



Course Catalog

Revision 1

March 9, 2019 to March 9, 2020

Ace Evergreen Academy is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. Approval means that we are in compliance with state standards as set forth in the Educational Code (California Private Postsecondary Act of 2009).

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Purpose of the Course Catalog

The Ace Evergreen Academy Course Catalog provides a description of the massage therapy field and the education provided under the 650-hour and 500-hour Myotherapy and Massage Training Course taught at the Ace Evergreen Academy. This catalog is available online at the school website (www.aceevergreen.com) and via mail on request.

This document is effective upon promulgation and may not be changed without written approval by the Campus Administrator or School President and by the BPPE, the school's regulatory agency.

This document shall be reviewed for at a maximum interval of (12) months.

Jie Jiang & Luning Chen
(Owners)

Course Catalog Supplement

Information regarding tuition, fees, additional expenses, payment options and specific class schedules is also contained in the supplement to this catalog referred to as the Ace Evergreen Academy Class Brochure provided upon request to prospective students.

Document History

- | | |
|-----------------------|-------------------|
| ● Initial publication | March 9, 2018 |
| ● Revision 1 | March 9, 2019 |
| ● Revision 2 | September 3, 2019 |

Summary of Changes in This Revision

- Added 500-hour Myotherapy & Massage Training Course and details
- Update training programs for 500- and 650-hour programs

Important Information for Potential Students

- Normal instruction days are Mondays through Fridays (*note: Students may only attend sessions for which they are enrolled*)
 - 500-Hour Morning (Mon-Thu) 9:00 am – 6:00 pm
 - 500-Hour Evening (Mon- Thu) 6:30 pm – 10:30 pm
(Fri-Sat) 9:00 am- 6:00 pm
 - 650- Hours TBD
- Minimum required attendance rate is 100% overall for the 500-hour program and 85% the 650 hour program. Students whose absence exceeds 10% in an individual subject area may be required to undergo paid tutoring to make up further absences in that subject.
- Persons enrolling in the Ace Evergreen Academy should be aware of the following additional requirements:
 - Attendance (1) mandatory partial day weekend fieldwork events. Mandatory workshops and events are detailed on the published class schedule.
 - Students are required to receive (2) hours of massage, from a fellow student or licensed massage professional, and give (12) hours of massage, per month.
- A current class schedule for the entire year is posted in the classroom. Due to scheduling constraints, some modifications may become necessary.
- Tuition covers the cost of normal instruction and program administration. Significant additional costs to the school incurred as a result of absences, makeup work, exam retakes, unsatisfactory academic performance, or disciplinary actions are not covered by tuition and are passed on to the student in the form of administrative fees. Details are contained in the Student Handbook.
- **In order to obtain CAMTC Certification, an applicant must submit a fully completed application and meet all of the following requirements:**
 - Be 18 years of age or older;
 - Pay the \$200 fee;
 - Submit fingerprints to an authorized agency in California for a Live Scan using only the CAMTC form at [Request for Live Scan Service](#) (the authorized agencies charge you a fee for this service) and pass a criminal background check;
 - Pass one of the CAMTC approved exams (the exam companies charge a fee for taking their exam);
 - Have successfully completed, at a CAMTC approved school, curricula in massage and related subjects totaling a minimum of 500 hours (or the credit unit equivalent), which incorporates appropriate school assessment of student knowledge and skills. Of the 500 hours, a minimum of 100 hours shall be in anatomy and physiology, contraindications, health and hygiene, and business and ethics; and
 - Have not violated any of the provisions of the California Massage Therapy Act or any policy, procedure, or regulation of CAMTC.

- Ace Evergreen Academy is not currently an approved school by the CAMTC.

Official Address

The Ace Evergreen Academy official address is:

Ace Evergreen Academy

3505 Hart Avenue

Suite #116

Rosemead, CA 91770

The physical location of the instructional campus is:

3505 Hart Avenue

Suite 116

Rosemead, CA 91770

Phone: 626-330-0880

Website: www.aceevergreen.com

BPPE School Approval Code: 66099637

CAMTC School Approval Code: Pending

Description of the School Facilities and Equipment

The school is housed in a state-of-the-art facility. This contemporary facility is well equipped with student study tables and chairs, audio-visual equipment, high-quality massage tables, massage stools, massage chairs, music system, overhead lighting, hospital grade privacy curtains for student clinic, various charts, anatomical models and instructional aids. A library including various DVDs, anatomy books, and massage texts are available for all students upon request.

School License

Ace Evergreen Academy is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. Approval means that we are in compliance with State standards as set forth in the Educational Code (California Private Postsecondary Act of 2009).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, (916) 431-6959, or by 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.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (1-888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site (www.bppe.ca.gov).

California Massage Therapy Council

CAMTC School Approval Code (*Once approved*):

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

1. Pursuant to California Business and Professions Code section 4611, It is an unfair business practice for a person to do any of the following:
 - a. To hold himself 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.

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.

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

Accreditation Status

No course offered at Ace Evergreen Academy requires federal accreditation, therefore no course offered by this institution is accredited by an accrediting agency recognized by the United States Department of Education. This will in no way affect the ability of a graduate of Ace Evergreen Academy to become properly certified or to work legally after graduation.

Financial Statement of Responsibility

Ace Evergreen Academy does not have a pending petition for bankruptcy.

Ace Evergreen Academy is not operating as a debtor in possession.

Ace Evergreen Academy has not had a petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 at seq.).

Ace Evergreen Academy has never filed a petition and has never had a petition in bankruptcy filed against it.

Affiliation

The Ace Evergreen Academy is not affiliated with any other institution.

Mission Statement

Ace Evergreen Academy is an institution of higher education which seeks to advance and promote the field of therapeutic massage through the generation of diverse, competent and well-respected professional massage therapists who pursue lifelong personal and professional goals.

Objectives of Ace Evergreen Academy Myotherapy and Massage Training

- To prepare our students to meet graduation requirements and to be prepared to pass the Massage & Bodywork Licensing Exam (MBLEx) by offering a 650-hour and 500-hour myotherapy and massage training curriculum to students who desire to become a massage therapist.
- To provide education based on the 4 pillars of success:
 - Outstanding massage technique
 - Stellar marketing knowledge
 - Exceptional communication skills
 - Advanced critical thinking skills
- To provide students with a broad view of body work and the role of massage in healthcare.
- To provide a diverse number of instructors who will bring relevant client related stories into the classroom to enhance education.
- To promote understanding within the public of the value of massage therapy as a highly effective healthcare modality through interaction with staff and students in Student Clinic and fieldwork.
- To provide academic assistance to meet the individual student's needs – such as tutoring, 1 on 1 guidance, and goal setting.

Institutional Philosophy

The goal of the Ace Evergreen Academy is to create graduates who have exceptional skills with advanced techniques. More importantly, we create graduates who can use this knowledge and skill to help their clients achieve overall health and wellness.

Academic Philosophy

The Ace Evergreen Academy is driven by the philosophy that providing a curriculum focused on well-established massage theory, advanced treatment techniques, a broad understanding of the human body and a diverse blend of bodywork styles in a classroom as well as a clinical setting, maximizes the students' educational foundation and ensures their excellence as Licensed Massage Therapists. The Ace Evergreen Academy adheres to the philosophy that effective education is an active endeavor.

The assessment philosophy of the school holds to the premise that the most essential element of the students' education is assimilation of the content rather than grades achieved.

The Ace Evergreen Academy also adheres to the philosophy that effective education requires the student to be engaged in the learning process. Study, practice and attention are key elements that promote a successful outcome. The school's curriculum has been designed with student success as a primary objective.

