



LOVING HANDS INSTITUTE OF HEALING ARTS

**Catalog for Basic and Advanced Courses
In Massage Therapy and Holistic Health Education**



Donna Fenstermaker

“A Massage Therapist’s trained and caring touch can have a profound effect on the physical, mental, emotional, and spiritual states of mind...”

**Classes are held at:
32 Sunnybrae Center
Arcata, CA 95521
(707) 630-3407
lovinghandsinstitute@gmail.com
www.lovinghandsinstitute.com
CAMTC #SCH0011**

January 1,2020- December 31, 2022

Loving Hands Institute of Healing Arts

2022 FEE SCHEDULE FOR CLASSES **STRF information is on pg. 22**

152 HOUR BASIC HOLISTIC MASSAGE THERAPY PROGRAM (BHMT- 2 courses)

Application Fee:	\$ 250.00 (non-refundable) <i>**transferrable to HMT</i>
STRF	\$0
Books:	\$ 150.00 (Soft Cover Book and Workbook)
Materials Fee:	\$ 100.00
Tuition:	<u>\$2450.00</u>
Total:	\$2950.00

646 HOUR FULL HOLISTIC MASSAGE THERAPY PROGRAM (HMT-14 courses)

Application Fee:	\$250.00 (non-refundable)
STRF	\$0
Books:	\$170
Materials Fee:	\$100
Tuition	<u>\$9690.00</u>
Total:	\$10210.00

336 HOUR TEACHER TRAINING COURSE

Application Fee (non-refundable)	\$100.00
Tuition:	<u>waived for internship</u>
Total due for period of attendance:	\$100.00

140 HOUR UNIVERSAL CONCEPTS OF HEALTH AND HOLISM

Application Fee(non-refundable):	\$100.00
Materials Fee:	\$200.00
Tuition:	<u>\$1000.00</u>
Total due for period of attendance:	\$1300.00

140 HOUR HOLISTIC HEALTH EDUCATOR

Application Fee(non-refundable):	\$100.00
Tuition:	<u>\$900.00</u>
Total due for period of attendance:	\$1000.00

“Loving Hands Institute of Healing Arts is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009”.

We are an affiliated school in good standing with ABMP, Associated Bodywork and Massage Professionals, an international Trade Service Organization, devoted to the betterment of the Massage and Bodywork Profession; a division of the Church of Loving Hands, a Religious, Educational and Cultural Corporation in the State of California, incorporated April, 1982, within

the meaning of Section 501(c) (3) of the Internal Revenue Code and the church is the sole owner of this school.



On the leading edge of mind-body healing, we offer Holistic Massage and other Holistic Health practices which support self-care, natural therapeutics, personal growth and healing. Our primary tenet is to facilitate individual growth and development by the practice of spiritual expression in all daily activities of life.

We are dedicated to the Research, Teaching and Ministering of Natural Healing through the Ancient Arts of Laying on of Hands, Massage, Herbal Knowledge, Food, Vitamin and Mineral Awareness, through a variety of ancient and contemporary cross-cultural techniques and teachings.

Our Philosophy

To support the Ancient Rituals of bathing and sweating, diet and exercise for cleansing and purification; acknowledge Humans as Four-fold Beings; Physical, Emotional, Mental, Spiritual, and the Body as the Temple of the Soul, Spirit or Life Force.



OUR MISSION AND OBJECTIVES

Loving Hands Institute is a subsidiary of the Church of Loving Hands, a Church of Natural Healing and Medicine Ways, whose primary tenet is to facilitate individual growth and development by the practice of spiritual expression in all daily activities of life; to teach natural healing techniques that enhance the quality of life for ourselves and our human family; to promote self-healing and being in service to others and our planet Mother Earth. To educate for knowledge and mastery in the practice of massage therapy and holistic health education; to promote Shamanism and Earth healing ways according to Native American and Cross-cultural wisdom and philosophy.

On the leading edge of mind, body healing, we offer Holistic Massage and other Holistic Health Practices which support self-care, natural therapeutics, personal growth, enrichment and healing.

We are dedicated to the research, teaching and ministering of natural healing through the Ancient Art of Laying on of Hands, Massage, herbal knowledge, energy balancing, aura and chakra work, food, vitamin and mineral awareness and other natural healing methods derived through a variety of ancient and contemporary cross-cultural techniques and teachings.

We offer programs in therapeutic massage and preventative health care maintenance which emphasize holistic healing and are designed to aid students in their own creative healing potential.

Loving Hands philosophy supports the ancient Rituals of bathing and sweating, diet and exercise, for cleansing and purification of the body; acknowledges Humans as four-fold Beings: Physical, Emotional, Mental, Spiritual and the Body as the Temple of the Soul, Spirit, or Life Force.

Students are encouraged to open intuitively to a unique and highly personalized style of massage. While classes cover Theory and History of Massage, Basic Anatomy and Physiology, as well as demonstration and practice of the basic Principles and Techniques of Therapeutic Massage, there is a major emphasis in hands on experience. The subtleties of energies are also explored and students learn to “read” and cleanse the energy field surrounding the body. Techniques in breath work, counseling and energy transfer techniques are also used to open healing channels.

