



# Aceport College Catalog

January 1st 2022 - December 31, 2022



Committed to Excellence in Education

## TABLE OF CONTENTS

<b>WELCOME MESSAGE</b> .....	3
<b>ACADEMIC CALENDAR</b> .....	4
<b>ABOUT ACEPORT COLLEGE CATALOG</b> .....	6
<b>INTRODUCTION</b> .....	7
About the College .....	7
Mission, Purpose, and Objective .....	7
Approval Disclosure Statement .....	7
CAMTC Disclosure Statement .....	7
Standard Occupational Classification (SOC) Codes .....	8
Statement on Accreditation .....	8
Statement of Visa Services .....	9
Statement of Bankruptcy .....	9
Board of Trustees .....	9
Administration .....	9
Location and Office Hours .....	9
<b>ACADEMIC PROGRAMS</b> .....	10
Certificate of Achievement in Medical Massage Therapy .....	10
Certificate of Achievement in Advanced Medical Massage Therapy .....	10
Student-Faculty Ratio .....	11
Eligibility for Licensure .....	11
Certificate of Achievement in Medical Massage Therapy(I) (280 hours) .....	11
Certificate of Achievement in Medical Massage Therapy(II) (270 hours) .....	12
Certificate of Achievement in Medical Massage Therapy(III) (260 hours) .....	12
<b>ADMISSIONS AND GENERAL INFORMATION</b> .....	13
Admission Requirements .....	13
Admission Procedures .....	13
Requirements for Ability-to-Benefit Students .....	14
Language Proficiency Requirements .....	14
Previous Education .....	14
Transferability of Credits .....	14
Grading .....	15
Attendance Policy .....	16
Academic Regulations .....	16
Graduation Requirements .....	16
Transcripts & Records .....	17
Student Record Retention .....	17
Financial Information .....	18

Schedule of Fee ----- 19  
 Estimated Total Charges  
 for Certificate of Achievement in Medical Massage Therapy(550Hours) ----- 19  
 Estimated Total Charges  
 for Certificate of Achievement in Advanced Medical Massage Therapy(810Hours) 19  
 Hygiene, Dress Code, Draping Policies ----- 19

**ADMINISTRATIVE POLICIES ----- 20**  
 Probation and Dismissal Policies ----- 20  
 Withdraw Policy ----- 20  
 Add/Drop Fee Changed ----- 21  
 Refund Policy ----- 21  
 Student's Right to Cancel ----- 22  
 Leave of Absence Policy ----- 22  
 Student Tuition Recovery Fund (STRF) ----- 23  
 Student Grievance ----- 24  
 Student Record Retention ----- 24

**STUDENT SERVICES ----- 25**  
 Academic Advising ----- 25  
 Distance Education ----- 25  
 Tutoring Services ----- 25  
 Student Organizations ----- 25  
 Student Housing/Accommodation ----- 25  
 Placement Services ----- 25  
 Library and Learning Resources ----- 26  
 Facilities and Equipment ----- 26  
 Web-site Information ----- 26

**FACULTY ----- 27**  
 Faculty Employment ----- 27  
 Staff and Faculty Meetings ----- 27  
 Faculty Training and Evaluation ----- 27  
 Curriculum Development ----- 27  
 Faculty Members ----- 28

**COURSE DESCRIPTION ----- 29**  
**SELF MONITORING PROCEDURES ----- 34**

## WELCOME MESSAGE

Dear Students,

Welcome to Aceport College and thank you for considering our college to guide you to the world of healthcare careers. Our mission is to provide opportunities and prepare dedicated students to reach their full potential for a successful future. We are committed to assisting you to obtain the skills and knowledge needed for employment.

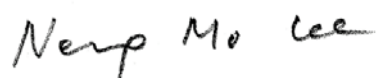
We acknowledge the struggles and sacrifices you make to attend Aceport, which is why we devote ourselves to making your education achievable.

The programs offered at Aceport College are designed to meet and create the lifestyle that you desire in the healthcare field. Aceport College is a crucial stepping stone that will continue to support students and provide the best education possible.

Upon the decision to attend Aceport College, we provide students with a professional education under our highly qualified faculty members as well as, modern facilities and a scholarly environment. Through your education at Aceport College, you will learn how to enhance your skills so that you can be tomorrow's pacesetter of global society.

This catalog will serve you as a guide for your term of study at Aceport College. It provides general information regarding the school, such as policies, curriculum, and finances. If you have any questions other than the information provided through this catalog, please do not hesitate to contact the administrative office.

On behalf of the Board, administrators, faculty, and staff members, I again welcome you to Aceport College and it is my pleasure to have you as a part of the Aceport College community. I wish you the best in your path of education and hope Aceport College can assist you to achieve your dream.



Neungmo Lee, M.B.A.  
President

**ACADEMIC CALENDAR****Winter Quarter 2021**

Beginning of Classes	January 4
Last Day to Drop	January 15
Academic Holiday (Martin Luther King Day)	January 18
Academic Holiday (Presidents Day)	February 15
End of Classes	March 26

**Spring Quarter 2021**

Beginning of Classes	April 5
Last Day to Drop	April 16
Academic Holiday (Memorial Day)	May 31
End of Classes	June 25

**Summer Quarter 2021**

Beginning of Classes	July 5
Academic Holiday (Independence Day)	July 5
Last Day to Drop	July 16
Academic Holiday (Labor Day)	September 6
End of Classes	September 24

**Fall Quarter 2021**

Beginning of Classes	October 4
Last Day to Drop	October 15
Academic Holiday (Thanksgiving Day)	November 25-26
End of Classes	December 24