Faculty and Key Staff

- Jie Jiang, CAMTC #6976
 - School Administrator/Owner
 - Chief Financial Officer
 - Education
 - Certification, Massage Therapy Program
 - Northern Virginia School of Therapeutic Massage – Falls Church, VA
 - AA, Accounting and Business Administration, Pasadena City College – Pasadena, CA
 - Professional Experience
 - Ace Evergreen Academy
 - Massage Training Program Educator, JiangJiangUSA 2016 – current
 - APP, KIN, MTP, Business Practices, Pathology & Treatment,
 - CFO, CEC Info, Inc. 2014 – current
 - CMT, Healthwise Massage 2009 – 2018

- Frances Wu
 - Administrative Assistant
 - Education
 - AA, Humanities, Business Administration, Chinese, Pasadena City College
 - BS, Bachelor of Science, Human Resources, California State University of Los Angeles
 - Professional Experience
 - Dr. You- Whai Tsao Music Research – Teacher Assistant, 2011-2014
 - My Asian Nanny- Office Assistant, 2019
 - San Gabriel Superstore -Data Entry 2018-2019
 - Ace Evergreen Academy- Current

- Cynthia Ameson
 - Instructor
 - Education
 - BA, Bachelor of Arts, English, University of California, Irvine
 - Hands on Healing Institute, Tujunga, CA
 - Professional Experience
 - Hands on Healing Institute, Tujunga, CA,
 - Teaching Deep Tissue and Anatomy/Kinesiology CEU classes, 2014-present
 - Teaching MT Core program, 2015-present
 - Teaching MBLEx Prep class, 2016-present
 - Ace Evergreen Academy – Instructor for Clinical Business Practice - Current

About the Ace Evergreen Academy Myotherapy and Massage Training Program

The Ace Evergreen Academy Myotherapy and Massage Training Program is an extensive 650-hour program which includes training in five major areas; anatomy and physiology of the human body, massage theory and practice, pathology and treatment, kinesiology, and business and interpersonal communication. The program far exceeds the minimum California state requirements for licensing as a Licensed Massage Therapist (LMT).

The Ace Evergreen Academy 650-hour Myotherapy and Massage Training Program includes:

- 192 hours of Anatomy, Physiology, and Kinesiology
- 92 hours of System Pathology and Injury Pathology
- 204 hours of Massage Theory and Practice
 - Includes 92 hours of Injury Treatment
- 98 hours of Clinical/Business Practices
 - Includes 30 hours of distance learning CBP projects
- 64 hours of Student Clinic

The Ace Evergreen Academy 500-hour Myotherapy and Massage Training Program includes:

- 136 hours of Anatomy, Physiology, and Kinesiology
- 28 hours of System Pathology
- 268 hours of Massage Theory & Practice
 - Includes 64 hours of Student Clinic
- 68 hours of Clinical/Business Practices

Required Courses

Anatomy, Physiology & Pathology: Includes a tour of the body, chemistry, cells and covers in-depth all the systems of the body. Includes: Study of disease in relation to bodywork, pathologies related to imbalances within each system, indications and contraindications for bodywork, appropriateness of massage for specific medical conditions

Clinical Business Practices: We support students who plan to be self-employed as well as those who plan to work in a private clinic. Course work includes boundaries, ethics, marketing, clinical documentation, insurance billing, laws and financial management.

Kinesiology: Includes muscle identification and understanding; origin, insertion and action, bones, ligaments, tendons, joints and more. We utilize a wide variety of methods addressing all learning styles to ensure a complete understanding of the muscles – including coloring activities, clay and skeletons, flash cards, muscle palpation and more.

Massage Theory & Practice: Topics include: the history of massage, equipment, self-care, postural analysis, basic and advanced techniques (trigger point therapy, myofascial

release, manual lymphatic drainage, and soft tissue release). Additional modalities taught include pregnancy massage, sports massage, chair massage, and other specialized techniques are included.

Pathology & Treatment (650 hour program only): Pathological Study by Injury: postural assessment, structural pathologies, overuse injuries, strains, sprains, thoracic outlet syndrome, carpal tunnel syndrome, frozen shoulder, rotator cuff injuries, whiplash, headaches, TMJ dysfunction, knee, foot, and leg injuries & cancer. Stages of injury: acute, sub-acute, and chronic stages; the appropriate use of hydrotherapy for each stage; indications and contraindications for massage.

Student Clinic: The student clinic offers the public a chance to experience our student massages at a discounted rate, while allowing the students a real-life simulated clinic experience under the guidance of their clinic instructor.

Teacher/Student Ratio

The Ace Evergreen Academy seeks to offer the students a personal setting with accessibility to the staff and faculty. During lecture sessions, at least one instructor is present for the entire session. During techniques training, there is at least one instructor for every 10 students performing the technique. During Student Clinic at least one instructor will be present for classes of 16 or fewer students. Two instructors will be present for Student Clinic sessions of 17 or more.

The maximum class size is twenty students.

Tuition, Fees and Expenses Myotherapy and Massage Training Program

Students enrolling in the **650-hour** Ace Evergreen Academy Myotherapy and Massage Training Program should expect to pay:

- **Application Fee** **\$100**
 - **Tuition** **\$8937.50**
- Total estimated cost: \$9,037.50

Students enrolling in the **500-hour** Ace Evergreen Academy Myotherapy and Massage Training Program should expect to pay:

- **Application Fee** **\$100**
 - **Application Fee** **\$100.00**
 - **Tuition** **\$6875.00**
- Total estimated cost: \$6975.00

*Cost estimates do not include applicable sales tax and massage table-shipping charges.

Students will be charged tuition based upon one period that comprises one academic year, at a rate of \$13.75 per clock hour:

Students will be charged tuition based upon one period that comprises one academic year, at a rate of \$13.75 per clock hour:

Students will be charged tuition based upon one period that comprises one academic year, at a rate of \$13.75 per clock hour:

The cost of books is determined by the booklist for the specific class and cost of the most recent edition of the books. A message table should be purchased within the first two weeks of class.

Payment Options

Payment plans pertain to tuition only. Other costs and fees are due on class day one unless other arrangements have been made in advance.

Ace Evergreen Academy does not participate in any state or federal financial aid programs. 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 money's not paid from federal student financial aid funds.

Applicants are encouraged to carefully consider the details of repayment plans, interest rates, fees, and their ability to repay the loan when arranging financing. Often, applicants may be able to arrange favorable terms through credit unions or other lending institutions.

If intending to be self-employed after graduation and licensure, applicants are cautioned that the process of building a profitable private practice may be lengthy.

The Ace Evergreen Academy makes no actual or implied guarantee of placement, employment or business success.

The Ace Evergreen Academy offers several options for tuition payment:

Pay As You Go Plans

(Note: Pay As You Go Plans pertain to tuition only. Other costs and fees are due on class day one.)

- Plan One:
 - Full payment due on class day one.
 - 0% interest.
- Plan Two:
 - 0% interest APR
 - \$300 down payment due prior to the first day of class.
 - Remainder to be paid off before graduation
- Plan Three:
 - 3% interest APR
 - \$1,000 down payment due the first day of class.
 - Remainder to be paid in three (3) equal installments spaced two (2) months apart with the first payment due on class day one.
 - Not Applied to the 500 program

Finance Options

- Currently, with today's economic climate, there is one finance option available which offers an extended payment plan. However, students are encouraged to research their own options, talk with family members and/or sign up for one of the "pay as you go" plans.

Administrative Fees

Students at Ace Evergreen Academy are expected to be responsible in discharging their financial obligations in a timely manner. Student tuition covers the cost of normal instruction and program administration. Absences, unsatisfactory academic performance and disciplinary actions create additional administrative costs which are passed on to the student in the form of Administrative Fees.

