



Santa Barbara Body Therapy Institute

516 North Quarantine Street Santa Barbara, CA 93102

Where Lives Change!



A vocational training healing center
cultivating health from the inside out

Course Catalog

December 1, 2020- December 31, 2021

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 must be provided to you prior to signing an enrollment agreement. Revised and printed on November 22, 2020

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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. 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 roughly 50 students enrolled in assorted programs, courses and clinics. Within our clinics, students provide roughly 200 massages to the general public monthly. Our classes are personal and intimate with lots of one-on-one attention and a student teacher ratio that ranges from 6-1 to 14-1 for bodywork classes and up to 24-1 for lecture classes. Our graduates are successfully employed throughout the tri-counties in spa settings, private practice and medical centers as well as sharing their skills with families and friends.

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 specifically is approved by California Massage Therapy Council (CAMTC) to provide education for certification purposes effective 8/18/16- 8/17/18. School approval code is SCHOO20. In addition, we are approved for training for Veterans and eligible persons by the CA State Approving Agency for Veterans #2-5-1333-05. Our continuing education is also accepted by CA Board of Registered Nursing #CEP10769.

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.

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 the city's population is approximately 92,000.

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, a bathroom, two treatment rooms, a print library and multimedia library with DVDs, kitchen/break room with a small retail section providing textbooks and oils.

Students have access to our reference print and visual library that is located on site in our school breakroom. 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 signout . DVDs can only be viewed on site on our DVD and monitor located in the breakroom. Rental of tables, chairs are also available to students at the following rates; Current Level One students may rent massage tables, futon mats and chairs at \$5 per day; current Level Two at \$10 per day; all others at \$15 per day.

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, screens and hanging dividers for our practicum clinics. Our classroom can accommodate up to 24 students during classroom hours and 10 students and 10 clients during clinic hours. Due to COVID restrictions are training is now offered through Interactive Distance Learning via zoom format and outside Live Lab at 1201 West Valerio Street, Santa Barbara Ca 93101. Please visit us at 516 N. Quarantina Street Santa Barbara, CA 93103 or visit our website: www.sbbti.com or set up an free introduction via zoom format.

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. 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 BBPE approved school. Our Practitioner Program is designed to prepare graduates for practice in compliance with the current Santa Barbara County Public Health directive. Our Program also provides the foundational knowledge and skills required for the advanced bodywork modules that comprise our Massage Therapist (550 hour) Program, as well as covers partial content required for MBLEX exam preparation.

The Practitioner Program is offered through interactive distance learning IDL classroom on zoom format and Live Lab in which students trade and receive instructor guidance on body mechanics and technique proficiency. Students learn to facilitate their own mechanisms of healing through gentle movement, self -massage, deep breathing and deep relaxation. The Practitioner Modules are offered in late afternoon/evening and /or day format on Wednesday and Thursdays in 4, 4.5 hr class schedules. Under the current IDL format the program can be completed in roughly 5 months. Students will be given written quizzes or exams for each module and bodywork competency evaluation with each bodywork module in live lab. Students qualify to begin their clinical component after completing their bodywork evaluation in a course module. Completion of the program requires passing grades on bodywork evaluations and written quizzes or exams. Students may also enroll in modules individually as they desire. Individual pricing is listed adjacent to the course description.

Transcript Breakdown

Module Breakdown

<u>Subjects</u>	<u>Hours</u>	<u>Modules</u>	<u>Hours</u>
Bodywork Theory & Practice	148	Swedish/Deep Tissue/Chair	200
<i>Classroom</i>	88	<i>Swedish</i>	81
<i>Practicum</i>	60	<i>Deep Tissue</i>	63
Ethics	19	<i>Clinics (19 x 3 hrs)</i>	57
Anatomy	10		
Kinesiology	30	Reflexology	21
Physiology	10	<i>Classroom</i>	18
Clinical Pathology/Contraindications	15	<i>Clinic (3)</i>	3
Business	3	Nutrition	13
Health and Hygiene	15	Ethics	16
TOTAL HOURS	250	TOTAL HOURS	251

<u>Program Cost Breakdown:</u>	<u>Hours</u>	<u>Reg Fee</u>	<u>Tuition</u>	<u>Total Cost</u>
Tuition 250 MP - \$14/hr	250	\$200	\$3500	\$3700
Veterans		\$10		\$3510

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

Swedish/Anatomy and Physiology (81hrs)

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. MBLEX-type quizzes and exam included.

