



Santa Barbara Body Therapy Institute

516 North Quarantina Street Santa Barbara, CA 93103
(805) 966-5802 ~ www.sbbti.com

Where Lives Change!



A vocational training healing center
Cultivating health from the inside out

Course Catalog

August 10, 2023- August 10, 2024

Revision: 230810

Important: As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. This can be provided to you electronically, by mail or handed to you during an on-site initial meeting. You are also encouraged to review the School Performance Fact Sheet, which will be provided to you prior to signing an enrollment agreement.

Table of Contents

	Page
Mission and Objectives	3
Physical Facilities	3
250 Hour Massage Practitioner Program Curriculum/Tuition	5
550 Hour Massage Therapist Program Curriculum/Tuition	8
250 Hour Medical Qigong Practitioner Program Curriculum/Tuition	13
750 Hour Integrative Massage Therapist Program Curriculum/Tuition	14
1000 Hour Holistic Practitioner Program Curriculum/Tuition	15
Faculty	16
Policies and Procedures	18
Admission Requirements	19
Attendance and Completion Policies	20
Eligibility for Licensure within the State of California	22
Refund Policies	25
Vocational Rehabilitation and Employment Benefits	28



Community Outreach Opportunities

Our Mission and Objectives

Our mission is to prepare students for professional practice in massage and bodywork. Our classroom provides an educational environment that illuminates how to enhance body function through presence, informed touch and holistic practices. Our whole brain approach to instruction transmits vital information through visual, kinesthetic and auditory pathways. Our longer programs prepare graduates for professional practice depending on the requirements of their local ordinance, while our short programs provide personal enrichment and continuing education opportunities.

The Institute

Santa Barbara Body Therapy Institute (SBBTI) is a private institution offering vocational and avocation bodywork training, affordable student massage and professional bodywork. We welcome students of all ethnicities, genders, and ages.). Our programs include a broad range of approaches to bodywork addressing the circulatory, neuromuscular, immune, and neuroendocrine body systems as well as the subtle fields and flows. In any given month, we have over 30 students enrolled in assorted programs, courses and clinics. Our classes are personal and intimate with lots of one-on-one attention and a student teacher ratio that ranges from 8-1 to 18-1 for bodywork or lecture courses. Our graduates are successfully employed in spa settings, medical centers as well as conducting their own private practice through outcall or office settings.

The Institute was founded in 1984 and ownership was transferred to Katie Mickey in October 1989. The school became incorporated in 1997 with full ownership remaining with Katie Mickey. We are approved to operate by the Bureau for Private Postsecondary Education. The school received approval to operate by the CA BPPE (its current name) in 1985 #19282 as in compliance with CA state standards, School code #4201111. Approval to operate means that this institution is in compliance with the minimum standards contained in the BPPE Act of 2009 and Division 7.5 Title V of the California Code of Regulations. www.bppe.ca.gov. The 550 hour Massage Therapist program and the 55 hour Out of Country Program are both approved by California Massage Therapy Council (CAMTC) to provide education for certification purposes effective 2/16/2023-2/15/2027. School approval code is SCHOO20. In addition, our 250, 550, 750 and 1000 hour programs are continuing approval for Veterans and eligible persons by the CA State Approving Agency for Veterans #2-5-1333-05.

SBBTI is not accredited by any accrediting agency recognized by the US Department of Education. SBBTI participates in federal and state financial aid programs through the Department of Veteran's Affairs, the California Department of Vocational Rehabilitation, Workforce Innovation and Opportunity Act (WOIA) and Workman's Compensation.

Location and Facility

Our office and teaching facility is located at 516 N. Quarantina St, Santa Barbara, one mile from the ocean, and 100 miles north of Los Angeles. Santa Barbara offers 20 miles of beautiful beaches, rich gardens, charming architecture, endless cultural activities and a diverse choice of outdoor activities due to the unique accessibility of mountains and seashore. The region's climate is fair year-round with a population of 88,000.

Our facility is located two blocks west of Milpas Street between Haley and Cota Street, (a mere half block from Ortega Park and the Santa Barbara Junior High School/Marjorie Luke Theatre) within easy access to city bus stops, pedestrian walkways, bike lanes and the 101 Freeway.

Our facility includes a large classroom space, office and reception area, bathroom, two treatment rooms, print library and multimedia library with DVDs, kitchen/break room with a small retail section providing textbooks, oils and supplements.

Our classroom serves as a lecture space, semi-private clinic, treatment and exercise space. The classroom is well stocked with chairs, massage tables, massage chairs, exercise rollers, bolsters, blankets, heating pads, pillows, full sized skeleton model, wall charts, two large white boards, projector, laptop, screens and hanging dividers for our practicum clinics. Our classroom can accommodate up to 16 students during classroom hours and 6- 8 students treating 6-8 clients at a time during clinic hours.

Please give us a call, visit us at 516 N. Quarantina Street Santa Barbara, CA 93103 or visit our website: www.sbbti.com. Tours of our facility and free intros to our programs are offered in person or via ZOOM.



Massage Practitioner Program (250 hours)

Our Massage Practitioner Program imparts essential methods for inducing relaxation, immune enhancement, detoxification, respiratory ease, pain reduction and heightened states of well-being. Students learn to facilitate their own mechanisms of healing through gentle movement, self - massage, deep breathing and deep relaxation. Our Practitioner training qualifies graduates to obtain a Massage Technician's Permit within the city of Santa Barbara and specific municipalities which only require 200- 250 hours of training from a BPPE approved school.

Our Onsite Massage Practitioner Program is offered 100% in person and is fully supervised. Our Hybrid Massage Practitioner Program includes interactive distance learning (IDL) for students who meet our interactive distance learning requirements, (see page 24). Veterans on the GI Bill may attend our Onsite Program only. Clock hours within our MPP hybrid program that qualify for IDL include: Business, Ethics (9 hours only), Health and Hygiene, Kinesiology, Anatomy and Physiology, Clinical Pathology and Bodywork Theory, following CAMTC requirements, post September 13, 2021. All Bodywork Practice as well as bodywork evaluations, oral presentations and written exams must be done in person. The Practitioner Modules are offered in day or evening formats with 4- 4.5 hour classes two to three times weekly and 17 day or evening clinics. Students attending both night and day classes and clinics, may attend no more than 10 hours per day, and 40 hours per week. The program can be completed within 4-5 months if students attend their clinics concurrently or 10 months if they wait to attend their clinics upon completion of their classroom hours. Completion of the program requires passing grades on bodywork evaluations, written exams and classroom presentations and 85% attendance. Students seeking to enroll in individual courses may do so at our a la carte pricing.

Transcript Breakdown

Module Breakdown

<u>Subjects</u>	<u>Hours</u>	<u>Modules</u>	<u>Hours</u>
Bodywork Theory & Practice	151	Swedish/Deep Tissue	200
<i>Classroom</i>	93	<i>Swedish Massage</i>	81
<i>Practicum</i>	58	<i>Kinesiology</i>	36
Kinesiology	26	<i>Deep Tissue</i>	27
Health and Hygiene	20	<i>Clinics (17 x 3.25 hrs)</i>	56
Ethics	19	Reflexology	21
Anatomy	10	<i>Classroom</i>	18
Physiology	10	<i>Clinic</i>	3
Clinical Pathology	9	Ethics Essentials	16
Business	3	Nutrition for Bodyworkers	13
Hydrotherapy	2		
TOTAL HOURS	250	TOTAL HOURS	250

<u>Program Cost Breakdown:</u>	<u>Hours</u>	<u>Reg Fee</u>	<u>Tuition</u>	<u>Total Cost</u>
Tuition 250 MP - \$16/hr	250	\$200	\$4000	\$4200
Veterans		\$10		\$4010

The schedule of total charges for a period of attendance equals an estimated schedule of total charges for the entire educational program.

Swedish Massage and Anatomy /Physiology (81 hrs)

Our Swedish course is foundational for all of our Massage related courses and programs. We begin with the essential methods of healing: gentle movement, massage, deep breathing and deep relaxation for the benefit of self and others. Students are guided through a succession of exercises that deepen their capacity to apply physical force, flow energy and hold presence. Once established in a state of presence, students engage in the giving and receiving of massage techniques: using gentle, big mitt contact, fluid pushing strokes, warming, and squeezing strokes. Students learn to flow progressively through each area of contact like water pouring over the body, penetrating the tissues and inducing states of deep relaxation. Building on relaxation techniques, students learn to warm, stretch and knead tissues with effective use of pressure to assist in tissue mobilization, metabolic waste removal, and nutrient absorption.

