



HANDS ON HEALING INSTITUTE

Course Catalog 2022
valid from January 1, 2022 – December 31, 2022

Version 1
CAMTC Code: SCHO106 and BPPE Code: 1938611



“The body cannot be cured without regard for the soul.”

-Socrates

Hands on Healing Institute (HHI)

We are a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means we are in compliance with state standards as set forth in CEC and 5, CCR. BPPE approval code #1938611

Directors

Patty Flanagan & Cynthia Ameson

Physical Location Where All Classes Will Be Held:

6708 Foothill Blvd. Tower #2.

Tujunga, CA 91042

Contact Information:

Phone: 818-951-5811 / **Email:** administration@gotohhi.org / **Web:** www.gotohhi.org

This course catalog is available to prospective students and interested persons vis our website.

The institution reserves the rights to limit registration, add or remove programs, postpone, cancel, or change dates, hours, change instructors or raise tuition fee from any published material or electronic advertisement. The course catalog is updated annually. Policy or programming changes implemented before the issuing of a new catalogue will be reflected in additional supplemental material.

CONTENTS

MISSION STATEMENT & EDUCATIONAL OBJECTIVES.....	4
CURRICULUM/COURSE DESCRIPTIONS/MATERIALS.....	5-8
TUITION INFORMATION.....	8
FACULTY.....	9-10
STUDENT TESTIMONIALS.....	11
REGISTRATION & ADMISSION.....	12
GRADING, MAKE UP WORK, CLASS & LOCATION INFO.....	13-14
CERTIFIATION, LICENSING & INSURANCE.....	14-15
CREDITS, CREDENTIALS, RECORDS & ATTENDANCE.....	15-16
STUDENT ASSISTANCE & GRIEVANCE POLICIES.....	17
STUDENT POLICIES.....	18-19
HYGIENE, DRESS CODE & DRAPING POLICY	
CONDUCT POLICY	
WITHDRAWAL, CANCELLATION & REFUND POLOCIES	
TERMINATION POLICY	
SEXUAL HARASSMENT POLICY	
SUBSTANCE ABUSE POLICY	
MASSAGE THERAPY:	
BUSINESS, OCCUPATIONAL EMPLOYMNET & WAGE INFORMATION/LOANS/FEES.....	19-21

** Hands on Healing Institute accepts applicants without regard to age, sex, race, or personal beliefs. The school may refuse applicants whom it deems are not well suited or qualified for this field.

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.

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

*“He who works with his hands is a laborer.
He who works with his hands and his head is a craftsman.
He who works with his hands and his head, and his heart is an artist.”
-Saint Francis of Assisi*

MISSION STATEMENT

The mission of Hands on Healing Institute is to graduate excellent and well-rounded professional body workers. The connection of Mind, Body, and Spirit is our guiding principle, with the recognition that becoming a massage therapist will enhance and can fundamentally change a student’s life as they learn the art of helping others. It is a practice of “peace work” on a very practical level.

EDUCATIONAL OBJECTIVES

HHI students will be introduced to a variety of techniques and modalities which will enable them to create bodywork sessions tailored to meet the needs of individual clients as well as cultivating their own unique expression of bodywork.

Students are exposed to the best of the new information that brings together “science” and “spirit,” because there is a commonality and synergy between these seemingly very different ways to understand the body. Combining intellect and instinct creates a partnership of perception that is stronger than either is separately.

Aside from being able to understand basic physiology, our students cultivate a practical familiarity with the workings of the body in ways that help with day-to-day living. Students will become better able to thrive in their own lives, and they can then teach their clients these same tools.

Our students develop the skills of active listening, multi-layered observation, and non-judgmental compassion, which help both in creating effective treatment plans and in healthy human connection. Students learn how to create safe, ethical boundaries in their interactions both in and out of the treatment room.

During the basic program, students will be introduced to a variety of senior practitioners who specialize in different modalities. These modalities are supported at HHI through our elective programs so that students can continue to learn and grow beyond completion of the main program. HHI aims to provide community, space, and support for life-long learning.

Students will be prepared to pass the national exam for bodyworkers, which is a requirement to become certified to do massage in the State of California. We prepare our students for the job market with both business management classes and exposure to the public in our student clinic. Our goal is to offer a crucible of learning and growth, out of which emerges confident, competent therapists, able to start a financially and emotionally rewarding career.

CURRICULUM Hands on Healing Institute offers

MASSAGE THERAPY CERTIFICATION PROGRAM (550-hour course program)

This program is for students seeking to become certified, professional Massage Therapists: Department of Labor's Standard Occupational Classification code 31-9011. This package program fulfills the complete educational requirements for certification as a massage therapist in California, as laid out by the California Massage Therapy Council (CAMTC), which is the organization that provides state certification for massage therapy. This program also covers all the subject-specific hours required by the NCBTMB for national certification. * The MT550 program includes both the Swedish & Deep Tissue Foundation courses listed below, as well as a 50-hour package for either Student Clinic (for those with no prior professional experience) or Elective courses (for those with prior professional experience), pending director's authorization.

