons for your decisions. Gaining comfort in these areas will improve the quality of your work and allow for the rewarding experience of working with clients during these stressful times and assist in improving their quality of life.

Myofascial Release – 16 hours

Prerequisite: Sports or Deep Tissue

Myofascial Release and Muscle Energy Techniques was developed by osteopaths and East European physical therapists. This course embodies many of the major developments in cutting edge bodywork techniques. The class allows you to move away from confrontational pain management techniques and enhances the effects of neuromuscular trigger point techniques as well as by addressing the whole body. This modality can achieve breakthroughs in chronic myofascial pain cases. In addition, you will understand how M.E.T. (Muscle Energy Techniques) interrelate in reinforcing ease of movement and pain free mobilization permanently. Requirements for completion: Meet attendance requirements, hands-on final.

On-Site Chair Massage – 8 hours

Prerequisite: Swedish or Acupressure and Shiatsu Foundations

Learn to perform 10-30 minute massages on location in offices, at conventions, markets, etc. The objective of this 8 hour course is designed to teach you to use chair massage as an adjunct to your table practice. It is a unique tool to educate the public in the therapeutic value of massage. Learn hands-on techniques to relieve mental and physical stress, calm the nervous system, release tight muscles and increase circulation. In each class you will observe the teacher demonstrate techniques, practice on a partner and then receive a massage from your partner. This process of seeing, doing and experiencing allows you to learn each technique “inside and out”. Requirements for completion: Meet attendance requirements, hands-on final.

Prenatal Massage – 24 hours

Prerequisite: Swedish for West, Acupressure for East

This course offers information, discussion and techniques for working with healthy pregnant women, women with complications, women in birth and post partum. The objective of the class is to familiarize students with the pathology of pregnancy and the special needs of pregnant women. This class is offered in both Eastern and Western practices. Requirements for completion: Meet attendance requirements, hands-on final.

Rebooking & Marketing – 8 hours

Prerequisite: Swedish

Primarily for the self-employed MT, this workshop focuses on practice building (getting) and rebooking (keeping) clients. Along the way, we’ll explore target market analysis and goal-setting as good business practices, and discern the differences between and merits of publicity, advertising, and promotion. Come with questions and ideas – and leave with some plans!

Reiki II – 16 hours

Prerequisite: Reiki I

Second Degree Reiki is available to anyone who has completed the First Degree. Second Degree is comprised of techniques to intensify the effect of Reiki sessions - a highly effective absentee healing technique as well as a technique for dealing with emotional and mental problems. Requirements for completion: Meet attendance requirements, hands-on final.

Reiki III – 16 hours

Prerequisite: Reiki I and Reiki II

Okuden means 'deeper knowledge'. The focus of Level 3 is on the personal practice of Reiki. Participants will explore the inner teachings for the purpose of spiritual cultivation and creating the inner medicine for wellness. Participants will receive four attunements from the teacher, exchange Reiki treatments with classmates and learn one new protocol for problem solving. The fourth symbol is given with instruction on its use and meaning. The 3rd level manual includes Usui's original handbook. Meet attendance requirements, hands-on final.

Refined Palpation – 8 hours

Prerequisite: Deep Tissue

Effective practice of bodywork requires the practitioner to be proficient in recognizing anatomical structures, locating individual muscles, and differentiating the consistency of tissues. In this class, basic skills will be demonstrated and practiced in a simulation/model and on student clients. Activities will develop sensitivity and perception. Students will practice additional hands-on skills and learn how to accurately locate particular landmarks and muscles. Refined palpation skills can improve your ability to find particular muscles and deliver confident bodywork sessions. Meet attendance requirements and full participation in all activities.

Self Care – 8 hours

Prerequisite: bodywork training

Taking care of yourself is just as important as taking care of your clients. In this class we will go over several tips, tools, and techniques to make sure your career as a bodyworker is a long and healthy one. Requirements for completion: Meet attendance requirements, verbal participation.