Students also learn an energizing, clothed, seated protocol integrating compression strokes and acupressure performed in a massage chair. This seated protocol releases stress in the work place or public setting through compressive work on the muscles and meridians of the back, shoulders and neck. The protocol is also specific for enhancing mental clarity, relieving stress and physical tension.

Concurrent with their developing massage skills, students are guided through an applied approach to Anatomy and Physiology. The eleven body systems are explored in relationship to the stress response and relaxation response and the benefits incurred from regular massage. As students gain proficiency with their massage skills and potency of their touch, they can effectively address a wide range of stress and pain profiles.

In addition to the benefits of vocational training, students often report that the body/mind shifts they experience throughout their training has lasting impact in their daily lives, creates greater ease within themselves and harmony between family, friends and coworkers.

Reflexology (21 hrs) \$420

Our Reflexology course synthesizes the ancient art of vitalizing the whole body through reflexing the feet and hands. The protocols within this module supports tissue detoxification, lymphatic drainage, organ elimination, immune function, pain reduction, deep relaxation and stress relief. In addition to learning a Reflexology protocol, students are introduced to the adjunctive measures of earthing, hydrotherapy with Epsom salt bath, Essential Oils and nutrition. The course includes assessment of the ten zones, the vital organs, glands, lymphatic, musculoskeletal and nervous system reflexes.

Nutrition for Bodyworkers (13 hrs) \$260

Our Nutrition course empowers students with nutritional measures to address common challenges that may arise in the context of practicing bodywork and working with a wide variety of presenting patterns within their clients. The course offers nutritional strategies for enhancing strength, immune function, mental focus, emotional balance, restful sleep, biological terrain and cool chronic inflammation essential to maintaining a busy bodywork practice in spatial proximity to the general public. Students will gain fundamental knowledge in how to apply the wisdom of Hippocrates, the Father of Western Medicine: “Let food be thy Medicine and Medicine be thy Food”.



Ethics Essentials (16 hrs) \$360

Ethics Essentials offers a lively overview of the ethical issues pertinent to the practice of bodywork. Topics include: the therapeutic relationship, boundaries, power differential, confidentiality, scope of practice, laws governing our profession, obtaining a business license, transference, counter transference, dual relationship and sexual misconduct. Students will engage in a variety of exercises such as pushing hands, sensory awareness, self-empathy, reflective listening, honest expressing and role play. Students learn practical skills in setting boundaries, staying in the “driver’s seat” of each client/therapist exchange, responding to conflict and emotional process. Hybrid students must attend a minimum of 10 hours in person including final quiz.

Kinesiology (36 hrs) \$800

Students explore the human body in movement, emphasizing: joint structure, function and range of motion as well as the location, origins, insertions and actions of over 60 major muscles. Learning methods include exploring movement through isometric contractions, stretches and palpation and open book study. MBLEx type quizzes and exam included.

Deep Tissue (30) \$600

Students learn to release tension and rehydrate the fascia for with slow deep penetrating strokes parallel fiber, cross fiber and compression. Students learn to give deeper work without stress on their body. Proper body mechanics and alignment will be heavily emphasized as well as the appropriate use of forearms, elbows and knuckles to reduce fatigue and the chance of injury. Students will learn to improve postural alignment, increase range of motion, initiate connective tissue regeneration, break-up adhesions and address chronic pain. The course also includes one deep tissue clinic.

Clinical Practice (56 hrs)

Students gain experience providing massage to the general public under instructor supervision. Each session includes a client intake of health history, assessment of presenting patterns and stated goals and development of a treatment plan. Based on information gathered, students then perform a bodywork session, utilizing techniques learned in Swedish, Reflexology or Deep Tissue to support states of deep relaxation, pain relief, immune or circulatory enhancement, detoxification or energy restoration. Students qualify to begin conducting clinics once they have completed a bodywork evaluation within a massage module. Our student clinic serves the general public with a variety of health challenges.

Massage Therapist Program (550 hours)

Our Massage Therapist Program comprises the Massage Practitioner Program plus 300 additional hours. Our MT Program satisfies CAMTC's requirements for certification and prepares graduates for private practice and employment in the spa or medical setting as well as qualifies graduates to sit for the MBLEX exam. Our first time pass rate in 2021 was 100%. Based on student feedback, our first time pass rate in 2019 and 2020 was 100 %, FSMTB did not issue our pass rate data those two years. . Our 2018 and 2017 first time pass rates of the MBLEX exam were 90%. The California Legislators recently voted to suspend the requirement to take the National Exam to obtain CAMTC until 2027.

Our onsite Massage Therapist Program is offered 100% in person and is fully supervised. Our Hybrid Massage Practitioner Program is offered in person with the interactive distance learning (IDL) for students who meet our interactive distance learning requirements, (see page 24). Veterans on the GI Bill may attend our Onsite Program only. Hybrid students must attend a minimum of 310 hours in person, including 20 hrs of Anatomy and Physiology, 10 hours of Ethics, 250 hours of Hands- on Bodywork, following CAMTC requirements, post September 13, 2021 All assessment in the form of bodywork evaluations and written exams must be done in person. The Therapist Modules are offered in morning, late afternoon or evening formats and occasional weekends with 4- 4.5 hour classes and 3.25 hr clinics. Students attending both night and day classes and clinics, may attend no more than 10 hours per day, and 40 hours per week. Students may choose to attend between 8 hrs and 32 hrs per week. Completion of the program requires passing grades on bodywork evaluations, written exams, classroom presentations and 85% attendance. Students may also enroll in individual modules.

Transcript Breakdown

Module Breakdown

<u>Subjects</u>	<u>Hours</u>	<u>Modules</u>	<u>Hours</u>
Bodywork Theory & Practice	277	Massage Practitioner	250
<i>Classroom</i>	198	Bodywork Elective Modules	180
<i>Practicum</i>	79	Physiology/Pathology	80
Clinical Path/Contraindications	63	Holistic Adjuncts	20
Physiology	62	Business Skills	21
Anatomy	42		
Health and Hygiene	32		
Kinesiology	26		
Business	24		
Ethics	19		
Hydrotherapy	6		
TOTAL HOURS	551	TOTAL HOURS	551

<u>Program Cost Breakdown:</u>	<u>Hours</u>	<u>Reg Fee</u>	<u>Tuition</u>	<u>Total Cost</u>
Tuition 250 MP - \$16/hr	250	-----	\$4000	-----
Tuition 550 MT - \$18/hr	300	\$200	\$5400	\$9600
Veterans		\$10		\$9410

The schedule of total charges for a period of attendance equals an estimated schedule of total charges for the entire educational program. Clock hours may change based on chosen electives.

REQUIRED COURSES

Hybrid students may attend up to 89 hours of the following required courses IDL, if they have satisfied CAMTC's minimum requirement of 20 hours of Live attendance in Anatomy and Physiology within their Level I program. Students who have not satisfied the CAMTC's live Anatomy and Physiology in Level I requirement, can attend up to 69 hours IDL. All exams and presentations must be done in person.

Business Skills (21 hrs) \$420

Offers a broad range of business skills essential for successful employment and private practice. Students begin with clarifying their purpose, priorities, short term and long-term goals, followed by daily action steps for creating the practice they desire. Each class will be supported by successful graduates or employers sharing their best practices or employment opportunities. Students will also learn emotional clearing techniques when they fall short in following through with their action steps including Emotional Freedom Technique and Self Empathy. Additional topics include; business planning, strategic planning, marketing literature, online presence, resume preparation, employment interview and tax preparation, Hybrid students may attend all 20 hours IDL, with in person presentation and quiz.

Immune Physiology and Pathology (32 hrs) \$640

This course covers the functions, pathologies, contraindications, areas of caution related to 6 key the systems involved in the immune response including the circulatory, lymphatic, skeletal, skin, respiratory, integumentary, digestive and urinary. Clinical pathologies addressed include: COVID 19, variants and comorbidities, cardiovascular disease, cancer, open wounds/sores, high blood pressure, edema, common cold, sinusitis, asthma, irritable bowel syndrome, AIDS, Electromagnetic sensitivity and assorted pathologies. Protocols specific to assisting immune response will be introduced including: acupressure, far infrared sauna, massage and diet.

