



IPSB
AT
LIFE ENERGY INSTITUTE™



Massage Therapy • Craniosacral Unwinding • Polarity Therapy • Aromatherapy • CEUs

2019
CLASS CATALOG

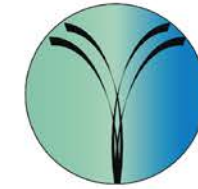
IPSB at Life Energy Institute
5817 Uplander Way
Culver City, CA 90230
T: 310.342.7130
info@myLEI.org
www.myLEI.org



THANK YOU FOR YOUR INTEREST IN IPSB AT LIFE ENERGY INSTITUTE.

IPSB at Life Energy Institute welcomes everyone called to the healing arts. Our mission is to train sensitive, self-aware bodyworkers with creativity and self-knowledge to transform basic skills into an artistic form that deeply touches the lives of others.

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 WILL BE PROVIDED TO YOU PRIOR TO SIGNING ENROLLMENT AGREEMENT.



IPSB

AT

LIFE ENERGY INSTITUTE

Creating well-being and changing lives

Policies and Procedures

January 1, 2019 - December 31, 2019

CATALOG

Massage Therapy | Craniosacral Unwinding | Polarity Therapy | Aromatherapy | CEUs

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PHILOSOPHY & MISSION

Our mission is to train sensitive, self-aware bodyworkers who use creativity and self-knowledge to transform basic skills into an artistic form that deeply touches the lives of others.

Our educational programs are intended for those who wish to practice the natural hands-on healing techniques of Massage Therapy, Integrative Craniosacral Unwinding, Polarity Therapy, Aromatherapy, and other therapeutic techniques.

Our classes are open to all who are beginning their journey into the healing arts as well as those who are currently practicing body-mind-spirit healing arts, such as massage therapists, bodyworkers, chiropractors, doctors, nurses, and acupuncturists.

IPSB at Life Energy Institute is a private institution, and is approved to operate by:

- The California Bureau for Private Postsecondary Education [BPPE]— in accordance with the provisions of California Education Code 94900 and/or 94915. [Approval to operate means compliance with the minimum state standards and does not imply any endorsement or recommendation by the state or by the council.]
- The California Massage Therapy Council [CAMTC]

IPSB at Life Energy Institute is approved for continuing education units by:

- The National Certification Board for Therapeutic and Massage Bodywork [NCBTMB] — Category "A" approved.
- The American Polarity Therapy Association [APTA].
- State of California Board of Registered Nursing
- State of California Acupuncture Board
- National Certification Commission for Acupuncture and Oriental Medicine.



PROGRAM OVERVIEW

All programs at IPSB at Life Energy Institute are designed to meet the requirements for professional practice as determined by the California Massage Therapy Council (CAMTC) or the American Polarity Therapy Association (APTA).

IPSB at Life Energy Institute offers the following programs:

MASSAGE THERAPY PROGRAMS

- Integrative Massage & Bodywork Practitioner Program (IMBP) - 550 hours
- Integrative Therapeutic Bodywork Practitioner Program (ITBP) - 550 hours

CRANIOSACRAL & POLARITY PROGRAMS

- Integrative Craniosacral Unwinding™ Program (ICSU) - 241 hours
- Associate Polarity Practitioner Program (APP) – 163 hours
- Registered Polarity Practitioner Program (RPP) - 685 hours
(APP Program 163 hours + RPP Program 522 hours)

PROGRAM DESCRIPTION

Graduates of our IMBP & ITBP programs are eligible to gain a massage certificate through the California Massage Therapy Council (CAMTC). Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et. seq.

Graduates of our APP program are eligible to join APTA as Associate Polarity Practitioners and can continue on for advanced Polarity Therapy training through the RPP program. Graduates of our RPP program are eligible to join APTA as Registered Polarity Practitioners and continue the final training to become a Board Certified Polarity Practitioner (BCPP). Our Polarity curriculum has been developed over the past thirty years and is based on the life work of Dr. Randolph Stone and the Polarity Wellness Network. For more information on our programs see Program Requirements, Fees, and Course Descriptions.

IPSB at LEI Massage Programs (IMBP, ITBP) fall under Standard Occupational Classification Code 31-9011. The Employment Position for that classification is Massage Therapist.

The other IPSB at LEI programs (APP, ICSU, RPP) do not fall under a s Standard Occupation Code and do not conform to a recognized career occupation , vocation, job or job title.

It is rare that a student will become a practitioner of just Polarity or Craniosacral Unwinding. Usually our students are already certified health professionals looking to enhance their healing skills, or to gain CEUs. Approximately 20 to 30 percent of students specifically become Polarity or Craniosacral Practitioners. Polarity and Craniosacral graduates from IPSB at Life Energy Institute are often entrepreneurs with their own private practices in their chosen area of interest. Often while maintaining their private practices, practitioners will collaborate professionally and combine their skills to offer a wider range of treatments for their clients.

STUDENT SERVICES

Catalog This catalog is updated on an annual basis, and may be updated at various times throughout the year if required. Updates will be provided in the form of an insert. Catalogs (paper and/or digital format) are provided to prospective students at the time of enrollment in a program, or to the general public when requested.

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. The School Performance Fact Sheet is included with all enrollment agreements. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau For Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 800, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
Website: www.bppe.ca.gov
Telephone: (888) 370-7589; or by Fax: (916)263-1897

Free Massage Therapy Open Houses IPSB at Life Energy Institute holds open houses regularly throughout the year; see the schedule or contact the school for dates/times. Attendees receive an introduction to the school’s history and philosophy and see techniques from the various classes demonstrated by instructors. These orientations are very helpful in providing prospective students the opportunity to experience the IPSB at Life Energy Institute environment. Prospective students may also contact the school to arrange a tour and informational meeting with a staff member.

Free Craniosacral & Polarity Therapy Open Houses IPSB at Life Energy Institute holds a free Open House for Polarity Therapy and Integrative Craniosacral Unwinding every spring and fall. See myLEI.org for dates and times. Instructors demonstrate techniques and introduce the philosophy of our training and our school. Attendees may also participate in simple energy exercises and perform basic moves with each other. These orientations are very helpful in presenting the basic principles of the work in a welcoming, creative, and fun atmosphere.

Library IPSB at Life Energy Institute has a small onsite reference library that covers a range of massage, bodywork, health, and metaphysical related topics. The library may be accessed during office or class hours. Students are welcome to utilize these resources while on campus. We request library books not be taken off campus.

Student Store We offer a selection of books that can enrich the student’s studies, available for purchase. Required or suggested book fees are not included in the tuition fees. Many required school texts are available second-hand through the school for discounted rates. Please inquire at the office.

Housing..... All IPSB at Life Energy Institute programs are non-residential. It is the responsibility of students to secure their own housing. There are no dormitory facilities. For students wishing to secure nearby housing there are multiple hotels and residential rentals. The approximate cost of housing located near to the school is listed as \$1800 - \$2300 / month in rent, or \$65 - \$200 per night for hotel or airbnb accommodations.

Placement and Salary Claims The school does not have a formal placement service however does receive employment postings which are made available to students. IPSB at Life Energy Institute does not make salary or job placement claims.

Licensing As of January 1, 2015 bill AB 1147 requires CAMTC applicants to have 500 hours of education from CAMTC approved schools and have passed a CAMTC approved exam, as well as meet all of the other requirements in the law in order to be certified.

Student Rights IPSB at Life Energy Institute students may expect:

- Fair and effective teaching
- Information privacy
- The right to review his/her school records
- Due process and an impartial hearing in any disciplinary matter.

Class Schedule IPSB at Life Energy Institute offers year-round programs including daytime, evening, and weekend classes to accommodate students with diverse schedules. Current schedules can be found on myLEI.org. For more information, contact us at **(310) 342-7130, info@myLEI.org or visit www.myLEI.org**

Complaints IPSB at Life Energy Institute offers year-round programs including daytime, evening, and weekend. Persons seeking to report problems or issue a complaint should first contact their primary instructor and may also contact the Managing Director: kat@mylei.org. A student or any member of the public may file a complaint about this institution with: The Bureau for Private Postsecondary Education by calling 888-370-7589 toll free or by completing a complaint form which can be obtained on the bureau’s internet website: www.bppe.ca.gov. “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 800, Sacramento, CA 95814, www.camtc.org, phone (916) 669- 5336, or fax (916) 669-5337.”