**Winter Quarter 2022**

Beginning of Classes	January 3
Last Day to Drop	January 14
Academic Holiday (Martin Luther King Day)	January 17
Academic Holiday (Presidents Day)	February 21
End of Classes	March 25

**Spring Quarter 2022**

Beginning of Classes	April 4
Last Day to Drop	April 15
Academic Holiday (Memorial Day)	May 30
End of Classes	June 24

**Summer Quarter 2022**

Beginning of Classes	July 4
Academic Holiday (Independence Day)	July 4
Last Day to Drop	July 15
Academic Holiday (Labor Day)	September 5
End of Classes	September 23

**Fall Quarter 2022**

Beginning of Classes	October 3
Last Day to Drop	October 14
Academic Holiday (Thanksgiving Day)	November 24-25
End of Classes	December 23

## **ABOUT ACEPORT COLLEGE CATALOG**

The Aceport College Catalog for 2022 provides students with general information necessary for the school year. This informs students with various school policies and rights. The information contained in this catalog is subject to change anytime during the school year. In addition, any false information, omissions, and/or mistakes can also be edited as soon as they are found.

This catalog is effective beginning January 1, 2022 and ending December 31, 2022

The catalog will be updated every year, or as necessary.

A hard copy of this catalog is available at the Administration Office of Aceport College. Students and general public may have access to the catalog through the online website of Aceport College(<http://http://aceportcollege.org/school-catalog/>).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900 or by fax (916) 263-1897.

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.

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

## **INTRODUCTION**

### **About the College**

Aceport College is a private, profit institution that provides educational programs in medical massage therapy. These programs consist of two certificate programs along with both theoretical and practical courses. The classes will be held at 1661 N. Raymond Ave., #145 Anaheim, CA 92801.

### **Mission, Purpose, and Objective**

The mission of Aceport College is to provide the finest education to students who strive to achieve knowledge in the areas of medical massage therapy. The programs have been designed to train students to become experts in professional field of medical massage therapy. Students complete these programs will obtain valuable opportunities to pursue leadership in the community with adequate knowledge, skills, ethics, and responsibilities. Aceport College aims to grow with highly qualified faculty members as well as modern facilities and an enriching learning environment.

In order to fulfill this mission, Aceport College aims to:

1. Strive for excellent education in medical massage therapy
2. Ensure faculty, administrators, and staff members to have enough support for professional growth
3. Provide a good environment that promotes higher learning
4. Update resources consistently to provide a wealth of knowledge for students and faculty
5. Respect students, faculty, and staff members with ethical values

### **Approval Disclosure Statement**

Aceport College is a private institution and approved to operate by the Bureau for Private Postsecondary Education (BPPE). The Bureau has determined that this institution's operation plan satisfies the minimum standards based on the provisions of the California Private Postsecondary Education Act (CPPEA) of 2009. This means that the institution and its operation comply with the standards established for occupational instruction by private postsecondary educational institutions. Institution approval is subject to continuing review based on legislation in place at the time.

### **CAMTC Disclosure Statement**

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

- (a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified



massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the 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.

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.

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 1747 N. Market Blvd. Ste 225 , CA 95834, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.

Aceport College is not approved by CAMTC at this point.

### **Standard Occupational Classification (SOC) Codes**

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: Bodywork Therapist, Certified Massage Therapist (CMT), Clinical Massage Therapist, Integrated Deep Tissue Massage Therapist, Licensed Massage Practitioner (LMP), Licensed Massage Therapist, Massage Therapist, Medical Massage Therapist, Registered Massage Therapist, Therapeutic Massage Technician

### **Statement on Accreditation**

Aceport College is not accredited by any accrediting institution registered by the United States Department of Education. No licensure examinations are needed as a prerequisite for the programs offered at Aceport College. However, the programs at Aceport College are designed to fulfill the basic requirements for the licensure as a Certified Massage Therapist. An unaccredited degree program or a degree from an unaccredited institution will not be qualified for some employment positions, including, but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is ineligible for federal financial aid programs.

**Statement on Visa Services**

Aceport College welcomes all students from outside the United States. However, Aceport College cannot provide the SEVIS I-20 visa service at this time.

**Statement of Bankruptcy**

Aceport College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a bankruptcy petition within the preceding five years, and has not filed a petition in bankruptcy against within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

**Board of Trustees**

Chairman:	Neungmo Lee
Secretary:	Neungmo Lee
Treasurer:	Danny Dokeun Kim
Assistabt Secretary	Daniel K. Lee

**Administration**

Chief Executive Officer(President):	Neung Mo Lee
Chief Academic Officer:	Chul Hahn
Chief Operating Officer:	Jin Deok Park
Custodian of Records:	Jin Deok Park

**Location and Office Hours**

1661 N. Raymond Ave., #145  
Anaheim, CA 92801  
Tel. 213-599-7979  
[www.aceportcollege.org](http://www.aceportcollege.org)  
[aceportcollege@gmail.com](mailto:aceportcollege@gmail.com)

Office Hours: Monday-Friday 8:00AM - 8:00PM

## ACADEMIC PROGRAMS

Acept College provides two types of Medical Massage Therapy:

- a. Certificate of Achievement in Medical Massage Therapy (550 Hours)  
(MMTM I, 280 hours + MMTM II, 270 hours)
- b. Certificate of Achievement in Advanced Medical Massage Therapy (810 Hours)  
(MMTM I, 280 hours + MMTM II, 270 hours + MMTM III, 260 hours)

### **Certificate of Achievement in Medical Massage Therapy**

This certificate program introduces students to fundamentals of medical massage therapy. During the first 280 hours of the program, MMTM I, covers basics of massage theory, basic human anatomy, physiology, healthcare, and hygiene to make it easier to understand for even those who are new to massage. Remaining of 270-hours of the program, MMTM II, provides detailed medical theory through pathology and students acquire skills through the theory and practice of various kinds of massages such as Swedish massage, acupuncture, and kinesiology. This program will exceed the 500 hours required for graduates to become California Certified Massage Therapists.