Overview

Our Massage Therapist programs have been developed for the benefit of those students who have a desire to learn and become competent in the practice of Therapeutic Massage from a Holistic perspective and are designed to aid students in their own creative healing process and potential. Students are encouraged to open intuitively to unique and highly personalized styles of massage. While classes cover Theory and History of Massage, Basic Anatomy, Physiology, Kinesiology, Pathology, as well as demonstration and practice of the Basic Principles and Techniques of Massage, there is major emphasis in Hands on Experience.

The subtleties of energies are also explored and students learn to “read” and cleanse the energy field surrounding the body. Ancient Native American, Swedish/Esalen and Eastern Techniques in breath work and energy transfer are also used to open healing channels. Advanced programs are offered to enhance Massage and counseling skills.

The objectives of students who have taken our programs over the years are many and varied. Many of the students wish to simply become more knowledgeable in the art of Massage for personal enjoyment and benefit, while others are interested in furthering their own education. Many students are interested in pursuing a professional level of expertise, in order to become self-employed. Graduates of our programs are able to work in the health field in such settings as private clinic practice, medical and non-medical clinics, spas, healing centers, chiropractor’s offices, in the ministry and in teaching.

Operating Dates & Hours

School Hours

Administration Hours are

Monday-Tuesday 10am-2pm

Thursday 11am-3pm

Friday 12-2pm

We are closed in observance of holidays. Classes are held in the evenings 5:30 pm to 9:30 pm and during the day from 10:00 am-2:00pm



Instructional Hours

Classes are scheduled on the basis of enrollment. Students will be advised of probable starting dates by the Instructor. Important scheduling information, operating hours, holidays, vacations, class schedules and revisions of them, will be announced to students in advance.

Course Fees – SEE PAGE 2 of this catalog

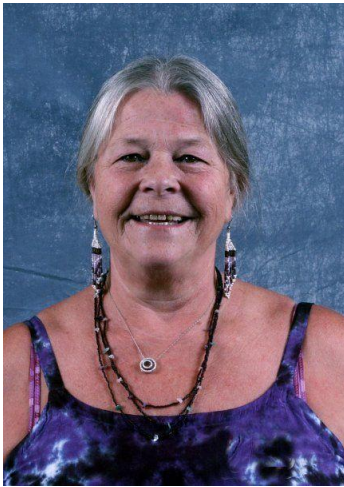
Please contact the office for fliers or check out our website for up to date fees.



Our Founder



Dr. Rosalind Skyhawk Ojala, D.D., CMT
(11/12/1945-03/17/2015)



Skyhawk was the founder of the school. She was an Interdenominational Minister and Sacred Pipe Carrier of Native American and European Ancestry and Principal Chief of the Pan American Indian Association Thunderbird Clan of Redwood River Lodge. She taught and facilitated classes in the Advanced Healing Arts and Holistic Health Education from 1969 until her passing in 2015.

Skyhawk was a member of ABMP, CAMTC, the International Clergy Association, Lifetime Member of the Pan American Indian Association, Four Worlds Development Network and the Pipestone Indian Shrine Association. Her foundation for hands on healing has impacted hundreds of students and countless people over her career.

She empowered women regularly through her yearly Goddess retreat and daily teachings.



Hilary Wakefield-Miyagishima,
CMT #7134 Administrative Director

Hilary graduated in 2001 from Loving Hands Institute of Healing Arts. After apprenticing under her mentor Skyhawk for 4 years, she co-founded Myrtleowne Healing Center in Eureka where she worked from 2005-until the birth of her daughter in 2014. In 2015 she welcomed twin sons.

Hilary spent two years working with a physical therapy clinic in Sonora, CA, before moving back to Humboldt County and once again joined the school in 2018.

Over the course of her career, her studies include: Swedish/Esalen, Deep Tissue, Trigger Point Therapy, Hawaiian Lomi Lomi, Acupressure, Lymphatic Drainage, Reflexology, Mayan Uterine Centering and Abdominal Massage, Active Release Technique, Selective Functional Movement Assessment, Herbalism, and Yoga. She is a California State Certified Teacher of Massage, Yoga Alliance certified Yoga teacher, Minister, Doula, and member of the Pan American Indian Association. Hilary takes a holistic approach to each client and enjoys making her own oils for her practice, as well as incorporating essential oils into each session.

At home she enjoys cooking, gardening, hiking, training her dogs, and being with her family.



Loving Hands Instructors



Jewel McGuinness, CMT#55856, AHG, Instructor

Instructor of Therapeutic Massage & Herbal Medicine since 2003.

Jewel is a native of Humboldt County and has always had a passion for people, plants and healing. She graduated from Loving Hands in 2002, is a CA - CMT, a professional member of Associated Bodywork and Massage Professionals, holds certificates in clinical Herbalism, a member of AHG, and is a registered Flower Essence practitioner.