These fees are discussed in the appropriate sections of the Student Handbook and are detailed below:

- | | |
|---|---------------------------|
| ● Transfer Assessment / Transcript Evaluation | \$100 |
| ● Mandatory Fieldwork Makeup (group) | \$150/event |
| ● Required tutoring (group) * | \$40/hour OR
\$60/hour |
| ● Clinic Absence | \$70/instance |
| ● Makeup Clinic (group) | \$150/clinic |
| ● Practical Exam Makeup/Retake | \$25 |
| ● LMP Evaluation Makeup | \$60 |
| ● Full Probation/Extension of Full Probation | \$100/instance |
| ● Course Extension ** | \$50/period |

* *The fees indicated as (group) may be shared among attendees. Required tutoring fee is \$40/hour, if completed within 30 calendar days of the absence, or \$60/hour, if completed greater than 30 calendar days from the absence.*

** *The course extension fee is an administrative fee only and does not cover tutoring, required makeup or other applicable fees. A course extension fee is incurred for each extension period or portion thereof.*

Payment for tutoring or exam retakes must be paid prior to the tutoring session or exam retake.

Except as noted below, student transcripts will reflect graduation status as “incomplete” until all non-financed tuition and fees due to the Ace Evergreen Academy have been paid in full. Transcripts for students whose tuition is financed in-house will reflect graduation status as “incomplete” if the account shows a history of irregular payments or if payments are in arrears.

I understand that student tuition covers the cost of normal instruction and program administration. Absences, unsatisfactory academic performance and disciplinary actions create additional administrative costs which will be passed on to the student in the form of Administrative Fees listed above.

Admission Requirements and Procedures

All applicants must:

- Provide proof that they are at least 18 years of age by the class start date.
Applicants under 18 years of age may be admitted on a per case basis, with written parental or guardian consent, provided that the applicant will reach his/her 18th birthday prior to the scheduled graduation date of the class for which he/she is applying.
- Provide government issued picture identification such as a driver's license or passport.
- Be willing to undergo a background check to verify that they have a clear criminal record with no sexually based convictions. Prior convictions for non-violent, non-sexually based offenses may be waived provided that the applicant:
 - Supplies official documentation attesting that all court mandated actions and penalties have been satisfied.
 - Provides the school with three (3) personal references who have known the applicant for three or more years. References cannot be related to the applicant.
 - In the opinion of the school administration, poses no serious threat to fellow students, school staff, potential clients, and the general public.
 - Is suitable for unsupervised employment in the massage profession.
- Be fluent in the English language.
- Provide documentation of a High School diploma or General Equivalency Diploma (GED).
 - Applicants who do not possess a High School diploma or GED may be admitted provided they demonstrate their ability to benefit from the training by successfully completing the appropriate sections of a standardized entrance examination appearing on the federal Department of Education's list of approved tests. **Ability to Benefit** testing must be administered by an outside tester.
- Complete an admissions interview to determine physical, academic and financial readiness to complete the program as well as personal philosophy, motivation and goals.
- Successfully complete a (1) day Ace Evergreen Academy Introductory Workshop to demonstrate the ability to benefit from massage training.
 - This course is an introductory workshop open to potential students. Students will learn very basic Swedish massage techniques and will be able to demonstrate these techniques at a very rudimentary level. The student will have a very general understanding of the human anatomy and be able to describe several major muscles as well as point to the major endangerment areas by region.
 - Students will experience a short lecture on the body, followed by observing a demonstration of massage technique. Each body part will be demonstrated, followed by a period of time for the student to practice that sequence with a partner.
 - Handouts with diagrams will be issued during the class with basic endangerment, anatomy and massage technique information.

- Applicants who are unable to complete the introductory massage workshop prior to the beginning of training may be enrolled on a provisional basis pending successful completion of the workshop or appropriate tutorial within (2) calendar weeks of the start date of their class.
- **Evaluation procedures:** During this workshop, the students will be evaluating our instruction; we will be evaluating them on their ability to listen to instructions, exhibit an interest in the field of massage, exhibit appropriate touch to their partners, ask questions when they don't understand something, take constructive input on their technique, and exhibit general mature behavior.
- Submit a school application and application fee. If the application is not accepted, the application fee will be refunded.

Ability-to-Benefit

Applicants who do not possess a High School diploma or GED may be admitted provided they demonstrate their ability to benefit from the training by successfully completing the appropriate sections of a standardized entrance examination appearing on the federal Department of Education's list of approved tests. **Ability to Benefit** testing must be administered by an outside tester not on the payroll of the Ace Evergreen Academy.

California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. Under CEC §94904 (a), an institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE).

Ace Evergreen Academy will accept the following ATB tests:

- **TEST** - Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2; Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions)
 - **PUBLISHER** - Wonderlic, Inc., 400 Lakeview Parkway, Suite 200
Vernon Hills, IL 60061 Telephone (847) 247-2544
 - **PASSING SCORES** - Verbal – 200 VS-2 Quantitative – 210
- **TEST** - Combined English Language Skills Assessment (CELSA) Forms 1 and 2
 - **PUBLISHER** - Association of Classroom Teacher Testers (ACTT) 1187
Coast Village Road, Suite 1, #378, Montecito, CA 93108 Telephone (805)
965-5704
 - **PASSING SCORES** - Form 1 – 97 Form 2 – 97
- **TEST** – ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic)
 - **PUBLISHER** – The College Board, 250 Vesey Street, New York, New
York 10281 Telephone (800) 607 – 5223
 - **PASSING SCORES** – Reading Comprehension – 55 Sentence Skills – 60
Arithmetic – 34

General Policies and Procedures

Transfer of Credit

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Ace Evergreen Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in myotherapy and massage training 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 Ace Evergreen Academy to determine if your certificate will transfer.

Acceptance of Prior Education

In circumstances where a student has obtained prior massage education, the school may be able to grant credit for this prior education. Acceptance of this credit is subject to State law (see below). This will always be at the discretion of the director. The credit in question will only be considered if it is:

- A) from a school that has been properly approved or accredited;
 - a. official transcripts must be sent directly from the school to Ace Evergreen Academy
- B) the student has passed the units in question;
- C) it is of a similar nature to the subjects taught at Ace Evergreen Academy.

If an assessment is requested, the assessment fee will be \$100. If allowed to challenge quizzes and tests, the policy will be as follows: The written final must be passed. The practical final must be passed. No more than 2 chances will be given to pass these tests. The practical final must be passed on the first try. No more than 50% of the total class hour requirement may be granted as credit for prior education/experience, unless that previous experience was from this school.

* The following is copied directly from State law:

- (c) If credit for prior experiential learning is to be granted, the policy for granting such credit shall be included in the institution's catalog.
 - (1) An institution may grant credit to a student for prior experiential learning only if:
 - (A) The prior learning is equivalent to a college or university level of learning;
 - (B) The learning experience demonstrates a balance between theory and practice and;
 - (C) The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.

(2) Each college or university level learning experience for which credit is sought shall be documented by the student in writing.

(3) Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student's prior experience is equivalent and (2) how many credits toward a degree may be granted for that experience.

(4) The faculty evaluating the prior learning shall prepare a written report indicating all of the following:

(A) The documents in the student's record on which the faculty member relied in determining the nature of the student's prior experience;

(B) The bases for determining that the prior experience (i) is equivalent to college or university level learning and (ii) demonstrates a balance between theory and practice; and

(C) The bases for determining (i) to what college or university level the experience is equivalent and (ii) the proper number of credits to be awarded toward the degree for that experience.

(5)(A) The institution shall designate at least one administrator to be responsible for the review of faculty determinations regarding the award of credit for prior experiential learning.

(B) The administrator shall document the institution's periodic review of faculty evaluations to assure that the faculty written evaluations and awards of credit comply with this section and the institution's policies and are consistent.

(6) The amount of credit awarded for prior experiential learning shall not be related to the amount charged the student for the assessment process.

(7)(A) Of the first 60 semester credits awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.

(B) Of the second 60 semester units (i.e., credits 61 to 120) awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.