### **Certificate of Achievement in Advanced Medical Massage Therapy**

This certificate program introduces students to advanced medical massage therapy. After 550 hours of MMTM I and MMTM II, students will be able to learn MMTM III's more professional massage techniques. Through this course, students will explore the various types of professional studies such as Muscle Testing and therapy, therapeutic exercise, physical examination, and more details about pregnancy and infant massage. This program helps students to work in the medical field such as physical therapy clinic, chiropractic office, acupuncture clinic and more widely inpatient hospital by learning more about medical knowledge.

In order to successfully obtain the Certificate of Achievement, students must satisfy the following requirements:

1. Completion of all required classes listed in the catalog
2. Receive a grade of "C" or better in all courses
3. Maintain a Grade Point Average (GPA) of 2.0 by the time of certificate completion

### Student-Faculty Ratio

Student-faculty ratio will not exceed 1:25 for all current classes offered at Aceport College.

### Eligibility for Licensure

In order to be certified as Certified Massage Therapist (CMT), students are required to complete a minimum of 500 hours of massage education and training at an institution approved by CAMTC, and pass an examination approved by CAMTC. A minimum of 100 hours of 500 required hours must be in the following topics: anatomy and physiology, contraindications, health and hygiene, and business and ethics.

The courses are classified and distributed as follows:

Certificate of Achievement in Medical Massage Therapy (I) (280 hours)

Course No.	Course Name	Theory		Practical	
		Units	Hours	Units	Hours
GEC601	Business & Ethics	3	30		
MMTM 101	Fundamental of Medical Massage Therapy	3	30		
MMTM 102	Healthcare & Hygiene	3	30		
MMTM 201	Musculoskeletal Systemic of Anatomy & Physiology	4	40		
MMTM 202	Internal Systemic of Anatomy & Physiology	3	30		
MMTM 203	Hand & Foot of Reflexology	2	20	2	40
MMTM 301	Swedish Massage 1	2	20	2	40
Total Quarter Units Required		20	200	4	80

## Certificate of Achievement in Medical Massage Therapy (II) (270 hours)

Course No.	Course Name	Theory		Practical	
		Units	Hours	Units	Hours
MMTM 103	Healthcare Management & Contraindications	3	30		
MMTM 204	Pathophysiology 1	3	30		
MMTM 205	Pathophysiology 2	3	30		
MMTM 302	Swedish Massage 2	2	20	2	40
MMTM 303	Introduction to Kinesiology	2	20	2	40
MMTM 304	Introduction to Acupressure	2	20	2	40
Total Quarter Units Required		15	150	6	120

## Certificate of Achievement in Medical Massage Therapy (III) (260 hours)

Course No.	Course Name	Theory		Practical	
		Units	Hours	Units	Hours
MMTM 401	Microbiology	3	30		
MMTM 402	Complementary Therapy	3	30		
MMTM 403	Muscle Testing and Therapy	2	20	1	20
MMTM 404	Physical Examination	2	20	1	20
MMTM 405	Pregnancy and Infant Massage	2	20	2	40
MMTM 406	Therapeutic Exercise	2	20	2	40
Total Quarter Units Required		14	140	6	120

## **ADMISSIONS AND GENERAL INFORMATION**

### **Admission Requirements**

Admission requirements for Aceport College and the programs offered are:

- 1) At least 18 years of age
- 2) Completed application and submitted application fee
- 3) Driver License or Passport
- 4) Official High School transcript, a certified copy of a high school diploma or a certified copy of a GED certificate (If the student does not have any of the listed, the student will be tested accordingly).
- 5) Complete a personal interview with the administrative staff to assess academic and financial capabilities, as well as goals

Aceport College reserves the right to refuse admission to any applicant who does not meet the college's established criteria for admission.

### **Admission Procedures**

Listed below are the requirements and procedures that the College has established for admission to the College.

- 1) Students are required to visit the College Office prior to enrollment to obtain a clear understanding of the College, view the facilities and equipment and meet with staff and instructors.
- 2) All applicants are required to complete an application form and engage in a personal interview with an Admissions Advisor.
- 3) All applicants must take and pass a standardized entrance exam or participate in the College's Professional Readiness Program.
- 4) All applicants must complete an enrollment agreement.
- 5) All applicants must pay a non-refundable application fee upon enrollment.
- 6) Applicants enrolling in the College who have a misdemeanor conviction should be aware that they may not meet applicable licensure or certification requirements and may not be able to secure employment in the field. Certain misdemeanor convictions may prevent a student from successfully completing the desired program due to the inability to place students on externship or clinical sites; therefore, in these instances, the College reserves the right to deny admission. Be sure to discuss licensing eligibility concerns and the effects of a criminal background on your program goals with your Admissions Advisor, in consultation with Chief Academic Officer.

**Requirements for Ability-to-Benefit Students**

Non-high school graduates have the ability to enter the program by having their ability-to-benefit from the training offered assessed by taking an entrance exam. The school currently utilizes the Wonderlic Basic Skills Test both VS-1(Verbal) and QS-1(quantitative). The test is administered online by the test publisher and the results are sent to the school administrator. The minimum passing score is 200 for the verbal section and 210 for the quantitative section.

**Language Proficiency**

All classes are conducted in English; students must have a working knowledge of the English language. English is the only language used for educational purposes at Aceport College. Aceport College does not provide English as a second language(ESL) class. For applicants whose English is a second language, verification of high school graduation or the successful completion of the Wonderlic Exam will serve to demonstrate that the applicant is proficient in comprehending the English language.