Jewel has a private massage practice and small organic farm based out of Elk River, Eureka. She is also a member of the Pan American Indian.



Kara Simpson CMT#67469 – Instructor

Since she began practicing massage in 2007 Kara has built and maintained a successful healing arts business, while working through several wellness centers and yoga studios in Humboldt County and the Washington, D.C. area. She also has several years of experience working in collaboration with and under the guidance of Acupuncturists, Chiropractors and Physical Therapists in clinical settings. Ms. Simpson has

completed two 200-Hour Yoga Teacher Trainings and has been teaching yoga since 2012. Passionate about the holistic and integrative aspects of the healing arts, Kara has also trained in reiki, aromatherapy and herbalism. She has a B.A. from Guilford College in Sociology/Anthropology and Spanish Language and Society and is currently earning her Masters through the Environment and Community Program at Humboldt State University.

The Owner of her own business in Eureka, Ms. Simpson lives in Arcata with her long-term partner who is also a Loving Hands graduate. In her free time Kara enjoys reading humorous memoirs and nonfiction, travelling, hiking, weight training, yoga, writing and monthly creative arts circles with her friends and family.



Andreina Torma CMT#59861: Instructor

Andreina fulfilled a lifelong dream when she trained in massage at Loving Hands and became a certified massage therapist, #59861. She has channeled her compassion for others into a health-focused practice centered around helping her clients overcome the challenges of chronic pain and stress.

Her love of learning inspired her to work for several years with special education and ELL students. In her last two years of working for the public schools, she transitioned to running the science lab. She was tasked with creating hands-on activities that supported the district's new grade level expectations and curriculum. This experience positioned her to become an education specialist for a wildlife rescue center at the threshold of Yellowstone National Park.

In addition to tailoring the center's education programs to the school districts in three different states. She also ran an after school and summer rec program, and presented educational programs to Yellowstone area visitors. Currently, Andreina runs a successful massage studio in Eureka, where her enthusiasm for science and education is integrated with her massage practice.

Andreina lives in Fortuna with her pets, and loves feeding overripe produce to the neighbor's goat. While she has numerous interests and hobbies, there's nothing better than a peaceful walk in the forest, watching her dog run in circles on the beach, or a quiet dinner with loved ones - at least in her opinion.



Hygiene and Dress code: Students are encouraged to practice good daily hygiene, and bring deodorant and breath mints to class. Dress code is comfortable and casual. We don't recommend jeans or shirts that expose shoulders or mid-section. You want to be able to freely move in clothing without restriction and keep a clothing and towel barrier between you and your clients.

Draping Policy: Students will utilize professional draping techniques, as taught by the instructors, at all times.

COURSES:

BASIC HOLISTIC MASSAGE THERAPY (BHMT)

Skyhawk's Classic Style Swedish Massage

Application Fee: \$250. (Non-refundable) Current Fee Schedule enclosed

Pre-requisite: personal interview and High School diploma or equivalent.

Two courses: Swedish (144 hours) and The Business of Massage Therapy (8 hours)

Classes held at 32 Sunnybrae Center, Arcata, CA 95521 and offered twice a year
152 contact hours

This basic Massage Practitioner Program will cover basic principles of Massage Practice techniques, Anatomy, Physiology, Kinesiology, Pathology for the Massage Therapist, Wellness Education, Business Practices and Procedures, Professional and Legal Ethics, and professional draping techniques for the Massage Professional.

Required text for this course is "The Theory and Practice of Therapeutic Massage" by Mark Beck and the accompanying "Student Workbook." One (1) gallon of lotion and dispenser pump are included in the materials fee. Two sets of fitted and flat sheets, hand towels, and a blanket, will need to be supplied by the student. The school provides massage tables for use during class, as well as dvd player and monitor for all in-class materials.



<u>Swedish</u>	<u>144 hours</u>
<u>Course Content by Subject</u>	<u>Clock Hours</u>
Massage Practice	80
Anatomy & Physiology	45
Health & Hygiene	4
Contraindications	10
Business & Ethics	5

<u>The Business of Massage Therapy</u>	<u>8 hours</u>
<u>Course Content by Subject</u>	<u>Clock Hours</u>
Business & Ethics	8

HOLISTIC MASSAGE THERAPY PROGRAM (HMT)

Application Fee: \$250. (Non-refundable) Current Fee Schedule Enclosed



****BHMT may be transferred into this program**

For Massage Therapist status, the student must complete a minimum of 500 hours.

646 hour program - Classes held at 32 Sunnybrae Center. Arcata, CA 95521
 646 contact hours

Classes will consist of Advanced Massage practices, Alternative Health Care practices, advanced Anatomy, Physiology, Kinesiology, Pathology, Muscle Energy Techniques, Passive Positioning Techniques, Stress Therapy and Relaxation Massage. These courses provide the student with basic and advanced tools to utilize in a professional practice or simply to share with friends and family members.