Kinesiology/Deep Tissue (63 hrs within MPP) (a la carte program 70 hrs) \$1260

Students will learn the attachment sites and actions of 60+ major muscles, plus joint structure, function, and range of motion. Students will also learn about isometric/isotonic contraction, stretches, and palpation of your own body. Students will receive instruction in basic sculptural techniques and a loaner toolkit with clay and skeletal manikin.

Students will also learn a powerful protocol integrating cross fiber deep tissue session, table shiatsu, neurolymphatic 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 and assortment of visceral and immune pathologies such as congestion in the colon, liver and gall bladder and low immune function. MBLEX-type quizzes and exam included.

Student Clinic (57 hrs)

During the first half of the Practitioner Program students integrate their Swedish Massage and Reflexology skills to create individualized sessions with specific therapeutic intent. Based on their client's needs they design a session to be deeply relaxing and restorative or energy enhancing, flushing the circulatory and immune systems. Following their Swedish evaluation, students begin practicing Swedish Massage through our student clinic concurrent with their classroom instruction. Our student clinic serves the general public and a variety of special populations. In addition to the clinic setting, students have the opportunity to practice their chair massage skills in a community setting.

Reflexology (21 hrs) \$378

Our Reflexology course synthesizes the ancient art of vitalizing the whole body through stimulation on the feet and hands with self-care measures for assisting and supporting the detoxification process. The protocol and approach within this module specifically catalyzes 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, essential oils, hydration and nutrition. The course includes assessment of the ten zones, the vital organs, glands, lymphatic, musculoskeletal and nervous system reflexes. Reflexology is offered at the start of our program, followed by a student clinic, allowing students to develop comfort and ease working with the general public in a clothed setting integrating Reflexology and Essential Oils on the feet, hands and ears, before expanding into the full body, draping parameters of Swedish Massage. The course also includes clinic, SOAP notes and quiz.

Ethics Essentials (16 hrs) \$288

Ethics Essentials provides a broad overview of the ethical issues that may arise within the context of bodywork practice. The course illuminates key bodies of knowledge within our profession: scope of practice, standards of practice, code of ethics, legal regulations, limits of practice and professionalism. The course instruction utilizes a variety of learning methods to explore personal and conceptual boundaries, negotiate agreements and establish appropriate goals and strategies for the session. Students engage in exercises such as pushing hands, sensory awareness of energy fields, active listening, reflective listening, nonviolent communication, and role play in addressing difficult clients. Issues regarding sex, money and power will be explored within the context of practicing massage. The course also prepares students for success in sitting for the ethics portion of the MBLEX exam.

Nutrition for Bodyworkers (13 hrs) \$234

Our Nutrition course empowers students with nutritional measures to address common challenges that may arise in the life of a student or professional bodyworker. The course specifically offers nutritional strategies for enhancing strength, immune function, mental focus and capacity for a restful night's sleep as well as resolving inflammation. The course also covers fundamental nutritional principles of Western Science.

Massage Therapist Program (550 hours)

Our Massage Therapist program offers advanced bodywork training, preparing graduates to address a broad spectrum of neuromuscular dysfunction, distribution of fluid, hormonal and electrical imbalances. The Massage Therapist Program satisfies the CAMTC's requirements for certification as a Massage Therapist as well as covers the content knowledge required to pass the MBLEX exam. Roughly half of California cities are now requiring CAMTC certification to obtain a business license and engage in professional practice. Many employers as well are now requiring CAMTC certification for employment.

Our training is offered through Interactive Distance Learning and outdoor Live Lab as allowed by the current laws and regulations governing massage in the State of California and the County of Santa Barbara. As of July 27, the California Massage Therapy requires 75 hours in person Live Lab and the State of California requires all vocational training to follow county guidelines regarding distance learning and in person clinics. As of August 10th the County of Santa Barbara allows in person massage clinics. As of Spring 2020, the legislature of California has extended the suspension of the MBLEX exam through December 31 2021. SBBTI's 2018 first time pass rate of the MBLEX exam is 90. The California state first time pass rate is 67.3%, The national first time pass rate is 74.1%.

The skills and competencies gained through our 550 hour program prepare graduates for employment under the restrictions of the current pandemic including: working under medical essential service providers; outdoor and indoor practice in the spa setting and private practice. Our program is scheduled over 3 trimesters: roughly 17 weeks each. Students attending two to three times weekly in the evenings or the daytime can complete within roughly one year. Students attending 4 to 5 classes per week day and night, completing within two trimesters or 34 weeks. Completion of the program requires full attendance and passing grades on all bodywork evaluations and written exams. Students may also enroll in modules individually as they desire. Individual pricing is listed adjacent to the course description.