**Previous Education**

A student applying for transfer credit in any program must submit official transcripts from an accredited and approved institution to the College for review prior to the beginning of the program. Copies of course descriptions, college catalogs, and course syllabi may also be required for evaluation purposes. Medical Massage Therapy Program requires residency of 70 percent. The residency requirement may be waived based upon the acceptance of transfer credit under an approved articulation agreement with another institution.

For the Massage Therapy programs, recognition of credits earned at another postsecondary institution is limited to no more than 250 clock hours. Credit is only transferrable from a CAMTC approved program.

**Transferability of Credits****NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.**

The transferability of credits you earn at Aceport College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Certificate of Achievement in Medical Massage Therapy (I)(II)(III) is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain

that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Aceport College to determine if your credits or certificate will transfer.

### Grading

Grades are given for each course that a student is officially enrolled in, and are written on the student's permanent record at the end of each quarter. A copy of the permanent record is the transcript. A student's academic achievement is reported in terms of grade point average (GPA).

Grades are recorded for each phase of study as follows:

Letter Grade	Description	Grading Point(Percentage Grading)
A+	Excellent	4.0(95 - 100%)
A	Excellent	3.5(90-94%)
B+	Good	3.0(85 - 89%)
B	Good	2.5(80 - 84%)
C+	Average	2.0(75 - 79%)
C	Average	1.5(70 -74%)
D	Below Average	1.0(60 - 69%)
F	Fail/Unsatisfactory	0.0(below 59)
W	Withdraw	-
P	Pass (for practicum / elective courses)	-
T	Transfer Credit	-
CR	Credit	-
NC	No Credit	-
SP	Satisfactory Progress	-
I	Incomplete	-
AU	Audit	-
T	Transfer	-

A failed test may be retaken another day to obtain a passing score (C or better).



**Attendance Policy**

All students enrolled in any of the courses at Aceport College are expected to be in every class on time for their own academic improvement. Since classroom and internship credit will be given only for instruction under the supervision of a certified instructor at an approved location, it is important to arrive before the beginning of the scheduled class or lab/practicum time. More than three unexcused absences per class will result in an academic consultation with an academic dean or a staff member. Make-up work for the student may be arranged by the instructor. Any student anticipating absence for one week or longer must request a formal leave of absence in writing. Two leave of absences are allowed during any course length. Leave of absence is not computed in the time frame for the course. Any student failing to attend classes without such written notice may have his/her enrollment agreement terminated. Tardiness is disruptive to a good learning environment and is discouraged. Tardiness without legitimate reason on three occasions in one class will be considered as an unexcused absence. The attendance policy may vary depending on the professor and his or her curriculum.

**Academic Regulations**

Individual academic progress is evaluated at least two times throughout each quarter. By the first term, those students who perform unsatisfactory academic achievement will be notified and may be placed on academic probation. All students are responsible to arrange time for make-up hours, tests, and other assignments in order to obtain a satisfactory progress report. If the course is not completed by the end of the extended period, the student will be dismissed with a grade of "F". Progress reports will be issued on a monthly basis, indicating the reporting period, academic performance, absences, and tardiness.

**Graduation Requirements**

In order to receive a diploma, students must complete a program that they are enrolled in with a minimum required Grade Point Average (GPA) of 2.0.

**Transcript & Records**

A file with copies of records, reports, and grades will be compiled for each applicant enrolled in any of the program at Aceport College. Copies of transcripts are available at the administrative office upon request. To release copies of records to a third person, written consent from the student is required. All requests for transcripts and records must be made to administration with a nominal administrative fee. Students are advised and cautioned that state law requires this educational institution to maintain school and student records for period of five years. Student information is unavailable to anyone without proper request/release from the student or a court order.

In case of a school closure, a designated custodian or records will keep the copies securely

**Student Record Retention**

The College will maintain student records for each student, whether or not the student completes the educational program, for a period ending five years after the date of the student's graduation, withdrawal, or termination (with the exception of students who cancel their program). Student transcripts will be maintained indefinitely. The student records shall be retrievable by student name and shall contain all of the following applicable information:

- Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the College;
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- Copies of all tests given to the student before admission; records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation;
- A transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student;
- A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent;
- Copies of any official advisory notices or warnings regarding the student's progress; and
- Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint.

- The College shall maintain records of student attendance.

The College believes that the cost of education is primarily the responsibility of students and their families. A staff of well-qualified financial aid officers is available to all students to assist in financial advising and applying for aid through financial assistance programs.

### **Financial Information**

Students are expected to pay all fees, expenses, and tuition on time. All payments must be done prior to the course completion and before students receive a degree, certificate, transcript, or any other written evidence of attendance. Payment may be made in various ways such as through cash, personal check, money order, or cashier's check.

If the account is not paid in full within 30 days of the end of the contract period, legal action may be taken. Currently, Aceport College is not participating in any federal or state financial aid programs. Aceport College collects all tuition and other fees from a student before he or she starts the course. However, for those who cannot pay the entire amount in full can request the Deferred Payment Plan; students may defer tuition payments over the course of the student's tenure at Aceport College. Application for the Deferred Payment Plan must be completed at the time of registration. Students may use personal, business checks or cash.