*For NCBTMB certification, the student will need to accumulate additional, non-subject-specific hours.

SWEDISH FOUNDATION (250-hour course program)

This course is an excellent starting place for all paths forward in the world of massage. It includes all the elements for learning the basics of safe, effective, therapeutic touch, including basic anatomy, understanding of muscles, areas, and conditions to be cautious of, and the ethics of safe touch. The program centers around learning Swedish massage, an ideal modality for beginners learning to develop touch skills. This program is great for those who wish to learn to provide safe, therapeutic massage in a non-professional capacity, such as with friends and family, or for those who are considering a career in massage therapy but would like a cost-friendly option to try out before committing to a full professional-length program.

DEEP TISSUE FOUNDATION (250-hour course program)

This course follows the Swedish program, which must be taken as a prerequisite to the Deep Tissue Foundation program. In this course, students will build upon what they learned in Swedish Foundations in all subject areas, with the aim of becoming fully prepared to enter the professional field. Students will enhance their knowledge and touch skills through learning Therapeutic Deep Touch, a style of deep tissue branded by one of our own instructors, based on the idea that deep touch does not need to be painful to be both effective and profound.

STUDENT CLINIC (50-hours):

Bridging the gap between classroom learning and professional practice, student clinic provides a space for students to practice on real clients while still safely under the guidance and supervision of an instructor.

ELECTIVE COURSES

HHI believes being a safe, effective massage therapist is a process of lifelong learning and growth. We have many electives to help individuals continue to enhance their practice. To view currently available classes please visit our website www.gotohhi.org and select the Calendar. In the event of a class cancellation, students will be notified at least 48 hours prior to scheduled start date unless it is an emergency. All classes need at least six students to begin and may be cancelled or postponed allowing more time for enrollments. Class schedules are subject to change as needed. Electives may be taken in place of clinic hours as needed with approval from the director. Elective classes do not lead to certification as standalone classes unless a student is enrolled in the program.

COURSE SUBJECT DESCRIPTIONS

This is a general overview of what a student will be learning in our program.

SWEDISH MASSAGE:

Swedish massage is the classic “spa massage,” and the core building-block of massage education. Through Swedish, we learn the therapeutic value of relaxation, while improving circulation and overall wellbeing.

THERAPEUTIC DEEP TOUCH (TDT):

TDT is our specific style of deep tissue. Deep work should not be painful and can be a catalyst for the client to evolve into better function. TDT teaches students how to feel more deeply and specifically, and how to then analyze what they feel. This approach involves integrating the intellectual knowledge of anatomy and kinesiology with the intuitive sense of the person as a whole complex being. The work is guided by the constant dialogue between the therapist’s touch and the client’s response to affect the most positive change.

ANATOMY & PHYSIOLOGY:

Before a therapist can touch, they must know what they are touching. The study of the body’s parts and how they work are a key component of practicing safe, effective massage.

BUSINESS:

As a massage therapist, doing the actual massage is only half the job. Having the business skills to bring your work to the world is just as crucial to being a successful therapist. Students will learn the skills needed to navigate both employment and self-owned business settings.

CLINICAL SKILLS:

Students will learn to effectively manage each step of a therapy session, including the intake interview, documentation, assessment, and treatment planning. Students will have the opportunity to practice sessions under instructor supervision on a variety of receivers, including classmates, alumni, and the instructors themselves.

PATHOLOGY & CONTRAINDICATIONS:

Practicing safely means knowing when not to touch, or when to modify touch. Students will learn about how to adjust treatment protocols for the various conditions a client might have, as well as when safety requires them to refuse or refer out a session.

ETHICS:

In the health and wellness field, ethics are particularly crucial for the safety and wellbeing of both the client and the therapist. Students will learn how to conduct a safe, ethical practice in all aspects of being a bodyworker.

HEALTH & HYGIENE:

In this subject, students will learn the importance of cleanliness and sanitation for keeping themselves and their clients safe. This subject also covers good practices for therapist self-care, including how to move ergonomically when performing techniques and moving equipment, which is crucial for the longevity of a massage therapist’s career.

KINESIOLOGY:

Kinesiology is the study of how the body moves. Understanding of kinesiology helps therapists analyze client complaints and presentation and create effective treatment protocols for reducing pain and optimizing movement.

MEDICAL TERMINOLOGY:

Understanding the language of medicine is the basis of learning anatomy, physiology, and kinesiology. It is also how massage therapists communicate with other health professionals.

INTRODUCTORY MODALITY CLASSES

The Core Programs include several classes that introduce students to additional modalities. These classes serve to both provide immediate additions to their massage protocols, as well as give the student the opportunity to try out a modality that they may wish to pursue further in the future. After completion of the Core Program, students can further their education in these modalities through HHI's elective course programs.

CHAIR MASSAGE (SWEDISH FOUNDATION I):

Chair massage is a great way to take massage to the places where your table can't go. Great as a marketing tool in spaces with high foot traffic, or as a modality all on its own. Chair massage makes sessions comfortable, convenient, and flexible, with clients seated and fully clothed, and sessions that can be as short as 5 minutes or as long as 90.