Required text for this course is “The Theory and Practice of Therapeutic Massage” by Mark Beck, and the accompanying “Student Workbook,” along with individual handbooks and handouts. Students must supply their own materials and purchase required textbooks for each class.

Our full 646 hour program consists of a series of eight classes/electives:

Basic Swedish	144 hours = 9 week class
Business of Massage Therapy	8 hours = 2 day class
Deep Tissue Therapy	120 hours = 6 week class
Acupressure	80 hours = 5 week class
Lymphatic Compression Massage	56 hours = 3.5 week class
Reflexology	16 hours = 3 day class
On-Site Chair Massage	6 hours = 1 day class
Cupping	8 hours = 2 day class
Advanced Neuromuscular	16 hours = 1 week class
Herbs and Oils	24 hours = 2 week class
Prenatal Massage	32 hours = 2 week class
Human Anatomy	32 hours = 4 day or 2 week class
Clinic	20 hours = 5 classes, held monthly
Introduction to Neuromuscular Therapy	80 hours = 5 week class

Most classes are held Monday, Tuesday, Wednesday, and Thursday days (Swedish only) 10am to 2:00pm OR nights (all classes) 5:30pm to 9:30pm, with the occasional Friday or Saturday sessions. Each course is offered annually. **Check with instructor for details and make-up days.**



Basic Swedish

144 contact hours

<u>Course Content by Subject</u>	<u>Clock Hours</u>
Massage Practice	80
Anatomy & Physiology	45
Health & Hygiene	4

Contraindications	10
Business & Ethics	5

The Business of Massage Therapy

8 contact hours

<u>Course Content by Subject</u>	<u>Clock Hours</u>
Business and Ethics	8

Deep Tissue Therapy

120 contact hours

<u>Course Content by Subject</u>	<u>Clock Hours</u>
Massage Practice	78
Anatomy & Physiology	34
Health & Hygiene	1
Contraindications	4
Business & Ethics	3

Learn advanced techniques that are directed toward the deeper tissue structures of the muscle and fascia.

Acupressure

80 contact hours

<u>Course Content by Subject</u>	<u>Clock Hours</u>
Massage Practice	56
Anatomy & Physiology	16
Health & Hygiene	2
Contraindications	2
Business & Ethics	4

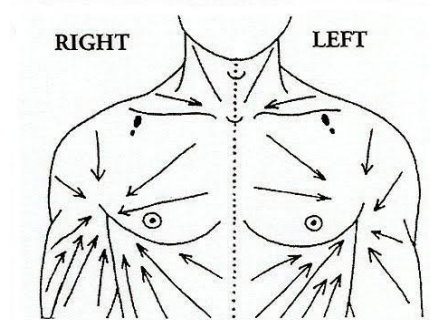
Learn eastern methods of shiatsu and stimulating Acupoints on the body to regulate Chi or Life Force.

Lymphatic Compression Massage

56 contact hours

<u>Course Content by Subject</u>	<u>Clock Hours</u>
Massage Practice	37
Anatomy & Physiology	16
Health & Hygiene	1
Contraindications	1
Business & Ethics	1

Learn advanced skills to strengthen the body's own immune system through the use of systemic compression movements originated by Emil Vodder.



Anatomy of the superficial lymphatic circulation of the chest.

Reflexology

16 contact hours

<u>Course Content by Subject</u>	<u>Clock Hours</u>
Massage Practice	10
Anatomy & Physiology	3
Health & Hygiene	1
Contraindications	1
Business & Ethics	1

An introduction to the art and science of Zone Therapy or foot massage based on the idea that stimulation of specific points on the feet affects other areas and organs of the body.

Introduction to Neuromuscular Therapy

80 contact hours

<u>Course Content by Subject</u>	<u>Clock Hours</u>
Massage Practice	50
Anatomy & Physiology	24
Health & Hygiene	1
Contraindications	3
Business & Ethics	2
Advanced techniques in Trigger Point Compression including passive stretching, corrective exercises and deep tissue sculpting and stripping techniques.	



On-Site Chair Massage

6 contact hours

<u>Course Content by Subject</u>	<u>Clock Hours</u>
Massage Practice	4
Business & Ethics	2

Concepts and techniques for professional on-site work, introduced by David Palmer in 1982. This is ideal for working in offices, fairs, shopping malls and other public places as an introduction and alternative to table massage.