Transcript Breakdown

Module Breakdown

<u>Subjects</u>	<u>Hours</u>	<u>Modules</u>	<u>Hours</u>
Bodywork Theory & Practice	256	Massage Practitioner	250
<i>Classroom</i>	<i>172-180</i>	Immune/Neuroendocrine Track	60-120
<i>Practicum</i>	<i>84</i>	Musculoskeletal Track	60-120
Clinical Path/Contraindications	79	Physiology/Pathology	80
Physiology	57	Business Skills	20
Kinesiology	46	Hydrotherapy/Complimentary	
Anatomy	45	Agents	20
Business	23		
Ethics	19		
Health and Hygiene	15		
Hydrotherapy	10		
TOTAL HOURS	550	TOTAL HOURS	550

Program Cost Breakdown:

	<u>Hours</u>	<u>Reg Fee</u>	<u>Tuition</u>	<u>Total Cost</u>
Tuition 250 MP - \$14/hr	250	-----	\$3500	-----
Tuition 550 MT - \$14/hr	300	\$200	\$4200	\$7900
Veterans		\$10		\$7510

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.

Business Skills

Business Skills (20 hrs, required) \$360

Covers a broad range of business skills for employment and private practice. A number of leading marketing practices will be offered by successful graduates and employers. Topics include business planning, strategic planning, office management, marketing, hiring/interviewing, documentation and records, client records, tax preparation, business records as well as current employment opportunities. The course also prepares students for success in sitting for the MBLEX exam. MBLEX-type quizzes included.

Hydrotherapy and Complimentary Agents/Special Populations

Essential Oils (21 hrs, elective) \$378

Introduces the practitioner to the therapeutic use of essential oils and hydrotherapy. Students will learn to work with over twenty 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 cover a variety of common pathologies and recommended essential oil applications. Students will be introduced to far infrared heat lamps, and hot towel application.

Hot Stone (20 hrs, elective) \$360

Provides training in the principles and practical application of Hot Stone Massage for private practice or spa settings, including: basic science and theory of hot stone massage; principles and application of hot/cold therapy; indications, contra-indications, and sanitation and safety precautions; various stone shapes and sizes for specific applications.

Pregnancy Massage (21 hrs, elective) \$378

Addresses a variety of neuroendocrine, digestive issues and musculoskeletal issues that arise during pregnancy, including stress, anxiety, myofascial pain, hormonal imbalances, nausea and delayed labor.. Techniques offered include: Swedish, Side Posture Deep Tissue, Acupressure and Polarity Therapy. The course also includes the 24 forbidden pregnancy points, indicated during the menstrual cycle and labor; however contraindicated between conception and due date.

Immune & Neuroendocrine Bodywork Modules

Acupressure and Myofascial Unwinding (30 hrs, elective) \$540

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.

Craniosacral Therapy I (30 hrs, elective) \$540

Offers an introduction to Craniosacral Therapy based on the Osteopathic, Biodynamic model. Students learn to monitor the tidal movements or cranial wave- subtle, rhythmic movement that occurs in the skeletal system as cerebrospinal fluid circulates through the cranium, spinal cord and sacrum. Students also learn to provide a fulcrum for rebalancing the rhythmic movement of craniosacral bones, specifically the: sacrum, occiput, frontal, parietal, sphenoid. Clients often experience deeper states of parasympathetic activation, relief from core issues, and superficial symptoms of pain and malaise.

Craniosacral Therapy II (30 hrs, elective) \$540

Offers a deepening of the work begun in CS I, with attention to monitoring the deeper rhythms of the cranial system. The course offers additional holds on the temporal, zygoma, mandible and maxilla. Students learn to differentiate between the variable cranial rhythmic impulse (8-12 cycles per minute) of daily life, to the more steady mid tide rhythm of 12 1/2 seconds inhalation phase and 12 1/2 second exhalation phase and the more expansive long tide rhythm of 50 second inhalation phase and 50 second exhalation phase. The rhythms and tides of the cranial field originating in the 4th ventricle of the brain are also known as the primary respiration or Breath of Life. Attunement and awareness arises for the practitioner through stillness and presence.

Manual Lymphatic Drainage (30 hrs, elective) \$540

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. Lymphatic Drainage is essential for assorted immune system pathologies, low energy states and conditions of toxicity.

Medical Qigong Essentials (30 hrs, elective) \$540

Introduces Medical Qigong self-healing exercises. Specific exercise sequences will be taught to address the needs of various populations including: geriatric, convalescent, teens, office personnel, etc. These self-healing exercises strengthen and regulate the internal organs, nervous and immune systems as well as relieve pain, regulate hormones, release deep-seated emotions and strengthen the body's protective energy field. In addition students will be introduced to traditional Chinese Medicine theory of energy tonification, purgation and regulation of the body's organs and energy channels. Students will also learn a bodywork protocol for balancing the flow of chi within the channels and vital organs.

Polarity Therapy (30 hrs, elective) \$540

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, elective) \$540

Addresses a variety of neuroendocrine, digestive issues and musculoskeletal issues that arise during pregnancy, including stress, anxiety, myofascial pain, hormonal imbalances, nausea and delayed labor.. Techniques offered include: Swedish, Side Posture Deep Tissue, Acupressure and Polarity Therapy. The course also includes the 24 forbidden pregnancy points, indicated during the menstrual cycle and labor; however contraindicated between conception and due date.

Tui Na (30 hrs) \$540

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, elective) \$540

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 lymphatics are 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.

Musculoskeletal Bodywork Modules

Compressive Deep Tissue (30 hrs, elective) \$540

Students learn deeply penetrating and effective protocols for releasing the musculature of densely muscles athletes and fit cliental, utilizing their feet to 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.

Muscle Testing Protocols (30 hrs, elective) \$540

Offers assessment and treatment protocols for the first 14 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, Neurolymphatic Scrubbing, Neurovascular Holding Points, Origin/Insertion technique, , and Muscle Spindle Cell technique.

Muscle Testing and Acupressure (30 hrs, elective) \$540

Offers assessment of 25 muscles and their related organs and meridians. The course integrates the use of five element theory from traditional Chinese medicine with Applied Kinesiology to evaluate and treat assorted, muscular imbalances. Balancing techniques include: Acupressure Holding Points, Tracing and tapping the Meridians, for sedating or tonifying each meridian, Neurolymphatic Scrubbing, Neurovascular Holding Points, Origin/Insertion technique, Spinal Reflex, Muscle Spindle Cell technique and Visceral Manipulation.

Myofascial Release (60 hrs, elective) \$1080

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. Students will learn to do a standalone MFR session as well as how to integrate MFR techniques into a Swedish session. This course is elective. MBLEX-type quizzes and clinic included.

Orthopedic Massage (60 hrs, elective) \$1080

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. Then students will learn to release restrictions in each joint using static pressure, pressure with passive motion, pressure with active motion, along with resistance stretching. Students will also make many of the muscles out of clay, for greater clarity of their layering and attachment sites. After taking this

class, students will be able to reduce a client's pain by 90% in one session, and increase significantly ROM. Students will learn how to assess their clients by testing and retesting, thereby affirm the effectiveness of the work. This course is elective. MBLEX-type quizzes and exams included.

Pregnancy/Side Posture Deep Tissue (30 hrs, elective) \$540

(see Neuroendocrine Modules)

Trigger Point Therapy (60 hrs, elective) \$1080

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 adjunctive treatment measures such as RICE, tennis balls, Theracane®, foam roller, and Thumbies®. The course is formatted in weekly area specific modules, including: lower back, pelvic floor, headaches, neck/shoulders, TMJ/jaw, rotator cuff and extremities. Each module includes palpation skills in locating related muscles and attachments sites, tendons and ligaments, trigger point location and clinical pathologies.

Physiology/Pathology

Immune Physiology and Pathology (32 hrs, required)

This course covers the functions, pathologies, pharmacologies, contraindications, areas of caution related to the systems involving immunity. These systems specifically include: the circulatory, lymphatic, skeletal, skin, respiratory, integumentary, digestive and urinary. Clinical pathologies addressed include: cardiovascular disease, cancer, open wounds/sores, high blood pressure, edema, common cold, sinusitis, asthma, irritable bowel syndrome, AIDS and assorted. This course is required and prepares students for success in sitting for the MBLEX exam.

Musculoskeletal Physiology/Pathology (16 hrs, required)

Covers common musculoskeletal pathologies such as hypertonic/ hypotonic muscles, fibromyalgia, sprains, strains, ruptures, tendinosis, tendonitis, osteoporosis, arthritis, and postural distortions. The course also covers the physiology and of the muscular and skeletal systems. This course is required and prepares students for success in sitting for the MBLEX exam

Neuroendocrine Physiology and Pathology (32 hrs, required)

Introduces the science of body/mind medicine. The course presents the anatomy, physiology and pathologies of the nervous and endocrine systems and the chemicals that give rise to our emotional/mental states in health and disease. The course covers the most common pathologies affecting the nervous, endocrine and reproductive systems: recognizing symptoms, causative factors, as well as holistic and standard medical approaches to treatment including: bodywork, time in nature, mindfulness, nutrition and exercise as well as pharmacology. The course also prepares students for success in sitting for the MBLEX exam. MBLEX-type quizzes included.

MBLEX Prep/Final Exam

MBLEX Prep/Final Exams (2-30 hrs)

Introduces students to several MBLEX preparation programs, including: ABMP Massage Coach, AMTA's Massage Exam Study App, Massage Magazine's Study Buddy, Massage- Exam.com' Practice Questions and Study Guide, The Federation of State Massage Therapy Boards' MBLEX Prep Guide, and Real Bodywork's apps. This course is designed for all students planning to take the MBLEX exam. Individual study sessions may be used as makeup hours for program modules. Completion entails passing 2 simulation MBLEX exams.

Medical Qigong Practitioner Program (250 hours)



Our Medical Qigong Program offers training in energy work and Traditional Chinese Medicine. It is designed for the serious student interested in conducting a private practice in energy-based bodywork and self-healing exercises. Graduates will be empowered address a variety of visceral, interstitial fluid or neurological pathologies as well as mental/ emotional stress related conditions. Graduates will be granted a certificate of completion in Medical Qigong.

Transcript Breakdown

Module Breakdown

<u>Subjects</u>	<u>Hours</u>	<u>Modules (choose 7)</u>	<u>Hours</u>
Bodywork Theory & Practice	151	Medical Qigong Essentials	30
Kinesiology	2	Acupressure	30
Clinical Path/Contraindications	34	Biodynamic Craniosacral I	30
Physiology	32	Biodynamic Craniosacral II	30
Anatomy	32	Visceral Lymphatic Drainage	30
		Shiatsu	30
		Manual Lymphatic Drainage	30
		Process Bodywork	30
		Essential Oils	21
		Reflexology	21
TOTAL HOURS	201	TOTAL HOURS	251

<u>Program Cost Breakdown:</u>	<u>Hours</u>	<u>Reg Fee</u>	<u>Tuition</u>	<u>Total Cost</u>
Tuition 250 MP - \$14/hr	252	\$200	\$3500	\$3700
Veteran	252	\$10	\$3500	\$3510

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. Additional course options listed below:

Process Bodywork (30 hrs, required) \$540

Offers a process approach to bodywork, with attention to the fluid aspect of being. Students will deepen their listening skills in being with the rhythms of fluid movement in the physical and emotional bodies. The course integrates the techniques from Acupressure, Craniosacral Therapy, Medical Qigong, Lymphatic Drainage and Polarity Therapy. Attention will be given to the body's many "rivers" including: the fascial sheaths, the arteries, lymphatics and "oceanic tides" of the Cranial Sacral System as well as releasing and integrating emotional states. Clinic included. Prerequisite: completion of at least five neuroendocrine /immune modules.

Integrative Massage Therapist Program (750 hours)



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. Graduates will be granted a certificate of completion as Integrative Massage Therapist. Our Integrative Massage Therapist Program builds on the 550 Massage Therapist program and exceeds the CAMTC requirements for state certification, while satisfying the hour requirements in many other states. Completion of the program requires full attendance and passing grades on all bodywork exams and written exams within each course.

Transcript Breakdown

Module Breakdown

<u>Subjects</u>	<u>Hours</u>	<u>Modules</u>	<u>Hours</u>
Bodywork Theory & Practice	358	Massage Therapist Program	550
<i>Classroom</i>	257	*Bodywork Modules	200
<i>Practicum</i>	101		
Clinical Path/Contraindications	112		
Physiology	90		
Kinesiology	46		
Anatomy	77		
Business	23		
Ethics	35		
Health and Hygiene	15		
Hydrotherapy	10		
TOTAL HOURS	750	TOTAL HOURS	750

<u>Program Cost Breakdown:</u>	<u>Hours</u>	<u>Reg Fee</u>	<u>Tuition</u>	<u>Total Cost</u>
Tuition 250 MP - \$14/hr	250		\$3500	-----
Tuition 550 MT - \$14/hr	300		\$4200	-----
Tuition 750 IMP - \$14/hr	200	\$200	\$2800	\$10,700
Veterans		\$10		\$10,510

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. Clock hours may change based on chosen electives. Additional course options listed below:

***Bodywork modules may be drawn from the 550 Massage Therapist or Medical Qigong Programs.**

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 Holistic Health Practitioner. Our HHP Program builds on the 750 Integrative Massage Therapist program, exceeds the CAMTC requirements for state certification, while satisfying the hour requirements in many other states and may be completed in a 13-24 month time frame, depending on rate of study. Completion of the program requires full attendance and passing grades on all bodywork exams and written exams within each course.

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	150-200
*Bodywork Modules	50-100
<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 - \$14/hr	250		\$3500	-----
Tuition 550 MT - \$14/hr	300		\$4200	-----
Tuition 750 IMP - \$14/hr	450	\$200	\$6300	\$14,200
Veterans		\$10		\$14,010

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, 750 hour Orthopedic Massage Therapist Program, 750 hour Integrative Massage Therapist Program course descriptions for above requirements. Additional courses listed below.

Classroom Assistant (150-200 hrs, required) Advanced students assist instructor and first time attending 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 called on to give a short lecture on a course topic.

***Bodywork modules may be drawn from the 550 Massage Therapist or Medical Qigong Programs.**

Faculty



Kathleen Mickey: Director, CAMTC #18289, H.H.P., R.P.P.
Somatic Educator since 1986

Acupressure, Visceral Lymphatic, Essential Oils, Ethics, Clinic Supervisor, Cross Fiber Deep Tissue/Shiatsu, Deep Tissue, Muscle Testing Protocols, Muscle Testing, Neuroendocrine Physiology/Pathology, Immune Physiology/Pathology, Nutrition, Polarity, Pregnancy, Reflexology and Swedish

Katie Mickey, owner, director and lead instructor of the Santa Barbara Body Therapy has trained thousands of students in massage therapy as well as overseen tens of thousands of massages through SBBTI's student clinic and community outreach. She has also provided training for Ojai Valley Spa, Valle Verde and Hospice of Santa Barbara.

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, The Center for Nonviolent Communication, Access Consciousness, Landmark Education, Leadership Santa Barbara and Aroma Freedom Technique. Katie currently serves on the school advisory board to the California Massage Therapy Council and maintains a private practice.



Michael Gurka, CPI
Bodyworker since 1976

Michael Gurka has been amazed and inspired since childhood by the design and magic of the ensouled human body. He has recently surpassed 50,000 hours of service as a naturopathic bodyworker to his family, friends, and clients - and about half that time as pro bono gifts to the many amazing beings who collectively inspire his touch. Great healers have been his most profound and revered teachers, and hopefully guide him in every therapeutic and instructional opportunity. His practice embodies the received experience of reflexology, connective tissue therapies, craniosacral therapy, acupressure, breathwork, postural alignment, guided meditation, and especially selfcare education. He specializes in the treatment of Pain & Stress, Injury, Surgical & Dental Trauma, TMJ Disorders, Migraines, Hangovers, and Facial Aging.



Keld Hove, CAMTC #47659
Bodyworker since 2009

Ethics, Table Thai/Compressive Deep Tissue

Keld is a graduate of SBBTI's 550 hour Massage Therapist Program. Keld is involved in a variety of community building efforts. He serves as 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. He is also a former martial arts instructor. Keld conducts a private practice in Deep Tissue, Trigger Point, Thai and Barefoot.



Sean Mortland

Sean Mortland is a Holistic Health Practitioner with a Santa Barbara based private practice in Health & Wellness. In addition to bodywork, he holds various certifications in wellness, coaching, nutrition, yoga and personal training. He also teaches yoga and bodywork classes locally, and designs and implements wellness programs and retreats both domestically and abroad.



Mary Sullivan LAC, MFCC, RPP

Bodyworker since 1977

Cranial Sacral Therapy I & II, Integrative Massage, Polarity I & II, Pregnancy, Visceral Lymphatic Drainage

Her educational background includes the Alive Polarity Foundation, a Master's Degree in Counseling Psychology and a degree from the Santa Barbara College of Oriental Medicine and extensive training through the Hugh Milne Institute in Craniosacral Therapy. She maintains a busy private practice as a licensed acupuncturist and bodyworker in Santa Barbara, Fresno and North Fork.



Jennie Zaine CAMTC #67394

Conducting a bodywork practice since 2009

Manual Lymphatic Drainage, Swedish Massage, Deep Tissue, Clinic Supervisor

Jennie is a graduate of SBBTI's 1000 hour HHP program. In her practice she offers listening through touch and mindful presence. Jennie imparts a deep respect for the being aspect of relating or engaging in the tissues within the bodywork session. 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.

Policies and Procedures

Operating Schedule

Instructional Hours: Weekdays, weekends and evenings arranged by class. *Office Hours:* for meeting with staff at the Institute are dependent on the Governor's directive regarding stay at home orders, or permission to conduct business with the general public. Meetings by phone or zoom can be arranged in advance via email and phone. Scheduling information (classes, revisions, holidays, etc.) provided to students in advance. School is closed for the following holidays and or vacation time: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and from Christmas thru New Year's Day.

Housing

We are currently offering dormitory housing for students in our beautiful treatment rooms within the Institute, in compliance with our County's Public Health Regulations. We maintain an in house cleaning service. Futons and bedding are provided with the use of shower and kitchen facilities for \$35 per night. Santa Barbara rental prices can vary greatly from \$700 a room to \$1800 for a studio.

Services

Students attending courses involving bodywork practice via online format are required to have a massage table on which to practice in their online setting. Students may check out a table through the Institute to be returned at the completion of their course or program. Rental of tables and chairs for the general public is available at the rate of \$15 per day. Once the Institute returns to normal operations, students may have access to our reference print and visual library that is located on site in our school breakroom. 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 signout . DVDs can only be viewed on site on our DVD and monitor located in the breakroom.

We provide guidance in choices of training and have a very personal approach of interaction with students, both past, current and prospective.

Job Placement

SBBTI does not guarantee job placement, but does provide a variety of resources for securing employment and building a practice. Successful graduates and employers periodically present in the business skills course. Current job openings are listed on a bulletin board in the student lounge. When job openings come to the office staff's attention appropriate graduates are notified. An employer notebook is available for all students in the student lounge to reference for all the known, local massage/bodywork employers.

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. 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.

In regards to the Proficiency Level Descriptors for California English Language Development Standards, students are required to communicate at an Emerging Level.

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 an occasional difficulty that may arise and we

have encouraged bi-lingual family members or friends (i.e., Chinese, Japanese, Russian, Spanish) to facilitate their own particular student's success by doing study time with their student. 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 distance learning curriculum requires that each enrolling student demonstrate that they have the skills and competencies required to succeed in a distance education environment. This assessment is accomplished by attending a virtual live lab tour and interview via zoom, coupled with filling out and returning enrollment forms via email or regular mail. Students may also attend an introductory portion of an IDL class via zoom coupled with a phone interview, email correspondence and successful completion of forms.

Age and Ability to Benefit

Age of students must be 18 years minimum or have written parental permission to attend. Students must have a high school diploma or GED equivalent as we do not currently provide an Ability to Benefit test administered by outside agencies for those who have not completed high school.

Enrollment Procedure

Prospective students are encouraged to come to a free introductory class, receive massage in our student clinic, and/or meet individually with an admissions staff member. Prospective students 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 must be provided to you prior to signing an enrollment agreement. Enrolling students shall submit an application form and interview with our Director of Admissions to begin the enrollment process. Enrollment includes completing application form, enrollment agreement, fact sheet, STRF form, payment plan form and submitting a copy of high school diploma and a government photo ID, as well as choosing program courses and dates.

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 drugs while participating in the Institute's courses, including classroom, clinic and community outreach settings. Students are required to abide by the classroom agreements regarding presence, sharing, therapeutic intent, boundaries, responsibility and coach ability.

Probation and Dismissal

If a student violates any of these 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 to change the behavior due to recreational drugs or prescribed medication or defiance, 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 an additional breach occurs, the administration maintains the right to dismiss students for conduct reflecting unfavorably on the massage profession or reputation of the school, 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 clinic sessions. Professional attire includes the following:

- Clean shirt (polo, button-up or conservative t-shirt) covering cleavage, waistline and all undergarments. Preferable school logo or no logo.
- Clean pants that cover waistline. No “short-shorts” or bikinis.
- No tears, holes, or frayed lines.
- Well-bathed, fingernails trimmed.
- Removal of all jewelry.
- Hair well groomed and out of eyes.

Attendance and Completion Policy

Absence

Absence will be considered excused under the following circumstances: illness, death or birth in the immediate family or preapproved absences due to schedule conflict disclosed at the time of enrollment. All missed class time must be made up.

Tardiness

Students will be considered tardy if they arrive more than 15 minutes late or leave more than 15 minutes early.

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 (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.

Make-up work

Make-up work is required for 100% all missed classes. Students will have the following options for making up absences:

- **Makeup class:** Attend a makeup class in the following term. Make-ups will be charged at half current tuition rate. Private make-ups with instructor require one hour tutorial with instructor plus 3.5 or 3 hours case studies to equal a full 4.5 or 4 hour class.
- **Makeup clinics:** Attend comparable clinic hours to missed classroom hours, no charge incurred. (limited amount of clinics are allowed to substitute for classroom time at instructor’s discretion.)
- **Instructor tutorial:** Receive private or semiprivate tutorial with the instructor. Cost of tutorials varies depending on number of students attending divided into \$50/hr. For example, students may make up one 4 hr class with a one hour tutorial and a three hour clinic.

Maximum Timeframe

All make-ups (with the exception of those receiving Veteran benefits) must be completed within one year of the course start date. Veterans must be completed within their originally contracted length of time. 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.

Leave of Absence

A student can request up to a year of absence and not be charged an additional reinstatement fee nor be charged makeup fees for completion of missed classes that resulted post LOA.

Retake Course

SBBTI reserves the right to require a student to retake a course from SBBTI if student demonstrates less than satisfactory competency in fundamental skills or knowledge required to succeed in SBBTI's curriculum. The retake or audit rate is 50% of current tuition rate.

Standard for Student Achievement/Grading

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

Certificate of Completion

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.

All tuition and fees must be paid before a certificate is issued. Students are to complete all requirements within original contracted length of time. Students who require more time may ask for an extension. Extensions will be considered on a case by case basis.

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 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

If a student receives an unsatisfactory evaluation, he/she may: retake the final evaluation up to two times and receive a passing grade, repeat the entire course at full cost or arrange a make-up program approved by the instructor. Charges for retake exams as follows: Written \$10, Bodywork \$40.

Reinstatement for Non-Veterans

Students may reinstate within 5 years of their program start date by fulfilling their outstanding program requirements and attending six additional clinics or four additional classes. The reinstatement fee is \$250. Beyond a five year absence will be reviewed on a case by case basis.

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.

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 \$200 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, at a CAMTC approved school, curricula in massage and related subjects totaling a minimum of 500 hours (or the credit unit equivalent), which incorporates appropriate school assessment of student knowledge and skills. Of the 500 hours, a minimum of 100 hours shall be in anatomy and physiology, contraindications, health and hygiene, and business and ethics; and
- Have not violated any of the provisions of the California Massage Therapy Act or any policy, procedure, or regulation of CAMTC.
- **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 shall be inoperative commencing on January 1, 2019, and shall become operative on January 1, 2021.

Locally the city of Santa Barbara requires a massage technicians' permit which requires a minimum of a 200 hour transcript. It is important to check with each licensing department in any area that you plan on working in to find out their 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 do not require or mandate certificate.

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 shall be inoperative commencing on January 1, 2019, and shall become operative on January 1, 2021.

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 transcript. 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.

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 (\$50 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 (\$50 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. Additional transcripts are available for \$15.

Students are advised that this institution maintains hard copy school records only for a five- year period except for the transcript 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 with a copy of each student's enrollment agreement. Each student upon enrollment will be given their own folder and put in alphabetical order by last name into the fireproof, student file cabinets. All students files are kept locked and in fireproof files. 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, government photocopy 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 course requirements will receive a certificate of completion and date of completion noted

Once five years have passed and a student has not taken a course with us 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 tract 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 CA Workers Compensation. These agencies in most cases, 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.

If a student is able to obtain a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Registration Fees

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

Full Payment Options

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

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.)

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, pays the full tuition of \$3,000, plus \$200 for non-refundable registration and \$150 for equipment as specified in the Enrollment Agreement and withdraws after completing 50 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$2400 based upon the above calculations. If the student returns equipment in good condition within thirty [30] days following his/her withdrawal, the School shall refund the charge for the equipment paid by the student.

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 9583. Or PO Box 980818, West Sacramento, CA 95798-0818. Telephone (888) 370-7589 or Fax (916) 263-1897 or telephone 916-431-6959 or Fax 916-263-1897. 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 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) 370-7598 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov."

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 or PO Box 980818, West Sacramento, CA 95798-0818. www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public 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) 669-5337.

Information for students Using 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.
- Transcript or diploma from high school or college, or proof of GED and completion of the enrollment agreement and application for the Santa Barbara Body Therapy Institute.

For more information regarding this policy, contact your 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>.