

# SCHOOL CATALOG

**January 1<sup>st</sup>, 2020 – December 31<sup>st</sup>, 2020**

## **OC Health Career College**

14600 Golden West St, Suite 113

Westminster, California 92683

Phone: 714-725-5678

Website: [Ohealthcareercollege.com](http://Ohealthcareercollege.com)

Revised and Printed on December 2019

BPPE School Code: 98349984

# TABLE OF CONTENTS

## Contents

APPROVAL DISCLOSURE STATEMENT.....	3
STATEMENT OF OWNERSHIP .....	3
BANKRUPCY.....	3
MISSION STATEMENT .....	3
OBJECTIVES.....	3
LANGUAGE OF INSTRUCTION.....	4
EQUIPMENT AND INSTRUCTION MATERIALS .....	4
FACILITY.....	5
ADMINISTRATIVE STAFF .....	5
FACULTY MEMBERS .....	5
DELIVERY OF INSTRUCTION ADDRESSES AND CLASS HOURS.....	6
BUSINESS HOURS.....	6
HOLIDAYS .....	6
ADMISSIONS POLICY.....	6
ADMISSION PROCEDURES.....	7
“ABILITY-TO-BENEFIT” ASSESSMENT TESTING.....	7
TRANSFERABILITY OF CREDITS AND CREDENTIALS.....	7
ACCEPTANCE OF CREDITS EARNED AT OTHER INSTITUTIONS POLICY.....	8
AWARD CREDITS FOR PRIOR EXPERIENCE POLICY.....	8
PROGRAM OFFERED: .....	9
MESSAGE THERAPY, 535 CLOCK HOURS.....	9
PROGRAM DETAILS, COURSE LIST .....	9
COURSE DETAILS AND SYLLABI .....	10
TUITION AND OTHER CHARGES FOR THE MASSAGE THERAPY PROGRAM .....	13
REQUIREMENTS FOR LICENSES TO WORK AS MASSAGE THERAPISTS.....	13
ORIENTATION PRIOR TO THE STARTS OF CLASSES .....	13
STATEMENT OF NON-DISCRIMINATION:.....	13
FINANCIAL AID FOR STUDENTS .....	13
NO DEGREE PROGRAM OFFERED:.....	13
CALCELLATION, WITHDRAWN, DISMISSED, REFUND AND STUDENT TUITION RECOVERY FUND .....	13
STUDENT’S RIGHT TO CANCEL.....	14

WITHDRAWAL FROM THE PROGRAM.....	14
DISMISSED FROM THE PROGRAM .....	14
STUDENT’S RIGHT TO APPEAL OF DISSMISAL .....	14
LEAVE OF ADSENSE.....	15
RE-ENTRY OF TRAINING .....	15
REFUND CALCULATION.....	15
STUDENT TUITION RECOVERY FUND (STRF):.....	15
SCHOOL CLOSURE: .....	16
REPAY A LOAN TO PAY FOR TUITION, FEES, BOOKS AND SUPPLIES).....	16
FINANCIAL PROGRAM .....	16
<b>GRADING POLICY AND GRADUATION REQUIREMENTS .....</b>	<b>16</b>
<b>PROBATION POLICIES.....</b>	<b>17</b>
<b>MAKE UP INCOMPLETED COURSES .....</b>	<b>17</b>
<b>COMPLETION .....</b>	<b>17</b>
<b>STUDENT RECORDS.....</b>	<b>17</b>
<b>STUDENT CONDUCT.....</b>	<b>18</b>
<b>DRUG AWARENESS POLICY .....</b>	<b>18</b>
<b>SMOKING POLICY.....</b>	<b>18</b>
<b>STUDENT SERVICES .....</b>	<b>18</b>
JOB PLACEMENT ASSISTANCE .....	18
LIBRARY AND OTHER LEARNING SOURCES: .....	18
STUDENT HOUSING .....	19
TUTORING.....	19
EMERGENCY RESPONSE.....	19
<b>ATTENDANCE POLICIES .....</b>	<b>19</b>
ATTENDANCE .....	19
TARDINESS.....	19
LEAVE OF ABSENCE.....	19
DROP-OUT .....	19
MAKE UP WORK .....	20
<b>COMPLAINT PROCEDURE.....</b>	<b>20</b>
QUESTIONS ABOUT THIS CATALOG .....	20
STUDENT COMPLAINT PROCEDURE .....	20
FILE A COMPLAINT ABOUT THE INSTITUTION.....	20
<b>CALIFORNIA BUSINESS AND PROFESSIONAL CODE FOR MASSAGE THERAPIST OR BUSINESS PRACTICES AS RELATED TO MASSAGE: .....</b>	<b>21</b>
<b>HYGIENE, DRESS CODE, AND DRAPING POLICIES FOR MASSAGE THERAPY STUDENTS .....</b>	<b>21</b>