MYOFASCIAL RELEASE (SWEDISH FOUNDATION II):

This modality works with the specialized tissue in the body called "fascia," which is integrated into every part of the body. By loosening and relaxing the fascia, the body gains greater freedom and ease of movement and posture.

PREGNANCY MASSAGE (SWEDISH FOUNDATION I):

This covers the physiology of the trimesters of pregnancy and the contraindications for massage during each stage. Students learn a prenatal full body massage routine, with modifications for each stage of pregnancy, including the use of bolsters, creams, and the side-lying protocol.

OTHER MODALITIES (SWEDISH & DEEP TISSUE FOUNDATION I & II):

Students will be introduced to several other modalities per instructor availability to enhance and supplement their core bodywork skills. Some examples include: Lymphatic Drainage, Thai on the Table, and Energy.

SCHEDULES:

We offer both day and night classes. Schedules are subject to change as needed. Please ask the front office for current schedules. Availability of the Day Class or Night Class depends on minimum enrollment numbers being fulfilled.

Distance Learning

HHI offers distance learning with BPPE & CAMTC approval. During Interactive Distance Learning (IDL) sessions instructors provide real time feedback on student progress and exam grades as needed.

REQUIRED MATERIALS

Textbooks should be purchased before the first day of class. Please ask for our current book list before your classes begin. Basic supplies needed for the MT program will be provided in the student bundle. However, it is the student's responsibility to remember to bring the items to class daily. There is a **\$5 fee to borrow our massage sheets** for the day if the student forgets to bring theirs. Please visit our website for more course information: <http://gotohhi.org/massageprogram/electives/calendar> as each elective may require different materials.

CLOCK HOUR DEFINITION

A clock hour is defined as a 60-minute span of time, with no less than 50 minutes of actual class instruction. Students must be given breaks which represent sound educational practices. No more than 1 clock hour can be assigned to any discrete 60-minute period.

TUTION for the Massage Therapy Certification Program

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$9150

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$9406 (with books estimate)

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPTON ENROLLMENT: \$350

\$10, 725 is the full retail rate for tuition. We frequently offer promotional rates. These rates are subject to change as needed.

SUMMARY OF CHARGES:

\$8800 (Tuition) Current Promotional Offer

(non-refundable & includes .50 per \$1000 STRF which is \$4.00)

\$100 Registration

\$250 Student Bundle (partially refundable) insurance/binder/sheets/lotions/holster/tote bag

\$256 Textbooks (prices may vary depending on if student purchases new or used)

= \$9406 ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM:

Student Bundle is partially refundable if items are unopened and unused. These items will be needed for class. Students may choose to purchase from us or purchase on their own.

Withdrawals: see the Prorated Withdrawal/Refund Policy)

PAYMENT PLANS

\$350 Registration Fee (includes student bundle) - \$100 is non-refundable

\$875 due on first day of class

\$750 due monthly

- Alternative payment arrangements are possible with prior authorization from owner

- Transcripts will released upon fully paid tuition

ELECTIVES

All electives at Hands on Healing are \$19.50 per hour or \$16.50 per hour if students register 10 days in advance. Additional fees (approximately \$20-\$50) may apply for materials. Prices for essential oils may be higher. All classes require at least six students enrolled to run. To view what is currently on the schedule please visit our website calendar www.gotohhi.org. All classes are subject to change. **Electives classes do not lead to certification unless a student is enrolled in the full program.** Occasionally we offer elective classes that are open to the public and do not require any additional training. Please be sure to go to our website and read the full course description of available classes before registering. If you have questions, please contact the office for clarification.

INSTRUCTORS & FACULTY

The list of instructors may change without notice as needed.

ALISON PLESSET CAMTC 44093

Alison was drawn to massage therapy for many years prior to pursuing a formal education in the healing arts in 2003. She first came to Hands on Healing to study chair massage and fell in love with it. She has been practicing chair massage for many years and likes the variety of working in many different locations. Alison has a thriving private practice with a focus on Deep Tissue, Sports and Pregnancy Massage. Alison greatly enjoys teaching chair massage for HHI.

ANDREA SCHALLY CAMTC 4325

Andrea is a certified Aromatherapist born in Austria and practicing in the United States since 1994. Andrea concentrates on healing with essential oils by revealing and unblocking physical, emotional, spiritual, and mental imbalances to achieve homeostasis and restore the body's health. She has been studying essential oils for over 20 years and her knowledge of essential oils and their uses is extensive. In addition to essential oils, Andrea teaches other classes such as Swedish, Heated Stone, Aroma Facial Massage and Energy. She has been teaching at HHI for many years and is an expert in her field.