(C) Of the first 30 semester credits awarded a student in a graduate program, no more than 6 semester credits may be awarded for prior experiential learning.

(D) Of the second 30 semester credits (i.e., credits 31 to 60) awarded a student in a graduate program, no more than 3 semester credits may be awarded for prior experiential learning.

(E) No credit for experiential learning may be awarded after a student has obtained 60 semester credits in a graduate program. Note: Authority cited: Sections 94803, 94877 and 94885, Education Code. Reference: Sections 94885 and 94909, Education Code.

Ace Evergreen Academy has not entered into any articulation or transfer agreements with any other colleges or universities.

* Ace Evergreen Academy offers a certificate level myotherapy and massage training program education, therefore, laws and regulations noted above may not apply when transferring credits. Ace Evergreen Academy considers all applicable experiential education when reviewing transcripts from other education facilities and applies the laws as appropriate.

***Access to Student Records**

Student records are considered confidential. Access to student records is granted for official use only. Students may not access the records of another student. Students may review their own records in the presence, and under the direct supervision, of a school administrative staff member. Student records may not be removed from the school campus.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The Ace Evergreen Academy complies with the provisions of the law as written.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to the student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health or safety emergencies;
 - State or local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors or awards, and dates of

attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

For additional information or technical assistance, call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Note: Ace Evergreen Academy student records are confidential, for official use only.

Retention of Student Records

At Ace Evergreen Academy, student transcripts are retained permanently. Graduates of the program may call the administrative office for official transcripts.

English-As-A-Second-Language

This institution does not provide English-as-a-second-language instruction. Instructors will teach in only English. Written documentation of proficiency is not required. Students must demonstrate the ability to understand and speak English at a conversational level. This will be assessed by the director of the school in a face-to-face interview. If you feel you don't speak English well, you enroll at your own risk. You must attend lectures in English and pass tests written in English.

Non-discrimination Policy

The Ace Evergreen Academy subscribes to, and is in full compliance with, Title VI of the Civil Rights Act of 1964 providing equal opportunity for admission, employment and access to programs and/or activities regardless of religion, race, color, national origin, gender, sexual orientation, age or handicap, unless such a handicap is determined by a qualified medical authority to render an individual not physically qualified for the program.

Please contact the school for further information.

Controlled Substance Policy

The Ace Evergreen Academy adheres to a zero-tolerance policy for the illegal use of controlled substances, including alcohol. Students who are found to be under the influence of, or in possession of, any controlled substance without a valid prescription from a qualified health care provider will be expelled and appropriate authorities will be notified.

Students found to be under the influence of any amount of alcohol when entering school facilities or participating in school activities, other than social events, are subject to immediate expulsion.

Drug or alcohol tests may be administered, randomly to the general student population, or to specific individuals for cause, as deemed necessary by the school administration. Refusal to submit to a drug test ordered for cause is grounds for dismissal from the school.

Please contact the school for further information.

Cancellation, Withdrawal, Refunds

CANCELLATION

Cancellation notices shall be in writing. Withdrawal may be effectuated by the student's written notice or by the student's conduct, including but not necessarily limited to a student's lack of attendance. You are not officially considered a BWA student until you have attended your first scheduled class of instruction. Applicants or students may cancel the Enrollment **Agreement as follows:**

1. **Admission Rejection.** An applicant rejected for admission is entitled to a refund of all monies paid, including registration fee.
2. **Right to Cancel.** The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The registration fee in this case is not refundable. "Enrollment" is defined as the date that the Enrollment Agreement is signed by the student.
3. **Written Notice Required.** Cancellation will occur when the student gives written notice of cancellation to the School Manager or to the School Director at the following address: Ace Evergreen Academy, 3505 Hart Ave Suite #116 Rosemead, CA 91770. This same address appears on the front of the school catalog and at the head of the Enrollment Agreement.
4. **Written Notice Can Take Any Form.** The written notice of cancellation need not take a particular form, and however expressed, is effective if it states that the student no longer wishes to be bound by the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery, or telegram.
5. **Effective Date of Written Notice.** If the cancellation is in writing, it is effective on the date of personal delivery or, if mailed, on the date postmarked. The school shall refund any consideration paid by the student within sixty (60) days after the school receives notice of cancellation.
6. **Return of Equipment.** Students who received equipment from the School must return any equipment received within thirty (30) days following the date of the Notice of Cancellation. If a student obtains equipment specified on the Enrollment Agreement as a separate charge and returns it in good condition – allowing for reasonable wear and tear – within thirty (30) days following the date of student cancellation, the School will refund the equipment cost paid by the student. If the student fails to return the equipment within the thirty (30) day period, the School may retain the equipment cost paid by the student. The School will refund the portion of the proceeds exceeding the documented cost of the equipment within thirty (30) days following the equipment return period, after which the student may retain the equipment without further financial obligation to the School.

REFUNDS

1. **Withdrawal Period.** The student has the right to withdraw from a course of instruction at any time.
2. **Refund is Possible Only if Sixty Percent (60%) or Less of Instruction is Completed.** In the event of withdrawal or termination, the student has the right to receive refund for the unused portion of the tuition and other refundable charges if the student has completed sixty percent (60%) or less of the instruction. No refund is due if greater than sixty percent (60%) of the program has been attended by the student.
3. **State Pro-Rata Refund Policy.** Ace Evergreen Academy ("AEA") uses the state pro-rata refund policy for students who have completed sixty percent (60%) or less of the period of attendance.

4. ***Payment Period Definition.*** AEA calculates its refund based upon payment periods. A definition of the payment period at BWA is that programs of five hundred (500) hours or less constitute one payment period.
5. ***Student is Responsible for Any Unpaid Balance.*** Any unpaid balance that remains after this Refund and Withdrawal Policy has been applied to the state or institutional policy must be paid by the student to the institution or to the lender as applicable.
6. ***Complaints.*** 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](http://www.bppe.ca.gov).
7. ***Refund is Due Within Forty-Five (45) Days of Notification.*** Any monies due the applicant or student will be refunded within forty-five (45) days of the date of cancellation, withdrawal or dismissal.
8. ***Initiation of Withdrawal.*** A withdrawal is considered to have occurred on the earlier of, a) the date the student officially notifies the School of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.
9. ***Withdrawal Due to Leave of Absence.*** If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within forty-five (45) days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.
10. ***Withdrawal Due to Prolonged Illness or Accident.*** In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the School will make a settlement that is reasonable and fair to both parties.
11. ***Textbook Return / Refund Policy.*** If the student obtains and returns unmarked textbooks or unworn uniforms within thirty (30) days following the date of the student's cancellation, withdrawal or dismissal, the institution shall refund the charge of the textbooks or uniforms paid by the school. If the student fails to return unmarked textbooks or unworn uniforms within thirty (30) days following the date of the student's cancellation, withdrawal or dismissal, the institution will calculate the refund based on the documented cost of the textbooks or uniforms. All students must return all copies of books at the end of the term.