Musculoskeletal Physiology/Pathology (16 hrs) \$320

The course covers the functions, pathologies, symptoms, contraindications, areas of caution and pharmacology related to the muscular and skeletal systems. The course covers common musculoskeletal pathologies such as hypertonic/hypotonic muscles, fibromyalgia, sprains, strains, ruptures, tendinosis, tendonitis, osteoporosis, arthritis, and postural distortions. Protocols specific to assisting musculoskeletal healing will also be introduced including massage, golf ball foot reflexing and foam rollers.

Neuroendocrine Physiology and Pathology (32 hrs) \$640

The course covers the location, functions, pathologies, symptoms, and contraindications related to the nervous, endocrine and reproductive systems and the chemicals that give rise to our emotional/mental states in health and disease. Students learn the importance of high vagal tone in preventing chronic inflammation and the myriad pathologies that may arise when the vagus nerve is underactive. They will also learn to enhance their own vagus tone through simple daily practices and massage techniques and share these practices with clients. Each class will include self care measures and bodywork techniques that enhance function. Techniques covered may include: foam roller, essential oils, acupressure, reflexology, magnesium spray, positioning, direction of energy and massage.

Bodywork Electives Program students may choose from the Bodywork Electives scheduled within the timeframe of their program's start and end dates. Each module includes a written quiz or bodywork evaluation. 30 hour modules include 1 supervised clinic. 60 hour modules include 2 supervised clinics. Qualifying hybrid students, per our attendance policy (see page 22) may attend Bodywork Theory, Anatomy, Physiology, Clinical Pathology clock hours in IDL

format. Bodywork Practice (18 hrs /30 hour module and 31 hours/60 hour module), written exams and presentations must be conducted in person.

Acupressure and Myofascial Unwinding (30 hrs) \$600

Offers gentle techniques for enhancing the flow of qi and fluids. Students learn assessment of the vital organs through observation and palpation of soft tissue as well as treatment through direct pressure and myofascial unwinding techniques along the meridian channels. The course illuminates the body's development through Embryology and how that correlates with the ancient's description of the pathways and function of the meridian system. Students learn point location and actions for 36 points. Students also learn self-healing Qigong exercises.



Compressive Deep Tissue (30 hrs) \$600

Offers deeply penetrating and effective protocols for releasing the musculature of densely muscled athletes and fit clientele, by utilizing their feet and weight of their body to transfer satisfying sustained pressure. Students learn to work with both the meridian and muscular systems, utilizing prone, supine, side lying positions. Students will also learn to effectively release key trigger points on the shoulders, back and hips.

Craniosacral Therapy I (30 hrs) \$600

Offers a progression of twelve lessons to optimize cranial wave movement within the body. The lessons include the anatomy and gentle holds specific to the sacrum, occipital, frontal, parietal, sphenoid and temporal bones, as well as the horizontal fascial planes, the fourth ventricle of the brain and Dural tube of the spinal cord. Students then integrate all the techniques learned into a 10 step protocol. As students monitor and provide a fulcrum for the underlying tissue a "Stillpoint" in cranial wave movement may arise, followed by deeper relaxation, revitalization and integration within the body, mind and spirit.

Craniosacral Therapy II /Activating the Healing Power of the Vagus Nerve (30 hrs) \$600

Offers cranial sacral techniques and self care exercises for balancing the three states of the autonomic nervous system as delineated by Steph Porges' Polyvagal Theory. Students will learn to assess their client's capacity for: social engagement as well as rest digest and deep relaxation where healing occurs. Students will also learn to: assess sympathetic dominance (fight or flight); or dorsal vagal activity (withdrawal/freeze.); and how to educate their clients in recognizing their own signs and symptoms and reestablish their ventral vagal response through exercises. The course will cover a wide variety of pathologies that can be helped by educating clients in simple exercises and cranial sacral techniques. Students will also learn to monitor the heart rate variability with biofeedback instruments and monitoring pulse variations. **Craniosacral Therapy I and Craniosacral II do not need to be attended sequentially.**

Lomi Lomi (30 hrs) \$600

Imparts KAHI LOA - one of the ancient Hawaiian systems of bodywork. As with all Hawaiian Healing systems, its purpose is to promote the free and abundant flow of MANA (life energy) in the receiver. KAHI LOA can be enhanced with music, energy tools, specific oils and aromas. Its unique features are that it works on the skin instead of the muscles, uses no oil and can be done in any position with the recipient fully or partially clothed.

Manual Lymphatic Drainage (30 hrs) \$600

Offers gentle lymphatic drainage techniques for detoxifying the body and enhancing the immune system. Manual Lymphatic Drainage involves a light skin technique of pulsing contact applied to the superficial lymph vessels within the extremities and torso. Due to the onslaught of environmental toxins (heavy metals, chemicals and pesticides) that life in the 21st century incurs, optimal health requires ongoing attention to supporting the lymphatic system's capacity to move environmental toxins from our tissues to an exit strategy or channels of elimination. Symptoms that indicate the need for lymphatic drainage include: brain fog, fatigue, edema, and autoimmune challenges.

Medical Qigong Essentials (30 hrs) \$600

Offers Medical Qigong self-healing exercises and bodywork techniques for enhanced practitioner potency. Students learn to gather Qi from the Qi Matrix and then circulate, purify, direct, transform, conserve, transmute and transmit Qi. The course introduces traditional Chinese Medicine Theory and Practice including: energy tonification, purgation and regulation of the body's organs, energy channels and emotional states via acupressure, energy baking, dietary measures and daily exercise. The course also illuminates the latest understanding from Western Science on how to shift brain waves, heart waves, harmonize with the Schuman Frequency of the planet and strengthen the body's protective energy field.

Muscle Testing Protocols (30 hrs) \$600

Offers assessment and treatment protocols for the first fourteen indicator muscles within the Touch for Health System. Students learn the related organs and meridian pathways to each muscle. Students learn to evaluate and treat common client pain profiles and deficiency syndromes through re-establishing the flow of life energy to the muscular and organ systems. Balancing techniques include: Spinal Reflex, Neuro-lymphatic Scrubbing, Neurovascular Holding Points, Origin/Insertion technique and Muscle Spindle Cell technique.

Myofascial Release (60 hrs) \$1200

Offers a variety of techniques for releasing the fascial lines that connect muscle groups throughout the body as illuminated by Anatomy Trains. These include: the superficial frontal line, superficial posterior line, deep frontal line, and lateral deep lines. The course offers treatment protocols for addressing the myofascia, using classic MFR stretches and unwinding techniques as well as Proprioceptor Neuromuscular Facilitation PNF and Orthopedic assessment. Students will learn to recognize distortions in the myofascia, the mechanisms of tissue repair and healing within the myofascial system..

Orthopedic Massage (60 hrs) \$1200

Covers Orthopedic Massage skills for assessment and treatment of pain, postural imbalances and limited range of motion. In this class students will become skilled at performing a full body postural evaluation using range of motion tests and visual analysis on each joint. Students will learn to release restrictions in each joint using static pressure, pressure with passive motion, pressure with active motion, along with resistance stretching, with the intention to significantly reduce a client's pain, and increase ROM. Students will learn how to assess their clients by testing and retesting, thereby affirm the effectiveness of the work.

Polarity Therapy (30 hrs) \$600

Presents an introduction to Polarity Therapy based on the work of Dr. Randolph Stone. Students learn an overview of the wireless anatomy including: the ultrasonic core, the chakras, the bipolar, umbilical and transverse currents and the five elements as well as how these energetics interface with the blood pulse, the musculoskeletal systems and vital organs. Students also learn how to facilitate movement of fluids, fascia and energy currents with very deep touch, activating touch or light touch as indicated to balance the blood pulses. Effects can range from expansion in breathing, deep emotional release, pain relief, structural rebalancing, as well as deepening states of awareness and ease.

Pregnancy /Side Posture Deep Tissue (30 hrs) \$600

Offers a diversity of protocols for working effectively with adaptations that commonly arise in each of the trimesters as the pregnant mother's body adapts to the many changes incurred by the growing fetus. Students will learn a blend of Swedish, Side Posture Deep Tissue Muscle Sculpting, Myofascial Release, Acupressure and Polarity Therapy. Trimester issues covered include: safety precautions during the first trimester, morning sickness, ligament laxity, impact of growing fetus on muscles, tendons, ligaments, digestive organs and veins, proper positioning, parental anxiety, and assorted. The course also includes the 24 forbidden pregnancy points, indicated during the menstrual cycle and labor; but contraindicated between conception and due date. Students will learn how to safely administer these points to regulate the menstrual cycle in conjunction with hydrotherapy.