CYNTHIA AMESON CAMTC 35955

Cynthia first came to HHI in 2011, having been touched by the healing power of massage therapy herself and seeking to share this touch with others. Already certified in Reiki and a long-time metaphysical practitioner, she sprinted through her 500 hours to MT certification within a year. She explored several modalities including Deep Tissue, Myofascial Release and Craniosacral Therapy. Over her years of study, she has found that although every modality she has encountered is unique in its approach to healing, the core is always the same fostering of healing through safe, loving, connective touch, whether that touch is physical, mental, emotional, or spiritual. Now in addition to her own bodywork practice, she teaches in the Core Program at HHI. Cynthia's goal is to help her students tailor the learning and techniques into a form that is optimal for them.

ELOISE ALBRECHT CAMTC 11435

Eloise was first Nationally Certified in massage after 1100 hours of training in 1994. Her first memory of doing massage is from when she was 15 years old at summer camp. Currently, Eloise is an acupuncturist who often treats chronic pain, she combines bodywork and acupuncture in the same session. She also was involved with the creation of HHI almost 20 years ago and is thrilled to be able to continue the great legacy of Camille Sandroni, the original founder of HHI.

FRANCES NICOLAIS: CAMTC 14157

Frances is one of our original instructors. Frances is also the owner of the Myofascial Release Center in Montrose and KELA – Kneaded Experience LA, a professional chair massage company. Her passion is myofascial release which is provided to any willing participant at her office Montrose. She has developed the Focus on Fascia classes at HHI and teaches them with as much passion and enthusiasm as any one person can. Frances also teaches the Myofascial Trigger Point class and has developed a 100-hour chair massage program as well.

KAREN: CAMTC 50117

As the Office Manager, she helps keep the day-to-day operations of the school running smoothly. Karen started at HHI as a student back in 2012, worked in the field for several years and now enjoys helping others begin their journey as Massage Therapist.

PATTY FLANAGAN: School Owner

Patty became the owner of Hands on Healing in January of 2018. Patty had been an aromatherapy student at HHI years prior. She is now the owner of two massage schools in Southern California. She also runs a successful pet food company, is a certified life coach, and a meditation teacher. Patty's goal is to send one thousand healers out into the world.

ROSA ROSALES CAMTC 24693

Rosa earned a BS degree in Kinesiology/Exercise Science in 1998 and began her career as a Personal Trainer who specialized in using exercise to help clients relieve chronic pain. She decided to add massage therapy to help clients get faster results and graduated from HHI in 2006 where she continued her studies in Deep Tissue massage. The combination of personal training and deep tissue massage kept Rosa very busy. In 2008 she traveled to Belize to study Maya abdominal Massage with Dr. Arvigo. This massage benefits digestion, menstruation, fertility, pregnancy, labor, postpartum and menopause. It has become her passion to empower women with this knowledge to avoid unnecessary pain and suffering.

SIERRA VELASQUEZ CAMTC 72722

Sierra Velasquez has over 15 years of massage therapy experience working in diverse settings such as elite spas and physical therapy clinics and is currently the Inpatient Massage Therapist for UCLA Health where she provides hospital-based massage for patients. Sierra's life changed after meeting her teacher, the legendary Thai massage Master Pichet Boonthumme of northern Thailand in 2011. She has lived in Chiang Mai and regularly visits Pichet's home based school to continue to learn from him, and his unique, highly effective methods of working with the body. Sierra is passionate about Eastern-based massage as a part of integrative health and her classes have a focus on creativity, proper body mechanics, and appreciation for the culture and traditions of Thai massage. CMT, OMT, CMLDT

TOBY AMESON

Experienced a spontaneous and deeply moving whole-person healing experience while hiking near Mount Kurama in Kyoto, Japan. A year later at Toby's first Reiki class they discovered Reiki started on Mount Kurama, and their calling became clear. Toby trained in Animal Reiki with world-renowned expert Kathleen Prasad in 2010, and then became an Ordained Minister and a Certified Reiki Master Teacher in 2012. Toby believes that Life flows always in the direction of wellbeing when accepted and allowed, and the body/mind/spirit has powerful self-healing capabilities. Toby's basic philosophy is that all life is inherently and equally connected, valuable and sacred and healing happens when we hold safe, loving, non-judgmental space, which allows us to return to our natural state of wellbeing.

STUDENT TESTIMONIALS

"This has been a profound experience for me on so many levels: a rich body of knowledge combining practical information with philosophy, relationships with wonderful new people, and much love and fun."

– *Laila C., Pasadena*

"I feel confident and ready to start my business and know if I ever have any questions that I can call any instructors to get answers."

– *Gary C., Pasadena*

"The feeling I got when I walked in the first day was of excitement and compassion. I knew this is where I wanted, I wanted to study. I was truly blessed to be a part of this school and walk out of here with an open heart and the knowledge to find success in this world."

– *Shannon P., Burbank*

"I found myself immersed in and completely embraced by the school. I was taught extremely well to touch with care, responsibility, and skill. The teachers are highly effective at creating an enjoyable and inspiring environment as well as providing a comprehensive a well-designed program."

– *Rebecca C., Tujunga*

"After 20 years of being away from school, I couldn't believe it could be this fun! Now I can walk with my head high knowing I have accomplished something that no one can take away from me. I am now a "certified massage therapist." Thanks to Hands on Healing for all their help and support."