Human Anatomy

32 contact hours

<u>Course Content by Subject</u>	<u>Clock Hours</u>
Anatomy & Physiology	32

Clinic

20 contact hours

<u>Course Content by Subject</u>	<u>Clock Hours</u>
Massage Practice	10
Anatomy & Physiology	2
Health & Hygiene	3

Contraindications	2
Business & Ethics	3

Work on members of the public under the supervision of your instructors. Learn client intake, scheduling, and the day-day runnings of a clinic in real time

Herbs and Oils

24 contact hours

<u>Course Content by Subject</u>	<u>Clock Hours</u>
Massage Practice	6
Anatomy & Physiology	6
Health & Hygiene	2
Contraindications	2
Business & Ethics	2
Other	6

Advanced Neuromuscular Therapy

16 contact hours

<u>Course Content by Subject</u>	<u>Clock Hours</u>
Massage Practice	12
Anatomy & Physiology	2
Contraindications	1
Business & Ethics	1

Prenatal

32 contact hours

<u>Course Content by Subject</u>	<u>Clock Hours</u>
Massage Practice	20
Anatomy & Physiology	6
Health & Hygiene	2
Contraindications	2
Business & Ethics	2

Learn how to safely and therapeutically massage women in all trimesters of pregnancy.

Cupping

8 contact hours

<u>Course Content by Subject</u>	<u>Clock Hours</u>
Massage Practice	5.5
Anatomy & Physiology	1
Health & Hygiene	.5
Contraindications	.5
Business & Ethics	.5

How to use silicone cups to relieve your clients discomfort, and compliment your massage practice.

UNIVERSAL CONCEPTS OF HEALTH AND HOLISM

Application Fee: \$100. (Non-refundable) current fee schedule enclosed

Prerequisites: none

140 hours = two week intensive

This class is on hold until we are able to secure retreat land again

This course focuses on personal growth and development and interpersonal relationship skills. A two week intensive presentation of universal concepts and teachings, handed down through the ages in native societies throughout North and South America. Understanding concepts concerning the nature, purpose and possibilities of human existence, by using the Ancient Wheel of Life as a Mirror, which reflects not only what a person is but also what they might become through the development of their potentialities.

Included in these teachings will be the Sacred Pipe Ceremony, Sweat Lodge ceremony, hydrotherapy, along with cross-cultural healing techniques including drumming, singing, dancing and Ancient Shamanic techniques for personal empowerment. Other activities will include massage, hiking, swimming, organic gardening and herbology.

This course will provide students with an opportunity for self-examination and personal growth through experiencing a holistic and culturally relevant model of healing modalities. Also the student will learn culturally relevant knowledge with an opportunity to integrate specific knowledge through experiential learning, generating one's spirit for individual balance. And to promote understanding of the importance of considering cultural differences when massaging, counseling and interacting with human beings of diverse cultural backgrounds, increasing sensitivity and clinical skills in working with clients of differing backgrounds.

Required text and materials for this course are "The Sacred Tree, Reflections of Native American Spirituality" by 32 distinguished Native American Elders, published by Lotus Light Publications. And "**Mirrors of Reflection, a Ritual Guidebook**" by Dr. Rosalind Skyhawk Ojala and two CD's: "The Teachings of Skyhawk and Songs of Redwood River Lodge."

Universal Concepts of Health & Holism

140 hours

<u>Course Content by Subject</u>	<u>Clock Hours</u>
Experiential Techniques	60
History & Theory	40
Application of Concepts	40



TEACHER TRAINING CERTIFICATE COURSE

Application Fee: \$100. (Non-refundable) current fee schedule enclosed

Prerequisites: FHMT, and Universal Concepts of Health & Holism or equivalent of three years' experience in the Massage Profession

336 hours

Classes held at 32 Sunnybrae Center, Arcata, CA 95521

This course will provide Massage Therapists with an opportunity to develop on the job teaching skills in their chosen profession in order to be eligible to teach massage at any Private Postsecondary school. Students will be required to maintain a full participation internship in the beginning 144 hour program under the supervision of a qualified instructor and teach one day a week on their own. The remaining 192 hours will be a supervised internship in our advanced massage program.

Classes will be offered over our calendar year, four hours per session, 4 days or evenings per week, in conjunction with the Holistic Massage Therapy Program.

Teacher Training Certificate Course

336 hours

Course Content by Subject Clock Hours

Massage Practice Lab	136
Teaching Skills & Student Assessment	200

HOLISTIC HEALTH EDUCATOR

Application Fee: \$100 (Non-refundable) Current fee schedule enclosed

Prerequisites: HMT, AHMT, Universal Concepts, Teacher Training.

(Prerequisites are not required for apprenticeships only)

140 hours

Classes are on hold until we secure a new retreat space

An opportunity to learn advanced organizational and counseling skills in Holistic Health Education, along with ritual and magic for those who are interested in advancing their technical abilities in the Advanced Healing Arts.

A two week intensive presentation of Advanced Universal Concepts and teachings handed down through Native Societies throughout North and South America. Included in these teachings will be a personal Vision Quest Ceremony, Sweat Lodge and Sacred Pipe Ceremony, hydrotherapy, along with an opportunity to lead others in cross-cultural healing techniques for personal empowerment.