Process Bodywork (30 hrs) \$600

Offers effective protocols for responding to emotional imbalances and trauma responses that may arise within self or another within the treatment setting. Protocols include Acupressure for emotional healing, Nonviolent Communication skills as taught by Marshall Rosenberg and Emotional Stress Relief from Touch for Health and Perineal Balancing from Polarity Therapy. Students will learn to express their feelings and underlying needs, as well as hear and reflect the needs of their clients, and make clear requests in the context of massage and the challenges of daily life.

Table Shiatsu/Cross Fiber Deep Tissue (30 hrs) \$600

Students learn a powerful protocol integrating table shiatsu, cross fiber deep tissue session, neuro-lymphatic scrubbing and visceral massage. Students learn to powerfully release pain diminishing endorphins, blockages within the meridian and vascular system, irritants within the tissues and binding within the fascia. The protocol includes the use of elbows, knuckles and palms, cutting across the muscles fibers for the purpose of breaking up restrictions within the fascia. In addition to myofascial pain syndromes, students will be shown how to address an assortment of visceral and immune pathologies such as congestion in the colon, liver and gall bladder and low immune function.

Trigger Point Therapy (60 hrs) \$1200

Covers how to treat trigger points and injuries. Trigger points are areas of hyper-irritability within soft tissue that develop when a muscle is injured or overworked. Trigger points caused by trauma create changes in the chemical balance in the tissue, irritating the sensory systems. Trigger points are characterized by local tenderness and referred phenomena, which can include pain, tingling, numbness, burning or itching. Students learn direct pressure techniques with fingers, thumbs and tools to assess and alleviate trigger points, as well as cross fiber friction techniques for breaking up scar tissue, releasing adhesions and speeding tissue repair. Students also learn to use adjunctive treatment measures such as RICE, tennis balls, Theracane® and foam roller.

Tui Na (30 hrs) \$600

Addresses the imbalances in the muscular, joint and meridian systems. Tui Na is a classic Asian style of bodywork based on traditional Chinese medical theory of the flow of Qi through the meridians. The techniques include rhythmic compression along energy channels of the body, as well as a variety of techniques to manipulate and lubricate the joints. Tui Na directly affects the flow of energy by holding and pressing the body at acupressure points. It includes massage techniques to mobilize soft tissue, acupressure techniques to directly affect the flow of Qi and manipulation techniques to realign musculoskeletal and ligamentous relationships to establish a more balanced flow of Qi.

Visceral Lymphatic Drainage / Chi Nei Tsang (30 hrs) \$600

Introduces the five-element model of health and disease, including the mental/ emotional and energetic aspects of the viscera. This approach clears the deep lymphatic channels, through freeing the fascial web that binds the vital organs, glands, arteries, veins, lymph vessels and nodes. The lymph system is an intricate waterway system that flow steadily throughout the body, cleansing and purifying the blood. Additional techniques are offered for detoxifying and balancing the vital organs, including acupressure, scooping, spiraling and healing sounds. Students also learn Qigong exercises, meditations and healing sounds.

Hydrotherapy Holistic Adjuncts

Program students may choose from one of two Hydrotherapy Holistic Adjuncts. All modules include a written quiz, and brief bodywork evaluation to ensure client safety in working with heat in the bodywork context. Hybrid students may attend Bodywork Theory, Health and Hygiene, Anatomy, Physiology, Clinical Pathology portion IDL.



Essential Oils and Hydrotherapy (20 hrs) \$400

Introduces the practitioner to the therapeutic use of essential oils and hydrotherapy. Students will learn to work with over thirty therapeutic oils in singles and blends as well as therapeutic protocols for enhancing: circulation, oxygenation, nutrient delivery to cells, immune response, detoxification, pain relief and nervous system homeostasis and speeding tissue repair. The course will offer recommended essential oil applications for a variety of pathologies. Students will also be introduced to the vibrational remedies of flower essences and hydrotherapy adjuncts including the application of heat through far infrared heat lamps, castor oil hot packs and hot towel application as well as enhanced mineral absorption through foot ablutions, internal hydration and topical sprays.

Hot Stone (20 hrs) \$400

Provides training in the principles and practical application of Hot Stone Massage for Spa settings and private practice. Hot Stone is an ideal Spa adjunct for melting muscular tension prior to Deep Tissue, adding warmth to the tissue and the grounding of electrical charge built up in the tissue. The course will cover the principles and application of hot/cold therapy; indications, contra-indications, sanitation, safety precautions and the use of various stone shapes and sizes for specific applications.





Medical Qigong Program (250 hours) Our Medical Qigong Program offers training in energy work and Traditional Chinese Medicine. It is designed for the student interested in conducting a private practice in energy-based bodywork and self-healing exercises. Our Medical Qigong Program qualifies graduates to obtain a Massage Technician’s Permit within the city of Santa Barbara and municipalities which only require 250 hours of training from a BBPE approved school. Graduates will be granted a certificate of completion in our Medical Qigong Practitioner Program.

Onsite Medical Qigong Practitioner Program is offered 100% in person and is fully supervised. Our Hybrid Medical Qigong Practitioner Program is offered in person with optional interactive distance learning (IDL) following CAMTC requirements. All assessment in the form of bodywork evaluations and written exams must be done in person. The Program length may vary based on scheduling, roughly 6 months attending twice weekly and one weekend..

Transcript Breakdown

Module Breakdown

<u>Subjects</u>	<u>Hours</u>
Bodywork Theory & Practice	143
Classroom	93
Practicum	50
Health and Hygiene	24
Ethics	19
Anatomy	18
Physiology	18
Clinical Pathology	19
Business	3
Hydrotherapy	6
TOTAL HOURS	250

<u>Modules</u>	<u>Hours</u>
Swedish Massage	81
Bodywork Electives (choose 2)	60
Acupressure and the Myofascia	30
Craniosacral Therapy	30
Medical Qigong Essentials	30
Visceral Lymphatic Drainage	30
Reflexology	21
Ethics	16
Nutrition-----	13
Supervised Clinic	39
Holistic Adjunct	20
TOTAL HOURS	250

<u>Program Cost Breakdown:</u>	<u>Hours</u>	<u>Reg Fee</u>	<u>Tuition</u>	<u>Total Cost</u>
Tuition 250 MP - \$16/hr	250	\$200	\$4000	\$4200

The schedule of total charges for a period of attendance equals an estimated schedule of total charges for the entire educational program. Within any calendar year an assortment of the following modules will be scheduled based on Instructor availability and student interest. See 550 hour Massage Therapist Program course descriptions for above requirements.

Integrative Massage Therapist Program (750 hours)

Our Integrative Massage Therapist program offers 200 hours of advanced bodywork training, beyond our Massage Therapist Program. Our Integrative Massage Therapist Program satisfies California Massage Therapy Boards requirements as well as qualifies graduates to sit for the MBLEX exam and the NCBTMB exam. Our Integrative Massage Therapist Program is designed for the serious student interested in conducting a private practice that integrates a variety of approaches to balancing the body’s structure, distribution of fluids and vital force. This approach has profound benefits to assorted pathologies and stress related conditions.

Onsite Integrative Massage Therapist Program is offered 100% in person and is fully supervised. Our Hybrid Integrative Massage Therapist Program requires a minimum of 310 hours in person training and satisfying our IDL attendance policy on page 24. Veterans on the GI Bill may attend our Onsite Program only. Those seeking National Certification must satisfy the NCBTMB in person requirements. Students attending two times weekly following their Massage Therapist Program both night and day classes can complete the additional 200 hours within 6 months. Classes are offered in morning, afternoon or evening scheduling and occasional weekends. Students attending both night and day classes and clinics, may attend no more than 10 hours per day, and 40 hours per week. Completion of the program requires passing grades on in person bodywork evaluations, written exams and presentations.