– *Chris N. Alhambra*

"Far beyond my wildest expectations, this class was an amazing exercise in personal growth, expanded awareness, and self-healing, not to mention one of the most empowering and humbling experiences I've ever had. I'm so grateful to all my teachers!"

– *Jennifer H., Glendale*

"This school teaches more than massage techniques. I leave here with a new perspective on life and people and a greater respect for the soul."

– *Tamara M. Castaic*

"My learning experience at Hands on Healing Institute, taught me the language of touch, and has allowed me, through the teacher's example to reach into my heart and find compassion to be sensitive to another person's pain (physical/emotional/spiritual) and ways to help relieve it. I have learned to communicate nonverbally with greater sensitivity to develop more inner awareness and increase my intuitive capacities through touch. I am grateful

-- *Pat C., Arcadia*

"I have been searching for a new journey to take in my life. HHI has helped direct me on my new path. It has opened several doors that I never knew existed. I'm really enjoying this new path."

– *Teryl M., La Canada*

"This school was everything I expected it to be and way more! The teachers are very compassionate and passionate about the school and body work. They truly want you to succeed and knew what they taught. While maintain a great sense of professionalism, I still felt like they were all my friends to where I could give them a big hug. I learned so much and I don't want to stop! I thin I want to take every class they have to offer!"

– *Kelly E., Los Angeles*

"I came in thinking I was only going to learn how to be a massage therapist. I never dreamed that I would learn so much about myself. To me, HHI is more than just a massage school, it's a place to learn about the person that was buried deep inside of me, and the person I can become. This school helped me get connected to me, which I have not experienced for a long time."

-- *Rosalyn R., Los Angeles*

REGISTRATION & ADMISSION

REGISTRATION STEPS

Payment of registration fee is required upon enrollment.

- Fill out enrollment form
- Provide color copy of photo ID (driver's license or passport)
- Provide copy of High School diploma/transcripts/GED or pass our Ability to Benefit exam
- Pay Enrollment fees \$100 + \$250 student bundle fee (optional)

Note: Schedule and fees are subject to change, please contact to confirm current rates

Phone: 818-951-5811 **Email:** administration@gotohhi.org **Web:** www.gotohhi.org

ADMISSION REQUIREMENTS

As a prospective student, you are encouraged to review this catalogue and the School Performance Disclosure which must be provided to you prior to signing an enrollment agreement. Students should enroll at least two weeks prior to the start of class. Enrollment will guarantee a place in class. We encourage potential students to attend one of our Open Hours when they are available to view our facilities and meet our staff. Open House is considered an interview; however, a student is not accepted until we receive and review their enrollment forms. If the applicant has not attended an Open House, after completing the Enrollment forms, the applicant must schedule an interview appointment with Director or appointee. Admission is based upon student character, ability to satisfy financial commitments, and ability to complete the coursework. In addition, the applicant must:

1. Provide a Copy of **High School Diploma, GED or ABT** (Ability to Benefit) exam (Cost is \$25)

How do I obtain a copy of my High School transcript?

In order to obtain a copy of your High School transcript, you should contact the high school from which you graduated, or its school district office. School districts are required by law to maintain copies of your high school academic record (transcript). School contact information can be located through the CDE School Directory.

How do I obtain a copy of my General Education Development (GED) results? Results of GED exams can be obtained from the State GED Office or **call** (866) 370-4740.

How do I obtain a copy of my California High School Proficiency Exam (CHSPE) results? For more information on how to obtain copies of CHSPE, see the CHSPE Result and Transcripts (Outside Source). If you have questions about the CHSPE or your results, **email** chspe@cde.ca.gov or **call** (916) 445-8420.

2. Be at least eighteen years of age
3. Be physically fit enough to receive and perform massage
4. Have a serious intention to help others
5. Review & submit filled out Enrollment forms
6. Have a reasonable command of the English language

HHI does not offer English as a second language training.

GRADING, CLASS & LOCATION INFORMATION

GRADING SYSTEM: The grading system is as follows:

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F 59% or less

Students are required to score a 70% or higher on their overall grade to graduate successfully from the program. Assessment includes both practical and written Midterm and Final exams; and must be passed with a 70% or higher. All Midterms and Finals are available to be retaken until passed.

Grades are calculated as follows:

Midterm Written (15%)

Midterm Practical (20%)

Final Written (15%)

Final Practical (20%)

Participation (30%)

Note: Transcript will say either Pass/Fail or Incomplete as appropriate

If a student does not complete the program as scheduled, the letter grade "I" (incomplete) will be placed on the student's transcript. An "I" grade becomes a grade of "F" if the student does not complete material within 30 days of Graduation. If a grade of "F" is submitted, then student forfeits right of certification.

MAKE-UP WORK

Missed clock hours may be made up in tutoring hours of equal time and equivalent content. Students are responsible for arranging tutoring with the instructor of the missed class. Tutoring costs **\$25 an hour**. All make-up hours must be completed on site at Hands on Healing Institute and under the supervision of an instructor.