ADMINISTRATION

Gary B. Strauss, CEO, Executive Director

Gary B. Strauss founded Life Energy Institute in 1986 and is dedicated to its ongoing evolution and success. Gary is founder and Executive Director of the Polarity Therapy and Integrative Craniosacral Unwinding programs offered through IPSB at Life Energy Institute in Culver City, California, the Southwest Institute of Healing Arts [SWIHA] in Tempe, Arizona and The Open Center in NYC. Gary is the senior instructor for the Polarity Wellness Network and is a current board member of American Polarity Therapy Association.

Tracy Griffiths, CAO, Executive Director

As Executive Director, Tracy works with Strauss to create and implement curriculum for students to explore the diversities of the healing arts. She is dedicated to bringing this work out into the world and provides the environment to assist others in their personal quest for growth and healing.

Kat Damiano, COO, Managing Director

With a degree in business and marketing, Kat has over 18 years management, operations and marketing experience across privately owned start-ups, creative agencies, government departments and running her own small enterprise - a healing center specializing in myofascial deep tissue and prenatal massage.

Sue Heffner, Administrator/Office Manager

Sue went through the IPSB 500 hour program before going on to manage the administrative functions at IPSB in 1989. As Administrator, Sue provides integral student services including enrollment, transcripts, counseling, and ensures integrity of student records.

Chelsea MacLure, Students Services/Retail

Chelsea began serving on the IPSB student services front desk in January of 2017. She has a diverse range of experience in administration, customer service and accounting across the entertainment, security and distribution industries. Chelsea is a graduate of the IPSB IMBP Program, and is a certified massage therapist.

Maria Alamillo-Ramirez,

Admissions Advisor/Student Services Manager

Maria began serving on the IPSB student services front desk in January 2017. With a background as a publicist in the music industry, Maria has over 15 years of administration, project management and customer service experience. Maria is a member of her children's PTA, Friends of Venice Magnet Board, School Site Council and recruitment committee. She has a bachelor's degree from CSU Northridge, is a graduate of the IPSB IMBP and ICSU Programs and is a Certified Massage Therapist.

Cagney Nay, Admissions Advisor/Scheduling Manager

Cagney joined the IPSB team in October 2018. She is a graduate of the IMBP Program, and is a certified massage therapist with a private practice in Los Angeles. Cagney holds a bachelor's degree

in art history from UCSD and has experience working in art education. As an artist, she creates large scale wall-hangings and other textiles.

Dean Evans, Student Services/Marketing

Dean is a certified massage therapist and graduate of the IMBP program with IPSB at LEI. He graduated from Ohio State University where he studied theater and dance. Dean is also a professional movement instructor and theatre director, and is passionate about expression through movement.

Lisa Thompson, Graphic Design

Lisa joined the IPSB@LEI team in (month) 2016 as graphic designer, providing her skills in mixed media, branding and digital graphics to inspire and communicate the school's brand, along with the Aroma Yoga® and the Urban Zen Integrative Therapy programs. She is also a co-owner and illustrator for da Vinci Kids Magazine, an educational publication for elementary school age children, and is a passionate freelance artist, inspired by the colors, textures, patterns and cultures of the world.

Kara Masters, Accountant/Payroll Manager

Kara joined the staff in spring 2017. An IPSB alumna with BA's in political science and dance and an MA in movement therapy, Kara brings twenty years of experience in bookkeeping and thirty in the healing arts.

Virginie Gellott Bourgeois,

Student Services/Compliance

Virginie relocated to the US from France in 2016, and lived in Culver City for 2 years without knowing that her new "home" (IPSB) was just at her door. She joined the IPSB team in 2018 and completed the IMBP program in 2019. Virginie Physics for 3 years at the University of Pau (France), 1 year in Aix en Provence and 2 years at the International Civil Aviation School in Toulouse. She worked in Civil Aviation in France for many years and while she loved her job, she knew that helping people was the her true purpose in life, and is passionate about following her calling to be a holistic bodyworker.

I graduated from IPSB in 1985 (over 30 years ago) and I am still working as a massage therapist. In addition to teaching me how to give a connected massage, the program at IPSB taught me how to work in a way that protects my body so I can still do what I love.

- IPSB Alumni

FACULTY

Gary B. Strauss, RPP, PWE, MS

CLASSES: ICSU Program, RPP Program

Gary brings over 30 years of training and practice to the teaching of Polarity and Integrative Craniosacral Unwinding and has trained thousands of students in the U.S. and Europe. He facilitates retreat-style intensive trainings in Hawaii, Switzerland, Japan and California, and maintains an active private practice in Los Angeles, Arizona, and New York. His intention is to activate the astounding nature of the elements in a way that expands freedom to fulfill one's highest potential.

Tracy Griffiths, RPP, PWE, CMT

CLASSES: Polarity I, Polarity II, Communication - Resonance & Relations I, Evaluation & Preparation for Practice, Clinical Development, Business & Marketing

Tracy has been practicing in the healing arts since 1988. She is a graduate of the Institute of Psycho-Structural Balancing. Tracy utilizes and weaves her training in the martial arts, massage therapy, yoga and essential oils into her classes, offering diverse, integrative and practical approach to this work. Tracy is greatly devoted to sharing her knowledge with others for the purpose of personal deepening and connection to their own inner wisdom.

Toi Beaman Leal, CMT, CDC

CLASSES: IPSB Foundations, Business & Marketing

Toi has been a massage instructor since 2008, bringing her compassionate nurturing and light-hearted nature to her classes. Prior to becoming a wellness Professional, Toi spent 25 years in Human Resources with a Fortune 20 company and is highly skilled in coaching and counseling individuals and groups. She is a professional life coach where she also applies her passion for holistic wellness and a strong belief in caring for one's mind, body and spirit in equal measure. She maintains private coaching and massage practices in Los Angeles and is on staff with physical therapy and chiropractic offices.

John Matsunaga, CMT

CLASSES: IPSB Foundations, Contraindications & Pathology

In John's early career he was a professional photographer and also taught golf and tennis. He had long been the "family massage therapist" and the response he received influenced him to pursue massage therapy when he sought a career change. John began his massage studies in 2000, and has volunteered his services as a teacher's assistant for over 1800 hours of classes.

Leslie Prell, CMT

CLASSES: IPSB Foundations, Advanced Modalities

Beginning her massage studies at IPSB in 1985, Leslie was on the teaching staff from 1992-1997, 2003 and returned in 2017. She began teaching yoga in 1993 and has taught since 2000. The body/mind elements of bodywork and yoga and their mutual influences have provided a bridge between the two disciplines which has given Leslie her special perspective for observing and touching the

body. She has had a private practice since 1985 and has assisted with births as a doula since 1998.

Vincent Punturere, D.C.

CLASSES: Anatomy & Physiology

Dr. Punturere is a graduate of Los Angeles College of Chiropractic. Prior to beginning his chiropractic training he was a dancer and massage therapist. From his varied background, he blends these perspectives into his instruction of anatomy and physiology to provide students of bodywork with a unique combination of academics and practicality. Dr. Punturere is very active in community services. His chiropractic practice is affiliated with Living A 100 Year lifestyle, a concept of wellness living.

Mario Valverde, CMT

CLASSES: Business & Marketing

Massage and yoga gave Mario his life back after a car accident in 1997. It became a vital way to live and keep his body whole and out of pain. He started at IPSB in 2001 and taught the 150 Hour training. As well as being a certified massage therapist, and yoga instructor, Mario is also a certified SculptWorks Teacher, TRX YogaWorks trainer, TRX Group and Camp Trainer. He is inspired to teach as a way to share the gift of feeling healthy and alive.

Kat Damiano, CMT, RYT200

CLASSES: Exam Preparation, Prenatal Massage, Postnatal Massage

With over a decade of therapeutic bodywork, yoga, meditation, nutrition and holistic health experience, Kat has dedicated her private health & wellness practice to assisting women through the challenges of pregnancy and beyond. Kat is passionate about helping others tune inward, accessing the body's natural desire to heal. Originally from New Zealand, Kat has lived in California since 1998. She is a registered Yoga Instructor and is studying to become a Somatic Experiencing Practitioner.