Bureau for Private Postsecondary Education Refund Policy for Diploma Programs

If the student withdraws from a course of instruction after midnight of the seventh business day after the day on which the student attended the first class of the course of instruction, the school will remit a refund, as per the following refund formula. The amount of the refund shall be calculated on a pro-rata basis, less the registration fee, less the STRF fee, and less the cost of any equipment and/or books and supplies the school provided the student which were not returned within forty-five (45) days following the date of the student's cancellation, withdrawal or dismissal. The pro-rata refund formula is as follows:

1. Determine the Program Tuition by subtracting all fees, equipment, books and supplies from the Total Program Cost.
2. Divide the Program Tuition by the Total Hours in Program to arrive at the Program Tuition per Hour.
3. The answer to the calculation in step (2) is the hourly charge for instruction.
4. The Amount Owed by Student for the purposes of calculating a refund is derived by multiplying the Hours of Instruction Attended by Student by the Program Tuition per Hour and adding in any book or equipment charges to arrive at the Tuition Due to School.
5. The Refund Amount Due to Student shall be any amount in excess of the Amount Paid by Student.
 - a. Total Program Cost – Registration Fee – STRF Fee – Equipment & Books & Supplies = Program Tuition
 - b. Program Tuition / Total Hours in Program = Program Tuition per Hour
 - c. Program Tuition per Hour x Hours of Instruction Attended by Student = Tuition Due to School
 - d. Tuition Due to School + Registration Fee + STRF + Unreturned Equipment & Books & Supplies = Amount Owed by Student
 - e. Amount Paid by Student – Amount Owed by Student = Refund Amount Due to Student

Sample Calculation 1: Assume a five hundred (500) hour program costing \$6,875.00 tuition, \$0.00 for registration, \$0.00 for STRF, \$50.00 for equipment, \$75.00 for the ABMP Exam Coach, and books and supplies of \$0.00. The student withdraws after two hundred fifty (250) classroom hours of attendance and does not return \$50.00 of school equipment. If the student has already paid the school a total amount of \$5,000.00 toward the program of instruction, the refund calculation would be:

- a. $\$7,000.00 - \$0.00 - \$0.00 - (\$50.00 + \$75.00) = \$6,875.00$ Program Tuition
- b. $\$6,875.00 / 500 = \13.75 Program Tuition per Hour
- c. $\$13.75 \times 250 = \$3,437.50$ Tuition Due to School
- d. $\$3,437.50 + \$0.00 + \$0.00 + \$50.00 = \$3,487.50$ Amount Owed by Student
- e. $\$5,000.00 - \$3,487.50 = \$1,512.50$ Refund Amount Due to Student Cancellation or Termination After Completing 60% or More of the PAYMENT PERIOD Will Result in no refund.

Sample Calculation 2: Assume the same conditions and numbers as “Sample Calculation 1” above, but where the student withdraws after three hundred fifty (350) hours of attendance, and returns no equipment, books, or supplies. Because the student has already completed seventy percent (70%) of the program ($350 / 500 = 70\%$), no refund is due.

Temporary Suspension of Training

In the extremely rare event that a student is unable to continue training due to serious personal difficulties of a temporary nature, the student may be permitted to suspend training. The following guidelines apply:

- Temporary suspension may be granted, on a per case basis, at the discretion of the school.
- Any suspension request must be made in writing detailing the reasons for the request and accompanied with supporting documentation.
- Suspension will not be permitted simply because the student has fallen behind in class work. Suspension may not be used as a method to forestall probation or termination.
- Re-enrollment must take place within one year from the date of temporary suspension.
- Unless specifically agreed upon in writing by the Ace Evergreen Academy, classes attended, work completed and exams taken prior to suspension generally **do not** carry over with re-enrollment.
- Because suspended students are not covered under the Ace Evergreen Academy insurance policies they may not participate in any official activities of the school.
- Students under suspension may not represent themselves as active students of the Ace Evergreen Academy throughout the duration of their suspension.
- All non-tuition monies owed to the Ace Evergreen Academy must be paid in full prior to suspension.
- If a student under temporary suspension provides written notice to the school of his/her intent to withdraw from the training program, a refund, if applicable, minus accrued interest, may be provided in accordance with the policies noted in the Cancellations, Withdrawal, Refunds section of this document.
- A re-enrollment fee may be assessed in cases in which a significant portion of training has been completed prior to the temporary suspension. The re-enrollment fee is determined on a per case basis depending on the suspension and re-entry points.

Termination

Students may voluntarily withdraw at any time. Students failing to meet the standards of the program or, for gross disciplinary infractions, may be dismissed at the discretion of the school following review and probationary procedures specified in the school policies. In the event of termination, refunds will be provided in accordance with California State statutes and The Ace Evergreen Academy documented refund policies.

Absence and Tardiness

- Except in Student Clinic, tardiness of greater than (15) minutes counts as absence for the entire hour.
- Tardiness to Student Clinic of greater than (15) minutes is considered a full clinic absence (4 hours).
- Absence is strongly discouraged. Students are required to maintain an 85% attendance rate in each major subject area of the curriculum as well as an 85% attendance rate overall. The following absences require hour-for-hour makeup:
 - Absence from a mandatory class. Proof of makeup is required prior to graduation.
 - Absence from a mandatory fieldwork event. Event makeup is usually done through participation in other supervised fieldwork events.
 - Absence from any class which drops the student below the minimum hourly requirements for training in that subject matter.
 - Absence from a scheduled exam. Exams are required classes. Absence from a scheduled written or practical exam or exam retake, if applicable, is considered a failure of the exam.

Standards of Conduct

Students at the Ace Evergreen Academy are preparing to enter a profession in which work ethics and interaction with clients as well as peers and other professionals may very well determine their success or failure. Successful students approach their training with the same maturity and professional attitude as they would their own business.

Generally, any behaviors that diminish student learning, or disrupt the learning environment, or are inconsistent with professionalism are strongly discouraged. While it is not possible to specify all such behaviors, the following are some examples:

- Excessive tardiness
- Excessive absences
- Falsifying attendance records or other official documents
- Inappropriate dress
- Poor personal hygiene
- Inattention in class
- Disruptive behavior in or around the school grounds
- Unethical or uncooperative behavior
- Harassment
- Failure to complete and turn in assignments and practice hours as directed
- Failure to follow the policies of the Ace Evergreen Academy
- Theft, damage or misuse of school property or the property of others
- Intentional misrepresentation of credentials or false statements on the school application
- Failure to meet financial obligations

Disciplinary Actions and Appeals

Most infractions are dealt with through informal discussion with school staff. When necessary, further disciplinary action may range from a formal warning, up to, and including, permanent expulsion from Ace Evergreen Academy depending upon the severity of the infraction and the student's cooperation with directed corrective action.

Students have the right to appeal formal disciplinary action in writing within (7) calendar days following notification of such action. Within (7) calendar days of receiving the student's appeal the Academic Officer will convene a disciplinary appeals board, usually consisting of the CAO and the CEO consider the appeal. The student has the right to address the board directly and present any pertinent information.

Personal Harassment

Definition

Harassment may take many forms but essentially consists of behavior which is unacceptable to and diminishes the dignity of the recipient(s) and which creates an intimidating, hostile or offensive environment for that individual.

Harassment may involve single, sporadic or continuing acts of intimidation, coercion, bullying, verbal or physical abuse, or the creation and/or maintenance of an offensive environment for others. Harassment relating to another's sex, sexual orientation, religion, race, or disability is all included in this definition.

Sexual Harassment

Sexual harassment is a form of sex discrimination and involves unwanted and unwelcome attention of a sexual nature. This may be verbal or physical or involve the denigration of an individual on sexual grounds or by sexual means.

Harassment Policy

The Ace Evergreen Academy wishes to provide a stimulating and supportive study and work environment which will enable its staff and students to fulfill their personal potential and creativity. The school accepts that such an environment cannot exist if students and staff are subject to harassment, intimidation, aggression or coercion.

The Ace Evergreen Academy is fully committed to the principles of equal opportunity and regards personal harassment as a discriminatory and unacceptable form of behavior.

Any incident of harassment will be treated as a serious matter which may lead to disciplinary action, up to and including, dismissal, being taken against the perpetrator.

All members of the Ace Evergreen Academy staff are responsible for ensuring that personal harassment of a student or staff member does not occur.

Grievances and Conflict Resolution

Most grievances can be satisfactorily resolved informally. For grievances of a sensitive nature, or if the situation cannot be resolved through informal means, the student may request mediation by the Chief Academic Officer.