CLASS SIZE

Class size are limited to 20 students to guarantee optimal teacher to student ratio. Additionally, the minimum class size is six students. Classes may be cancelled or postponed until enrollment quota has been met. Student's wishing to register for a course when enrollment has been filled are placed on a waiting list. We recommend registering early to secure your place in the current class.

PHYSICAL FACILITY

Hands on Healing Institute is a private institution located at 6708 Foothill Blvd in Tujunga, just north of Glendale and west of Pasadena. The building is on the south side of Foothill Blvd between Tujunga, Canyon and Haines Canyon. Located conveniently near the 210, 2 and I-18 freeways.

This school, the facility it occupies and the equipment it utilizes fully comply with all federal, state, and local ordinances and regulations, including fire safety, building safety and health requirements.

Hands on Healing has two primary classrooms and is equipped with numerous anatomical models and bones, in addition to a library of books and audio-visual materials.

Instructors may also use overhead or LCD projection of training materials to support student's integration of presented topics. We also have massage tables, massage chairs, accessories and exercise equipment often used during class.

RESOURCES LIBRARY

Hands on Healing has lots of additional resources in our lending library. We also have tablets and tripods available for students to borrow if they do not have equipment for accessing distance learning days. Students may request to borrow desired items through the front office.

CERTIFICATION, LICENSING & INSURANCE

CERTIFICATION

Our Massage Therapy Program qualifies you to apply for State Certification as a Certified Massage Therapist. Through the California Massage Therapy Council (CAMTC), which allows you to practice anywhere in California. The website for the CAMTC is <http://www.camtc.org>

When you have completed 500 hours which includes passing all applicable tests, clinic and/or electives, we will issue a Certificate of Completion and send your transcript (breakdown of all classes completed) to CAMTC. Transcripts will be issued once accounts are paid in full. You may visit the CAMTC website <http://www.camtc.org> for the steps on how to apply for State Certification.

STATE CERTIFICATION

Certification through the California Massage Therapy Council (CAMTC) entitles you to work as a Certified Massage Therapist (CMT) throughout the state. The CMT category requires a minimum of 500 hours of massage education and passing the MBLEX exam. You can find out more about the test by going to <http://www.fsmtb.org>. Students must apply for state certification on their own through the CAMTC www.camtc.org. Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et seq.

CALIFORNIA LICENSING REQUIREMENTS

With an HHI certificate of completion, you can still choose to obtain/maintain a local permit, but you may not use the professional title of "MP", "MT", "CMP": without CAMTC state certification. Also, certification is not to be confused with licensing. Some licensing still occurs at the individual city and county level and varies from city to city and county to county. Business Licensing is separate from Massage licensing, although many cities are now requiring 500 hours of training and CAMTC State

Certification to get a business license. Students are required for researching, determining, and meeting their area requirements.

INSURANCE

Your student insurance is through ABMP. ABMP offers the “Exam Coach” which costs \$75 per student (subject to change) and includes MBLEX Exam Coaching, online resources access, Exam tracker capabilities, a free website builder for your personal practices, and a discounted first year of Professional insurance after graduation. For more information www.abmp.com/students

CREDITS, CREDENTIALS, RECORDS & ATTENDANCE

TRANSCRIPT FEE

The first transcript is included in the tuition cost. Additional transcripts will cost \$15. Please allow up to 30 days for processing.

TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Hands on Healing is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Hands on Healing Institute is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 the coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending Hands on Healing Institute to determine if your hours and certificate will transfer.

ATTENDANCE REQUIREMENTS

Students are expected to attend all scheduled classes. No classes are scheduled on legal holidays. The instructor of each class will record absences and late arrivals. Students can only receive credit for clock hours they attend. Therefore, repeated tardiness will result in a cumulative loss of clock hours. If a scheduled class is missed, classroom hours and instructional material must be completed by the student as soon as possible. To receive a completion of the MT program on the transcript, the student must make up missed hours within 30 days of the end of the program. If the student requires more than 30 days, the student may petition the administration. Missed hours must be completed on site to receive credit for completion. Private tutoring is available to make up missed hours for additional cost. To arrange these sessions, see individual instructors. Failure to complete the hours of classroom attendance required for the course will result in an “incomplete.” Any certificate of completion or transcript will be withheld until all required hours are completed. Missing more than 20% of total program hours will result in an automatic drop, forfeiting all hours and payments unless appropriate arrangements are made and authorized by the administration.

RECORDS RETENTION

Hands on Healing maintains all student records in a safe and confidential manner in compliance with section 71920 of Title 5-CA Code of Regulations Divisions 7.5 and Hands on Healing. All student records will be retained for five years after graduation and transcripts will be maintained permanently.