Side-lying and Tui Na Side-lying – 8 hours each

Prerequisite: bodywork experience

Learn some great techniques which adapt well to the side-lying position. Great for clients who are pregnant, who are limited by back pain, or who simply love the ease of being worked on in this position. This class is offered in both Eastern & Western traditions. Requirements for completion: Meet attendance requirements and full participation in all activities.

Test Prep – 16 hours

Prerequisite: 250 of bodywork training

This class will provide information to prepare you for the National Exam (NCBTMB) or the MBLEX Exam. Requirements for completion: Meet attendance requirements.

Touch and Trauma – 24 hours

Prerequisite: Swedish or equivalent

This class is designed to provide the bodyworker with information and skills important in facilitating recovery from traumatic stress. Students will learn approaches for working with post-traumatic stress survivors and practice these approaches both in the classroom and on-site. Requirements for completion: Meet attendance requirements, research project and hands-on final.

Trigger Point – 16 hours

Prerequisite: Sports or Deep Tissue

Trigger Points are defined by Dr. Janet Travell as "highly irritable localized spots of exquisite tenderness in a nodule in a palpable taut band of muscle tissue." Trigger points can cause referred pain, burning, tingling or numbness throughout the body. In this class, students will learn the techniques for locating and treating these tender spots in order to give their clients relief from pain, better circulation to affected areas and better muscle performance and range. Requirements for completion: Meet attendance requirements, hands-on final.

No prerequisites needed for following courses:

Acu-Facial (8 hours) – In this class you will learn to use Acupressure points to help restore muscle and skin tone in the face. Requirements for completion: Meet attendance requirements, full participation in all activities.

Introduction to Massage (8 hours) – This popular and specialized class is designed to teach students basic oil massage strokes and techniques for encouraging relaxation in the tension-prone areas of the back, neck, and shoulders. This is a perfect class for beginners or those just wanting to have fun giving mini-massages to their friends. Requirements for completion: Meet attendance requirements.

Infant Massage (4 hours) – Come learn how to work with babies! In this course, we will go over various techniques and considerations that are useful for working with little ones. We will discuss the various stages of development from newborn to early childhood and how to adapt massage to all stages. Many courses focus only on the brief period of time that infants are able to make eye contact, smile, and NOT roll away from you! This class will help you transition your massage with them past this point. This class is primarily for massage therapists who are interested in working with little people and how to teach their clients how to provide massage to their little ones.

Introduction to Craniosacral Therapy (24 hours) – Craniosacral therapy is a gentle hands-on therapy based on the principals of cranial osteopathy. It uses light touch and subtle movements to unwind holding patterns in the body and to release restrictions in the craniosacral system. Releasing those restrictions improves nervous system function, which can have a positive effect on all the tissues of the body. This subtle form of bodywork can help bring a deeper sense of balance to clients and allow the therapist to practice listening in a more profound and meaningful way. This course will cover basic history, relevant anatomy and physiology, technique, and a basic treatment protocol. Students will refine palpation skills for tuning into very subtle systems of the physical and energetic body. All of the techniques presented in this class can also be incorporated into other bodywork modalities. Requirements for completion: Meet attendance requirements, hands-on final.

Intro to East and West - This 8-hour course will be split into two sections. This is a perfect class for beginners or those just wanting to have fun giving mini-massages to their friends or those looking to see if massage is the path for you. Requirements for completion: Meet attendance requirements.

Introduction to Esalen® (8 hours) – Esalen® Institute has been fundamental in the influence and development of massage and therapy throughout the history of the "human potential" movement. The distinct features essential to art of Esalen® Massage are; presence, awareness, integrating strokes, transitions, rhythm, and flow as well as the signature Esalen® “long stroke”. In addition to giving practitioners an opportunity to bring a fresh approach and a sense of innovation to their current practice, this day long course will introduce participants to the fundamentals necessary to build a strong foundation and an understanding of the philosophy of this world-renowned approach. Requirements for completion: Meet attendance requirements, full participation.