Transcript Breakdown

Module Breakdown

<u>Subjects</u>	<u>Hours</u>	<u>Modules</u>	<u>Hours</u>
Bodywork Theory & Practice	395	Massage Therapist Program	550
<i>Classroom</i>	294	*Bodywork Modules	180
<i>Practicum</i>	101	*Holistic Adjuncts	20
Clinical Path/Contraindications	89		
Physiology	86		
Kinesiology	26		
Anatomy	66		
Business	24		
Ethics/Compassionate Communication	19		
Health and Hygiene	36		
Hydrotherapy	10		
TOTAL HOURS	751	TOTAL HOURS	751

<u>Program Cost Breakdown:</u>	<u>Hours</u>	<u>Reg Fee</u>	<u>Tuition</u>	<u>Total Cost</u>
Tuition 250 MP - \$16/hr	250		\$4000	-----
Tuition 550 MT - \$18/hr	300		\$5400	-----
Tuition 750 IMP - \$18/hr	200	\$200	\$3600	\$13, 200

The schedule of total charges for a period of attendance equals an estimated schedule of total charges for the entire educational program. See 550 hour Massage Therapist Program and below for descriptions of bodywork modules. Clock hours may change based on modules.

Aroma Freedom , Goal Setting and Practice Building (30 hrs) \$600

Students learn a step by step process for actualizing goals, clearing limiting beliefs and releasing emotional trauma utilizing therapeutic grade essential oils. The process utilizes the olfactory pathway to bring new frequency and information to the structures within the brain that store long term memory as well as the Hypothalamus, Pituitary and Adrenal axis

structures involved in the fight, flight freeze response. The process also incorporates empathic communication distinctions, visualization, affirmation and action steps.

Holistic Health Practitioner Program (1000 hours)

Our Holistic Health Practitioner Program is designed for the serious student interested in conducting a private practice that integrates a variety of Holistic approaches to health enhancement, structural and fluid balance. Graduates will be granted a certificate of completion as a Holistic Health Practitioner. Our HHP Program builds on the 750 Integrative Massage Therapist program, exceeds the CAMTC requirements for state certification, while satisfying the 1000 hours requirements of some states. Students attending 4-5 classes/18 hrs weekly may completed in a 13-month time frame. Students attending courses both night and day, may attend no more than 10 hours per day, and 40 hours per week. Students attending the remaining 250 hours following the Integrative Massage Therapist Program, once or twice weekly, may complete in one additional year. Completion of the program requires passing grades on all bodywork exams and written exams within each course. Our Onsite Holistic Health Practitioner Program is offered 100% in person and is fully supervised. Our Hybrid Holistic Health Practitioner Program requires a minimum of 310 hours in person training per CAMTC requirements and satisfying our IDL attendance policy (see page 24). Veterans on the GI Bill may attend our Onsite Program only. All assessment in the form of bodywork evaluations and written exams must be done in person.

Transcript Breakdown

<u>Subjects</u>	<u>Hours</u>
See clock hour breakdown	
Will vary based on electives	
<hr/>	
TOTAL HOURS	1000

Module Breakdown

<u>Modules</u>	<u>Hours</u>
Integrative Massage Therapist	750
Classroom Assistant / Advanced Clinics	190
Bodywork Modules	60
<hr/>	
TOTAL HOURS	1000

<u>Program Cost Breakdown:</u>	<u>Hours</u>	<u>Reg Fee</u>	<u>Tuition</u>	<u>Total Cost</u>
Tuition 250 MP - \$16/hr	250		\$4000	-----
Tuition 550 MT - \$18/hr	300		\$5400	-----
Tuition 750 IMP - \$18/hr	450	\$200	\$8100	\$17,700
Veterans		\$10		\$17,510

The schedule of total charges for a period of attendance equals an estimated schedule of total charges for the entire educational program. See 550 hour Massage Therapist Program, course descriptions for above bodywork modules... Additional courses listed below.

Classroom Assistant/Advanced clinics (190 hrs) Advanced students assist instructor and students in class. Advanced students work closely with the classroom instructor in developing their leadership skills, public speaking and interpersonal skills. Students may also be refine their bodywork skills in by practicing bodywork in Advanced Clinics.



SBBTI Faculty

Kathleen Mickey: CAMTC #18289, H.H.P Director and Owner since 1989, Bodyworker since 1983,

Acupressure and the Myofascia, Business Skills, Craniosacral Therapy I & II, Clinic Supervisor, Essential Oils, Ethics, Immune Physiology and Pathology, Kinesiology, Medical Qigong Essentials; Neuroendocrine Physiology and Pathology, Nutrition, Polarity Therapy, Pregnancy, Reflexology, Swedish, Table Shiatsu, Visceral Lymphatic, Katie has trained over 3100 students and as Director of the Institute she oversees daily operations. She has served on the School Advisory Board to the CAMTC for 4 years and recently as a panelist for CAMTC's National Exam Summit, debating the question if the public of CA would best be served by the return of the National Exam requirement

Katie's educational background includes: The Institute for Holistic Studies, The Santa Barbara College of Oriental Medicine, The School of Intuitive Massage, The Body Therapy Institute, The International Institute of Reflexology, The Alive Polarity Foundation, The International Academy of Holodynamics, The Upledger Institute, The Integral Institute of Tai Chi and Qigong, Access Consciousness, Landmark Education, Leadership Santa Barbara, Aroma Freedom Technique and The Center for Nonviolent Communication.. Katie also engages in local advocacy as Vice President of Safe Technology for Santa Barbara County and maintains a private bodywork practice





Cassandra Cornish, NTP, CGP
Professional Bodyworker: 2003- 2009

**Nutrition for Wellness, Immune
Physiology Pathology**

Cass is a graduate of SBBTI's Massage Practitioner Program with additional a la carte courses. Her training also includes Traditional Chinese Medicine, Pilates, Holistic Nutrition and a Masters of Arts in Teaching. She is passionate about educating others on the healing power of a nutrient dense diet, healing and sealing the gut and caring for our gut microbiome. She currently conducts a private practice as a Nutritional Therapist specializing in the GAPS protocol (Gut and Psychology/ Gut and Physiology Syndrome).



Keld Hove, CAMTC #47659

Bodyworker since 2009

Ethics, Swedish, Thai

Keld is a graduate of SBBTI's Massage Practitioner, with additional a la carte courses. Keld serves the Santa Barbara Community as a Restorative Justice officer and is involved in a variety of community building efforts. He is an instructor for the Police Academy in community relations and specializes in helping mentally ill and homeless individuals reconnect with society. He runs a nonprofit that teaches bread baking in natural disaster areas, such as Puerto Rico and the Virgin Islands as well as Tribal Lands. He is also a former martial arts instructor and conducts a private practice in Deep Tissue, Trigger Point, Thai and Compressive Deep Tissue.



Laura Luongo, CAMTC # 80504

Professional Bodyworker since 2018,
Hot Stone Massage, Clinic Supervisor
Laura is a graduate of SBBTI's Holistic Health Practitioner Program. She began her career as a Celebrity Photojournalist, and currently works at the Ritz Carlton Bacara as a senior massage therapist. She also conducts a private practice in Hot Stone Massage, Craniosacral Therapy, Swedish Massage and Deep Tissue. In her free time she frequently massages her own pets and can be found on a local beach doing her Fine Art Photography .



Lesley Weinstock, PA #50908

Physician Assistant since 1981, Massage Therapist since 1988, Certified in Live Blood Cell Analysis since 2012

Immune Physiology & Pathology, Neuroendocrine Physiology & Pathology

Mediator, Live Blood Cell Microscopist, Women's Health Specialist, Functional Medicine Expert, Facilitator and Teacher of Non-Violent Communication (NVC), Family Constellations and the work of Byron Katie. She is a graduate of the New Mexico School of Natural Therapeutics with 1000 hours of massage school training. In her capacity as a facilitator, teacher, educator, massage therapist and health care provider, she empowers people with the knowledge necessary to improve their health and well-being



Jennie Zaine CAMTC #67394

Professional bodyworker since 2009

Clinic Supervisor, Manual Lymphatic Drainage, Swedish Massage, Visceral Lymphatic

Jennie is a graduate of SBBTI's Holistic Health Practitioner Program. As instructor and therapist, she imparts mindful listening to the fluid tissue layers of the body, slowing down one's pace to match the needs of the nervous system and supporting the channels of elimination. She has a passion for the deeper meaning of words, living on purpose and in a state of inquiry. Her presence is an ongoing support for the daily operations of the Institute much like fascia within the body, she brings cohesion and order to the space within. She is SBBTI's Environmental Warrior against Entropy. Jenny currently works as a Spa Massage Therapist at Essence Spa.



Jordan Terry, CAMTC #14568
Bodyworker since 2009 **Trigger Point,
Myofascial Release and Orthopedic
Massage**

Raised with an understanding of healing touch, Jordan graduated from SBBTI's 550 program with additional a la carte courses. With a bachelor's degree in architecture, he has a deep understanding of structure and flow.