ACADEMIC CREDIT POLICY

Upon enrollment, the student will be asked to list any previous education, training, or experience related to the proposed field of training. If relevant training is recent enough, sufficiently thorough, relevant, and performed with proficiency, appropriate credit will be allowed pending proper documentation and proof of study. California does not recognize or permit courses of massage involving correspondence through the mail or online instruction. It will be up to the student to ask the CAMTC if their previous school and training hours will be acceptable. HHI cannot guarantee the CAMTC will accept any hours from any other school. **We do not have a transfer or articulation agreement with any other institution.**

SATISFACTORY PROGRESS

When the score of a student falls below 70% after the midterm exam, the student will be placed on probation and must work with the administration to take remedial steps. If by the final exam the student's grade point average is still below 70% the student will be required to repeat course material through the arrangement of tutoring sessions. Students must complete course material in a timely manner not to exceed 30 days past the completion date unless otherwise authorized. The school Directors will affect dismissal from the program if the student is unable to achieve a grade point average greater than 70% after advising and repetition of course material. Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions related to the student's low grade point average have been remedied.

PROBATION FOR UNSATISFACTORY ATTENDANCE

Whenever excessive absences, or late arrivals, are deemed to be detrimental to the learning process, a student will, upon written notification, be required to meet with a Director or a designated representative. At which time at the recommendation of the instructor, or at the discretion of the Administration, probation or dismissal may result.

LEAVE OF ABSENCE

Written requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school Director.

HOLIDAYS

There are no classes in observance of the following holidays:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.

STUDENT ASSISTANCE & GRIEVANCE POLICIES

PLACEMENT ASSISTANCE

Job opportunities that arise in nearby metropolitan areas are dated and posted on the school's bulletin board. The school does not offer placement services, nor does it guarantee employment.

JOB CLASSIFICATION: US Bureau of Labor Statistics

Link: https://www.bls.gov/soc/2010/2010_major_groups.htm#29-0000

Code: 31-9011 Massage Therapists perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength or propose client therapy plans.

Illustrative examples: *Deep Tissue Massage Therapist, Licensed Massage Therapist, Swedish Masseuse*

HOUSING ASSISTANCE

HHI does not have any responsibility to provide housing on site and does not have any affiliation with housing services. Housing is expensive in the area and should be estimated at \$1000/month minimum. Craigslist.org is widely used source to find temporary and permanent housing.

STUDENT RIGHTS/GRIEVANCE POLICY

We value and respect every student and will work hard to make their learning experience rich and rewarding. We understand from time to time a student may wish to file a complaint and we have developed a grievance procedure to formally address student concerns. Any student has the right to file an informal grievance towards any faculty or instructor.

INFORMAL GRIEVANCE PROCEDURE

1. The student initiates the procedure by requesting a discussion either verbally or in writing with an instructor or member of HHI staff.
2. The staff member will listen to the grievance and attempt to resolve the situation in an agreeable fashion. Goals and a timeline will be clearly discussed, and the student will have clear guidance on how the situation will be resolved.
3. If the student is not satisfied, he or she may then request a Formal Grievance to be filed.

FORMAL GRIEVANCE PROCEDURE

All formal grievances will be in writing. The student will prepare a written statement which will explain the situation and the individual involved. It will include dates and any remedies taken to rectify the situation. This is submitted to the Executive Director who will be involved with the grievance until it is remedied. The Executive Director will gather any additional information from the instructors and anyone else directly involved. Executive Director's discretion, the student may be called in for an interview. After the investigation is complete, the Executive Director will notify the student in writing regarding the outcome of the grievance. This decision will be written to the student within 10 days of receiving the formal grievance. If the student is still not satisfied, they may file a complaint with the Bureau for Private Postsecondary Education whose phone number, and web-address is found in the section titled "Complaints." All Grievances are logged and recorded. Any staff recommendations for improvement are communicated in writing to staff and/or administrators.

STUDENT POLICIES

HYGIENE, DRESS CODE & DRAPING POLICY

Comfortable loose clothing should be worn. No short skirts, short-shorts, low cut tops, underwear showing, low-riding pants or bare midriffs. Please do not wear perfumes or cologne to class. Nails should be trimmed short and long hair should be tied back. HHI's draping policy is that students drape each other and clinic clients with a flat sheet over entire body prior to massage. Student only undrapes the area of the body that they are massaging at that time (except for arms/hands and feet if person is warm).

CONDUCT POLICY

At the discretion of the Directors, a student may be dismissed for any serious incident or repeated incidents including but not limited to: an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a

safety hazard to other persons at the school, disobedient or disrespectful behavior toward another student, an administrator, or faculty member, untimely tuition payments inappropriate attire, or any other unstated or determined infraction of conduct. Professional behavior towards instructors and fellow students is important in a massage therapy setting.

WITHDRAWAL, CANCELLATION & REFUND POLICIES

A student has the right to cancel the enrollment agreement and obtain a refund or charges paid through attendance at the first-class session or the seventh day after enrollment, whichever is later. A written notice of cancellation must be delivered to Patty Flanagan at Hands on Healing Institute, 6708 Foothill Blvd. Tujunga, CA 91042 or **Email:** administration@gotohhi.org. Cancellations cannot be made over the phone. Tuition is refundable on a pro-rated basis. The **Refunds/charges are calculated as follows:** The amount owed equals the hourly charge for the program (total institutional charge at the contracted rate per the enrollment agreement, divided by the number of hours in the program), multiplied by the number of hours student attended or was scheduled to attend, prior to withdrawal. There is an **administrative withdrawal fee of \$100**. Any refund due the student will be sent or given to the student within 30 days of notifying the Director of withdrawal. Upon receiving written notice or withdrawal or cancellations a Withdrawal Calculation form will fill be filled out and filed both in hard copy and electronically in the student's file.