**Schedule of Fee**

Tuition per program(Certificate Level)	\$	3,000
Application Fee(one-time, non-refundable)	\$	200
Registration Fee per quarter(non-refundable)	\$	50
Readmission Fee(non-refundable)	\$	100
Late Registration Fee(if applicable)	\$	50
Graduation Fee	\$	300
Certification Fee	\$	100
Student ID Card Fee	\$	20
Transcript Fee	\$	50
Returned checks Fee	\$	30
Estimated Cost of Books and Materials(per quarters)	\$	300
STRF Fee (non-refundable)	\$	0.50 per thousand of tuition

**Estimated Total Charges for Certificate of Achievement in Medical Massage Therapy(550Hours)**

Application Fee(one-time, non-refundable)	\$	200
Registration Fee(non-refundable, 2quarters)	\$	100
Tuition Fee(2quarters)	\$	6,000
STRF Fee (non-refundable)	\$	0.50 per thousand of tuition
<b>Total</b>	<b>\$</b>	<b>6,303.00</b>

**Estimated Total Charges****for Certificate of Achievement in Advanced Medical Massage Therapy(810Hours)**

Application Fee(one-time, non-refundable)	\$	200
Registration Fee(non-refundable, 3quarters)	\$	150
Tuition Fee(3quarters)	\$	9,000
STRF Fee (non-refundable)	\$	0.50 per thousand of tuition
<b>Total</b>	<b>\$</b>	<b>9,354.50</b>

**Hygiene, Dress Code, and Draping Policies**

Aceptort College does not have any dress code for students, but individual instructor may require specific attire for the respective course. Nonetheless, comfortable clothes and shoes are recommended in class.

## **ADMINISTRATIVE POLICIES**

### **Probation and Dismissal Policies**

Aceport College reserves the right to suspend any student's education temporarily or to terminate a student for such reasons including: non-payment of tuition, failure to abide by Aceport College rules, policies, and procedures at the discretion of the director. Reasons for probation or dismissal include the use of alcohol or drugs on school premises, creating violence or bodily threats to other students or staff members, theft, cheating, or any disruptive behavior that potentially causes a safety hazard. If at any time a student or faculty member solves the problem with another student or faculty member, this may be grounds for unlawful action. According to the return policy, each student will still be obligated to pay the amount of tuition and fees due whether the termination of enrollment is voluntary or involuntary. If any student is willing to appeal, he/she may do so within three (3) days of the termination through written request to the school director, providing supplementary documentation. The administrative officers will decide reinstatement in 10 days after reviewing the documents.

### **Withdraw Policy**

Withdrawal occurs when the student submits the request to Aceport College that he/she wishes to cancel the enrollment contract after the cancellation period. Withdrawal must be submitted in writing and received by Aceport College. Students willing to withdraw entirely from Aceport College must notify the Registrar's Office with a Complete Withdrawal form. The Registrar will process the request of withdrawal and update the student's record by the date. The withdrawing student must settle his or her financial account by the date of withdrawal.

If notice of cancellation is made prior to or on the first day of instruction, a refund of the full amount will be given. This does not include the non-refundable registration fee of \$50 and STRF fee. All notification of cancellations and requests for a refund are required to be in writing. A form for withdrawal cancellation shall be requested from the business office and submitted in person or mailed to:

Business Office  
1661 N. Raymond Ave., #145  
Anaheim, CA 92801

**Add/Drop Fee Charged**

All courses added after the period of registration for the term are subject to include additional fees. Students may drop a course with no charge if it is processed prior to or at the first session of the course. A drop fee will be added for the courses dropped after the first session.

**Refund Policy**

Students have the right to a full refund of all expenses and other refundable charges if he/she wants to discontinue courses at Acept College through attendance at the first class session, or the seventh day after enrollment, whichever is later. In addition, the student may withdraw from a course after the classes start and receive a pro-rated refund for any unused portion of the tuition and other refundable charges, only if the student has completed 60% or less of the instruction.

Students will not be given a refund after this time. Also, Acept College will not refund money collected for sending to a third party on the student's behalf such as license or application fees. If Acept College cancels or discontinues any program that was supposed to be offered, Acept College will make a full refund of all charges to students; however, students whose entire tuition and fees are paid by a third party organization are not eligible for a refund, and the remaining balance will be sent back to the third party organization. A refund will be made if the amount that a student paid is greater than the amount that he/she owed for the time attended. On the other hand, the student will have to make arrangements for the payment of the balance that is due if the amount that a student owes is greater than the amount he/she has already paid. Acept College will pay credit refunds within 30 days following the date upon which the student's withdrawal or cancellation has been processed.

If the student has received federal student financial aid funds, the student is responsible for a refund not paid from federal student financial aid program funds. If the student obtains a loan to pay for school-related charges, the student has the responsibility to repay the full amount of the loan including interest and any other additional charges.

The student shall return books, materials and supplies to Acept College within 30 days following the date of cancellation or withdrawal. If the student fails to return the books, supplies or other materials, in a good condition that allows the items to re-sell as new within the 30 day period. Acept College may deduct the documents for the refund that may be due to the student. Once a student pays for the materials, he/she may keep them without further obligation.

**Notice to students who use loans to pay for courses**

if a student obtains a loan to pay for an educational program, the student will have to repay-the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

### Notice to students who default on federal or state loan

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

### **Student's Right to Cancel**

Students who are officially registered at Aceport College have the right to cancel and obtain a refund of charges paid through attendance on the first class session or the seventh day after enrollment, whichever is later. To cancel the contract previously bounded by the school, a student must mail or deliver a signed and dated copy of his/her written cancellation notice. It must be sent to Aceport College at the address written on the front page of this catalog, no later than midnight of the date that is the first business day following: (a) the first day session or the seventh day after enrollment, whichever is later, (b) the students receipt of the Notice of Cancellation or (c) the students receipt of the Enrollment Contract and other required disclosures, whichever is later. Cancellation notice must be mailed to Aceport College, and must be postmarked and properly addressed in order to be valid.