Holistic Health Educator

140 hours

Course Content by Subject Clock Hours

Advance Orientation & Counseling Skills	30
Advance Energy Techniques	80
Teaching Skills & Student Assessment	30

ADMISSION AND ENROLLMENT POLICIES

Admission Requirements to Loving Hands Institute Massage Therapy programs include:

1. Minimum of 18 years of age.
2. High School diploma or equivalent.
3. Personal evaluation interview with the instructor.
4. Good Moral Character

5. Ability to read, write and speak English
6. No award of credit will be given for prior experiential learning
7. Essay or other writing samples may be required.

Enrollment in these programs should be achieved prior to the first class session by a personal interview and submitting an application to the Administrator or Instructor. Enrollment will be on a first come-first-served basis but is at the discretion of the administrative director.

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.

ENGLISH LANGUAGE REQUIREMENT

Students must be able to speak, read, and write in English language at a high school graduate level or equivalent and provide a diploma, college transcripts, or equivalent. Loving Hands Institute does not accept students from other countries, does not provide visa services, and does not vouch for student status. Loving Hands Institute does not provide English as a second language instruction. All classroom instruction is taught in English only.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Loving Hands Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate(s) you earn in Basic Holistic Massage Therapy, Full Holistic Massage Therapy, or Teacher Training are also at the complete discretion of the institution to which you may seek to transfer. If the certificate(s) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Loving Hands Institute to determine if your certificate will transfer.”

ATTENDANCE POLICIES

Individual classes must be finished within a period of one year. Massage Therapist program must be accomplished within a period of three years. Students must participate in all written exams and practicum, however, the student is cautioned that the Refund Policy is affected whether or not the student attends classes as scheduled. Students are required to arrive for class on time and complete a minimum of 90% in-class course work. (See below break down of hours). Students missing class hours, in excess of the below breakdown, must make-up class hours outside of class for which they will be charged additional tuition of \$30 per hour. There is an administrative fee of \$30 for scheduling make-up exams and arrangements must be made with the instructor. Students enrolled in Massage programs must complete all class practicum hours to receive a certificate of completion. If the student does not come to class prepared (example: missing homework or not bringing massage sheets) then the student will be docked hours or asked to leave class and make up hours later. This is up to the discretion of the instructor. There is an allotment of 10% of class hours of missed instruction per course. Missed classes above this 10% per class will need to be made up, at the discretion of the instructor, at a fee of \$30/hour.

LEAVE-OF-ABSENCE POLICY

A Student may request a leave-of-absence due to personal illness or death in the family, upon written notice to the school and will have one year to complete the course of instruction without losing any credit. Students, having been absent, are responsible for the study materials covered during the session(s) missed. If the student has only a portion of the required hours at the end of one year, no credit will be granted, nor will any previous exam scores be accepted.

GRADING SYSTEM

This school uses a Progress Grading system. Each student will be expected to follow along with the progress of the course by completing written materials, attending lectures and practicing the application of the massage techniques as they are presented. All students in the program shall be monitored by the instructor and weekly quizzes and assignments shall be a part of this process.

Grading shall consist of pass/fail in all advanced programs and the following scale on the written and practical final exams for the Practitioner Program.

1. Excellent 93-100%
2. Above Average 85-92%
3. Average 78-84%
4. Below Average 70-77%
5. Unsatisfactory 69- or below

Students shall be expected to maintain a minimum academic grade average of 70-77% on all written materials. Failed exams may be retaken at the discretion of the instructor.

GRADUATION REQUIREMENTS

All students are required to take a Final Exam, both written and practical for the 144 hour program, with a passing grade of at least 70% for completion requirements of the course. All course fees must be paid before a certificate will be issued. Upon completion of the program, a certificate for the completed program will be awarded to students fulfilling all the necessary requirements.

ACCEPTANCE OF CREDIT EARNED AT OTHER INSTITUTIONS

Acceptance of credit from other institutions is at the discretion of the Administrative Director and will only include credits from other in-State or out-of-State Licensed schools

Or Approved Continuing Education Providers.

California Education Code Regulation does not recognize or permit courses of massage involving correspondence (through-the-mail) instruction.

We have not entered into any articulation or transfer agreements with any other institutions.

ABILITY TO BENEFIT EXAM

At this time the school does not offer nor accept an Ability to Benefit Exam.

DISMISSAL AND SUSPENSION POLICIES

Dismissal or suspension from the programs may be enforced for any of the following reasons and only after a thorough review by the instructor and/or administrator:

1. Unsatisfactory Attendance (including excessive tardies and absence without prior approval from the instructor)
2. Failure to uphold high ethical and moral standards as presented in the curriculum.
3. Safety hazard to others.
4. Possession, under the influence or use of alcohol or drugs during class time.
5. Non-payment of fees without prior approval.
6. Any other inappropriate conduct or action, at the discretion of the instructor and/or administrator, including not completing homework assignments.
7. Regularly coming to class unprepared