Jordan has developed a unique synthesis of bodywork styles and research into unique applications. He has taught internationally on the cranium and has traveled to the East Pacific to help teach NeuroKinetic Therapy (NKT). He enjoys a multistate private practice



Noah Lucas, NMT, NASM-CPT, CAMTC
76896

Professional Bodyworker since 2019
**Muscle Physiology Pathology, Myofascial
Release, Trigger Point**

Noah is a graduate with honors from The National Holistic Institute where he received both his 800 hr core and 450 hr advanced neuromuscular therapy training in the field of massage therapy. He holds the professional titles of CAMTC Certified Massage Therapist, Advanced Neuromuscular Massage Therapist /Health Educator, and National Academy of Sports Medicine Certified Personal Trainer. Noah's passion in life is to share his knowledge and skills to help people understand and change their relationship with pain and posture through education, movement, and bodywork. He maintains a private neuromuscular bodywork practice.

This page intentionally left blank

SBBTI Office Staff:



Gael Ashwood
Office Manager, Bookkeeper, Registrar
Gael is a graduate of SBBTI's Massage Therapist Program, and student in our Integrated Massage Therapist Program. Contact Gael with questions about your hours, financial issues, clinic requests, requests for transcripts and school related questions. You can contact Gael by phone at 805 966 5802, and by email: accounts@sbbti.com



Cy Anderson, CAMTC #88657
Reception, Student Liaison/Outreach, Marketing
Cy is a graduate of SBBTI's Massage Therapist Program, and student in our Integrated Massage Therapist Program. Contact Cy if you are interested in SBBTI programs, upcoming courses, clinic requests, Marketing issues, and school related questions. You can contact Cy by phone at 805 966 5802, and by email: info@sbbti.com

Policies and Procedures

Operating Schedule

- *Instructional Hours:* Weekdays, evenings and weekends arranged by class.
- *Office Hours:* 10am-4pm Monday – Friday. Meetings with admissions support, registrar or director are by appointment. Meetings by phone or zoom can be arranged in advance via email and phone for Hybrid IDL students. Scheduling information (classes, revisions, holidays, etc.) provided to students in advance.
- *Holidays:* School is closed for the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Weekend, and December 22 thru January 4 of the following year, including Christmas and New Year’s Day.

Services

SBBTI provides guidance in choices of training and have a very personal approach of interaction with students, both past, current and prospective. Current student may rent tables and chairs at the rate of \$5 per day. Students may have access to our reference print and visual library that is located on site in our school break room. During office hours students can borrow books by taking the item(s) to the office receptionist and signing in our rental binder, located on the reception desk, the title of the book(s) along with their phone number and date of sign-out.

Housing

SBBTI does not currently offer long term housing to students. Santa Barbara rental prices can vary greatly. Typical rental fees for a 1 bedroom apartment are between \$1400 - \$4000 .Check online listings for availability.

Job Placement

SBBTI offers a variety of resources and guidance for securing employment and building a practice. We publish a bi-monthly email newsletter sent to all our graduates and students. We also post current listings of employment opportunities on our onsite bulletin board. Local Employers are invited to present in our business skills course and spa tours are arranged based on student interest. SBBTI does not guarantee job placement.

Admission Requirements

Language

Admission in our training programs requires the prospective student be able to read, write and speak English. We do not provide English as a second language.

Documentation of this proficiency that will be accepted is as follows: the student’s ability to read and write will be based on the completion of the Enrollment Agreement and the Application; and the ability to speak by interacting in a personal interview with the Director. In addition, we often have bi-lingual students that can assist those with occasional difficulties. We encourage bi-lingual family members or friends to support the bi-lingual student’s success with study sessions outside of class. Students with marginal understanding can bring a translator to assist in the verbal aspect of the training. We are able to provide sight impaired students with volunteer tutors to read the written test at exam time. Hearing impaired students must provide their own signer as the school does not have the capability to provide this service.

Distance Learning Assessment

Admission in our hybrid distance learning programs requires that each enrolling demonstrate that they have the skills and competencies required to succeed in a distance education environment. This assessment is accomplished by a virtual tour and interview via zoom or in person tour of our campus. Students may also attend an introductory portion of a hybrid class via zoom coupled with a phone interview, email correspondence and successful completion of forms.

Age

Students who are under 18 years of age must have written parental permission to attend. Graduates who are under 18 years of age must determine work eligibility per their regional municipal requirements.

Enrollment Procedure

Prospective students are encouraged to come to a free introductory class or meet with an admissions staff member for a tour of our facility. Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Enrollment Agreements and course schedules can be provided electronically by email prior to tour of our facility and on-site meeting. The School Performance Fact Sheet available at our website will be also provided prior to signing an enrollment agreement. Enrolling students shall submit an application form to begin the enrollment process. Enrollment includes completing our application form, enrollment agreement, fact sheet, STRF form, payment plan form and submitting a copy of a government photo ID.

Student Visas

We welcome students from other countries but we are unable to provide student visas. We will vouch for student attendance by providing copies of attendance, transcripts and tuition statements to required agencies.

Rules of Conduct

Students are expected to be free from the influence of alcohol or recreational drugs while participating in the Institute's courses, including classroom, clinic and community outreach settings. Students and staff are required to abide by the classroom agreements regarding presence, sharing, therapeutic intent, boundaries and responsibility, nonjudgment and nondiscrimination. All students entering our programs are asked to commit to do their best in honoring the Classroom Agreements. If a breach in the agreements arises within the classroom and is observed by the instructor or brought to their attention, it is addressed promptly by the instructor. Students are also encouraged to be inclusive when trading massage. Within the classroom round robin partner trades and active listening exercises are implemented to assure students intermingle and work with a diversity of bodies, ethnicity, genders and ages.

Complaint Procedure

If a student, staff or member of the general public has a discriminatory or improper conduct complaint that is brought to the attention of SBBTI staff, they will be asked to fill out a complaint form, to be given to the Director. The Director will research the complaint, take any necessary action and inform the party issuing the complaint on action taken.

Probation and Dismissal

If a student violates any of the classroom agreements during their program attendance, their instructor will bring the behavior to the student's attention and ask them to change the behavior. If the student is unable or unwilling to change the behavior, they will be dismissed from that day's classroom participation. If the student makes additional significant breaches in the classroom agreements, the student will be required to meet with the director. The director will then inform them of what needs correcting in their behavior and that they are being placed on probation until they demonstrate satisfactory behavior and resolution to underlying problem. If the nature of the breach in agreements significantly impacts the safety and trust of fellow students or clinic clients, the Director may require outside counseling or recovery program attendance. If an additional breach occurs the Director maintains the right to dismiss a student for conduct reflecting unfavorably on the massage profession, reputation of the school, safety of those participating or which seriously limits the instructor's effectiveness to teach and the class's opportunity to learn.

Clinical Hygiene, Dress Code and Draping Policies

All students are required to dress professionally during classroom and clinic sessions. Professional attire includes the following:

- Clean shirt (polo, button-up or conservative t-shirt) covering cleavage, side breast tissue, waistline and all undergarments. Preferable school logo or no logo.
 - Clean pants that cover waistline and buttocks and upper thighs.
 - Well-bathed, fingernails trimmed, clean hair and feet.
 - Removal of all jewelry.
- All students are required to practice spa draping when working on clients or students receiving an oil based modality. Fully clothed modalities do not require draping.

Attendance and Completion Policy

Attendance and Assessments

Students are required to attend at least 85% of each course and 100% of the modules within their program. All required exams and evaluations must be completed within the time frame of their program to pass the course. Reinstatement required thereafter. Students enrolling post September 13, 2021 must perform all assessments in person.

Interactive Distance Learning Policy

Hybrid Program students may attend class via interactive distant learning if they meet any of the following criteria:

- They are residing excess of 30 miles away from the Institute
- Their transportation requires specific short term mechanical repair that prevents their commute
- They are physically ill
- Extenuating circumstances for which Director grants IDL participation

Hybrid Program students attending class IDL must be visible on the zoom screen with camera and audio on and in a stationary setting to receive credit. Students who meet the above can only receive IDL credit for Anatomy, Physiology, Pathology, Bodywork Theory and Business lecture and must attend all Bodywork Practice hours in person and at least 10 hours of Ethics.

Certificate of Completion

Students will receive certificates of completion of programs when the additional following conditions are met:

- 85% attendance. All absences, less the 85% option on each course, must be made up via the following options:
 - Attend makeup hours within the same subsequent course, lab or clinic, before personal program end date at no additional charge or pay at full hourly rate for a new substitute course deemed suitable by the director.
 - Attend semi private tutorial conducted by an instructor at their hourly rate, before program end date.
 - Reinstate if incomplete beyond published end dates. Reinstatement cost is \$250 for programs or \$100 for a course. Makeup hours after student's program end date will incur a 50% of current tuition cost, past the first 30 hours of makeup classes.
- Passing grade on all required written exams, presentations and bodywork evaluations within each course in the program
- Completion of financial agreements

Attendance

Students are responsible for tracking their classroom attendance and clinic bookings within their day planner or attendance tracking sheets and contacting the office at least 48 hrs in advance to confirm their clinic sign up. Students who do not show up for the clinics will be charged \$40/client to cover our costs in paying for an alternate therapist or granting a gift certificate to clients. Students who are not able to keep track of their attendance and make up requirements will incur a \$25 fee for requesting SBBTI staff provide them with a course completion proposal. Each additional course completion proposal will incur an additional \$25 fee.

Tardiness

Students will be considered tardy if they arrive more than 15 minutes late or leave more than 15 minutes early. The amount of time missed will be noted and be required to be made up at a future time.

Interruption for Unsatisfactory Attendance

Students failing to maintain satisfactory attendance (two weeks of unapproved or unexcused absences) will be contacted by an administrator to let them know they are at risk of being dropped from their program. If attendance fails to improve (i.e., three weeks of unapproved or unexcused absences), the student will be dropped from their program due to unsatisfactory attendance. Re-admittance may be permitted if the cause for unsatisfactory attendance has been corrected. Tuition refunds or due will be calculated based on the delivery of classes up until the time of notification of dropped program, or three weeks absence, whichever comes first.

Maximum Timeframe

All programs, make-ups and assessments (with the exception of those receiving Veteran benefits) must be completed within their personal enrollment program timeframe from start date to end date.

Leave of Absence/ Dropping a course within one's program/Program withdrawal

A student can request up to a year of leave of absence and not be charged an additional reinstatement fee nor be charged makeup fees for completion of missed classes that resulted post LOA. A \$50 drop fee will be charged if a program student drops an enrolled course with less than two weeks' notice. Students who are more than two months in arrears on their tuition payments or will be dropped from their program. Students receiving third party payments will be put on hold with courses if payment is not received within one month of agreed upon due date.

Reinstatement

Students may reinstate within 5 years by fulfilling their outstanding program requirements and attending six additional clinics or four additional classes. The reinstatement fee is \$250. If over five (5) years absence, reinstatement credit for prior attendance will be determined on a case-by-case basis by the director.

Transcripts and Certificates of Completion

Transcripts and Certificates of Completion will be released once all completion requirements have been satisfied. The document to be issued upon satisfactory completion of a program is the California State approved Certificate of Completion. Qualifying for this certificate depends upon completion of all classroom training hours, all practicum hours, a passing grade on all written tests and all hands-on proficiency tests specific to each course within the program. Students who complete all their completion requirements within their program time frame will incur no additional fee for transcripts. Students requesting transcripts outside of their program time frame will incur a \$20 fee.

Standard for Student Achievement/Grading

The school's grading system is Pass/Fail. Passing = 70% or higher. Failing = Less than 70%.

Progress

Progress will be monitored each month for all students receiving Veterans Benefits or Vocational Rehabilitation or Workforce Investment Act benefits. If the student grade is FAIL, or if attendance falls below 80% at the end of any given evaluation period, the student will be placed on probation for the next evaluation period. If the student's grade is not raised to PASS, or overall attendance is not raised to 80% by the end of the probation period, the Veterans and Vocational Rehabilitation administrations will be notified and benefits will be interrupted.

Unsatisfactory Evaluation for Non-Veterans/ Retake Course

If a student receives an unsatisfactory evaluation, he/she may: retake the final evaluation up to two times and receive a passing grade. SBBTI reserves the right to require a student to retake a course

from SBBTI if student fails to pass their bodywork evaluation or exams after two attempts. The retake or audit rate is 50% of current tuition rate. Charges for retaking evaluations are: Written Exam\$10 Bodywork Evaluation \$60.

Conditions for Reentrance for Veterans

If the Director determines that the conditions, which caused the interruption, have been rectified, Veterans will be accepted to reapply benefits.

Unsatisfactory Evaluation for Out of Country Program

If a student within the Out of Country student Program fails their final evaluations they will not be given an opportunity to retake the evaluations or retake the Program.

Nondiscrimination Policy

SBBTI does not discriminate on the basis of age in congruence with the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or disability in congruence with section 504 of the Rehabilitation Act of 1973(29 U.S.C. 794) or sex in congruence with title IX of the Education Amendments of 1972 (20 U.S. C. 1681 et seq.) or race, color, or national origin in congruence with title VI of the Civil Rights Act of 1964 (42 U.S. C. 2000d et seq.). SBBTI's programs are accessible to visual, hearing and speech impaired individuals.

WIOA Title I Financial Assistance Program

SBBTI's Massage Practitioner, Massage Therapist, Integrative Massage Therapist, Medical Qigong Practitioner and Holistic Health Practitioner Programs are equal opportunity programs. Auxiliary aids and services are available upon request for individuals with disabilities.

Eligibility for Licensure within the State of California

CAMTC Certification Requirements for Certification for CAMTC

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 \$300 fee;
- Submit fingerprints to an authorized agency in California for a Live Scan using only the CAMTC form at <https://www.camtc.org/media/1063/livescanmassagetherapistrequest.pdf> (the authorized agencies charge you a fee for this service) and pass a criminal background check;
- Have successfully completed a CAMTC approved school, curriculum 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 80-hours shall be in anatomy and physiology, 35 hours contraindications, 20 hours health and hygiene, 15 hours business, 10 hours Ethics (Live), 250 hours of Hands on Massage and 90 hours additional subject matter.
- Have not violated any of the provisions of the California Massage Therapy Act or any policy, procedure, or regulation of CAMTC.
- **4604 (a)(3)** The applicant has passed a massage and bodywork competency assessment examination that meets generally recognized psychometric principles and standards and that is approved by the council. The successful completion of this examination may have been accomplished before the date the council is authorized by this chapter to begin issuing certificates. This paragraph has been suspended until January 1, 2027.

Locally the city of Santa Barbara requires a massage technicians' permit which requires a minimum of a 200 hour transcript. Each municipality has their own requirement; therefore, therapists need to check with the business license office to the municipality they desire to practice to obtain their licensing requirements.

CAMTC's Law Related to Fair Business Practices

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

- To hold himself 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.
- 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.

CAMTC Applicant Disclosure Statement

Attendance and /or Graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et seq.

The CAMTC certificate is a voluntary certification and not a state license. CAMTC is a private non-profit corporation and not a state agency. The state law itself does not use the word voluntary anywhere, but it also does not require or mandate certification.

4612. (a) Notwithstanding any other law, a city, county, or city and county shall not enact or enforce an ordinance that conflicts with this chapter or Section 51034 of the Government Code. (b) Nothing in this chapter shall prevent a city, county, or city and county from licensing, regulating, prohibiting, or permitting an individual who provides massage for compensation without a valid certificate. This allows local jurisdictions to regulate those who provide massage for compensation without a valid certificate.

Graduates who wish to practice massage in the State of California must comply with the legal requirements of the municipality in which they plan to practice. Over half the municipalities within the State of California have adopted State Certification through the CAMTC as a requirement to practice. Locally the city of Santa Barbara requires a massage technicians' permit which requires a minimum of a 200 hour certificate of completion. It is important to check with each licensing department in any area that you plan on working in to find out their requirements.

The job classification under the United States Department of Labor's Standard Occupational Classification (SOC) code for massage Therapist is 31-9011.

Granting of Academic Transfer Credit

SBBTI has NOT entered into an articulation or transfer agreement with any college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at The Santa Barbara Body Therapy Institution (SBBTI) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program 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 SBBTI to determine if your credits or certificate will transfer.

Evaluation Policy

Students will be given appropriate credit for previous training at Director's discretion and evaluation and with copies of transcripts. Length of courses will be adjusted for credit. In addition, the student and the department of Veterans Affairs shall be notified for any Veteran students. SBBTI does not award credit for prior experiential learning.