### **Leave of Absence Policy**

- Students with certain circumstances may apply for permission to take a leave of absence from attending classes. A leave of absence is usually approved only due to the military, medical, or health-related issues.
- Leave of absence may be given only the beginning of the terms, and do not exceed 90 consecutive days.
- Students whose leave of absence has expired must attend courses following the expiration date of the leave of absence. Otherwise they will suffer the loss of benefits from the approved leave of absence and become subject to the violation of Aceport College Admission Policy.
- If students with an approved petition for a leave of absence return to the class before the expiration date of the leave of absence, the approved petition will automatically expire on the start date of the course.

**STUDENT TUITION RECOVERY FUND (STRF)**

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 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 noncollection 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 Grievance**

From time to time, school policies are interpreted differently among students, faculty, and/or the administration. Therefore, we urge both students and staff members to prioritize communication regarding any problems that directly involve individual(s). If the problem cannot be resolved in this manner, the Director of Aceport College needs to be contacted; in general, the informal "discussion" regarding the problems will resolve the problem. If the complaint cannot be resolved even after undergoing the institution's grievance procedure, the student may file a problem with the appropriate state agency and/or the Bureau for Private Postsecondary Education. The student may contact the Bureau for further details.

### **Student Record Retention**

Aceport College shall maintain records regarding student information including name, address, e-mail address, telephone number, and transcript for minimum of five years. Aceport College also updates its Google Drive second to a USB to permanently retain transcripts.

## **STUDENT SERVICES**

### **Academic Advising**

To enhance and maintain student satisfaction with his or her overall educational experience, academic advisors are available for one-to-one counseling sessions. This offer will be a great guidance to students who want to pursue a successful academic achievement, and an adequate preparation for the future. The office of the academic dean and academic advisors will oversee the overall progress of each student and provide advices to help students with basic graduation or program requirements. In addition, personal advising is also available upon appointment.

### **Distance Education**

Aceport College does not provide distance education at this time.

### **Tutoring Services**

Students will be able to seek for additional academic support through tutoring services at Aceport College. This peer-tutoring service will help both tutor and students to acquire knowledge and maintain the grades that they are aiming for. Tutoring services will be available in a quarterly basis.

### **Student Organizations**

Aceport College promotes a diverse campus climate and offers various student organizations on campus. Diverse student organizations and their student-centered activities will inspire a cultural, social, and academic integration on campus as well as the enhancement of individuals' leadership skills.

### **Student Housing/Accommodation**

Aceport College does not have dormitory facilities under its control at this time. While the institution has no responsibilities to find or assist a student in finding housing, related resources may be provided upon request. Usually students can find their accommodation near the school as several apartment complexes are facilitated around the campus. The range of estimated costs for a studio is \$600-800, for a one-bedroom apartment is \$1,000-1,300 and for a two-bedroom apartment is \$1,600-1,800

### **Placement Services**

Aceport College does not provide placement services at this time.

### **Library and Learning Resources**

Aceport College Library offers vast amount of learning resources, including printed books, journals, periodicals, and magazines, for students, faculty, and staff members. The library is designed to support students to acquire academic and informational needs and to fulfill their course and program requirements. Through frequently updated resources, students will have an opportunity for successful research, discovery, and practice. The librarian will manage and overall operation of the library and assist students with any issues regarding the access to the library resources.

Library hours are weekdays from 9am to 6pm; the library is closed on Saturday and Sunday.

During these hours, students are able to check out the books. At the library, students have access to various resources arranged with the individual identification number. A type of resources, a subject, a subdivision of the subject, and an author' s name compose this identification number.

### **Facilities and Equipment**

The school only has a main campus at this time. This school is located at 1661 N. Raymond Ave., #145 Anaheim, CA 92801, and includes approximately 800 square feet of campus. The school contains one classroom that can accommodate 16 students. The classroom is equipped with desks, chairs, and white boards. The library provides students access to various learning resources. It contains 3 bookshelves that can hold approximately 200 printed resources including books, journals, magazines, and periodicals. The CEO/CAO Office provides the Chief Executive Officer and Chief Academic Officer private space to work his duties. The rest of the space contains the administration office.

### **Web-Site Information**

Information about Aceport College can be found on the following website address:  
[www.aceportcollege.com](http://www.aceportcollege.com).

The students may view and download information about the college at anytime.

(1) The school catalog.

==> <http://aceportcollege.org/school-catalog/>

(2) A School Performance Fact Sheet for each educational program offered by the institution.

==> <http://aceportcollege.org/school-performance-fact-sheet/>

(3) Student brochures offered by the institution.

==> <http://aceportcollege.org/school-catalog-2/>

(4) A link to the bureau' s Internet Web site.

==> <http://aceportcollege.org/approval-disclosure-statement/>

(5) The institution' s most recent annual report submitted to the bureau.

==> <http://aceportcollege.org/annual-report/>

## **FACULTY**

### **Faculty Employment**

Faculty members are recruited as needed. Job announcements will be made on several job posting websites. Successful candidates are invited for an interview.

### **Staff and Faculty Meetings**

Staff and faculty meetings will be scheduled by department chairs. All invited staff and faculty members are obliged to attend. Attendance and minutes of each meeting are recorded and kept in file. Excessive absences of staff and/or faculty members will be managed by respective department chair.

### **Faculty Training and Evaluation**

Aceport College aims to provide the finest education possible to students. As a vocational college, Aceport College ensures faculty members' excellent knowledge in both theories and practices in massage. Thus, Aceport College focuses on comprehensive review in school community. Faculty evaluation will be made by peer members and students at the end of each academic term.

### **Curriculum Development**

Faculty members at Aceport College are obliged to review and update curriculum of each courses on a regular basis.

Based on the evaluation results from both students and instructors, faculty members will discuss about the needs in modifying curriculum at the end of each academic year. Any changes will be made upon approval of the Chief Academic Officer.

## Faculty Members

### Neung Mo Lee

M.B.A. in Master of Business Administration at American Heritage University of Southern California(AHUSC)

B.S. in Civil Engineer at SungKyunkwan University, South Korea

### Chul Hahn

O.M.D. IN ORIENTAL MEDICINE at South Baylo University

M.S.O.M. in Master of Sceience in Acupuncture and Oriental Medicine at South Baylo University

B.A. in Holistic Science at South Baylo University

B.A. in Chemical Engineering at Ajou University, South Korea

### Byung Soo Choi

M.S. in Oriental Medicine at Samra University of Oriental Medicine

B.A, in Business at Samyook University, Korea

### Chunyi Jiang

M.S. in Oriental Medicine at Kingston University

B.S. in Clinical Medicine at Beijing Capital Medical University, China

B.S. in Acupuncture & Chinese Orthopedics & Massage & Herbals at Tianjin Traditional Chiness Medical College, China

### Danny Dokeun Kim

Ph.D. in Oriental Medicine at American Liverty University

M.S. in Oriental Medicine & Acupuncture at Dongguk Royal University

A.S. in Physical Therapy Technician and X-Ray Limited at American College of Medical Technology

### Jin Deok Park

M.S. in Oriental Medicine at Stanton University

M.M.C., Publishing and Magazine at Chung-Ang University, South Korea

B.S., Housing and Interior Design at Yonsei University, South Korea

**COURSE DESCRIPTION****GEC 601 Business & Ethics (Theory 3Units/30Hours)**

This course introduces students to a wide range of important moral and social problems that philosophers have found especially interesting. The instruction will be emphasized in these ways: exploration of all the positions which can be taken on these issues, and evaluation of the arguments which can be given for those positions. Topics covered in this course include general moral theories, abortion, euthanasia, capital punishment, warfare, gender and sexuality issues, political and economic issues, and the moral status of the natural world.

**MMTM 101 Fundamental of Medical Massage Therapy (Theory 3Units/30Hours)**

This course introduces students to the language of medicine. Through the knowledge of medical terms, the students can make use of proper terminology within a working medical environment. Students will learn the history of massage, the development of massage in the United States, and the various massage techniques. The different types of contraindication will be discussed.

**MMTM 102 Healthcare & Hygiene (Theory 3Units/30Hours)**

This is an introduction to the concepts, terminology, and methodology of industrial hygiene. Students who wish to pursue a Master's degree in industrial hygiene, complete an occupational health certificate, or those who need a basic understanding of industrial hygiene for other health fields can benefit from this course. Students will also learn the guidelines and regulations provided by HIPPA and OSHA.

**MMTM 103 Healthcare Management & Contraindications (Theory 3Units/30Hours)**

This course contains advertising, marketing, and the different strategies of business promotion. Students will learn basic marketing skills and strategies along with the policies and procedures recognized by the NCBTMB and CAMTC. The students will learn how to develop a business plan and identify the opportunities in hospital settings and as healthcare providers. Another objective of this course is the different types of contraindication. The students will learn the indications and contraindications for massage.

**MMTM 201 Musculoskeletal Systemic of Anatomy & Physiology (Theory 4Units/40Hours)**

This course provides students with an overall understanding of the musculoskeletal system. It is an introduction to joints, muscle tissue, connective tissue, nervous innervations and other features of the musculoskeletal system. The students will obtain an extensive knowledge of the medical terminology.

**MMTM 202 Internal Systemic of Anatomy & Physiology (Theory 3Units/30Hours)**

This course contains a more in-depth understanding of the musculoskeletal system. Students will explore the functions of organs and organ systems, associated joint structures and muscular attachments. Students will gain hands-on experience on how to locate, palpate, and define the various muscles and anatomical landmarks.

**MMTM 203 Hand & Foot of Reflexology (Theory 2Units/20Hours, Practical 2Units/40Hours)**

This is an introduction of basic history, theory, and practice of reflexology. Students will learn about the history of massage therapy and the various methods and types of massages. The students will also practice techniques that help relax, improve circulation, and promote a state of well-being in their clients. This course is designed to help students to perform a full reflexology session with the correct tools and techniques.

**MMTM 204 Pathophysiology 1 (Theory 3Units/30Hours)**

This course is designed to introduce the students to the basic concepts in pathophysiological processes. The students will gain an overall understanding of the process of diseases and the effects on the body's functions. The common disorders of each organ system and the indications and contraindications for massage will be discussed.

**MMTM 205 Pathophysiology 2 (Theory 3Units/30Hours)**

This course helps students have a detailed understanding of pathophysiology. The effects of stress on psychoneuroimmunological responses are examined thoroughly. Alterations in cutaneous and soft tissue are studied based on the viewpoint of the massage therapist.

**MMTM 301 Swedish Massage 1 (Theory 2Units/20Hours, Practical 2Units/40Hours)**

This course is made to acquaint the beginners with the scope and nature of Massage Therapy. It is designed to assist the students to acquire a conceptual framework for practice based on a critical thinking model. Theory is practiced in concurrent laboratory settings. The students will practice each of the manipulations. The therapeutic effects of massage will be examined.

**MMTM 302 Swedish Massage 2 (Theory 2Units/20Hours, Practical 2Units/40Hours)**

This course continues the development of knowledge, skills and attitudes necessary for practice. The students will apply previously learned massage techniques to situations where adaptations are necessary due to time, positioning or client presentation. Facial assessment and stretching will be introduced as well as Remedial Exercise and Kinesiology. This course specifically focuses on the analysis of orthopedic testing and the application of treatment of pathophysiological process of the musculoskeletal system studied concurrently.

**MMTM 303 Introduction to Kinesiology (Theory 2Units/20Hours, Practical 2Units/40Hours)**

Through this course, basic concepts from kinesiology will be explored with emphasis on the understanding of efficient movement. By use of a critical thinking approach, students will assess wide range of motion and muscle strength and isolate those areas that are in need of mediation. This introductory course is designed to acquaint the students with the theory and assessment necessary to prescribe remedial exercises. Stretching, resistance, balance, and core stabilization principles are described and practiced as well as theoretical and practical instruction on performing joint mobilizations. Indications and contraindications for these types of exercises are discussed.

**MMTM 304 Introduction to Acupressure (Theory 2Units/20Hours, Clinical 2Units/40Hours)**

This course is an introduction to the history, theory, and principles of the practice of acupressure. Students will learn the basic concepts of acupuncture points and locations. The applications of acupressure therapy, and the contraindications will be discussed. The therapeutic effects of acupressure will be examined.

**MMTM 401 Microbiology (3Units/30Hours)**

In this course, the student will learn about classification and identification characteristics of the different micro-organisms (bacteria, viruses, fungi and parasites). Emphasis will be on microbial disease mechanisms and their clinical manifestations. The student will also be able to describe the infectious processes that require emergent care. The functions of the immune system and selected immunological disorders will be discussed.



**MMTM 402 Complementary Therapy (3Units/30Hours)**

This course will introduce the student to the study of complementary and alternative therapies (CAM). The purpose of this course is to help you understand the nature and practice of various alternative therapies, analyze research available to demonstrate the effectiveness of these therapies, and to identify the trends and issues related to the use of complementary and alternative (CAM) therapies. After completing this course, you should be able to evaluate the risks and benefits of using particular CAM therapies. The student will examine the principles, practices, and outcomes of select alternative healing and complementary therapies. The influences of diverse cultural groups, from both the West and East, are examined in relationship to healing practices.

**MMTM 403 Muscle Testing and Therapy( Theory 2Units/20Hours, Clinical 1Units/20Hours)**

This course will train massage therapists to test muscle strength in many of the most common problem causing trunk and extremity muscles. Massage therapists will also be trained to recognize muscle spasticity through muscle testing as well as posture and movement observation. Massage therapists will also learn to recognize the more common entrapment syndromes. The massage therapist will further trained to correct the above problems using massage therapy techniques and methods. This laboratory and lecture course focuses on soft tissue procedures which are complementary to the massage therapy. Emphasis in lab is placed on skills development and application of assessment and treatment procedures. The lecture series focuses on the history and scientific basis for the soft tissue technique that are taught.

**MMTM 404 Physical Examination(Theorly 2Units/20Hours, Clinical 1Units/20Hours)**

This is a clinical skills course with the main emphasis on examination of the human body. Physical Diagnosis is the most fundamental of diagnostic techniques. After an introduction to diagnosis and clinical history taking, the course covers the basic principles and procedures used in physical examination, including inspection, palpation, percussion and instrumentation of the various body systems. The student will learn to select examination procedures that correlate with the patient' s history, perform those procedures, use appropriate physical examination techniques, and integrate the findings with the patient' s historical data. This course introduces the student to the etiology, pathogenesis, and morphological changes of diseases of the neuromusculoskeletal system.

**MMTM 405 Pregnancy and Infant Massage (Theory 2Units/20Hours, Clinical 2Units/40Hours)**

This course examines pregnancy from conception to birth, and how massage therapist can be a tremendous benefit for both the mother and her unborn baby. This course continues the development of knowledge, skills, and attitudes necessary for practice. The student will apply massage techniques previously learned to situations where adaptations are necessary due to time, positioning or client presentation. Theory of normal growth and development will be introduced and specific adaptations will be examined as applied to selected life stages.

**MMTM 406 Therapeutic Exercise (Theory 2Units/20Hours, Clinical 2Units/40Hours)**

This course is a study of basic theories and therapeutic application of exercise. Emphasis is given to the principles of therapeutic exercise and in the appropriate use of related equipment. Students will apply basic neuroanatomy and theoretical concepts related to therapeutic exercise and identify treatment interventions and special tests associated with specific orthopedic conditions.

**SELF MONITORING PROCEDURES(CCR § 71760)**

The Aceport College shall develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division.

Note: Authority cited: Sections 94803 and 94885, Education Code. Reference: Sections 94823.5, 94893, 94894, 94895 and 94896, Education Code.

1. Lectures are attended by students, instructor.
2. The Custodian Record takes all the written information and files those documents into the individual student's files.
3. Test Scores are entered into the student's files.
4. Files are stored in a locked filing cabinet in the Personnel Departments office.
5. The instructor receives all information, written and verbal on each student.
6. Maintain communication with the BPPE and CAMTC to maintain compliance.
7. Faculty shall show evidence of a current California professional license or certification.
8. Faculty meetings attended by Instructor for quality assessment and improvement of program policies and procedures.
9. Board meetings are held twice a year for board members to discuss general school functions and resolve any problems.
10. The COO and the Custodian Record uses the Graduation Follow-Up Survey Form to check the employment status of graduate students.
11. Student tuition recovery fund announcements.
12. Participate in Webinar and Conference Call information sessions with the BPPE and CAMTC.
13. Subscribe for "Alerts" to receive Bureau Proposed Regulation Notices and Annual Fee by e-mail;
  - o <https://www.bppe.ca.gov/webapps/subscribe.php>
  - o [https://www.bppe.ca.gov/webapps/annual\\_fee.php](https://www.bppe.ca.gov/webapps/annual_fee.php)