Formal grievances must be stated in writing and delivered personally to the Chief Academic Officer. Grievances against the Chief Academic Officer are forwarded directly to the Chief Executive Officer without comment or delay. The school administration will investigate and decide on an appropriate course of action within (7) calendar days of receiving a formal grievance. The person filing the grievance will be notified, in writing, of action taken as soon as feasible thereafter. **No adverse action will be taken against a student who files a grievance.**

Hygiene, Dress Code, & Draping Policies

Students must be clean, neat, non-revealing, and professional in appearance. Students are reminded that their appearance directly affects public perception of the school and the massage profession in general. Students may be dismissed from Student Clinic, class or other school function for failing to comply with the Ace Evergreen Academy policies. Dismissal under these circumstances is considered an absence. The school reserves the right to determine if an item of personal attire is inappropriate.

- Students are encouraged to dress in a conservative, professional manner. Clothing or personal items of a suggestive or potentially offensive nature may not be worn at any school function.
- Students are encouraged to practice good personal daily hygiene to include showering, deodorant or anti-perspirant, brushing teeth, etc.
- Revealing or immodest items of personal attire are not permitted at any school function.
- Torn or dirty clothing or clothing in disrepair should not be worn at any school function.
- During Student Clinic, long hair must be tied back such that it does not brush against the client during the massage.
- Hair color must be natural hues. No purple, pink, blue, green, etc.
- During Student Clinic, facial piercings must be removed and earrings are limited to (3) per ear.
- Potentially offensive tattoos must be covered at all times.
- During Student Clinic, hats, bandanas or head wraps are not permitted. This requirement may be waived for bona fide religious garments.
- The student uniform for Student Clinic is hospital style scrubs.
- Visible cleavage, abdomen, and arm pits are not acceptable.
 - Tank tops are not allowed without an over shirt at school – this includes lecture or hands-on classes.
- Suggestive, offensive, or derogatory displays on clothing or personal items are not appropriate at any school function.
- During hot weather, students may wear walking shorts. Low rise, tight or revealing shorts are not permitted.

- Visible cleavage (breast or gluteal), exposed abdominal areas and untrimmed facial hair are not permitted.
- Underwear and undergarments, with the exception of T-shirts, must be concealed.
- Clean athletic clothing (sweats, etc.) may be worn for classes in which students are exchanging bodywork. Athletic clothing must be modest and in good repair.
- Student's footwear must be clean and in good repair. For sanitation and safety, bare feet are permitted only when receiving massage.
- Since clients and classmates may be allergic or sensitive to fragrances, students are requested to refrain from wearing perfumes, colognes, essential oils, or other strongly scented personal products
- Students must always keep their nails shortened and groomed. Nail polish, acrylic nails, etc. are not permitted while enrolled as a student.
- Students will provide modest draping to all students and clients. Students are required to instruct clients to undress to their comfort level and lay on the massage table under the sheet. The student will only expose the area being worked on (massaged) at that time.

Academic Calendar (through 2020) - Example

Class schedule

Class	Start	End	Graduation*
19M	Sep 9, 2019	Jan 9, 2020	Jan 2020
20M	Jan 2020	May 2020	May 2020

* Date of graduation ceremonies may vary depending on availability of suitable event facilities.

Class Breaks and Holidays EXAMPLE

2019-2020

Thanksgiving	November 28 - 29
Winter Break	December 23 – Jan 2, 2020
Memorial Day	May 25
Independence Day	July 3 – 4
Labor Day	Sept 7
Thanksgiving	November 26 – 27, 2020
Winter Break	Dec 21 – Jan 1, 2021

School Closures Due to Weather or Natural Disasters

While the school rarely cancels sessions, extraordinary circumstances may require such action. The school will make every effort to work around any closures due to weather or other natural disasters. In the event that classes are cancelled for a significant period (more than a day or two) it may be necessary to recoup lost class time during scheduled school breaks or non-class days, such as Mondays. Because of class overlaps and other factors, postponement of class graduation dates is not usually an option.

The school will make every effort to minimize the impact and students will be consulted in determining the action to be taken.

Program Overview – Myotherapy and Massage Training

650-hour Myotherapy & Massage Training Program

The Ace Evergreen Academy Myotherapy and Massage Training Course includes 650 hours of classroom instruction, fieldwork, and clinical training conducted over the period of approximately twenty five weeks.

The program has been designed with student success as its primary objective. Recognizing the necessity to form a foundation upon which to build knowledge, the Ace Evergreen Academy employs a phased, or modular, approach to training.

One hour of instruction is defined as 50 minutes of instruction or class activity with appropriate breaks.

General Program Objectives

- Working knowledge of anatomy and physiology of the human body
- Working knowledge of pathologies pertinent to massage practitioners
- In depth knowledge of human kinesiology
- In depth knowledge of Swedish based massage techniques
- Thorough understanding of the principles of therapeutic massage
- Thorough understanding of clinical practices, documentation and client communication
- Familiarity with techniques of relaxation, sports, therapeutic and special needs massage
- Thorough understanding of ethics and laws relating to the field of massage therapy
- Working knowledge of basic business and bookkeeping principles

Module One

The first module assesses the students' predominant learning style, introduces the students to the subject matter they will encounter, prepares them for the academic environment, encourages the development of effective study techniques, and prepares students for the next, slightly more intense, phase of training.

Module 1 Objectives

- Familiarity with school policies & procedures
- Assessment of students' predominant learning style
- Familiarity with history, language and equipment of massage
- Working knowledge of draping, body mechanics, self-care and hygiene
- Introductory knowledge of techniques, effects and cautions of Swedish massage
- Introductory knowledge of kinesiology, anatomy & physiology
- Introductory knowledge of ethics and professionalism
- Ability to perform pre and post event sports massage

Module 1 Session Summary

- Anatomy and Physiology
 - Introduction to Science, Anatomy and Physiology
- Business, Ethics and Communication
 - Introduction to Ethics & Professionalism
- Kinesiology
 - Introduction to kinesiology terms & structures
 - Introduction to joints
- Massage Theory and Practice
 - Ace Evergreen Academy basic massage routine

Module Two

In the second module, students explore an overview of the main subject areas of the curriculum in more depth. The focus of the second module is to create an overall foundation upon which to build more advanced knowledge.

Module 2 Objectives

- Working knowledge of techniques used in advanced bodywork
- Working knowledge of postural assessment
- Working knowledge of chair (seated) massage
- Working knowledge of trigger points
- Working knowledge of professional documentation
- Working knowledge of professional ethics & professionalism
- Ability to effectively communicate with clients
- In depth knowledge of practitioner body mechanics, self-care and hygiene
- Overview knowledge of kinesiology, anatomy and physiology
- Ability to locate, read and evaluate technical, research and trade literature
- Professional peer evaluation

Module 2 Session Summary

- Anatomy and Physiology (APP)
 - Systems of the body (overview)
- Business, Ethics and Communication
 - Ethics & professionalism
 - Documentation
 - Research methods
- Kinesiology (KIN)
 - Bony landmarks (upper body)
 - Overview (upper & lower body, and limbs)
- Massage Theory and Practice (MTP)
 - Chair massage
 - Practitioner body mechanics & self-care
 - Trigger points
 - Special considerations (geriatric, cancer patients and care givers)
 - Professional peer evaluation
 - Myofascial release
 - Hydrotherapy
 - Soft Tissue Release techniques
- Treatment (PTR)
 - Postural assessment
 - Principles of Treatment

Module Three

In the third module the students are guided ever deeper into the structures and functions of the body and its systems, as well as pertinent pathologies, integrating previous knowledge and exploring the clinical treatment aspects of massage.