## **APPROVAL DISCLOSURE STATEMENT**

OC Health Career College is a private institution. It is approved to operate by the Bureau for Private Postsecondary Education (BPPE) ([www.bppe.ca.gov](http://www.bppe.ca.gov)) Department of Consumer Affairs P.O. Box 980818 West Sacramento, CA 95798. Pursuant to California Education Code Section 94915, the Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post-secondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau

## **STATEMENT OF OWNERSHIP**

OC Health Career College is a private, for-profit corporation established in the State of California. The name of the corporation is ACE Veteran LLC doing business as OC Health Career College

## **BANKRUPTCY**

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

## **MISSION STATEMENT**

OC Health Career College strongly believes in improving people living quality and with that mission, the school offers an educational program that focuses in improving people wellness and healthiness by provide them with therapeutic massaging.

Graduates of this educational program will help the school to achieve that mission by adapting this mission for themselves thru training. Completion of the training, students also will improve their analytical, critical thinking and develop a habit of caring for other individuals. Students and graduates from the school will gain these improvements by the training of the school provided by the faculty members who are experience in the fields.

The skills and professionalism that students achieve with this educational program will also help developing students the careers that will be part of their caring life for themselves and for the community that they serve.

## **OBJECTIVES**

To achieve the school mission, students will learn and acquire the following skills and knowledge:

1. Current theories and techniques of all the OC Health Career College's educational programs that are approved by the California Bureau of Private Postsecondary Education
2. Current clinical or Laboratory practices that reflect the related industrial standards and practices
3. Job Seeking and job search abilities of related field of studying.

Student's ability to graduate will be measured throughout the duration of their training program. Upon graduation, graduates of the Massage Therapy program can work as Massage Therapist for doctor's offices, health clinics, massage establishments and an ability to take certification exam provided by the California Massage Therapy Council. Graduates of the Dental Laboratory Technician Beginning or Advance can work as Dental Lab Technicians for companies that fabricate dentures, restorative dental parts.

To enhance students' learning skills, the college has offered Remedial Lessons to related programs.

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 Code section 4600 et. Seq.

## **LANGUAGE OF INSTRUCTION**

The educational program will be taught in English only and the school catalog is in English. Students are informed to review carefully the following statement, as required by (CEC & 94909(a)(3)(B):

“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.”

The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED, or passage of the California high school proficiency exam. Student also can take and pass an independently administered “Ability To Benefits” test.

## **EQUIPMENT AND INSTRUCTION MATERIALS**

Training of the Massage Therapy program consists of “Theory” and “Practice”. For Theory training, students will be taught with information from the textbook and from the web sites, Massage Therapy related topics. Every two students will share a computer located on the student table. Instructors will instruct students with a white board, a computer, a projector and a pull-down screen. For “Practice” training, students will practice their learning on 5 Massage tables. Massage tables meet industry standards.

Training of the Dental Laboratory Technician, Beginner and Advance programs consists of “Theory” and “Practice”. For Theory training, students will be taught with information from the textbook and from the web sites, Dental laboratory related topics. Every two students will share a computer located on the student table. Instructors will instruct students with a white board, a computer, a projector and a pull-down screen. For “Practice” training, students will practice their learning on actual devices, tools & machines relate to dental lab technology that meets industry standards

Training of Remedial Lessons For Dental Lab Technician or Massage Therapy consists only theory and students will be taught with computer, projector and textbook as learning resources.