Transfer Policy

Students with transcripts from CAMTC and BPPE approved schools may transfer into:

- The Massage Practitioner Program. Students are required to:
 - a) Attend 80% of the program or more (200 or more hours).
 - b) Pay full tuition for L1.
- Massage Therapist Program. Students are required to:
 - a) Demonstrate competency through a bodywork exam (\$60 exam fee incurred)
 - b) Attend the L2 portion of the program or more (300 or more hours).
 - c) Pay full tuition for L2 and any additional hours needed from L 1
- Holistic Health Practitioner Program. Students are required to:
 - a) Demonstrate competency through a bodywork exam (\$60 exam fee incurred)
 - b) Submit transcripts with comparable course hours of attendance to SBBTI's Massage Therapist program
 - c) Attend the full L3 portion plus 50 hours or more of L2 portion of the program (500 or more hours)
 - d) Pay full tuition for L3 and required portion of L2.

Appeal for Transfer Credit Evaluations

The student may appeal transfer of credit decisions by a written request within 10 days of the receipt of the decision made by Santa Barbara Body Therapy Institute. The written request must contain compelling evidence to reverse the decision of SBBTI. SBBTI has the final decision in all appeals. Appeals shall be directed to the Director.

Records and Transcripts

Files are kept for each student. Students have the right to view their records on request. Students are advised that the Institute will not release educational records without the verbal consent of the student. A transcript will be given to each student upon certification for a \$60 fee. Requests for additional transcripts will incur a \$20 fee.

Students are advised that this institution maintains hard copy school records for a 5-year period after a student's last date of attendance. . Transcripts and all electronic records which will be kept in perpetuity. Backups are kept on a flash drive in a locked safe and all data is stored offsite at a secure computer company. Financial data is via QuickBooks and academic data is via FileMakerPro.

The educational records will be organized and maintained by the Santa Barbara Body Therapy Institute's office management staff at the location of the Institute: 516 N. Quarantina Street, Santa Barbara, California, 93103.

Each enrolling course will have a separate folder which includes attendance roster, student contact list, handouts, exams and promotional flyer. Each student's forms upon enrollment will be placed in separate personal folders and placed in alphabetical order by last name into locked fireproof, student file cabinets. These files are opened for filing by registrar, director or office manager only. Any new forms and paper work for the student will be filed weekly into these folders. The items that will be kept in the student's file will be: Student checklist (tracking all items), application and waiver form, financial enrollment agreement, current statements and payment plans, photocopy of

government ID, copy of class attendance for each course, student's computer generated attendance sheet for entire program, bodywork critiques, written final, coaching evaluations, practicum logs, pertinent correspondence and any paperwork or transcripts from prior training.

Instructors will take attendance at the beginning of each class. Students will be given credit for the clock hour time for each class if they arrive on time and stay for the full length of class. Late students or early departure students will be noted on attendance sheet, giving credit for the time attended only. The attendance from the course sheet and daily clinic sheets will be entered into the database daily to maintain accurate and up to date attendance. Each student upon meeting all the program requirements will receive a certificate of completion and transcript.

Once two years has passed since a student has last attended classes, their folder will be scanned electronically. We will maintain hardcopy transcripts, but all other papers will be destroyed when all pertinent information of attendance and test results have been verified as entered into the school's data base. We currently use the FileMakerPro (FMP) program to track all attendance and exams and provide transcripts and certificates and QuickBooks Pro to maintain all financial transactions and have been very successful at providing accurate transcripts for students who have not attended for many years.

Financial Information

SBBTI is not accredited by any accrediting agency recognized by the US Department of Education. Therefore, our students are not eligible for federal financial aid loan programs. However, SBBTI participates in federal and state financial aid programs through the Department of Veteran's Affairs, the California Department of Vocational Rehabilitation, and currently in application for WIOA and CA Workers Compensation. Most of these agencies pay tuition directly to the school and any refunds for incomplete training are returned directly to the agencies. Students do not receive any refunds from these aid programs.

Registration Fees

All registration fees are nonrefundable and due at the time of enrollment.

Full Payment Option

Payments are due by the first day of class, and we accept cash, check or credit card.

Payment Plans Options

Payment plans are available on a "pay as you go" basis. Students may make monthly payments commensurate to their rate of study. Payment plan installments are done by automatic withdrawal from a credit card, and a \$20/month processing fee is incurred per monthly. All students have equal access to payment plans and no additional interest is incurred beyond the monthly fee until paid in full.

SBBTI does NOT have a pending petition in bankruptcy, nor is it operating as a debtor in possession, nor has it filed a petition within the preceding five years, nor has it had a petition within the preceding five years, nor has it 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.)

Loans

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. "If the student is eligible for a loan by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled

to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.”

Refund Policies

Notice of Cancellation

You have the right to cancel this Agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, until midnight of the first day after the first class you attended or the seventh day after enrollment, whichever is later. Cancellation shall occur when written notice of cancellation is delivered to the address of the school shown on the reverse side, by mail, hand delivery or telegram. If notice is sent by mail, it is effective when postmarked with postage prepaid. If you cancel this Agreement by the above timeframe the School will refund any money that you paid, less registration fee and any deduction for equipment not returned in good condition, within thirty days after your Notice of Cancellation is received.

Withdrawal from Course & Tuition Refund

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course after the period allowed for cancellation of the Agreement, which is until midnight of the first business day following the first class you attended, or the seventh day after enrollment, whichever is later, the School will remit a refund less a registration fee, if applicable, not to exceed \$200.00 within thirty days following your withdrawal.

The institution shall provide a pro rata refund of nonfederal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance. You are obligated to pay only the registration fee, the STRF fee, the educational services rendered at the prorated hourly rate and for unreturned equipment. If the amount you have paid is more than the amount that you owe for the time you attend, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay for it. For all students except Veterans, once 60% of the program is attended, tuition is due in full. Veterans maintain refund prorate throughout 100% of program. Additional information is found in the enrollment contract.

Hypothetical Refund Example

Assume that a student, upon enrollment in a 250 hour course, makes a tuition payment of \$4000, for tuition, plus \$200 for non-refundable registration, \$10 STRF fee as specified in the Enrollment Agreement, for a total of \$4210 and then withdraws after completing 50 hours.. The pro rata refund to the student would be \$3200 based upon the above calculations.

Student Tuition Recovery Fund (STRF)

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 93834, Telephone: (888) 370-7589, or Fax (916)263-1897 or (916) 574-8900

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

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

Student Rights

If you have any questions, complaints or problems which you cannot work out with the school and for any questions regarding the STRF, write or call the State of California Department of Consumer Affairs, Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Ste 225, Sacramento, CA, 95834. Telephone, toll-free (888) 370-7589 or 916-574-8900. Website address: www.bppe.ca.gov.

Student Complaints:

The student may contact the Bureau at ANY time. However, persons seeking to resolve problems or complaints are encouraged initially to go directly to the Instructor or staff person most closely associated with the issue. If further resolution is desired, students may schedule an appointment with SBBTI's Registrar or Director. "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov." The mailing address for the Bureau is: 1747 N. Market Blvd Ste 225 Sacramento, CA 95834, or P.O. Box 980818, West Sacramento, CA 95798-0818. The FAX number for the Bureau is (916) 263-1817 or (916) 574-8900.

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 www.bppe.ca.gov, toll-free telephone number (888) 370-7589.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

Information for students Using Veteran Vocational Rehabilitation and Employment benefits (CH31) or Post-9/11 G.I. Bill® (CH33)

A student using Vocational Rehabilitation and Employment benefits (CH31) or Post-9/11 G.I. Bill® (CH33) will be allowed to enroll in and attend courses and access campus facilities while the campus awaits payment for tuition and fees from the VA. While awaiting receipt of funds from the VA the Santa Barbara Body Therapy Institute will not impose any penalty, charge late fees or require an eligible student to borrow additional funds to cover tuition or fees. This waiting period begins the date the student provides appropriate documentation and continues either until funds are received from the VA or until 90 days after the School Certifying Official has certified the student's enrollment for tuition and fees.

To demonstrate current eligibility and intent to use Chapter 31 or 33 benefits, a student must provide the following documents:

- VA Form 28-1905 (Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status); **or**
- Certificate of Eligibility (COE) or Education Enrollment Status form (printed from the VA website).
- A written request to use either VA Vocational Rehabilitation or Post 9/11 G.I. Bill benefits; and
- All additional information requested by the School Certifying Official to properly certify enrollment to the VA.

For more information regarding this policy, contact the School Certifying Official,

Gael Ashwood at accounts@sbbti.com or 805-966-5802.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.