RECORDS RETENTION

Enrollees are advised that State Law requires our Institution to maintain school and student records for a period of five years from the student's date of completion or withdrawal, and permanently retain a transcript of each student. Records include, but are not limited to: verification of high school diploma or equivalent, written records and transcripts of any formal education or training, testing, or experience; voluntary personal information regarding student's age, gender, and ethnicity; copies of all documents signed by the student; records of the dates of enrollment, and, if applicable, withdrawal from the institution, leaves of absence, and graduation, a copy of student's transcript containing: the courses that were completed, or attempted but not completed, and the dates of completion or withdrawal, credit awarded for prior experiential learning, credit for courses earned at other institutions, and the name, address, website address, and telephone number of the institution; copy of total amount of money and date received; document containing any refund received including date, calculations, and name and address of person or entity receiving refund; copies of official advisory notices or warnings regarding student's progress, and complaints received from student. Records are maintained in a fire-resistant cabinet at the Main Office, 32 Sunnybrae Center, Arcata, CA 95521, as well as an online data base. School Administrative hours are Monday-Wednesday 10-2pm.

US DEPARTMENT OF LABOR'S STANDARD OCCUPATIONAL CLASSIFICATION

All programs prepare graduates for using code 31-9011 Massage Therapist.

RETURNING STUDENTS

Students wishing to return to an additional program to complete their hours, will be considered on an individual basis, and will be charged on a pro-rata basis determined by the number of hours they are required to complete. Graduates of our program are usually welcome to drop in anytime, provided they check with one of the instructors first.

REFUND PROVISIONS (buyer's right to cancel)

The following refund policies and provisions are stated in this catalog, as well as in this school's Student Enrollment Agreement and Notice of Cancellation Form.

STUDENT'S RIGHT TO CANCEL

The student has a 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 school shall, for all students, without penalty or obligation, refund 100 percent of the amount paid for school charges, less a reasonable application / deposit fee not to exceed \$250 if notice is made on the first day of instruction or the seventh day after enrollment, whichever is later.

Cancellation shall occur by giving written notice by mail, hand delivery or telegram to **Hilary Miyagishima, Administrative Director 32 Sunnybrae Center, Arcata, CA 95521**. Cancellation forms will be issued to prospective students at the time of application for enrollment. Any refunds due will be made by the school within 45 days.

MATERIALS/EQUIPMENT: Once purchased, books are refundable **IF** returned un-opened or in like-new condition, at the discretion of the administrative director. This school **DOES NOT ACCEPT MATERIAL RETURNS** and makes no refund for materials.

REFUNDS/WITHDRAWAL

A student may withdraw from the course of instruction at any time. If you withdraw after the period allowed for cancellation of this agreement, the school will remit a pro rata refund less the application/deposit fee not to exceed \$250, within 45 days following student withdrawal.

No refund shall be given to students who have completed 60% or more of the course of instruction. For example, if the student completes only 30 hours on a 90 hour course and paid \$300.00 tuition, the student would receive a refund of \$200.00.

$$\begin{array}{rclcl}
 \$300.00 & \times & 60 \text{ clock hours of instruction} & = & \$200.00 \\
 \text{amount paid} & & \text{paid for but not received} & & \text{refund} \\
 \text{for instruction} & & 90 \text{ clock hours of instruction} & & \text{amount} \\
 & & \text{for which the student has paid} & &
 \end{array}$$

If the student has received federal student financial aid funds. The student is entitled to a refund of moneys not paid from federal student financial aid programs.

If the school cancels or discontinues a course or educational program, the school will make a full refund of all the charges. **Refunds will be paid within 45 days of cancellation or withdrawal.**

You are obligated to pay only for educational services rendered. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid and the denominator of which is the total number of hours of instruction for which you have paid. If the amount you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of withdrawal. If the amount you owe is more than the amount that you have already paid, then you will have to make arrangements to pay it.

Cancellation Rights and Responsibilities: In the event that the student does not register for the period of attendance or withdraws therefrom at any time prior to completion of the course, or otherwise fails to complete the period of enrollment, the following refund policies shall apply:

The school refund policy for students who have completed 60% or less of the course of instruction shall be a pro rata refund. Except as provided in paragraph (1), the refund shall be the amount the student has paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which the student has not received but for which the student has paid and the denominator of which is the total number of hours of instruction for which the student has paid.

1. **The student has a right to cancel enrollment, less a reasonable registration fee of two hundred fifty Dollars (\$250), through attendance at the first class session or the seventh day after enrollment, whichever is later, by giving written notice by mail, hand delivery, telegram, or email to: Hilary Miyagishima, Administrative Director, 32 Sunnybrae Center, Arcata, CA 95521 lovinghandsinstitute@gmail.com**

NOTICE OF STUDENTS RIGHTS

1. You may cancel your contract with the school without any penalty or obligations at the first class session or seventh day after enrollment, whichever is later, as described in the Notice of Cancellation Form that will be given to you upon application for this course of instruction. **Read the Notice of**

Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost this form, ask the school for a sample copy.

2. After the end of the cancellation period, you also have the right to stop school at any time and you have a right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund by the institution. Should the school fail to follow through with its obligations, the student may contact the Bureau for Private Post-Secondary Education and file a claim with the Student Tuition Recovery Fund (see page 22 for full information on the Student Tuition Recovery Fund).