## **FACILITY**

Instruction of the curriculum is provided to students at  
14600 Golden West Street, #113  
Westminster, CA 92683

## **ADMINISTRATIVE STAFF**

Tim Dole  
Bachelor in Business Administration, California State University  
President of OC Health Career College, School Director

Amy Tran  
Pharmacist  
Doctor of Pharmacy, University of Colorado  
Vice President of OC Health Career College

Amy Tran  
Pharmacist  
Doctor of Pharmacy, University of Colorado  
Director of Instructions

Annie Nguyen  
Certified Massage Therapist  
Certificate #5043, Expires 5/11/2020  
California Massage Therapy Council  
Director of Job Placement Services

## **FACULTY MEMBERS**

“This institution has contracted with sufficient duly qualified faculty members who meet the qualifications of CCR 71720”.

Following is the list of instructors and contracted instructors:

Tim Dole  
Bachelor in Business Administration, California State University  
Instructor

Amy Tran  
Pharmacist  
Doctor of Pharmacy, University of Colorado  
Instructor

Annie Nguyen  
Certified Massage Therapist  
Certificate #5043, Expires 5/11/2020

California Massage Therapy Council  
Instructor

Cat Thai Nguyen  
Certified Massage Therapist  
Certificate #1304, Expires 11/17/2019  
California Massage Therapy Council  
Instructor

## **DELIVERY OF INSTRUCTION ADDRESSES AND CLASS HOURS**

Instruction are provided at the school location, located at  
14600 Golden West St #113  
Westminster, CA 92683  
Class hours are conducted within the school business hours

## **BUSINESS HOURS**

School opens for business from 8:00 AM to 5:00 PM, Mondays to Thursdays. 8:00 AM to 5:00 PM on Saturdays

## **HOLIDAYS**

The school closes for business as well as for instruction the following days:

Martin Luther King, Jr.'s  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veteran Day  
Thanksgiving Holiday  
Christmas Day  
Holliday Season (from Christmas' Day to New Year's Day)

## **ADMISSIONS POLICY**

In order to take full advantage of the programs at OC Health Career College, the minimum level of education requirements is the ability to read, write, and follow directions in English. Since these skills can be learned without graduating from high school or obtaining a GED certificate, those candidates who do not necessarily hold a diploma or GED certificate will still be eligible for enrollment into OC Health Career College's program upon obtaining a passing score on an independently administered "Ability-to-Benefit" examination pursuant to section 484(d) of the Higher Education Act of 1965. OC Health Career College may refuse admission if the "ability-to-

benefit” examination and/or personal interview reveal that the student does not possess the necessary aptitude or motivation to complete the training program selected.

As a vocational studies school, the standard general education requirements for English composition, history, science, government, arts, etc. do not apply as a prerequisite for entry into OC Health Career College.

## **ADMISSION PROCEDURES**

Prospective students are required to complete the following tasks with the school Admissions staff:

- a. Complete an application questionnaire.
- b. Have a personal interview with an advisor.
- c. Possess and provide one of the following:
  1. High School Diploma or recognized equivalent
  2. GED or recognized equivalent
  3. Obtain a passing score of an independently administered “Ability-To-Benefit” examination.
- d. Complete the Enrollment Package.

## **“ABILITY-TO-BENEFIT” ASSESSMENT TESTING**

Under section 484(d) of the Higher Education Act of 1965, a student who does not have a high school diploma or its recognized equivalent is referred to as an "ability-to-benefit" student. An "ability-to-benefit" student may not enroll unless the student takes an independently administered examination from the list of examinations prescribed by the United States Department of Education pursuant to Section 484(d) of the federal Higher Education Act of 1965 (20 U.S.C. Sec. 1070a et seq.) and achieves a score, as specified by the United States Department of Education, demonstrating that the student may benefit from the education and training being offered.

## **TRANSFERABILITY OF CREDITS AND CREDENTIALS**

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

The transferability of credits you earn at OC Health Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in Massage Therapy is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma, or certificate 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 OC Health Career College to determine if your (Massage Therapy diploma or certificate will transfer.



## **ACCEPTANCE OF CREDITS EARNED AT OTHER INSTITUTIONS POLICY**

OC Health Career College has not entered into an articulation or transfer agreement with any other college or university. OC Health Career College also does not accept credits of the Massage Therapy program from individuals who have completed those credits from other Massage Therapy schools.