Elizabeth Jacobowitz, MA, CMT, HHP

CLASSES: Sensory Repatterning I, II & III

Elizabeth brings a well-rounded approach to learning and growth by incorporating kinesthetic, artful, engaging activities to the classroom. She facilitates change and transformation by guiding students and clients in remembering, reconnecting, and rediscovering their body, mind, and soul. Elizabeth holds a Master's in Expressive Arts Therapy from the European Graduate School, as well as a Bachelor's in Health and Exercise Science from Syracuse University. She has also studied massage and bodywork at the International Professional School of Bodywork in San Diego. Elizabeth now teaches introductory bodywork, integrative somatic work, and self-care for helping professionals in Los Angeles, San Diego and Decorah, Iowa.

Sabrina Ortolano, CMT

CLASSES: Aromatherapy - Essential Oil Basics, Contraindications & Pathology, Hydro & Spa Therapies, Ethics & Boundaries

A California native and graduate of the 550 program. Sabrina found her passion when she joined the school in 2003. She has been working with essential oils for two decades both in her massage practice and in everyday life.

Kevin de Comines, L.Ac., PAS, CMT

CLASSES: *Myofascial Massage I & II*

Kevin graduated from IPSB in 1989 and has been in the health care field for over 20 years. He studied Neuromuscular Re-education with Dr. Craig Nelson focused on the healing of athletic and personal injuries. He has used NMR to treat athletes in the NBA, NFL and MLB, along with members of the Joffrey Ballet, and track and field athletes. Kevin has a Masters of Science in Oriental Medicine from SAMRA University and is currently enrolled as a Doctoral fellow at Emperor’s College.

Johnnette Du Rand, NCBTMB

CLASSES: *Oncology Massage Intro - Massage for Cancer Survivors*

Johnnette works in close collaboration with several cancer centers and has been the Coordinator and trainer for their oncology massage programs since 2003. Her approach to oncology massage education emphasizes the importance of evidence-based bodywork, the value of working as a team with clinical staff, and recognizing that healing can happen without a cure. Johnnette was recognized for her contribution to the field of oncology massage with the 2008 Humanitarian Award from the Women’s Cancer Research Foundation.

Kristina Eberle, CMT

CLASSES: *Ancient Thai Yoga I, II & III*

Kristina began her studies in bodywork 1991 at The International Professional School of Bodywork in San Diego. She became passionate about learning Traditional Thai Bodywork and made it the focal point of her studies and private practice over the years. Kristina has studied with many teachers in Thailand and the U.S. over the years and visits Thailand regularly to stay connected to her teachers and to the divine energy of this Sacred healing art. She began teaching Traditional Thai Healing Arts at IPSB San Diego and The Pacific College of Oriental Medicine (PCOM) in 1998 after years of practice and assisting her teachers in the classroom. Kristina is a certified instructor through the Thai Healing Alliance as well as a continuing education provider with NCBTMB.

Lisa Thompson, CMT, Usui Reiki Master, Urban Zen Integrative Therapist / Teacher

CLASSES: *Reiki I, Reiki II, Reiki III*

Lisa is an Integrative Therapist trained in a myriad of somatic and energy-based modalities. She is a Certified Urban Zen Integrative Therapist (UZIT), Usui Reiki Master, NCBTMB Board Certified Massage Therapist and Ordained Minister for spiritual healing. She aspires to teach, heal and dynamically empower her clients and students to realize and live their potential, while maintaining the perspective to stay light and not take life ‘too’ seriously! She teaches Reiki for the Urban Zen Integrative Therapy Program at UCLA and Yogaworks, group classes at Motion Picture Television Fund and maintains a private practice in Newport Beach, CA.

Jill Davenport

CLASSES: *Lymphatic Drainage I, Lymphatic Drainage II*

Jill graduated from the Shiatsu Massage School in Santa Monica, in 2011 and got her interest piqued for Lymphatic Drainage Massage after wanting to help a friend with lymphedema. She took a

weekend Lymphatic workshop at the Shiatsu School and quickly decided that was going to be her bodywork focus. Jill continued to advance her studies at IPSB in 2012. Since then she has helped many clients with a wide variety of issues through the gentle yet powerful work of lymphatic massage and aroma-therapy. She is also a Reiki Master and Holistic Life Coach with a busy private practice in Mar Vista since 2011.

Philip Martin, CMT

CLASSES: *Sports Massage & Stretching*

Born and raised in Los Angeles, Philip works as a holistic bodywork and movement therapist in private practice and at the MetaTouch Body Balance wellness center. With a combination of training in IPSB therapeutic massage, the GYROTONIC Method, an apprenticeship at MetaTouch Body Balance, and as a life student of movement and improv dance, Philip has dedicated his career to holistically treating a variety of body types and structural/ movement patterns.

Loren Stiteler, L.Ac

CLASSES: *Acupressure and Intro to Meridians , Tai Chi - Broadening Perspectives*

A licensed acupuncturist and IPSB alumnus, Loren’s zeal for traditional Chinese medicine (TCM) was born out of his lifelong fascination with Chinese culture. He has learned to speak Mandarin, lived abroad in China, graduated with honors from Yo San University of Traditional Chinese Medicine, and trains taiji quan (tai chi) two hours a day. Loren believes the value of TCM comes especially from its distinctiveness. Thus through diligent study, he endeavors to understand, offer, and in turn transmit authentic Chinese medicine.

Edward Ulm, CMT

CLASSES: *Anatomy & Kinesiology*

Eddie holds a degree in sports psychology from Arizona State University, and received his massage certification in rehabilitative manual therapies from IPSB’s sister school, the Southwest Institute of Healing Arts (SWIHA) in Tempe, AZ. He is a master therapist at Equinox Spa, and has a private bodywork practice specializing in trauma and kinesiology. His studies in trauma and polyvagal theory, along with his work with many other talented practitioners, have fueled his passion for educating others. Eddie notes “Seeing the light come on when we are able to change lives and behaviors though our work inspires me everyday”.

LOCATIONS & FACILITIES

CLASS LOCATIONS

MAIN BRANCH

5817 Uplander Way, Culver City, CA 90230

Free parking is available at this location in the lot adjacent to the school. Paid street parking is available, Monday - Saturday. Street parking is free on Sundays.

Classes are held at the following satellite locations:

TEMESCAL CANYON GATEWAY PARK

Conference and Retreat Center

15601 Sunset Blvd., Pacific Palisades, CA 90272

Limited free street parking or paid lot parking at this location.

TOPANGA CANYON

19600 Cave Way, Topanga, CA 90290

HEART TOUCH

3400 Airport Ave, Suite 55, Santa Monica CA 90405

Class Facilities

While occupancy levels allow up to 50 students at one time, to maintain school philosophy of personalized instruction, enrollment for technique classes is limited to 24 students. Demonstration and practice of massage and bodywork techniques is performed on massage tables (provided by the school). The atmosphere is comfortable and informal, with an emphasis on creating a safe and supportive environment for personal growth and development. IPSB at Life Energy Institute facilities and equipment fully comply with any and all federal, state, and local ordinances and regulations including the requirements for fire safety, building safety and health codes.

Materials

IPSB at Life Energy Institute provides quality massage tables, bolsters, and massage oil for all massage classes. Students are required to provide twin-size massage sheets for all massage technique classes.

IPSB Foundations students are required to purchase books and colored pens. Advanced classes may require purchase of books and additional materials not included in tuition. Some textbooks may be available from IPSB at Life Energy Institute, and may also be purchased from any seller of the student’s choice. Manuals specific to the course are purchased from the instructors.

ADMISSION POLICIES

APPLICATION

An application is required for all new students. All questions must be answered in detail. The form is available from the IPSB at Life Energy Institute main branch or on the IPSB at Life Energy Institute website: www.myLEI.org

ADMISSION REQUIREMENTS

Students may enroll any time prior to the start of a class. Applicants are encouraged to enroll at least two weeks before the starting date in order to guarantee a place in class. Enrollment is limited to 30 students per class.

Acceptance into a program or the IPSB Foundations course is based upon a student’s character and intentions for being a healing arts practitioner, and the ability to satisfy financial commitments. In addition, the applicant must:

- Be a high school graduate or equivalent.
- Be at least 18 years of age.
- Be physically fit enough to perform bodywork.
- Have a serious intention to help others.
- Have reasonable command of the English language.

IPSB at Life Energy Institute accepts applicants without regard to age, sex, race, or personal beliefs. The school may refuse applicants who it deems are not suited or qualified for this field or for the style of education of our institution.

As required by CAMTC, Enrollment agreements from public colleges or universities of the California state higher education system, as defined in section 100850 of the Education Code, and public schools accredited by an agency recognized by the United States Department of Education shall meet or exceed standards as determined by governing laws and regulations.