Module 3 Objectives

- Detailed knowledge of massage techniques and effects
- Working knowledge of Ace Evergreen Academy Advanced Massage routine
- Working knowledge of Ace Evergreen Academy Deep Tissue Massage techniques
- Ability to design and perform an outcome-based massage routine
- Ability to perform treatment on specific conditions
- Working knowledge of pathologies pertinent to bodywork
- Working knowledge of indications and contraindications for massage
- Working knowledge of clinical practices and documentation
- Working knowledge of kinesiology, anatomy and physiology pertaining to massage and bodywork
- Working knowledge of principles of nutrition
- Professional peer evaluation

Module 3 Session Summary

- Anatomy, physiology and pathology (APP)
 - Systems of the body (details)
 - System pathologies
 - Contraindications review
- Business, Ethics and Communication (BEC)
 - Clinical documentation
- Kinesiology (KIN)
 - Muscle origin, insertion & action
- Massage Theory and Practice (MTP)
 - Ace Evergreen Academy Advanced Deep Tissue
 - Professional peer evaluation
- Student Clinic (SCL)
 - Student clinic orientation
 - Student clinic sessions
 - Student clinic review
- Treatment (PTR)
 - Treatment for commonly encountered conditions
 - Treatment for upper extremities
 - Treatment for back/hip
 - Treatment for head and neck
 - Treatment for lower extremities

Module Four

While continuing the clinical emphasis in the previous module, the fourth module emphasizes the final preparations for graduation including business classes.

Module 4 Objectives

- Working knowledge of basic business and accounting principles
- Working knowledge of laws and regulations pertaining to massage
- Ability to effectively communicate with clients and other health care professionals regarding client care and referrals
- Thorough understanding of indications and contraindications for massage
- Ability to design, perform, monitor and document a client injury treatment plan
- Working knowledge of precautions and procedures relating to HIV/AIDS
- Thorough understanding of kinesiology
- Competency in clinical practices
- Thorough understanding of the ethical therapeutic relationship
- Ability to successfully complete the national exam for licensing
- Professional peer evaluation

Module 4 Session Summary

- Business, Ethics and Communication (BEC)
 - Starting a business and marketing
 - Massage laws and regulations
 - Bookkeeping and taxes
 - Insurance and legal documentation

- Employment and resume's
- Outcall strategies, safety & security
- Application for state licensing exam
- Graduate panel
- **Massage Theory and Practice (MTP)**
 - Final comprehensive written exam
 - Final comprehensive practical exam
 - Professional peer evaluation
- **Student Clinic (SCL)**
 - Student Clinic sessions

500-hour Myotherapy & Massage Training Program

The Ace Evergreen Academy Myotherapy and Massage Training Course includes 500 hours of classroom instruction, fieldwork, and clinical training conducted over the period of approximately sixteen weeks.

The program has been designed with student success as its primary objective. Recognizing the necessity to form a foundation upon which to build knowledge, the Ace Evergreen Academy employs a phased, or modular, approach to training.

One hour of instruction is defined as 50 minutes of instruction or class activity with appropriate breaks.

General Program Objectives

- Working knowledge of anatomy and physiology of the human body
- Working knowledge of pathologies pertinent to massage practitioners
- In depth knowledge of human kinesiology
- In depth knowledge of Swedish based massage techniques
- Thorough understanding of the principles of therapeutic massage
- Thorough understanding of clinical practices, documentation and client communication
- Familiarity with techniques of relaxation, sports, therapeutic and special needs massage
- Thorough understanding of ethics and laws relating to the field of massage therapy
- Working knowledge of basic business and bookkeeping principles

Module One

The first module assesses the students' predominant learning style, introduces the students to the subject matter they will encounter, prepares them for the academic environment, encourages the development of effective study techniques, and prepares students for the next, slightly more intense, phase of training.

Module 1 Objectives

- Familiarity with school policies & procedures

- Introduction to professionalism, communication and success strategies
- Familiarity with history, language and equipment of massage
- Working knowledge of draping, body mechanics, self-care and hygiene
- Introductory knowledge of techniques, effects and cautions of Swedish massage
- Introductory knowledge of kinesiology, anatomy & physiology
- Introductory knowledge of ethics and professionalism
- Ability to perform pre and post event sports massage

Module 1 Session Summary

- Anatomy and Physiology
 - Introduction to Science, Anatomy and Physiology
- Business, Ethics and Communication
 - Introduction to Ethics & Professionalism
- Kinesiology
 - Introduction to kinesiology terms & structures
 - Introduction to joints
- Massage Theory and Practice
 - Introduction to Swedish massage techniques
 - Ace Evergreen Academy basic massage routine

Module Two

In the second module, students explore an overview of the main subject areas of the curriculum in more depth. The focus of the second module is to create an overall foundation upon which to build more advanced knowledge.

Module 2 Objectives

- Working knowledge of chair (seated) massage
- Working knowledge of trigger points
- Working knowledge of professional documentation
- Working knowledge of professional ethics & professionalism
- Ability to effectively communicate with clients
- In depth knowledge of practitioner body mechanics, self-care and hygiene
- Overview knowledge of kinesiology, anatomy and physiology
- Ability to locate, read and evaluate technical, research and trade literature
- Professional peer evaluation

Module 2 Session Summary

- Anatomy and Physiology (APP)
 - Systems of the body (overview)
- Business, Ethics and Communication (CBP)
 - Ethics & professionalism
 - Documentation
 - Research methods
- Kinesiology (KIN)
 - Bony landmarks (upper body)
 - Overview (upper & lower body, and limbs)
- Massage Theory and Practice (MTP)
 - Chair massage
 - Practitioner body mechanics & self-care
 - Trigger points
 - Special considerations (geriatric, cancer patients and care givers)
 - Professional peer evaluation
 - Myofascial release
 - Hydrotherapy
 - Soft Tissue Release techniques

Module Three

In the third module the students are guided ever deeper into the structures and functions of the body and its systems, as well as pertinent pathologies, integrating previous knowledge and exploring the clinical treatment aspects of massage.

Module 3 Objectives

- Detailed knowledge of massage techniques and effects
- Working knowledge of Ace Evergreen Academy Advanced Massage routine
- Working knowledge of Ace Evergreen Academy Deep Tissue Massage techniques

- Working knowledge of pathologies pertinent to bodywork
- Working knowledge of indications and contraindications for massage
- Working knowledge of clinical practices and documentation
- Working knowledge of kinesiology, anatomy and physiology pertaining to massage and bodywork
- Professional peer evaluation

Module 3 Session Summary

- Anatomy, physiology and pathology (APP)
 - Systems of the body (details)
 - System pathologies
 - Contraindications review
- Clinical Business Practices (CBP)
 - Clinical documentation
- Kinesiology (KIN)
 - Muscle origin, insertion & action (lower body)
- Deep Tissue (MTP)
 - Ace Evergreen Academy Deep Tissue Massage
- Massage Theory and Practice (MTP)
 - Ace Evergreen Academy Advanced Massage routine
 - Professional peer evaluation
- Student Clinic (SCL)
 - Student clinic orientation
 - Student clinic sessions
 - Student clinic review

Module Four

While continuing the clinical emphasis in the previous module, the fourth module emphasizes the final preparations for graduation including business classes.

Module 4 Objectives

- Working knowledge of basic business and accounting principles
- Working knowledge of laws and regulations pertaining to massage
- Ability to effectively communicate with clients and other health care professionals regarding client care and referrals
- Thorough understanding of indications and contraindications for massage
- Working knowledge of precautions and procedures relating to HIV/AIDS
- Thorough understanding of kinesiology
- Competency in clinical practices
- Thorough understanding of the ethical therapeutic relationship
- Ability to successfully complete the national exam for licensing

Module 4 Session Summary

- Clinical Business Practices (CBP)
 - Starting a business and marketing

- Massage laws and regulations
- Bookkeeping and taxes
- Insurance and legal documentation
- Employment and resume's
- Outcall strategies, safety & security
- Application for state licensing exam
- Graduate panel
- Massage Theory and Practice (MTP)
 - Final comprehensive written exam
 - Final comprehensive practical exam
 - Special considerations
 - Professional peer evaluation
- Student Clinic (SCL)
 - Student Clinic sessions

Assessment

The primary methods of learning assessment are quizzes and examinations worksheets. The Ace Evergreen Academy assesses a final grade of Pass/Fail. Numeric grades are employed to give the students a scale upon which to gauge individual progress.