## **AWARD CREDITS FOR PRIOR EXPERIENCE POLICY**

OC Health Career College does not award its credits or credentials for individuals who have been working as Massage Therapy in the fields.

## PROGRAM OFFERED:

### MASSAGE THERAPY, 535 CLOCK HOURS

Massage Therapist, US Department of Labor's Standard Occupational Classification Codes: **31-9011**

#### Description of the Massage Therapy program:

Massage Therapy is a Certificate program which provides 535 hours of combined training in both theories, practices and clinical externship. The main goal of the program is to train an individual – with an ability to benefit from the training, to become a Massage Therapist. Graduates from this program will have skills, knowledge to perform therapeutic massage to other individuals, improving their wellness and recovering their comfortable levels.

#### *Program Length:*

535 hours or 18 weeks, 30 hours per week

#### *Condition to be permitted to the program:*

Has High school diploma, or GED or pass an independent administered "Ability-to-Benefit" test

#### *Certificate awarded upon completion all required courses:*

"Certificate of Completion, Massage Therapy Program, 530 hours

#### *Maximum time allowed completing the program:*

27 weeks, not counting school approved "Leave of Absence"

#### *Methods of Teaching and Learning:*

Textbooks and computer assisted teaching, learning  
Verbal, classroom instruction  
Supervised Practice Massage with massage tables  
Clinical Massage at massage establishments

#### *Teacher, Students Ratio:*

Each instructor, with at least 3 years of experience on the topics that he/she teaches, will teach class with a maximum of 15 students

#### *Measure of Completion:*

Tests, Final tests of the courses

#### *Graduation required*

Grade Point Average 2.0 (C)

## PROGRAM DETAILS, COURSE LIST

Course ID	COURSE TITLES	Hours	Quarter Credits
GEN-001	Massage Therapy Terminologies	10	1
MAS-001	Massage Therapy Business, Ethics, Laws & Regulations	20	2
MAS- 002	Anatomy of Human Body	30	3
MAS-003	Human Body: Integumentary, Skeletal, Facial, Muscular, Nervous and Cardiovascular	30	3
MAS- 004	Kinesiology	10	1
MAS-005	Contraindications	15	1
MAS-006	Health & Hygiene	10	1

MAS-007	Massage Therapy, Practice	350	15
MAS-008	Massage Therapy, Clinical	50	2
GEN-002	Job Seeking Skills	10	1
	Total	535	30

Quarter Credit calculation: 1 (one) Quarter Credit for every minimum of 10 hours of instruction, and 1 (one) Quarter Credit for every minimum of 20 hours of supervised/instructed lab or practice

## COURSE DETAILS AND SYLLABI

GEN-001      Massage Therapy Terminologies  
Prerequisite:   None  
Textbook:      Mosby's Fundamentals of Therapeutic Massage  
Methods of Teaching: Lectures, Visual Aids  
Measurement of Course Completion: Final Written Test

Students will learn and acquire knowledge in:

1. *Massage Therapy Terminologies.*
2. *Quality of Life and People-First Terminologies*
3. *Medical, and common languages being used in Massage Therapy establishments.*

MAS-001      Massage Therapy Business, Ethics, Laws & Regulations  
Prerequisite:   GEN-001  
Textbook:      Mosby's Fundamentals of Therapeutic Massage  
Methods of Teaching: Lectures, Visual Aids  
Measurement of Course Completion: Final Written Test

Students will learn and acquire knowledge in:

1. *Procedures to acquire a personal license to work as a Massage Therapist*
2. *To operate a Massage Therapy establishment.*
3. *Maintaining Credentials*
4. *Ethics, Laws and Regulations related to Massage Therapy occupation.*

MAS- 002      Anatomy of Human Body  
Prerequisite:   MAS-001  
Textbook:      Mosby's Fundamentals of Therapeutic Massage  
Methods of Teaching: Lectures, Visual Aids  
Measurement of Course Completion: Final Written Test

Students will learn and acquire knowledge in:

1. *General anatomy of human body.*
2. *Functions of common organs*
3. *Common diseases or illnesses which affect people's health, mood and activities*