INTERVIEW

After the completed enrollment application is received, the program and the IPSB Foundations course applicant will be contacted to schedule an appointment for an in-person interview with an IPSB at Life Energy Institute staff member. This interview is to evaluate the application and to complete the IPSB at Life Energy Institute orientation.

ACCEPTANCE into a PROGRAM

After the applicant is determined eligible for admission, a contract is prepared and signed. 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.

TRANSFERRING CREDITS / ACCEPTANCE of

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

The transferability of credits you earn at IPSB at Life Energy Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in IMBP, ITBP, ICSU, APP and RPP programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending IPSB at Life Energy Institute to determine if your certificate will transfer.

Pursuant to Business and Professions Code section 4604, CAMTC can only consider transfer hours from CAMTC approved schools. Transcripts shall clearly identify transfer hours, including but not limited to name, CAMTC School Approval Code, address, telephone and website of other school(s); number of hours transferred; class requirements met by transfer hours; reason(s) for transfer and attached copy of transcript(s) from other school(s). Transfer hours may not make up more than 50% of the 500 hours required for certification by CAMTC.

CAMTC will consider up to 125 hours of equivalent anatomy and physiology, health and hygiene, and /or business completed at a college or university of the state higher education system, as defined in Section 100850 of the Education Code, as meeting the definition of a CAMTC approved school.

IPSB at Life Energy Institute has entered into a transfer agreement with the Institute of Psycho-Structural Balancing (IPSB). Previous IPSB students can complete their programs through IPSB at Life Energy Institute.

CAMTC reserves the right, in its sole discretion, to not accept any or all transfer hours.

ATTENDANCE

Students are expected to attend all scheduled classes. The instructor of each class will record absences and tardiness. If a scheduled class is missed, the student must complete classroom hours and instructional material at a later time (on-site). Make-up hours are not permitted off-site school grounds and must be supervised by an instructor. Make-up sessions may be personally arranged with individual instructors. No classes are scheduled on legal holidays. Failure to complete the hours of classroom attendance required for a course will result in an "incomplete" assessment by IPSB at Life Energy Institute, and any Certificate of Completion will be withheld until all required hours are completed. Students who are absent more than twenty percent of a course will be required to repeat the course.

Applicants for CAMTC certification shall have attended 500 supervised hours total with 100 of those hours satisfying CAMTC specified subjects.

CURRICULUM as REQUIRED by CAMTC

All 500 hours of education must be provided under direct supervision of qualified instructors.

a. Provide a minimum of at least 100 supervised clock hours (or credit unit equivalent) addressing

b. the following subjects:

(1) A minimum of 64 hours of Anatomy & Physiology, including but not limited to orientation to the human body; integumentary, skeletal, fascial, muscular, nervous, cardiovascular, and other body systems; and kinesiology.

(2) A minimum of 13 hours of Contraindications, including but not limited to endangerment areas, contraindications, and medications and massage..

(3) A minimum of 5 hours of Health & Hygiene, including but not limited to understanding disease, therapist hygiene, infection control, and standard precautions.

(4) A minimum of 18 hours of Business & Ethics, including but not limited to obtaining and maintaining credentials, adhering to laws and regulations, ethical principles, standards of ethical practice, and compliance with the Law applicable to CAMTC certified massage professionals.

c. Provide a minimum of 400 additional and appropriately weighted supervised clock hours in subjects substantially related to the massage profession, including but not limited to additional hours for topics required above, massage theory and principles, professional practices, therapeutic relationship, assessment and documentation, massage and bodywork application, palpation and movement, and career development. CAMTC reserves the right, in its sole discretion, to determine whether curriculum is substantially related to massage or not.

CLASS SIZE

Class sizes are limited. For classes that reach their limit, students will be placed on wait-list, and will be advised prior to class if they have secured a place in the class.

LEAVE OF ABSENCE POLICY

A leave of absence may be provided for 6-12 months for the IMBP, ITBP, ICSU, APP and RPP programs only, on approval from the school administration. A student will need to return before 12 months to resume classes or be dropped from the program. Students are required to complete a Leave of Absence form which can be obtained from the school office.

The School will process a leave of absence within 10 business days from the date of notification. The school will notify the student if the leave of absence is approved in writing by email, or by mail when on email is available.

CLOCK HOUR DEFINITION

One clock hour is defined as 56.5 minutes of lecture or practical and 3.5 minutes of rest time. All classes are calculated based upon a 60-minute clock hour. One hundred and fifty clock hours are equivalent to 139.60-minute hours.

LANGUAGE COMPREHENSION

Students must display adequate English language comprehension skills, demonstrated through the completion of a High School Diploma or equivalent.

FOREIGN STUDENTS

IPSB at Life Energy Institute does not admit foreign or ESL students. All courses are provided in the English language only. No provisions are made for foreign language translation, or for translators to be present in the class.

PREVIOUS TRAINING

Prospective students are required to meet all program and class prerequisites in order to have admission approved. No training prerequisites are required for entrance into the IPSB Foundations class. Individual class prerequisites are listed under each of the Program Course descriptions throughout this catalog (pages 29-52).

TUITION & FINANCIAL POLICIES

REGISTRATION FEE

A one time \$95 registration fee is required for enrolling in the IMBP and ITBP programs. It is not part of the tuition, nor is it refundable. Students signing up separately for the 550-Hour Program, will only incur the fee once.

PROGRAM TUITION PROGRAM CHARGES

Integrative Massage & Bodywork Practitioner Program (IMBP)

550 Hours: \$8,925

- IPSB Foundations 120 Hours: \$1680
- IMBP 430 Hours: \$7,095

Integrative Therapeutic Bodywork Practitioner Program (ITBP)

550 Hours: \$8,904

- IPSB Foundations 120 Hours: \$1680
- ITBP 430 Hours: \$7,095

Integrative Craniosacral Unwinding (ICSU)

241 Hours: \$3,399

Associate Polarity Practitioner Program (APP)

163 Hours: \$2,112

Registered Polarity Practitioner Program (RPP)

685 Hours: \$9,644

- APP 166 Hours: \$2,112
- RPP 522 Hours: \$7,532

PERIOD OF ATTENDANCE CHARGES

The payment rate for the entire program is the same for a period of attendance. Charges are based on class hours priced at \$16.50 / hour for IMBP, ITBP, ABP, ICSU & APP Programs. Charges are based on class hours priced at \$20.00 / hour for RPP Program.

TRANSCRIPT FEES

Transcripts fees are charged for the processing of official documents.

Transcript / Certificate Fees for IPSB

at Life Energy Institute students

Fees are charged for the processing of official documents such as transcripts and certificates:

- \$25 Transcripts - for classes completed after 7.1.16
- \$75 Transcripts - for classes completed prior to 7.1.16
- \$10 For each additional copy of a Transcript or Certificate

Transcript / Certificate Fees for Institute of Psycho-Structural Balancing students

(Custodian of Records)

Fees are charged for the processing of official documents such as transcripts and certificates:

- \$75 Transcripts - for classes completed prior to 7.1.16
- \$10 For each additional copy of a Transcript or Certificate

PAYMENT OPTIONS

Students have the choice to sign up for classes as either 1) a program student; or 2) a workshop (a la carte) student.

PROGRAM STUDENTS

Program students may apply for a payment plan at the time of enrollment. Regular payments will be scheduled over the anticipated period of study. A minimum deposit of \$100 is required. The student will not be permitted to attend class until this initial payment has been made. Students must be enrolled in a program to apply for licensure with the CAMTC.

WORKSHOP STUDENTS

With the exception of the IPSB Foundations, workshop students are required to pay the full class price prior to attending the first day of class. Payment plans are not available for workshop students, however a workshop student may arrange to make a series of payments prior to the start of the class. If all scheduled tuition payments are not received by the first day of class (including any checks returned by your bank) you will forfeit your right to participate in this class.

PAYMENT PLANS

Students enrolled in a program and IPSB Foundations have access to a payment plan. Installment arrangements can be made through the administrative office for any of the programs offered. If you have signed up for a tuition payment plan with IPSB at Life Energy Institute, please understand the importance of timely payments.

The revenues of IPSB at Life Energy Institute are based entirely on student tuition. Your financial contribution supports the works and exceptional education benefits you are about to receive. Thank you in advance for your compliance with these policies.