TERMINATION POLICY

A serious infraction will result in immediate dismissal. Small infractions will incur warnings. Three warnings result in dismissal. A student may apply in writing for re-admission and solely at the discretion of the school Directors be re-admitted to the program.

SEXUAL HARASSMENT POLICY

As a student at HHI if you feel you have been sexually harassed by means of inappropriate language, touch, or behavior on the part of another student or member of the HHI staff, you are encouraged to submit a written dated complaint to the administration as detailed in the Complaint Procedure above. Complaints may be submitted in a sealed envelope to anyone in the administrative office and it will be forwarded to the Director. An interview will be scheduled at the earliest date possible to investigate the complaint. The alleged offender will be contacted, and an interview scheduled. In many cases that sexual inappropriateness may be a matter of ignorance about social behavior and as such HHI strongly suggests counseling as first course means of action in hopes that an understanding of boundaries in therapeutic contact can be established. Repeated offenses will result in requesting that the student voluntarily withdraw from the program with appropriate tuition refunds as described in the catalog or involuntary expulsion from the program. The context of this policy is one of compassion. We believe a person who is not able to respect sexual boundaries will not be able to successfully practice massage, as they may bring psychological or emotional harm to another human or may themselves be held legally accountable for their actions. We aim to prevent any of these outcomes by the implementation of this policy.

SUBSTANCE ABUSE POLICY

Illegal drugs or alcohol are not permitted on HHI premises during operational hours of the school. It is not the intention of HHI to dictate anyone's lifestyle or interfere with anyone's freedom of choice, but it is our belief entering a therapeutic relationship with someone under the influence of mind-altering substances is a breach of trust and compromises the learning experience for students in the role of both

therapist and client. Anyone under the influence of drugs or alcohol will be asked to leave the premises. Repeated offenses may result in the student's voluntary withdrawal or expulsion which can be obtained on the Bureau's internet website www.bppe.ca.gov

California Massage Therapy Council
1 Capitol Mall #800, Sacramento, CA 95814
www.camtc.org, PH: 916-669-5336 or FAX: 916-669-5337

APPROVAL DISCLOSURE STATEMENT

Hands on Healing Institute is a private institute licensed to operate by the Bureau of Private Postsecondary Education for our Massage Therapy Program and all continuing education courses. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. Hands on Healing is not accredited by an accrediting agency recognized by the US Department of Education.

MASAGE THERAPY: BUSINESS, OCCUPATIONAL EMPLOYMENT & WAGE INFORMATION

UNFAIR BUSINESS PRACTICES AS RELATED TO MASSAGE

(1) 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 massage or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

MASSAGE THERAPIST OCCUPATIONAL EMPLOYMENT & WAGE INFORMATION

For updated information on massage therapist occupational employment & wages visit the U.S. Department of Labor website at: <https://www.bls.gov/ooh/healthcare/massage-therapists.htm>

STUDENT TUITION RECOVERY FUND DISCLOSURES

The state of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an education 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 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. **The amount is .50 cents per one thousand dollars (\$1,000) of institutions charges. (5, CCR Section 76120).**

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 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 because of any of the following:

1. The institution, a location of the institution or 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 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 as 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 or 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 a 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 or taxpayer identification number.

COMPLAINT PROCEDURE/GRIEVANCES

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: 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site: www.bppeca.gov

Bureau For Private Postsecondary Education:
2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833
Toll Free: 888-370-7589, Fax Number: 916-263-1897

FEDERAL LOANS

A student being eligible for a loan guaranteed by the federal or state government and the student defaults on the loan but of the following may occur:

1. The deferral or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.
3. If a student has received federal student financial aid funds, the student is entitled to a refund on money not paid from student financial aid programs funds.

Hands on Healing does not participate in any state or federal financial aid programs.

PERSONAL LOANS

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

PAYMENTS & FEES

We accept all major credit cards for payments, cash or check are acceptable as well

Returned Checks: A \$15 fee will be charged for all returned checks

Refunds: A \$25 fee will be charged for students withdrawing from an elective course with full seven days' notice. If a student is a no-show or drops out of an elective in less than a week there will be no refund given.

Late Fees: If an account is delinquent beyond three (3) days, a director's approval is required to continue attending and a \$25 late fee may be applied.

QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at P.O. box 980818, Sacramento, CA 95798-0818, website: www.bppe.ca.gov, Toll free number 888-370-7589, Fax 916-263-1896 and/or California Massage Therapy Council at: One Capitol Mall, Suite 800, Sacramento, CA 95814, www.camtc.org Phone: 916-669-5336 or fax 916-669-5337.