MAS-003      Human Body: Integumentary, Skeletal, Facial,  
Muscular, Nervous and Cardiovascular  
Prerequisite:   MAS-001  
Textbook:      Mosby's Fundamentals of Therapeutic Massage

Methods of Teaching: Lectures, Visual Aids  
Measurement of Course Completion: Final Written Test

Students will learn and acquire knowledge in:

1. *Structures, functions and illnesses in related to human body's Integumentary, Skeletal, Facial, Muscular,*
2. *Structures and functions and illness in Nervous and Cardiovascular systems.*
3. *The important of having knowledge of the human body above listed organs or body parts in related to therapeutic massage.*

MAS- 004     Kinesiology  
Prerequisite: MAS-001  
Textbook:     Mosby's Fundamentals of Therapeutic Massage  
Methods of Teaching: Lectures, Visual Aids  
Measurement of Course Completion: Final Written Test

Students will learn and acquire knowledge in:

1. *Movements of human being in normal situation and condition*
2. *Movements of human being while exercising.*
3. *Anatomical and Biomechanical Bases of human body in related to body movements*

MAS-005     Contraindications  
Prerequisite: MAS-001  
Textbook:     Mosby's Fundamentals of Therapeutic Massage  
Methods of Teaching: Lectures, Visual Aids  
Measurement of Course Completion: Final Written Test

Students will learn and acquire knowledge in:

1. *Human body-ache, and human reaction to body-ache.*
2. *Common pathologic condition and indications for massage*
3. *Endangerment Areas.*
4. *Medication and Massage*
5. *Contraindications to Massage Therapy*

MAS-006     Health & Hygiene  
Prerequisite: MAS-001  
Textbook:     Mosby's Fundamentals of Therapeutic Massage  
Methods of Teaching: Lectures, Visual Aids  
Measurement of Course Completion: Final Written Test

Students will learn and acquire knowledge in:

1. *Personal Health, Hygiene and Appearance,*
2. *Sanitation and Preventing of Transmission of HIV Infection, Hepatitis, Tuberculosis and Other Contagious Conditions*
3. *Therapist Hygiene*
4. *Infection Control and Standard Precautions*

MAS-007      Massage Therapy, Practice

Prerequisite: MAS-001, MAS-002, MAS-003, MAS-004, MAS-005, MAS-006 and GEN-001

Textbook:     Mosby's Fundamentals of Therapeutic Massage

Methods of Teaching: Lectures, Visual Aids, Practice on Massage Tables

Measurement of Course Completion: Final Written Test

Students will learn, acquire knowledge and practice of the following:

1. *Review Massage Theories and Principals*
2. *Therapeutic Relationship*
3. *Assessment and Documentation*
4. *Massage and Bodywork Application*
5. *Palpation and Movement*
6. *Professional Practice*
7. *Practice Massage Therapy on Mannequins or actual Human Being Models with instructor's supervisions and teaching at all time.*

MAS-008      Massage Therapy, Clinical

Prerequisite: MAS-007

Textbook:     Mosby's Fundamentals of Therapeutic Massage

Methods of Teaching: Lectures, Visual Aids

Measurement of Course Completion: Final Written Test

*Students are required to provide therapeutic massage for actual clients of licensed massage establishments. This practice will be supervised by at least one instructor all the time. The practice at clinical establishments will be documented and limited to topics being taught.*

*Students will learn and acquire knowledge in:*

1. *Review Massage Theories and Principals*
2. *Professional Massage Performance*
3. *Interaction with clinics, doctor offices, massage establishment staff, employees and their clients*
4. *Observe and face real life situation in massage therapy environments*
5. *Documentation, as required*

GEN-002      Job Seeking Skills

Prerequisite: MAS-008

Textbook:     Mosby's Fundamentals of Therapeutic Massage

Methods of Teaching: Lectures, Visual Aids

Measurement of Course Completion: Final Written Test

Students will learn and acquire knowledge to:

1. *Complete their resumes,*
2. *Interview techniques,*
3. *Job preparation,*
4. *job search*
5. *Professionalism.*
6. *Students also will be introduced to apply for licenses from cities*