Examinations

Examinations count for grade. The format for exam questions is multiple choice, true/false, or matching. Exams are normally conducted at the midpoint and end of each subject module. A school comprehensive exam is conducted near the end of the program.

A grade of less than 75% on an examination constitutes a failure and requires retake of the examination. Absence from a written or practical examination, or a scheduled examination retake, if applicable, is counted as a failure of that exam.

Students who fail to pass an exam within three (3) attempts are subject to an Academic Review Board and may be assigned corrective action at their own expense.

Quizzes

Quizzes are informal knowledge reviews which are used primarily to monitor the progress of the students and provide ongoing feedback to individual instructors on the effectiveness of instruction. Quizzes do not count for overall grade. Quiz formats are determined by individual instructors.

Grading Policies

Examinations (exams) are defined as formal, specifically formatted tests which count for grade. All exam questions are taken from the official Ace Evergreen Academy School question bank. Examinations count for grade. The format for exam questions is multiple choice, matching or true/false. Exams are normally conducted at the midpoint and end of each subject module. A school comprehensive exam is conducted near the end of the program.

The minimum passing grade for all exams is 75%. Absence from a written or practical exam, or scheduled retake, if applicable, is counted as a failure of that exam.

Except for introductory level examinations, which consist of at least (25) multiple-choice questions, the general format for subject area midterm and final exams is a minimum of (50) questions requiring true/false, multiple choice or matching answers. The general format for comprehensive exams is a minimum of (100) questions requiring true/false, multiple choice or matching answers.

Failure of an exam requires a retake of the exam. Students who achieve less than 75% on an exam will need to retake the exam. The maximum recorded grade for an exam retake is 75%. Students who elect to retake an exam will be charged the exam retake fee specified in Appendix (A).

Exam retakes are normally scheduled by arrangement with the Director of Instruction, usually within (14) calendar days of the original exam date.

Quizzes are defined as informal knowledge reviews which are used primarily to monitor the progress of the students and provide ongoing feedback to individual instructors on the effectiveness of instruction. Periodic informal quizzes may be given at the discretion of individual instructors. Quiz formats are determined by the instructor. Quizzes are used primarily to give the students and instructors feedback on the progress of the class. Makeup of quiz failures is at the discretion of the instructor. There are no quiz administration fees. Instructors may recommend corrective action based on consistent poor performance on quizzes.

Periodic hands-on practical exams of specific subject areas are conducted, normally in conjunction with a written exam. For grading purposes, the recorded grade for a two-part exam is the average of the grades for the two parts combined. During the practical exam an instructor will have the student verbally answer specific questions relating to, and trace out specific structures of the body on a client supplied by the student. In addition, the student will be required to demonstrate various techniques of massage, draping and client assessment and demonstrate understanding of the treatment of a commonly encountered condition selected by the instructor.

Progress Reports

Students are provided with monthly progress reports including attendance and a count of logged massage practice hours. Students are considered to be maintaining satisfactory progress if *all* of the following are satisfied:

- A passing grade has been achieved on each examination
- Individual attendance is within acceptable standards
- The minimum standard for massage practice hours is met

Graduation Requirements

Myotherapy and Massage Training Program

In order to graduate from the Ace Evergreen Academy Myotherapy and Massage Training Course, a student must complete all of the following requirements:

- Completion of all written and practical examinations with a minimum grade of 75% on each examination.
- 100% attendance for the 500-hour massage program
- For the 650-hour program: 85% attendance in each major subject area and overall attendance of 90%; or completion of assigned corrective action to compensate for deficiencies.
- Meet the minimum requirement for massage practice hours as stated in the Student Handbook.
- Receive (2) professional massages within the academic year.
- Payment of all non-financed monies owed to the school.

Graduation Certification

Upon successful completion of the Ace Evergreen Academy Myotherapy and Massage Training Course, the graduate is issued an Ace Evergreen Academy diploma and is academically qualified to sit for the Massage and Bodywork Licensing Exam (MBLEx).

Graduate Placement

Approximately two months prior to scheduled graduation, the school sends a notice to area businesses, which would normally be expected to employ massage therapists, announcing the graduation date and availability of the graduates for employment. Job announcements are posted on the Placement Bulletin Board located in the classroom.

Ace Evergreen Academy does not offer internships or student jobs.

No actual or implied guarantee of placement or employment is made.

Student Services

Housing

The Ace Evergreen Academy offers no assistance to students regarding location or payment for suitable housing. Ace Evergreen Academy does not provide dormitory or housing facilities and has no responsibility to find or assist in finding housing. Housing is available reasonably near the school facilities and may cost anywhere from approximately \$700 - \$2000 per month for rent.

Tutoring Services

Tutoring services are offered subject to the availability of individual instructors. The charge for individual or group (up to six students) tutoring arranged through the school administration is \$40 per hour or portion of an hour, payable prior to graduation.

Transportation

School sponsored transportation is not provided. Students are encouraged to use local mass transit or personal transportation. Due to the limited availability of parking, students are encouraged to car pool if possible.

Reference Library

The Ace Evergreen Academy maintains a limited library of reference materials for use by students. Students may sign out reference materials for use on the school campus. Reference materials may not be removed from the school campus.

Minimum Competency Standards for Instructors

To ensure competency, all massage instructors at Ace Evergreen Academy must:

Prior to instructor's employment:

- A. Complete a personal skills evaluation with the Director of Instruction, CMT.
- B. Must have at least four years' experience as a Certified Massage Therapist, OR be a graduate of Ace Evergreen Academy, AND be certified in California.

During instructor's employment:

- C. Attend all staff technique training sessions. If a session is missed, the faculty must receive the training in a subsequent make-up training session.
- D. Receive an 80% rating from Jie Jiang, Luning Chen, or the Director of Instruction, on lecture/technique evaluations. Should the teacher receive less than an 80% rating on a given evaluation, the instructor will be dismissed from their teaching duties.

Evaluations will be based on:

Knowledge:	20%
Ability to explain information effectively:	20%
Creativity of delivery:	10%
Understanding of Material	30%
Communication Skills:	20%

- E. Prior to teaching a class, the instructor must spend a minimum of two hours in preparation for every one hour of lecture. This preparation must be kept in a log maintained by the school.

To insure participation in curriculum development and evaluation, all instructional staff shall:

- F. Participate in periodic administrative, educational activity and curriculum "creation and review" group faculty meetings,
- G. Complete a self-evaluation/lecture review form for each lecture that they give and attend,
- H. Create a 16-hour curriculum for specialty training, on a bodywork topic of their own choosing, at least once each academic year. Curriculum will be reviewed by the school administration for accuracy, completeness, relevancy, and quality of content. A "mock" lecture will be provided to a limited number of students, by invitation, and each student will offer an evaluation of the class content and the teacher's quality of instruction.

Faculty will be assigned a group of students at the start of each year in order to be involved in enhancing the student's educational experience. As part of the faculty's responsibilities, they will:

- A. Counsel the student as needed,
- B. Assist the student in establishing and achieving their career goals,
- C. Be the point-person for disciplinary follow-up,
- D. Ensure the student is on schedule and meeting academic requirements,
- E. Assist the student in creative learning techniques specific to that student.

The faculty will at no time, under any circumstance, be biased or discriminatory toward or against any student. Should any student feel that an injustice has occurred, they must make the situation known to the administration for corrective action. Discrimination in any form will not be tolerated toward any student.