Visa and MasterCard are accepted. Call our Administrative office to inquire about a payment plan to fit your financial needs. For registration in an entire program, we offer payment plans from 2-24 months with no interest, only to students in good standing with the school, and depending on the length of your program. If special requirements are needed to extend payment plan beyond the end of your program duration, please discuss with school administration. We are willing to work with you.

DISCOUNTS

- Re-Take Discount – 50% off any class that is a repeat course previously completed.
- Program students receive classes at \$16.50 per class hour, instead of \$17.50 per class hour.

LATE PAYMENTS

If your scheduled payments become delinquent, the following measures will be taken:

1) If a payment plan payment is defaulted on, the student will not be permitted to attend any further classes until payment is made.

2) **3 DAYS GRACE** - If payment is not received within three days of your scheduled payment date, a \$25.00 late fee will be assessed and you will not be permitted to attend class until all scheduled payments are brought current. If you are restricted from attending class due to a delinquent payment, please note that missing more than 20% of class time results in a failing grade. For payments 10 days late, a contract amendment must be made before student may attend classes. For payments 30 days late, student will be suspended from all classes.

3) **RETURNED CHECKS** - If a check is returned unpaid by your bank, you be assessed a \$35.00 fee. If the check is returned a second time, you will be assessed an additional \$15.00 fee and you must replace the unpaid check with cash or money order. If applicable, a late payment fee may be assessed and you will be subject to #1 above.

4) **FAILED PAYMENTS** - Any student failing to make contractual payments within a fourteen (14) day period, without having made arrangements with IPSB at Life Energy Institute, is subject to expulsion. Student will graduate only if all monies are paid. Failed credit card - \$15 fee / per incidence.

WITHDRAWALS & REFUNDS

Program students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Any cancellation must be given in writing either in person or by mail or email to an administrative email address. (Students shall be given until midnight following the first day of instruction to withdraw from a course and to receive a refund of tuition.) Registration and STRF fees are not refundable. Refunds for cancellation after that period are based on a pro rata calculation. Students will be charged for the hours of instruction received up to the date the student formally cancels his/her enrollment. Any refunds due will be made within forty five (45) days of the formal cancellation date. Refunds are based on the following formulas and on advanced payment in full.

10% Hours of Instruction 90% Refund
25% Hours of Instruction 75% Refund
50% Hours of Instruction 50% Refund
60% Hours of Instruction 40% Refund
75% Hours of Instruction 25% Refund
100% Hours of Instruction No Refund

Each: Less the \$75 IMBP and ITBP registration fee

Workshop and program students who cancel a class are subject to the following policy: There is a \$5 administrative fee for a cancellation occurring at least seven (7) days before the class start date. A cancellation occurring less than seven (7) days before the class start date carries a fee of \$50 per class. A student absent at the first class meeting who has not contacted the office by the start of class will be considered a no-show and the space may be offered to any wait listed students. The \$50 late drop fee will be assessed.

FINANCIAL STATEMENT

None of the following applies to IPSB at Life Energy Institute: Pending petition in bankruptcy, operating as a debtor in possession, filing a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.)

FINANCIAL AID

IPSB at Life Energy Institute does not participate in federal or state financial aid programs. For reference only: 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. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program fund.

ASSESSMENT & GRADUATION POLICY

Accreditation

IPSB at Life Energy Institute is not accredited by an accreditation agency recognized by the United States Department of Education.

Graduation/Course Completion Requirements

The following criteria is used to evaluate a student's mastery of the theory and techniques presented within the program, and to confirm eligibility for graduation:

Grades (Pass or Fail) based on:

100% attendance of all required program clock-hours. Students can miss up to 20% of total classroom hours but these hours must be made up with similar content. If more than 20% of the total classroom hours are missed, students are required to retake the course from the beginning. Students may re-take classes at 50% of class price. 70% pass on written exams or hands-on assessments (completion is mandatory to receive class credit)

Missed Class Hours:

Missed time must be completed within three months of the class finish date. Make-up will not be accepted after this date and the course is considered failed.

Tardiness is recorded as follows:

1-15 minutes late = 15 minutes docked, 16-30 minutes late = 30 minutes docked, etc. Excessive tardiness is grounds for dismissal from the class.

Make-Up Choices

Student is responsible for securing the appropriate type and date for make-up through student services or their class instructor:

1. Private on-site tutorial (1-3 students maximum)

- a. Fee: 1 student: the fee is \$40 per tutorial hour; 2-3 students: the fee is \$20 per person per tutorial hour
- b. Supervised on-site class-work equivalent to materials missed in class (i.e. additional research, report, detail on final assignment -assigned by instructor.
- c. Students may arrange private or group sessions. Students are responsible to make up topics missed in class. Tutorials are available to all students, even if makeup time is not required. See instructors for appointments. Each student receives 1 hour of classroom credit for each tutorial hour.

2.Group Review (minimum 4 students):

- a. Fee: \$48 per 4-hour session, regardless of how many hours are attended. 1 hour of credit will be given for each hour attended.
- b. Review sessions will be scheduled throughout the course. Reviews can be changed or canceled at the instructor's discretion if minimal par.
- c. Advanced confirmation of participation and payment is required: speak with the front desk to sign up.

3. Attend the same class the next time the same class comes around or within 9 months.

IPSB at LEI Record Retention

Records are retained on-site for a period of no less than five years. Transcripts are available permanently, and may be requested with the payment of a \$25 fee. Additional copies of transcripts or certificates is \$10 each. Release of records including transcripts requires student's written authorization

Grading Policy

Grades are based on an evaluation of pass or fail, measured by a combination of attendance, performance of technique, and examinations.

IPSB Custodian of Records / Acceptance of Education

IPSB at Life Energy Institute is the official custodian of records for Institute of Psycho-Structural Balancing (IPSB) students who attended the school prior to 7/1/16. Please contact the school administrative office to request a transcript, or down-load a transcript request form at www.myLEI.org. As noted in the CAMTC Schools Policies and Procedures for Approval of Schools guidebook, 'CAMTC approved schools that are closed or merged with a CAMTC approved school on or after July 1, 2016 and are in good standing with CAMTC at the time of closure or merger: Education will be accepted from the lawful custodian of records as long as the closed school is or was not subject to any disciplinary actions or pending investigations by any approval or accrediting

agencies, law enforcement agencies (LEA), government agencies, CAMTC or other massage or school related entities. CAMTC reserves the right to review and accept or deny all or part of any education submitted for individual CAMTC certification purposes from a closed, sold or merged school described herein. The IPSB transcript fee is \$75.

Continuing Education Units

IPSB at Life Energy Institute offers Continuing Education Units for the following organizations:

CAMTC School Code SCH0077
NCBTMB School code: 290146-00
CA Acupuncture Board 607
CA Nursing CEP15379

The School approval code issued by CAMTC is for a single campus and approved satellite locations.

GENERAL POLICIES

FOREIGN STUDENT LANGUAGE

IPSB at Life Energy Institute offers no visa or language services. All classes and class materials are taught in English. IPSB at Life Energy Institute does not provide language translation services, nor admit ESL students.

STUDENT CONDUCT

At the discretion of the instructor, a student may be dismissed from class for serious or repeated incidents of intoxication or drug use. Possession of drugs, alcohol, or a weapon, exhibiting behavior that creates a safety hazard to others, or disobedient or disrespectful behavior toward a student, teacher, or administrator are also grounds for dismissal. There is no probationary option for dismissed students. Consideration of possible readmittance will be handled on a case-by-case basis.

DISCIPLINARY ACTION

Disciplinary action is enforced when IPSB at Life Energy Institute standards have not been upheld.

ACTIVITIES WARRANTING DISCIPLINARY ACTION

IPSB at Life Energy Institute may take disciplinary action for any staff member, instructor or student who is found guilty of one or more of the following:

- Complaints from staff, instructors, students or others which may concern conduct that is harmful to the public or inappropriate to the ethical practice of massage therapy, polarity therapy and craniosacral therapy
- Incompetence
- Fraud
- Unethical behavior
- Gross negligence
- Physical/mental impairment affecting performance.
- Willful misconduct in the performance of the profession.
- Violation of one or more of the provisions in the Polarity

Healing Arts Code of Professional

- Conduct for Staff & Instructors
- Criminal charges or conviction of a felony or other crime of moral turpitude
- Failure to cooperate with disciplinary investigations
- Failure to pay required fees
- Failure to provide approved CEUs as requested

SANCTIONS

If IPSB at Life Energy Institute determines that grounds exist to take disciplinary action, it may take one or more of the following actions or such other action(s) as it may deem appropriate:

- Deny a student's application for examination or certification, or a certificate holder's application for re-certification;
- Require a student to take or retake any relevant Assessments or Exams.
- Invalidate the examination score(s) of a candidate; require a candidate to wait a specified period of time before re-applying to take the examination; and/or revoke a candidate's eligibility to sit for future examinations;
- Require the individual to engage in remedial education and/or training;
- Notify other affected parties of the findings and disciplinary action.
- Recommend a period of probation or permanent dismissal.

DRESS CODE

As a CAMTC-approved school, IPSB at Life Energy Institute maintains a comfortable, professional environment and students are required to dress according to the following dress code:

- Comfortable clothing that allows bending, stretching, lunging and kneeling is recommended (similar to attire for a yoga or fitness class). Jeans are not recommended as they prevent full movement and limit correct body mechanics.
- Long sleeves are not advised, as students will be working with oil on arms and forearms.
- Appropriate coverage and support for breast area. No visible cleavage, under-garments, tube-tops, revealing or transparent material.
- No bare midriffs for men or women (exception: Hydro & Spa Therapies class due to wearing of swimsuits)
- Layered clothing is recommended for temperature changes.
- Jewelry is not recommended to be worn in class.
- Clothing with sexual or illegal content (words/artwork) is not permitted.
- No long flowing material that can drag on client.
- Hair should be appropriately restrained to avoid contact with client.

If the dress code is not adhered to, an instructor may request the student leave the class to obtain the appropriate attire. Students will be required to make up any time missed in order to obtain proper attire.

IPSB at Life Energy Institute is not responsible for lost or stolen articles.

HYGIENE POLICY

Students are requested to exercise good personal hygiene in class and to bring personal hygiene items as may be needed. Anyone who perspires heavily when active, is recommended to wear a head-band, bring a towel to wipe down, reapply deodorant during class breaks, and bring a change of clothing if necessary. Massage tables and face-rests will be cleaned with anti-bacterial spray at the end of each class.

DRAPING POLICY

There are three main types of draping

1. Anatomical
2. Spa
3. Secure (aka diaper draping)

1. Anatomical draping is a form of draping that provides access to the anatomical landmarks to allow the therapist to fully access the muscle's origin and insertion without exposing the client's genital area, gluteal cleft or breast tissue. Student's are not permitted to massage under the drape line to ensure privacy and safety for the client. This draping is mostly used in therapeutic, medical, chiropractic and private massage work

2. Spa draping is a form of draping that has limited exposure of the client's structure. It is conservative in nature to ensure both the clients and the company's safety. Mostly, due to spas being sued by clients saying they were inappropriately exposed during their session.

3. Secure/Diaper draping is a form of draping where the sheet is wrapped around a limb for client comfort and so they feel safe and secure. This type of draping falls between anatomical accuracy and spa draping in terms of exposure of the client's anatomy.

Draping is a boundary for where the practitioner will work on the client. It is a beautiful art-form of communication.

In all public settings, therapists will never go under the draping

In private and medical practices, therapists may go slightly under the draping with client consent.

All of these types of draping are taught at IPSB at LEI to ensure a well-rounded therapist who can work in any format/industry they are drawn to.

CLASS EVALUATION POLICY

Students are required to complete a Class & Instructor Evaluation form at the end of each class. These forms are reviewed by administration within 1 week of the end of the class. Feedback from the forms is compiled and key findings are provided to management at the end of each month for review.

ANIMALS ON PREMISES

Animals are not permitted on premises at any of IPSB at Life Energy Institute locations. Guide-dogs and service animals will be permitted in the classroom with evidence they provide a function that the student is incapable of, however are not permitted on massage tables, and must be kept contained in their carrier case.

LICENSING REQUIREMENTS

CAMTC approved schools have met minimum standard for training and curriculum, and training hours may be accepted toward education requirements for Certified Massage Therapist applicants. Applicants for CAMTC certification shall have completed at least 500 supervised hours with a minimum of 100 of those hours satisfying CAMTC specified subjects.

Attendance and/or graduation from a CAMTC approved school does not guarantee certification by the CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et.seq. Pursuant to California Business and Profession Code section 4611, it is an unfair business practice for a person to do any of the following:

Using titles of CMP or CMT

California Business and Professions Code section 4611:

(a) It is an unfair business practice for a person to do any of the following:

(1) 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 council pursuant to this chapter.

(2) 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.

(a) In addition to any other available remedies, engaging in any of the prohibited behaviors described in subdivision

(b) constitutes unfair competition under Section 17200

Polarity Therapy & Craniosacral Therapy Licensing

There is no specific license required to practice Polarity Therapy or Integrative Craniosacral Unwinding in California. For practitioners intending to practice Polarity Therapy and Craniosacral Unwinding in California, it is recommended that you obtain a massage license for the city or county through the California Massage Therapy Council in Sacramento.

Certification - CAMTC

To apply for state certification with CAMTC, each student is required to:

TRANSCRIPT (500 Hours or more)

- Submit an IPSB at LEI transcript request form to info@myLEI.org or in person at the Students Services desk. Once completed, the school will forward a copy directly to CAMTC and FSMTB (MBLEx provider)

CAMTC APPLICATION

- Complete an application at www.camtc.org
- Application Fee is \$150 (valid for 1 year)
- Provide evidence that you are 18 years of age or older
- Provide evidence that you successfully completed the curriculum in massage and related subjects totaling a minimum of 500 hours from a CAMTC approved school (by approved program or approved subject categories). Of the 500 hours, a minimum of 100 hours of instruction shall address anatomy & physiology, contraindications, health and hygiene, business and ethics.

LIVE-SCAN FINGERPRINTS

- All applicants for CAMTC Certification are required to submit fingerprint information to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) via the Live Scan process. Previously processed fingerprint cards or photocopies of fingerprint impressions are not acceptable.
- A typical total for fingerprint processing fees related to CAMTC certification will range between \$70 to \$90 and may be broken down as follows:
 - DOJ Fingerprint processing fee: \$32.00
 - FBI Fingerprint processing fee: \$19.00
 - LiveScan Vendor Fee: \$39.00
 - Estimated Total: \$90.00
- The local Live Scan Vendor will inform you of accepted methods of payment.
- All applicants for CAMTC Certification must complete and submit the pre-populated Massage Therapist "Request for Live Scan Service Form" (available at www.camtc.org/massage-professionals/applicants-for-certification/)

1. Make two (2) photocopies of the Massage Therapist form.
2. Choose a local Live Scan Vendor from the DOJ list.
 - Live Scan fingerprints can be obtained at most local Police and Police and Sheriff stations, and other approved live scan locations. **NOTE: Police and Sheriff stations may be more experienced in securing legible fingerprints from massage professionals with thin or worn ridges in the pattern area.**
3. Take your completed original Live Scan Request form and your two copies to the Live Scan Vendor of your choice.
4. Bring your Driver's License and/or other form of photo identification with you (passport, military ID, etc.).
5. Provide the Live Scan Fee to the Live Scan Operator (expect to pay between \$70 to \$90).
6. Once your fingerprints have been scanned, the Live Scan operator will complete the last section of your Live Scan Request form and will keep the original form.
7. Once copy of the completed form is for your records. Submit the other completed copy of the Live Scan Request form to CAMTC. You can fax to 916-669-5337 or mail to CAMTC, 1 Capitol Mall - Suite 800, Sacramento, CA 95814
 - Live Scan fingerprints must be taken in the state of California.

How do I complete the Live Scan Request Form?

Your CAMTC Live Scan Request form has been pre-populated with the CAMTC identifying information required by the DOJ. The only section you need to complete is the "Applicant Information" section of the form.

Please take care to note the following as you complete the "Applicant Information" section of your Live Scan Request form:

Your name on the Live Scan Request form must be identical to the name you provided on your application to the CAMTC. To facilitate prompt and accurate processing, please PRINT LEGIBLY as you fill in the "Applicant Information" section of the Live Scan Request Form.

When will CAMTC receive my Live Scan Results from DOJ/FBI?

The DOJ is able to process up to 95% of Live Scan Applicant fingerprint submissions in seventy-two (72) hours or less. Information from the FBI can take considerably longer to process. Fingerprints are rejected on occasion due to the applicant's fingerprints having characteristics that are difficult to capture in the live scan process. If your fingerprints are rejected by DOJ/FBI, CAMTC will notify you via mail with instructions on how to be re-printed.

Please note that the CAMTC expressly cannot guarantee that you will receive your CAMTC Certification on a specific date or within a specific time period, due to elements of the certification process that are beyond the control of the CAMTC. Such elements include, but are not limited to receipt of official school transcripts, receipt of supplementary information (if applicable), and receipt of fingerprint results from the DOJ and FBI application and certification process for massage professionals in California, and your feedback and support is greatly appreciated.

MBLEx EXAM

Pass the MBLEx approved exam

- o National Certification Exam for Therapeutic Massage (NCETM)
 - Taken on or before February 2015
 - o New York State Massage Therapy Examination
- * pass a Live Scan fingerprint background investigation specific to CAMTC and has not violated any of the provisions of the California Massage Therapy Act or any policy, procedures, or regulations of CAMTC. (Approximately \$80 - \$100)

Certification - NCBTMB

Board Certification is the highest voluntary credential attainable in massage therapy and bodywork professional with a distinct level of achievement beyond entry-level licensure.

To apply for NCBTMB Board Certification, each student is required to:

- Pass the BCETMB exam
- 750 hours of education
- 250 hours of professional hands-on experience
- Pass a criminal background check
- Agree to uphold NCBTMB's Standards of Practice & Code of Ethics
- Agree to oppose Human Trafficking

Cost for Certification:

- \$250 application & exam fee
- \$25 background check fee

All applicants for CAMTC Certification are required to submit fingerprint information to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) via the Live Scan process. Previously processed finger-print cards or photocopies of fingerprint impressions are not acceptable. A typical total for fingerprint processing fees related to CAMTC Certification will range between \$70 to \$90, and may be broken down as follows:

- DOJ FINGERPRINT PROCESSING FEE \$32.00
- FBI FINGERPRINT PROCESSING FEE \$19.00
- LIVE SCAN VENDOR FEE \$19 - \$39

All applicants for CAMTC Certification must complete and submit the prepopulated Massage Therapist "Request for Live Scan Service form" (available at www.camtc.org/massage-professionals/applicants-for-certification/)

I loved my experience at IPSB. The 'family' type atmosphere is so warm and inviting. IPSB's program has a wonderful focus on proper body positioning to protect and secure longevity as a massage therapist, but I was completely drawn in by the body/mind philosophy. I felt my education was not only in massage therapy, but also an education in my self.

- Amy Mullin, IPSB Alumni

PROGRAMS



MASSAGE THERAPY PROGRAMS

Integrative Massage and Bodywork Practitioner Program (IMBP) 550 Hours
 The 550 Hour Integrative Massage & Bodywork Practitioner program provides in-depth experience in varied bodywork techniques, body mechanics and self care practices. This program provides the required content to become certified as a Certified Massage Therapist with the CAMTC.

Integrative Therapeutic Bodywork Practitioner Program (ITBP) 550 Hours
 The 550 Hour Integrative Therapeutic Bodywork Program provides an in-depth experience of a variety of energetic bodywork techniques, body mechanics, anatomy, pathology and special interest areas. This program provides the required content to become certified as a Certified Massage Therapist with the CAMTC.

CRANIOSACRAL & POLARITY THERAPY PROGRAMS

Integrative Craniosacral Unwinding™ Program (ICSU) 241 Hours
 This program teaches the practitioner how to use their palpation skills to become present in their hands and to get into harmony, resonance and rapport with the fluidic nature of the body. It also teaches a thorough treatment of the connective tissue system throughout the body, from the tip of the toes to the top of the head.

Associate Polarity Practitioner Program (APP) 163 Hours
 The Associate Polarity Practitioner program is the first step on the journey of exploring IPSB at Life Energy Institute. The five core classes are designed to help the student explore, discover, and uncover their own skills and talents while learning the fundamental techniques of Polarity Therapy.

Registered Polarity Practitioner Program (RPP) 685 Hours
 The Registered Polarity Practitioner program is an advanced training in Polarity Therapy that provides students with an in-depth exploration of the Life Energy healing protocols developed by Dr. Randolph Stone.

IFC
IPSB Foundations Class
 120 hours

This class is a prerequisite for the IMBP and ITBP Programs, and counts towards the 550 hours required for the IMBP and ITBP Programs.

The 120-Hours IPSB Foundations Class is an introduction to the field of massage and bodywork. It is the beginning of the self-exploration process and is the building block for further studies. The program focuses on the traditional style of circulatory massage and includes Tai Chi Chuan, anatomy/physiology, joint mobilization, energy balancing, business, health & hygiene practices, and an introduction to deep massage techniques.

The following coursework is included and lays the foundation for advanced studies:

Anatomy & Physiology	40 hrs
Body Psychology & Communication	15 hrs
Circulatory Massage	59 hrs
Health & Hygiene	1 hr
Joint Mobilization	8 hrs
Self-Massage	2 hrs
Tai Chi Body Mechanics	15 hrs
Total 120 hrs	

*A final test is included.
 This program does not offer any internships or externships.*

IMBP
Integrative Massage & Bodywork Practitioner Program
 550 Hours

The following coursework is required to complete the ITMP Program:

IPSB Foundations	120 hrs
Advanced Modalities	60 hrs
Anatomy & Kinesiology	40 hrs
Anatomy & Physiology	40 hrs
Aromatherapy – <i>Essential Oil Basics</i>	8 hrs
Business & Marketing	9 hrs
Contraindications & Pathology	30 hrs
CPR/First Aid	4 hrs
Deep Tissue I	56 hrs
Deep Tissue II	56 hrs

(IMBP Requirements continued)

Elder Care Massage Intro	4 hrs
Ethics & Boundaries	13 hrs
Human Energy Systems	8 hrs
Hydro & Spa Therapies	12 hrs
Integration Class Hydro & Spa Therapies	26 hrs
Myofascial Massage I	16 hrs
Prenatal Massage Intro	16 hrs
Polarity Immersion	8 hrs
Sports Massage & Stretching	24 hrs
Total 550 hrs	

At the completion of this program, a certificate is granted.

ITBP
Integrative Therapeutic Bodywork Practitioner Program
 550 Hours

The following coursework is required to complete the ITBP Program:

IPSB Foundations	120 hrs
Advanced Modalities	60 hrs
Acupressure & Intro to Meridians	16 hrs
Anatomy & Kinesiology	40 hrs
Anatomy & Physiology	40 hrs
Ancient Thai Massage I	16 hrs
Aromatherapy – <i>Essential Oil Basics</i>	8 hrs
Business & Marketing	9 hrs
Communication, <i>Resonance & Relations I</i>	32 hrs
Contraindications & Pathology	30 hrs
CPR/First Aid	4 hrs
Craniosacral Unwinding I	24 hrs
Elder Care Massage Intro	4 hrs
Ethics & Boundaries	13 hrs
Facial Marma	8 hrs
Integration Class	26 hrs
Myofascial Massage I	16 hrs
Prenatal Massage Intro	16 hrs
Polarity I	16 hrs
Reiki I	8 hrs
Sensory Repatterning I	24 hrs
Shiatsu Anma Therapy Intro	20 hrs
Total 550 hrs	

At the completion of this program, a certificate is granted.

What is Integrative Craniosacral Unwinding?

Integrative Craniosacral Unwinding is a therapeutic modality that offers a specialty training for the bodyworker, massage therapist, chiropractor, physical therapist, and anyone working with the body in the healing arts. It teaches the practitioner how to use their palpation skills (to become present in their hands) to get into harmony, resonance and rapport with the fluidic nature of the body. It also teaches a thorough treatment of the connective tissue system throughout the body, from the tip of the toes to the top of the head.

“When all of the fulcrums are synchronized there will be peace and harmony.”

-W.G. Sutherland DO



William Garner Sutherland, D.O.
 (1873–1954)

...was an American osteopathic physician and important figure in American osteopathic medicine. Several of his manual therapy techniques are still practiced today by a small minority of practitioners of osteopathic medicine. Sutherland was the first osteopathic physician to conceptualize the cranial approach and teach it systematically. However, Sutherland acknowledged Andrew Taylor Still as the developer of all osteopathy, including the cranial approach. Sutherland was the first person to claim to feel a rhythmic shape change in the bones of the cranium. He later applied this movement to all body tissues and this movement is the agent of change in dysfunctional tissues. He later named this motion the body's "Primary Respiration."

What is Polarity Therapy?

POLARITY THERAPY

.....works with life energy in all of its forms, using a comprehensive system of bodywork, exercise, nutritional guidance, and verbal counseling to bring body, mind, emotions, and spirit into a state of balance, harmony, and vibrant health.

Developed by Dr. Randolph Stone (1890-1981), an osteopath, chiropractor, and naturopath who sought to integrate Eastern and Western approaches to healing (such as reflexology, acupressure, craniosacral balancing, yoga, and Ayurveda), Polarity Therapy is more than just a collection of techniques.

At its heart, **it is a set of principles about the balance and flow of life energy,**

which Dr. Stone believed to be the underlying essence of all healing arts.

This is attested to by the growing number of healthcare professionals (such as nurses, chiropractors, physical therapists, creative arts therapists, and massage practitioners) who are successfully incorporating Polarity Therapy into their work.

When we are truly well, our bodies vibrate vitality, and our thoughts and emotions are in alignment with our soul's truth. The polarity model of healing sees the body's imbalances as the final "printout" of information entered long ago. Polarity Therapy serves as the key that can unlock the door to the source, thereby allowing for genuinely new choices.

Utilizing hands-on contacts, toning, breathing, and gentle counseling techniques, this work embodies a full holistic healthcare system and can be used to empower other modalities as well.

ICSU Integrative Craniosacral Unwinding Program

241 Hours

The following coursework is required to complete the ICSU Program:

Craniosacral Unwinding I	24 hrs
Craniosacral Unwinding II	24 hrs
Craniosacral Unwinding III	24 hrs
Craniosacral Unwinding IV	16 hrs
Craniosacral Unwinding V	16 hrs
Communication, <i>Resonance & Relations I</i>	32 hrs
Evaluation & Preparation for Practice	17 hrs
Clinical Development	21 hrs
Total	241 hrs

At the completion of this program, a certificate is granted.

For practitioners intending to practice Integrative Craniosacral Unwinding therapy in combination with Massage Therapy in California, it is recommended you obtain massage certification through the California Massage Therapy Council.

APP

Associate Polarity Practitioner Program

163 Hours

The following coursework is required to complete the APP Program:

Polarity Therapy I - <i>General Sessions</i>	16 hrs
Polarity Therapy II - <i>The Elements</i>	42 hrs
Communication, <i>Resonance & Relations I</i>	32 hrs
Evaluation & Preparation for Practice	17 hrs
Clinical Development	21 hrs
Total	166 hrs

*Receive 5 Polarity sessions from an approved Registered Polarity Practitioner (RPP)

**Complete 30 written Polarity case studies that are reviewed by an approved RPP.

** The 30 case studies are applicable toward the 100 case studies required for RPP eligibility. Fee for Case Study review in addition to total program fee. Fee varies by instructor.

At the completion of this program, a certificate is granted.

RPP

Registered Polarity Practitioner Program

685 Hours

The following coursework is required to complete the RPP Program:

Advanced Elements	24 hrs
Advanced Clinical Development	24 hrs
Advanced Supervision	24 hrs
Autonomic Nervous System	24 hrs
Communication, <i>Resonance & Relations II</i>	32 hrs
Craniosacral Unwinding I	24 hrs
Craniosacral Unwinding II	24 hrs
Craniosacral Unwinding III	24 hrs
Energetic Nutrition	16 hrs
Five-Pointed Star & Lymphatic Drainage	16 hrs
Integration of RPP Skills	8 hrs
Practicum /Internship	45 hrs
Polarity Exercise	14 hrs
Radiant Business & Ethics - <i>ONLINE</i>	32 hrs
Radiant Cleanse - <i>ONLINE</i>	21 hrs
Six-Pointed Star & Colon	16 hrs
Spinal Balancing	24 hrs
Specialty Electives	50 hrs
Total	688 hrs

*Receive 10 Polarity sessions from an approved Registered Polarity Practitioner (RPP)

**Complete 70 written Polarity case studies that are reviewed by an approved RPP.

** The 30 case studies are applicable toward the 100 case studies required for RPP eligibility. Fee for Case Study review in addition to total program fee. Fee varies by instructor.

At the completion of this program, a certificate is granted.

APPROVAL & DISCLOSURE Statements

(to Comply with the State of California Education Code)

IPSB at Life Energy institute is approved by the Department of Consumer Affairs, Bureau of Private Postsecondary Education pursuant to California Code Section 94311. The Council's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval must be reviewed annually and is subject to continuing review.

BPPE Approved Programs:
Integrative Massage & Bodywork Practitioner (IMBP) - 550 Hours
Integrative Therapeutic Bodywork Practitioner (ITBP) - 550 Hours
Integrative Craniosacral Unwinding™ (ICSU) - 241 hours
Associate Polarity Practitioner (APP) - 163 hours
Registered Polarity Practitioner (RPP) - 685 hours

Instruction is in residence with both facilities occupancy level accommodating 30 students at one time. California statute requires that a student, who successfully completes a course of study, be awarded a diploma or certificate verifying the fact. A Certificate of Completion is awarded upon satisfactory completion of the offered programs.

IPSB at Life Energy Institute does not currently have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition fees. Person seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Executive Director, Gary Strauss.

Any questions a student may have regarding this catalog that have not been satisfactorily answered the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr. Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number (888)370-7589 or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll free or by completing a complaint form which can be obtained on the Bureau's internet website at www.bppe.ca.gov.

Any unanswered questions relating to our IMBP Program or for filing a complaint: 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 800 Sacramento, CA 95814, www.camtc.org, Phone (916) 669-5336 or fax (916) 669-5337

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IPSB at Life Energy Institute
 5817 Uplander Way , Culver City, CA 90230
 (310) 310-342-7131 fax: (310) 342-7135
 info@myLEI.org
 www.mylei.org

STATE of CALIFORNIA STUDENT RECOVERY FUND

It is a state requirement that a student who pays his or her tuition is required to pay a state imposed assessment for the Student Tuition Recovery Fund (STRF). The purpose and operation of the STRF is to protect students in the event that a school closes before students complete their programs.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or

location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

OUR PHILOSOPHY

THE EXPERIENCE.....
Our unique bodywork programs open the door to increased awareness of one's own body, heart and mind. Our programs approach the body holistically, revealing how our unique perspectives and experiences manifest in our physical form. This exploration gives rise to growth and transformation that is personal and expansive.

CLASSES.....
Our classes provide a safe, supportive, compassionate environment where authenticity and individual excellence are inspired by the learning process. By communicating with the body in a conscious and fully connected way touching the body touches the soul.

CORE VALUES.....
We believe that by touching the body consciously the transformation of an entire being occurs and ripples out into the world. Our name encompasses our approach which honors the harmonizing of the whole: body, mind, and spirit in all aspects of our curriculum as well as our teaching modalities.

We are committed to training sensitive compassionate individuals who practice the massage technique with an artistry that profoundly touches the lives of others and brings lasting personal and professional fulfillment. For us touching the body... touches the soul.

MASTERFUL FORM.....
Mastery of all artful movements, including sports, martial arts and dance, requires learning the proper form. The IPSB style (TM), derived from the ancient art form known as Tai Chi Chuan, is one that engages the core, the entire physical body and the life force energy that animates all living things.

YOUR UNIQUE VOICE.....
Along with a diverse range of technical massage skills and sound body mechanics, at LEI you will learn to trust your intuitive voice to feel confident with working with clients upon graduation.

2019 Open Houses

7:00PM - 8:30PM

MASSAGE THERAPY

February 12 April 23 May 21 June 18
August 27 September 24 October 15 December 3

CRANIOSACRAL & POLARITY

January 16 May 29 September 18

Join us for a tour of our school and meet our warm and welcoming team.

Open House events feature dynamic presentations from our instructors demonstrating the renowned IPSB-style massage. Come feel the difference of our heart centered approach to learning the healing arts. Individual class registration and full program enrollment is available at the event. Complimentary snacks and drinks provided. We look forward to seeing you there!

IPSB Foundations Class (IFC) / 120 Hours

Integrative Massage & Bodywork Practitioner Program (IMBP) / 550 Hours

Integrative Therapeutic Bodywork Practitioner Program (ITBP) / 550 Hours

Integrative Craniosacral Unwinding Program (ICSU) / 241 Hours

Associate Polarity Practitioner Program (APP) / 163 Hours

Registered Polarity Practitioner Program (RPP) / 685 Hours

IPSB



LIFE ENERGY INSTITUTE

5817 Uplander Way, Culver City, CA 90230

T: 310.342.7130

info@myLEI.org

www.myLEI.org