## **TUITION AND OTHER CHARGES FOR THE MASSAGE THERAPY PROGRAM**

Application	\$25
CPR/First Aid License	\$50
Tuition	\$2795
Textbook	\$100
Equipment, supplies and uniforms	\$500
Student Liability Insurance	\$65
Student Tuition Recovery Fund	\$0
Total:	\$3530.00

\$3,530.00 is the TOTAL charges for the Massage Therapy program, NO other additional charge

## **REQUIREMENTS FOR LICENSES TO WORK AS MASSAGE THERAPISTS**

Upon completion of a Diploma/Certificate in Massage Therapy, graduates achieve abilities to perform tasks as Massage Therapists. To be able to work as Massage Therapist in an establishment, however, permit/business license is required and must be secured by the local city office (police department) of which you plan on working in and each city has certain requirements and the fees vary city to city.

## **ORIENTATION PRIOR TO THE STARTS OF CLASSES**

Orientation sessions for all students are held on the first day of classes. Students are not clocked in during orientation. All students will be given an Orientation Packet and a school representative will explain its contents to students. Students will be asked to sign a number of disclosures and consents which reflect the BPPE standards as well as the school policies.

## **STATEMENT OF NON-DISCRIMINATION:**

OC Health Career College does not discriminate on the basis of race, color, religion, sex, disability, financial status, age, ethnic origin or area origin or residence in its admissions, instruction, or graduation policies

## **FINANCIAL AID FOR STUDENTS**

OC Health Career College does not receive financial aid from federal or states or cities and its students will not receive any of such financial aid to pay for their cost of education such as tuition, books, fees and supplies.

## **NO DEGREE PROGRAM OFFERED:**

The school is not accredited, does not offer degree program and none of its program is accredited

## **CANCELLATION, WITHDRAWN, DISMISSED, REFUND AND STUDENT TUITION RECOVERY FUND**

## **STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.
2. Cancellation may occur when the student provides a written notice of cancellation at the school address on the latest catalog. This can be done by certified-mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

## **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. Student notifies the institution of the student's withdrawal in writing.

## **DISMISSED FROM THE PROGRAM**

Student shall be dismissed from a program of instruction when any of the following occurs:

- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for three (3) consecutive weeks.
- The student fails to return from a leave of absence.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; and/or failure to meet financial obligations to the School.

## **STUDENT'S RIGHT TO APPEAL OF DISSMISAL**

Student who is dismissed from the training can submit an "Appeal to Be Readmitted" Form to the school director. This Form is available at the school director office. The school director decision is final. Student can file a complaint to the Bureau of Private Postsecondary Education if he or she does not agree with the dismissal.

## **LEAVE OF ABSENCE**

Each student can request in writing ONE Leave of Absence of a maximum of 30 days during his/her scheduled training for any reason. If student does not come back after the 30 days absence, student will be terminated or dismissed from the training program.

## **RE-ENTRY OF TRAINING**

Students who withdrew or are terminated from the program due to missing more than 30 days from allowed Leave of Absence are allowed to re-enroll to the same program. If they re-enroll within 2 years from the dated they are dismissed or withdrew, they will maintain their earned credits and the amount of tuition paid for these credits.

## **REFUND CALCULATION**

For the purpose of determining the amount of the refund, the date of the student's withdrawal or being dismissed shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal or being dismissed. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

## **STUDENT TUITION RECOVERY FUND (STRF):**

It is a California State requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the STRF. Following is full text from the BPPE:

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:



1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **SCHOOL CLOSURE:**

If the school closes subsequent to a student's enrollment and before instruction of the course has begun, the school shall provide a full refund of all money paid

### **REPAY A LOAN TO PAY FOR TUITION, FEES, BOOKS and SUPPLIES)**

If a student obtains a loan from the school to pay for his or her cost of education, the student has to pay for the full amount of the loan plus interest, less the amount of any refund.

If student receives any federal student financial aid funds, and withdrew from the training school, the student is entitled to a refund of the money paid from the federal financial aid funds.