Approved are the following courses:

Basic Holistic Massage Therapy: 152 hours

Full Holistic Massage Therapy: 646 hours

Universal Concepts of Health and Holism: 140 hours

Teacher Training Certificate Course: 336 hours

Holistic Health Educator: 140 hours

Instruction is in residence with facility occupancy levels accommodating 6-14 students at any one time.

California statute requires that a student, who successfully completes a course of study be awarded an appropriate diploma or certificate verifying that fact.

Prospective enrollees are encouraged to visit the physical facilities of the school and discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school does not currently have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

"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."

STUDENT COMPLAINT PROCEDURES

Any student who has complaints, questions or problems which they cannot work out with the instructor, should write or call the Administrative Director: Hilary Miyagishima, 32 Sunnybrae Center, Arcata, CA 95521, (707)630-3407. If there is an issue with the Administrative Director please contact Lead Instructor: Kara Simpson, 32 Sunnybrae Center, Arcata, CA 95521, (707)630-3407.

A student may lodge a complaint by communicating orally or in writing to any instructor or administrator. The recipient of the complaint shall transmit it as soon as possible to the Administrative Director, Hilary Miyagishima and shall attempt to resolve complaints related to that person's duties. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the school shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the school's complaint procedure.

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

Any questions a student or member of the public may have regarding this school that have not been satisfactorily answered by the institution or to file a complaint may be directed to:

The Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 40
Sacramento, CA 95833
www.bppe.ca.gov calling (888)370-7589 or by fax (916)263-1897

or

California Massage Therapy Council
One Capitol Mall, Suite 800
Sacramento, CA 95814
www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount plus interest less the amount of any refund. If the student has received any federal financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid programs.

Loving Hands (1) does not have a pending petition in bankruptcy (2) is not operating as a debtor in possession; (3) has not filed a petition within the five preceding years, or (4) has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. (11 U.S.C. Sec. 1101 et seq.),

STUDENT SERVICES OFFERED:

This school offers personal counseling, assessments, and tutoring (as well as make-up tests) at the Administrative rate of \$30 per hour. **THIS SCHOOL OFFERS NO HOUSING, PLACEMENT ASSISTANCE OR FINANCIAL AID.** We do not offer any placement assistance; however, we do hire many of our own Graduates as well as post job notices from Employers, both in and out of State who are seeking people to work in the field of Massage Therapy. This school **does not have any dormitory facilities under its control. Our School provides no assistance to find housing for students. This institution does not participate in any federal or state financial aid programs.**

DESCRIPTION OF FACILITIES:

Our office is 1600 square feet and located in the Sunnybrae neighborhood of Arcata. It is the only campus and Administrative Office, **ADA APPROVED**, with two individual healing rooms, reception area and waiting room with refrigerator, microwave oven, massage supply area; one large classroom area with student storage area for school supplies, massage tables for student use, and table and seating area for textbook review and lectures; free wireless internet access to state of the Art Massage therapy Libraries and the latest Massage Therapy Magazines. During school hours, students have access (with instructor approval) to our small library of 100 books on various aspects of Massage, as well as website information to access professional Massage websites. We also have an ADA bathroom. Free public parking is located in the parking lot.

This school, the facilities it occupies and the equipment it utilizes, fully comply with any and all Federal, State and Local Ordinances and regulations including those requirements as to Fire Safety, Building Safety and Health.

STATE LICENSURE- VOLUNTARY MASSAGE THERAPY CERTIFICATION

Loving Hands does not offer licensure and is not an accredited degree granting institution. Loving Hands offers non-degree courses: certificates in Basic Holistic Massage Therapy and Holistic Massage Therapy. Upon completion of the 646 hour course, Loving Hands will assist graduates in the procedure to obtain

voluntary state certification through the California Massage Therapy Council. Some municipalities in California require CMT status to obtain work, some do not. It is up to the student to research the area they would like to work if it is outside of Humboldt County.

As of January 2022 Loving Hands Institute of Healing Arts is CAMTC certified school. #SCH0011 Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by the CAMTC. Applicants for certification shall meet requirements as listed in California Business and Professions Code section 4600 et. seq.

California Business and Professions Code section 4611:

(a) It is 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.**

(b) In addition to any other available remedies, engaging in any of the prohibited behaviors described in subdivision (a) constitutes unfair competition under section 17200.

STUDENT TUITION RECOVERY FUND

“The state of California established the Student 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 Capital 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, if the Bureau determined there was a significant decline in the quality or value of that educational program during that time period.
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.”

All information in the contents of this school catalog is current and correct, and certified as true by the school official's signature below:

School Director/Instructor

Hilary Miyagishima CMT#7134



Loving Hands Institute of Healing Arts

www.lovinghandsinstitute.com

**32 Sunnybrae Center
Arcata, CA 95521
(707)630-3407
lovinghandsinstitute@gmail.com**