Lymph Drainage (16 hours) – Lymph Drainage is an extraordinary body movement technique that focuses on the congestion and restricted areas of the lymphatic system. Congestion of the lymph nodes, Lymphoid tissue, and the lymph glands is the cause of many of our illnesses. This class teaches how to help clients release stored up toxins using hands-on techniques that give amazing results. You'll also learn other strategies for cleansing and strengthening this system. Requirements for completion: Meet attendance requirements, hands-on final.

Massage for Caregivers (8 hours) – Massage for Caregivers is an eight hour class designed to meet a two-fold objective - supporting the offering of touch through simple applications of technique from a variety of massage modalities for caregivers' clients or family members, and self-care through movement and self-massage techniques from a variety of modalities for caregivers. Taking care of people who are ill, disabled, or dying, whether at home or in an institutional setting, is demanding and emotionally stressful. It can also create strong bonds and be tremendously rewarding. This class is intended to acknowledge and celebrate the full range of the

caregiver's role, and to offer hands-on skills to make that role a little less stressful and more rewarding for caregivers those that they are caring for.

Reflexology (24 hours) – This class explores the reflexes of the hands and feet and their relationship to corresponding parts of the body. History and theory will be discussed, students will learn the thumb and finger techniques (grip sequences) of reflexology, and will be able to perform a 60-minute session by the end of class. The student learns to use reflexology as a tool to release tension and help the client's body seek its own equilibrium. This class is offered in both Eastern and Western practices. Requirements for completion: Meet attendance requirements, hands-on final.

Reiki I (16 hours) – You will receive instruction in the energy technique of Reiki, First Degree; how to treat imbalances in self and others as well as how to use it as a preventative method and transformational practice. Reiki is easy to learn and is received through clothing. Students will exchange treatments. Requirements for completion: Meet attendance requirements, hands-on final.

Tui Na for Chakras (8 hours) – Chakras are powerful centers of energy and information along the body's centerline. Each holds the energy for distinct aspects of our development, physiological function, and emotional balance. Learn to feel the energy flow through the chakras and to support balance in them by working both on and off the body with traditional Tui Na techniques. Requirements for completion: meet attendance requirements, hands-on final.

Kitchen Chair Massage (8 hours) – Giving great bodywork doesn't require a massage table! Learn how to give massage to anyone who is seated in a standard kitchen chair. Requirements for completion: Meet attendance requirements, full participation.

Intro to Thai Massage (24 hours) – This workshop gives one a taste of Thai Massage without delving into its complexities - great for people who have never worked on the floor or are new to bodywork. Come learn about the basic elements of Thai Massage and experience for yourself how this ancient modality can leave one replenished on so many levels. Requirements for completion: Meet attendance requirements, full participation.

Couples Massage (6 hours) – This 6-hour course is designed to make massage an enjoyable experience for couples. Basic Swedish oil massage techniques and body mechanics will be covered, which take the work out of massage and make it a more comfortable experience for the giver and receiver. It is a great gift to be able to touch, comfort and relax your partner and your family. This course will give you the tools to get started and to enjoy practicing on each other. Requirements for completion: Meet attendance requirements, full participation.

McKinnon Institute, LLC (McKinnon) is committed to making reasonable accommodations for students and applicants with disabilities and making its campus and facilities accessible. However, accommodations that would fundamentally alter the nature of McKinnon's programs or cause undue burden on McKinnon are not reasonable.

Student Responsibility

Each student or applicant is responsible for notifying McKinnon of the need for an accommodation and following the processes set forth in this policy. A student who does not request an accommodation will not receive one.

Confidentiality

Disability-related information is maintained in accordance with the confidentiality requirements of applicable college policies and laws. However, information sometimes must be shared with others on a need-to-know basis.

Non-Discrimination

McKinnon prohibits unlawful discrimination on the basis of disability and complies with all applicable laws, including Sections 503 and 504 of the Rehabilitation Act of 1973, the American with Disabilities Act, and applicable State laws.

Accommodation Request

Both students and applicants may request an accommodation. The student or applicant will need to provide documentation regarding the need for an accommodation from the student's health care provider or diagnostic professional. Students and applicants may seek accommodations for courses, programs, and placement tests.

Academic Requirements

All students must follow McKinnon's policies and procedures and meet the requirements of their particular program. A student who requests an accommodation after classes begin may not have his or her previous coursework reexamined or expunged, even if the student can show that he or she had a disability at the time of the coursework in question. For more information on McKinnon's policies, please consult Selena Lee, Director.

MCKINNON PROCEDURES FOR STUDENT DISABILITY ACCOMMODATION

This policy defines the process for students to seek reasonable accommodations in any of the programs and activities offered by McKinnon.

This policy is intended to assure all benefits and procedural protections required by the laws.

PURPOSE

McKinnon provides educational opportunities for all students and applicants (both currently enrolled individuals and applicants) with disabilities and complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws that protect individuals from discrimination based on their disability. McKinnon will make reasonable accommodations for students with disabilities that do not impose an undue financial and administrative burden, or require a fundamental alteration in the nature of the programs offered and will make its campus and facilities accessible as required by applicable law.

It is the responsibility of the student to notify McKinnon of the need for an accommodation and to follow the processes set forth in this policy. A student who does not request an accommodation will not be given one. A student or applicant with a disability who chooses not to have any accommodations is under no obligation to seek or obtain one.

DEFINITIONS

The following terms are applied by McKinnon in accordance with and by using the definitions supplied by applicable law and regulations, which are summarized here.

Accommodations are defined as any reasonable adjustment required for a student or applicant to have equal access to the programs and activities, inside or outside the classroom. However, accommodations do not include:

Substantial modifications to academic standards;

Modification or adjustment of requirements essential to any program of instruction, program or activity, or essential to any directly related licensing requirement; or

Modifications or adjustments that result in undue hardship, considering the nature, cost, and impact of the accommodation, and other factors.

Disability is a physical or mental impairment that limits one or more major life activities.

POLICY

McKinnon will provide qualified students and applicants who have disabilities with reasonable accommodation based upon relevant law and the academic program's educational standards. Decisions about whether a student is a qualified student with a disability and what constitutes reasonable

accommodation are made by Selena Lee in consultation with the student or applicant, school manager, senior faculty, and, if appropriate, the medical care provider.

PROCEDURE

Any applicant or currently enrolled student with disabilities seeking an accommodation must provide documentation of their need for an accommodation from a qualified professional. This documentation will be the basis for accommodation decisions and recommendations for services. The determination of services is an interactive and deliberative process that includes the student and is based on the student's functional limitations as identified in the documentation, regardless of whether the disability is permanent or temporary.

Students may choose whether or not they want to identify themselves as having a disability, but students who want an accommodation must identify themselves by submitting the request in writing and providing documentation to support the request for disability accommodations.

The student assumes full responsibility for providing diagnostic information to sufficiently support the need for reasonable accommodation and the limitations for which the accommodation is requested. Other supporting materials, including a previously utilized individualized education plan issued at a secondary educational institute (*i.e.*, high school) would be helpful in assessing a student's request for disability accommodation. An accommodation is not needed if the student would still have meaningful access to the program, service, or activity without it.

The student is responsible for completing the request for accommodations paperwork, including the diagnostic information to sufficiently support the limitations and the need for reasonable accommodation. If the school manager requests additional documentation, the student or applicant shall provide it within five business days.

TIMING

Students and applicants should make accommodation requests as far in advance of the relevant course, entrance assessment, activity or program, to allow for appropriate consideration and planning. Because the reasonableness of any individual accommodation request can vary substantially depending upon a student's current course load, schedule, or course content, accommodation requests must be reviewed by the school manager each term of enrollment.

When possible, students entering a program of study for the first time should submit information related to the need for accommodation at least one week prior to enrollment so that reasonable accommodation can be arranged and delivered prior to the start of the term.

ACCOMMODATION DETERMINATIONS

A student or applicant may make official requests for accommodation by submitting a disability accommodations request in writing along with any supporting materials. The school manager will consider the information and documentation provided by the student, consult with the student, the student's medical care provider, senior faculty, and/or the Director as needed, and determine whether McKinnon can provide reasonable accommodation(s) for the student.

The school manager will identify a list of approved accommodations in accordance with the manifestations of the disability, a copy of which will be shared with the student. Faculty and other school officials then are required to provide reasonable accommodation(s) in accordance with the approved accommodations. If a faculty member or other school official does not honor the accommodation, the student should promptly seek the assistance of the school manager or the Director.

CONFIDENTIAL HANDLING OF DISABILITY RECORDS

All information submitted to or developed by McKinnon related to the diagnosis, documentation, or accommodation of a disability is considered confidential. Information regarding the student's disability obtained from medical examinations or appropriate post-admissions inquiries will be considered confidential and will be shared with others within McKinnon on a need-to-know basis. Other staff may be provided access to disability records and may arrange access for other authorized officials in the event of an emergency or other unusual necessity.

APPEALING ACCOMMODATION DETERMINATIONS

Students may petition for a review of disability accommodations determinations under the following Grievance Procedure:

This is the grievance procedure mandated under the Americans with Disabilities Act of 1990 (the ADA) and Section 504 of the Rehabilitation Act of 1973 (the Rehabilitation Act). The ADA and the Rehabilitation Act prohibit excluding people from participation in educational programs or activities based on their disability, from denying them the benefits of such programs or activities, and from discriminating against such individuals. The ADA and Rehabilitation Act also require a process for grievances relating to disability-based discrimination.

SCOPE

Any student who believes that he or she has been discriminated against on the basis of his or her disability, or has been denied access or accommodations required by, law may make a complaint under this procedure. Specifically, students may make a complaint about:

A requested service or accommodation, including appeals of determinations regarding accommodations;

Inaccessibility of a program or activity;

Harassment on the basis of disability in violation of policy; or

Any other alleged violation of the ADA or the Rehabilitation Act.

This is not the procedure for students initially seeking accommodations; students who have a disability that require accommodations should contact the school manager. This is also not the procedure for misconduct allegations by students against other students or student organizations.

MAKING A COMPLAINT

Disability Accommodation Determination Challenges; Requests for Review

A student or applicant who has been denied a requested accommodation or otherwise disagrees with accommodation decision is encouraged – but not required – to discuss his or her concern with the school manager. A conversation may resolve a disagreement quickly.

Next Level Review by a Senior Faculty Member

If informal resolution is ineffective or impractical, the student should request a review with the Director. The Director will assign a senior faculty member to review the determination of the disability accommodation request and investigate the matter as needed. This includes requests for information from the instructor or director of the relevant program or activity for which the student is seeking an accommodation, where necessary. The senior faculty member will present his or her findings to the school manager, who will decide whether any changes to the original decision should be made.

If the senior faculty member decides that an additional or different accommodation should be afforded, the school manager will issue a (revised) accommodation list to the student and any other necessary parties (such as the instructor). If the senior faculty member upholds the initial accommodation determination, he or she will notify the student, the school manager and the Director and the matter will be closed.

The review and determination of any appeal to the Director will be made within a reasonable time frame of the review being sought.

PROTECTION FROM RETALIATION

McKinnon prohibits any form of retaliation against a person who requests an accommodation or who participates in a grievance process. Retaliation can take many forms, ranging from students harassing or ostracizing another student to a faculty member excluding a student from an educational activity. Any student or applicant who believes that he or she has experienced or observed retaliation should immediately notify the school manager. McKinnon will promptly investigate any complaint of retaliation and will immediately address any retaliatory actions that occur.

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