### **FINANCIAL PROGRAM**

1. OC Health Career College does not provide any financial aid or public monies that includes "Workforce Innovation and Opportunity Act, GI Bill, EDD, and federal financial aid" for students to pay for their "tuition, books and supplies"
- 

### **GRADING POLICY AND GRADUATION REQUIREMENTS**

To remain in good academic standing and to graduate, students must maintain a minimum of an overall grade of "C" (2.0) average and complete the requirements within their required course length. A student may repeat a course only once. The higher grade is used in computing the GPA. Students are allowed no more than one restart during the calendar year. The quality of achievement in a course is measured as follows:

- 4.0 --- A --- indicates outstanding achievement
- 3.0 --- B --- indicates good achievement
- 2.0 --- C --- indicates satisfactory achievement
- 1.0 --- D --- indicates unsatisfactory achievement
- 0.0 --- F --- indicates failure

I --- indicates incomplete. This will convert to an F if not made up within the specified time period.

If a student withdraws from the course within the first week, he or she will receive a "W" (withdrawal). A grade of withdrawal (W) shows no earned credit.

## **PROBATION POLICIES**

a) Any student who is past due on any assigned training may be given a warning notice to bring his or her assignments current in his or her course.

b) A student who is two or more weeks past due in a course may be given a probation notice. This probation period is for a 30-day period to allow the student time to complete the unfinished projects in his or her course.

c) A student will be put on probation if, at the time of evaluation, he or she does not have a grade point average of 2.0, then probation will last until the next evaluation period. During this time the student must bring up his or her grade point average and maintain a 2.0 grade point average in all units attempted. Any student on probation who does not demonstrate the desire or ability to improve will be dismissed from OC Health Career College

## **MAKE UP INCOMPLETED COURSES**

Incomplete: Students have 30 days to make up an incomplete. If not, their grade will revert to an "F" (failed) and will become part of their GPA.

## **COMPLETION**

All training programs are to be completed within the required course length listed in the curriculum section of the catalog. Time taken off due to leave of absence or any other authorized leave is not considered as part of this time frame.

## **STUDENT RECORDS**

All records are stored electronically with an offsite backup to protect the data from loss should anything occur to the primary data repository. Academic and financial records are stored separately. Student records are retained for no less than five years after the graduation date. Student Transcripts are retained indefinitely.

The school has a right to issue only a transcript reflecting the total hours paid for by the student if the student has an unpaid balance for instruction provided to the student. Student's transcripts showing all of the following:

- The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
- Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;

- The name, address, website address, and telephone number of the institution.

## **STUDENT CONDUCT**

OC Health Career College expects that each student behaves in a manner that is conducive to the enrichment of all students who are learning and growing professionally at the school. Any student who is disruptive to the classroom environment or violates any of the rules of operation and/or policies of OC Health Career College is subject to disciplinary action up to and including expulsion.

## **DRUG AWARENESS POLICY**

OC Health Career College wants to provide a safe, productive and healthy learning environment. In keeping with this commitment, the school has a strict policy regarding the inappropriate use and possession of drugs and alcohol. Students will not attend school, be present on premises or engage in school activities while under the influence of alcohol, illegal drugs and/or legal prescription drugs that are used improperly. There will be no discrimination against those who are perceived as having a dependency or having a medical history reflecting treatment for such conditions – with proofs from medical professionals or from legal agencies.

## **SMOKING POLICY**

Smoking is prohibited inside the building. Students who smoke must smoke outside the building, at least 10 feet from the entrances, open doors or windows.

---

## **STUDENT SERVICES**

### **JOB PLACEMENT ASSISTANCE**

OC Health Career College does not guarantee job placement to students for any of the programs offered. The school, however, will assist students and graduates from its program “Job Placement Assistance”. Job Placement Assistance includes: Job Seeking Skills training, Resume Writing, Interview Preparation, Job Search Techniques. This Job Placement Assistance policy is included in the Orientation Packet and students are required to acknowledge the content before the first training session starts.

### **LIBRARY and OTHER LEARNING SOURCES:**

OC Health Career College does have a library to enhance students learning. It contains books related to the training programs as well as reference books. The library is located inside the school. Students of OC Health Career College are allowed to access the library’s resources within business hours and during class hours or break-times. The school receptionist or any instructor will assist students to use the resources from the school’s library

## **STUDENT HOUSING**

OC Health Career College does not have dormitory facilities under its control. The school has no responsibility to find or assist student in finding housing. Local housing can be located within 5 miles from the school and it may cost from \$400 to \$600 per month for a single room.

## **TUTORING**

Tutoring is available for students who want to improve their academic performance such as better grades. Tutoring will take place in the school only and during business hours. There will be no fee for tutoring provided. The school and its staff reserve the right to refuse or stop tutoring to students due to lack of manpower.

## **EMERGENCY RESPONSE**

Should a student fall ill or become injured while on the school premises and, at the sole discretion of any school staff member the appropriate authorities will be contacted, such as 911.

---

## **ATTENDANCE POLICIES**

### **ATTENDANCE**

Students are expected to attend classes regularly, according to the schedules that have been provided and informed Staff will counsel with any student whenever absences are affecting the student's learning and retention of the course materials. A student may be dropped from a course if the number of days absent or not logged in (five consecutive days without prior approval) interferes with the student's ability to achieve an acceptable level of competence during the remaining course period.

### **TARDINESS**

Arrival to class on time is expected of all students enrolled in the courses. OC Health Career College staff will counsel with any student whenever tardiness is affecting the student's learning and retention of the course materials.

### **LEAVE OF ABSENCE**

Upon enrollment, each student should maintain a consistent record of attendance in his or her assigned training schedule. However, in some specific situations, it may be necessary to take a leave of absence from the training schedule. Due to the anytime, anywhere accessibility of the LMS, it is the policy of the school to grant a leave of absence only in extreme situations where the student is unable to focus on the assigned training (i.e. illness, family death, etc.). In order to be granted a leave of absence, the student must make a written request to the school. A leave of absence should not exceed one month. Only one leave of absence may be granted during the enrollment period.

### **DROP-OUT**

Students are encouraged to find solutions to obstacles that he or she may encounter. School will contact, by telephone, mail or email, any student who has dropped out of the program in order to assist student to complete the program successfully.

## **MAKE UP WORK**

Students are encourage to make up work to complete their assignments during school business hours, provides that the spaces are available...

---

## **COMPLAINT PROCEDURE**

### **QUESTIONS ABOUT THIS CATALOG**

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 P.O. Box 980818, West Sacramento, CA 95798-0818.

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov). Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897.

### **STUDENT COMPLAINT PROCEDURE**

Students have certain grievance rights that may be exercised at any time. This is the procedure:

- a. Student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor.
- b. The recipient of the complaint shall notify the person authorized to resolve complaints as soon as possible. Director of Instruction is the assigned staff member to solve the complaints
- c. 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 will advise the student that a complaint must be submitted in writing. The Complaint form is available in the Orientation Packet.
- d. Student also can mail his/her complaint in any form of writing and certified-mail to the school address, listed in the school catalog.
- e. Within 10 days of receiving a complaint in writing, the school will provide the student with a written response, including the summary of the investigation and its solution.
- f. If the complaint is valid, and involves a violation of the law, it will be resolved within 30 days after the student first made the complaint. If the issue is not resolved to the student's satisfaction, the student may notify the Bureau of Private Postsecondary Education

### **FILE A COMPLAINT ABOUT THE INSTITUTION**

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

Also:

“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 Capital Mall, Suite 800, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916)669-5336, or fax (916)669-5337”

## **CALIFORNIA BUSINESS AND PROFESSIONAL CODE FOR MASSAGE THERAPIST OR BUSINESS PRACTICES AS RELATED TO MASSAGE:**

**PURSUANT TO CALIFORNIA BUSINESS AND PROFESSIONAL CODE SECTION 4611, IT IS AN UNFAIR BUSINESS PRACTICE FOR A PERSON TO DO ANY OF THE FOLLOWING:**

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

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

(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.

*(Added by Stats. 2014, Ch. 406, Sec. 2. (AB 1147) Effective January 1, 2015. Repealed as of January 1, 2021, pursuant to Section 4621.)*

## **HYGIENE, DRESS CODE, AND DRAPING POLICIES FOR MASSAGE THERAPY STUDENTS**

Hygiene: Students are required to

Dress Code: Students are required to wear school’s provided uniforms at all time while in class sessions or in clinical practices.

Draping: