



California College of Physical Arts, Inc.

Massage and Bodywork

**CAMTC Approved
#SCH0121
COMTA Accredited**

2022 Student Catalogue

Effective: 01/01/21 – 12/31/21

HUNTINGTON BEACH CAMPUS
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APPROVAL DISCLOSURE STATEMENT

The California College of Physical Arts, Inc., d.b.a. CalCopa Massage School, is a private institution, located at 18582 Beach Blvd., Suite #11, Huntington Beach, CA 92648, and was granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California education code.



The Bureau's approval means that the institution and its operations comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions.

Institutional approval must be re-approved every five years and is subject to continuing review.

As a leading educator in the field, we aim to provide cutting-edge massage therapy training for both new and experienced professionals. CalCopa Massage School is accredited by **COMTA** (Commission on Massage Therapy Accreditation).



The following course titles are approved by COMTA and the state of California:

MASSAGE PRACTITIONER	600 HOURS
MYOTHERAPIST	800 HOURS

Additionally, programs approved for the training of Veterans and Eligible persons under the provisions of Title 38, United States Code.

HOLISTIC HEALTH PRACTITIONER	1000 HOURS
MASSAGE INSTRUCTOR (Must complete HHP)	600 Hours

CalCopa is also approved from the California Department of Rehabilitation and WIA Cal Jobs.

A student enrolled in a program of 600 hours or more at CalCopa is eligible to be certified by the California Massage Therapy Council.

Catalogs may be requested via phone, email, or accessed via our website www.calcopa.com. A catalog may also be obtained at the school's administration office.

CalCopa Massage School
18582 Beach Blvd, Suite 11
Huntington Beach CA 92648
714-964-7744

Instruction is in residence with facility occupancy, accommodating 60 students at any one time.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying that fact.

Prospective enrollees are encouraged to visit the facilities at the school and to discuss personal educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreements

STATE OF CALIFORNIA

STUDENT TUITION RECOVERY FUND STATEMENT (STRF)

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
8. 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.
9. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Authority cited: Title 5. *California Code of Regulations*. Division 7.5, section 76120.

FOR FURTHER INFORMATION OR NEED FOR APPLICATION

Contact:

Bureau for Private Postsecondary Education (BPPE)
PO Box 980818
West Sacramento, CA 95798-0818

Or visit:

<http://www.bppe.ca.gov/applications/strf.pdf>

HISTORY OF THE COLLEGE



California College of Physical Arts, Inc., d.b.a. CalCopa Massage School, was established in 1980 to provide comprehensive instruction in the art and sciences of therapeutic and relaxation massage. The school originally opened in Huntington Beach with 100-hour, 200 hour and Massage Instructor training courses. As we celebrate our 40-year anniversary, we are proud of how CalCopa has grown to include the Massage Practitioner Program, Myotherapist, Holistic Health Practitioner and Massage Instructor Programs, as well as a variety of advanced courses as well and specialized modalities.

The faculty is composed of professional and highly competent staff members, many of whom are actively involved with the professional massage organizations. They have a variety of experiences in the massage field and are constantly updating their training in the massage industry to further benefit our students. The faculty is also involved in working toward the improvement of laws and legislation for massage therapists in Orange County and surrounding areas, as well as on state and national levels.

LOCATION

All classes are held at our Huntington Beach campus location:

18582 BEACH BLVD, SUITES 11 – 14
HUNTINGTON BEACH CA 92648
(In the Town & Country Center)

The facilities consist of 5,000 square feet of classrooms, labs, clinic rooms, shower accommodations and Administration/faculty offices. There is ample parking and bus stops located nearby.

The facility is in compliance with all federal, state and local ordinances to insure a safe and healthy environment. CalCopa provides massage tables to be used by the students during lab hours and educational aids such as; skeletons, anatomical charts, PowerPoint Presentations, dry-erase boards and video equipment are utilized to enhance learning. Multiple bulletin boards located throughout the campus keep students informed of current events in the massage therapy field and developments concerning massage. Each student will need to provide his/her own supplies including comfortable clothing, linens and oils, etc. (list located on page 24).

Each prospective student is encouraged to visit the school prior to enrollment and to discuss educational and career goals with our advisors. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
PO Box 980818
West Sacramento, CA 95798-0818
<http://www.bppe.ca.gov/>
916-431-6959

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 (888) 370-7589 or by completing a complaint form which can be obtained on the bureau's Internet website:
<http://www.bppe.ca.gov/>

MISSION AND OBJECTIVES

OUR MISSION:



California College of Physical Arts, Inc. exists to provide our students with the finest progressive education possible: (i) through the effective delivery of adult learning theories, (ii) through quality demonstrations by experienced therapists and (iii) with supervised hands-on practice, so they may become knowledgeable, professional and ethical in a successful massage therapy career.

OBJECTIVES:

- Contribute to the health and wellbeing of our society by providing opportunities for our students to participate in public, not-for-profit events that encourage community service.
- Continually update our knowledge of current legislation and to work toward the improvement of laws to promote the highest competency and ethical practices in the field of massage therapy.
- Offer continuing education to our instructors from reputable sources so their teaching skills and expertise will grow and mature to prepare them for the challenges of a diverse student body.
- Continually participate with massage organizations such as ABMP and AMTA to stay informed in our knowledge of the field of massage therapy.
- Provide massage therapy to athletes in local sporting events as a service to the community and as an opportunity for practical experience.
- Provide massage therapy to special organizations throughout the community as a way of promoting holistic health care, while at the same time exposing our students to various clients.

ADMISSION REQUIREMENTS

Applicants must be at least 18 years of age with a high school diploma or federally approved G.E.D. to be eligible for enrollment. Applicants must demonstrate verbal and written comprehension in the English language and must possess proficient skills in composition and speaking. Classes are taught in English only; classes are not taught in any other languages. This institution does not provide English-As-A-Second language (ESL) education. CalCopa will provide a written language comprehension test to assess language proficiency if requested. While CalCopa is pleased to accept students from other countries; we do not provide assistance with Visa services.

CalCopa provides individual evaluations for applicants with significant handicaps or limitations. Occasionally, we have rehabilitation students and in this scenario the admissions personnel work with the counselor and applicant to establish the individuals' abilities and goals. In special cases, a medical release from the applicant's physician may be necessary.

Class size is kept to a maximum of twelve (12) students to enable greater individual attention. CalCopa admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities

generally accorded or made available to students at the school. It does not discriminate on the basis of age, color, disability, gender, national and ethnic origin, race, religion, or sexual orientation in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Each student will have a photograph taken during the first week of class. This will be used for transcripts. No transcripts and/or certificates will be issued without photos. These photos are put on the official transcripts that are issued to the student at the completion of each package. In addition, the following items are required at time of enrollment: California driver's license or other comparable form of picture I.D. and two names with phone numbers and addresses for personal references.

ELECTIVES AND WORKSHOPS

Electives and workshops are offered in specialized areas of instruction and for continuing education. Monthly emails are sent to those interested in upcoming electives and workshop schedules. (If you would like to be included in the monthly distribution, please send your email address to info@calcopamassageschool.com.) All electives and workshops **must to be paid in full** two weeks prior to the course beginning. Unless otherwise indicated, all electives can be used toward continuing education licensing requirements as well as to enhance your current techniques and routine. Descriptions of these courses start on page 40.

CURRICULUM

All written course material will be distributed via DropBox for student access. You must provide a valid email address to receive the necessary files. If you are unfamiliar with DropBox, please seek assistance from the Director, or Executive Director. Each DropBox will include a file indicating what files must be printed and which are optional. You may request to have the files printed by the school for a \$25 fee per class.

PROGRAM COURSE TITLES ARE AS FOLLOWS:

PROGRAM TITLE	CLOCK HOURS*
MESSAGE TECHNICAN (Full-time, 1 month; Part-time, 2 months) <i>Not approved by CA BPPE nor qualifies for financial aid as a stand-alone program</i>	100
MESSAGE PRACTITIONER (Full-time, 6 months; Part-time, 12 months)	600
MYOTHERAPIST (Full-time, 8 – 10 months; Part-time, 16 – 20 months)	800
HOLISTIC HEALTH PRACTITIONER (Full-time, 8 – 10 months; Part-time, 16 – 20 months)	1000
MESSAGE INSTRUCTOR (Must complete HHP prior to enrollment) (Full-time, 6 months; Part-time, 12 months)	600

**Clock Hours are defined as 50 minutes of class time and a 10-minute break.*

California Law AB1147 changed the educational requirements for massage permits in California. Applicants for certification as a Certified Massage Therapist ("CMT") must have 500 hours of education from an approved school and have passed the Massage and Bodywork Licensing Examination (MBLEx).

All cities are required to accept state certificates, but a student may choose courses as necessary to meet city and county licensing requirements. Therapists can elect to either get a state permit or opt for a city license. Contact the city police department or city hall to determine the exact licensing requirements for your city of employment. Please note, most cities in Southern California have eliminated city permits.

CalCopa strongly recommends that students enroll in courses 600 hours or longer to:

- Keep your certification current with escalating local and national standards.
- Have a competitive edge.
- Offer a larger variety of techniques and styles to your potential clients.
- Be trained in Professional Business Practices.
- Receive additional training in chosen electives.

Upon completion of courses, students will be prepared to enter the massage job market in the following fields: chiropractic, convalescent hospitals, geriatric facilities, corporate chair massage, health spas, sports medicine, relaxation, stress management, hospitals, physical therapy, private practice, beauty salons, hotels and more.

According to CAMTC regulations:

4611. (a) It is an unfair business practice for a person to do any of the following:

- (1) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the council pursuant to this chapter.
- (2) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

(b) In addition to any other available remedies, engaging in any of the prohibited behaviors described in subdivision (a) constitutes unfair competition under Section 17200.

***For more information, visit 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 section 4600 et. Seq.

A student or any member of the public with questions that have not be satisfactorily answered by the school, or who would like to file a complaint about this school may contact the California Massage Therapy Council at:

California Massage Therapy Council
One Capitol Mass
Suite 320
Sacramento, CA 95815
www.camtc.org
Phone: 916-669-5336
Fax: 916-669-5337

RECOMMENDED PROGRAM CLASSES

Practitioner – 600 Hours		Myotherapist – 800 Hours		HHP – 1000 Hours	
<i>Qualifies for CAMTC Permit</i>		<i>Meets Several State Requirements</i>		<i>Not Approved by CA BPPE</i>	
Course	HRS	Course	HRS	Course	HRS
Technician	100	Technician	100	Technician	100
Therapist I	100	Therapist I	100	Therapist I	100
Therapist II	100	Therapist II	100	Therapist II	100
Sports & Medical	100	Sports & Medical	100	Sports & Medical	100
Advanced Curriculum	25	Advanced Curriculum	25	Advanced Curriculum	25
Business Practices Practicum	25	Business Practices Practicum	25	Business Practices Practicum	25
Self-Care for Massage Therapist	50	Self-Care for MT	50	Self-Care for MT	50
Includes 1 of the following:		Acupressure or Shiatsu	100	Acupressure or Shiatsu	100
Acupressure or Shiatsu	100	200 Hours from the Following:		400 Hours from the following:	
		Acupressure	100	Includes all Classes from the Myotherapist.	
		Compassionate Touch	50	Craniosacral Therapy	50
		Lymphatic Drainage I	50	Lymphatic Drainage II	50
		Orthopedic Massage	50	Research Project	50
		Shiatsu I	50	Thai Floor Massage	50
		Shiatsu II	50	Aromatherapy I	25
		Chair Massage	25	Aromatherapy II	25
		Deep Tissue in Chiropractic Setting	25	Auricolotherapy (Ear Reflexology)	25
		Foot Reflexology	25	Barefoot Compression	25
		Hot Stone Massage	25	Canine Acupressure	25
		Pregnancy Massage	25	Canine Massage	25
		Spa Services I	25	Chakra Balancing with Color and Sound	25
		Reiki I	15	Crystals	25
		Ethics	10	Hand Reflexology	25
				Lomi Lomi I	25
				Lomi Lomi II	25
				Spa Services II	25
				Thai on th Table	25
				Tuina	25
				Reiki III	15
				Reiki II	10

Classes may be substituted for Myotherapist and Holistic Health Practitioner with permission of Executive Director, or Director.

PROGRAM DESCRIPTIONS

Massage Technician – 100 Hours

(This course is not approved by California Bureau of Private Postsecondary Education as a stand-alone program)

Prerequisite: None

Course Description: This is an introductory course designed to produce a qualified technician who has a basic understanding of anatomy and physiology, contraindications to massage, and an understanding of the benefits of massage to the systems of the body. This is a required course for all massage programs.

Course Learning Objectives: Upon completion of this course, a student will:

- Understand and explain the history of massage
- Identify each physiological system of the body and its function
- Explain the seven major massage strokes and their purpose
- List benefits and contraindications of massage
- Identify and name six to eight muscles of each part of the body
- Demonstrate a basic Swedish full-body massage using the major strokes

Total Number of Instructional Hours and Credits: Upon successful completion of this course, students will receive credit for 100 Class Hours. Class breakdown is as follows:

- LECTURE AND DEMO – 45 Hours
This class is an introductory course which gives the student a basic understanding of anatomy, physiology, history, theory, as well as the practice and ethics of massage. Swedish massage is the primary technique presented.
- LAB – 55 Hours, PRACTICAL APPLICATIONS
Lab setting will be established per class at the discretion of the administration.
- CLINIC – OPTIONAL
Includes supervised hands-on practice of Swedish Massage techniques. (After completing 75% of lab hours, with permission of instructor, students can be scheduled for our student clinic.)

REQUIRED TEXTBOOKS AND SUPPLIES:

- *Theory and Practice of Therapeutic Massage (5th or 6th Edition)* – By Mark F. Beck
- *Trail Guide to the Body, 6th Edition* – by Andrew Biel
- *The Ethics of Touch: The Hands-on Practitioner's Guide to Creating a Professional, Safe and Enduring Practice, 2nd Edition* – by Cherie Sohnen-Moe and Ben E. Benjamin (ISBN-13: 978-1882908424)
- Holster and 8-ounce bottle of Massage Oil
- Twin-size Sets of Sheets

Course Completion: To successfully complete the Massage Technician Certification, students must pass 3 Weekly Tests and a Written Final with a minimum score of 80% accuracy and submit the completed homework packet. The student will also demonstrate the Massage routine within the allotted time frame using the proper draping, body mechanics and hand positions with a minimum score of 90%. They must have an attendance of 90% of credit hours.

100 hours Massage Technician Training Program: \$1,235.00

Massage Practitioner – 600 Hours

(Qualifies for CAMTC Massage Therapist Certification)

Course Objectives: This program is designed to train therapist with a strong knowledge in the areas of anatomy and physiology and prepare the therapist to take the *Massage and Bodywork Licensing Exam*, (MBLE_x) to meet CAMTC voluntary certification requirements.

There is an increased emphasis on; pathology, kinesiology, formula massage, deep transverse friction,



Myofascial Release, stretching, client assessment and treatment protocol. Additional classes include Sports & Medical Massage which provides deeper understanding to body maintenance techniques as well as an introduction to Oncology Massage.

Students are introduced to Asian modalities with either Acupressure or Shiatsu classes. Since there is no prerequisite for either class, they may be taken at any time during the program. The last 100 hours prepare students for success in the industry by focusing on test taking skills, business skills and self-care.

Course Completion:

To successfully complete the Massage Practitioner Certification, students must pass all quizzes and tests with a minimum score of 80% accuracy and submit completed homework packets for each class. The student will also demonstrate the Massage routines associated with each class within the allotted time frame using the proper draping, body mechanics and hand positions with a minimum score of 90%. They must have an attendance of 90% of credit hours. Students must also complete a total of 30 hours in the Student Clinic and participate in (1) one community event. Note: VA students are exempt for the community event requirement.

Courses Required for Graduation from this Program:

Massage Technician	100 Hours
Massage Therapist I	100 Hours
Massage Therapist II	100 Hours
Sports & Medical Massage	100 Hours
Acupressure or Shiatsu	100 Hours
Business Practices Practicum	25 Hours
Advanced Curriculum	25 Hours
Self-Care for Massage Therapists	50 Hours
Clinics (Progressively Longer Shifts)	30 Hours
Clinic hours are inclusive in other course hours	
Total Hours:	600 Hours

Massage Therapist I – 100 Hours (Part two)

Prerequisite – Massage Technician (100 Hours) See description on page

Course Objectives: To increase student knowledge in the areas of anatomy and physiology and prepare for the first levels of professional massage using varieties of massage techniques. There is an increased emphasis on physiology and pathology to assist the student with higher level courses.

- Lecture and Demo – 55 Hours
This course includes a broader and more specialized training in anatomy, physiology, massage ethics, and an introduction to deep tissue with trigger point treatments. More advanced massage techniques will be presented, as well as introductions to other systems of massage and bodywork.
- Lab - 40 Hours Practical Applications
Lab includes supervised hands-on practice of advanced Swedish Massage Techniques (In class and in our on-campus Student Clinic.)
- Clinic (5 or More Hours)
The student will be scheduled one-hour shifts.

ADDITIONAL REQUIRED TEXTBOOKS AND SUPPLIES:

- Holster and 8-ounce bottle of Massage Oil

Massage Therapist II – 100 Hours (Part Three)

Prerequisite – Massage Technician and Massage Therapist I Classes (200 Hours Total)

Course Objectives: To provide advanced knowledge in anatomy, an introduction to kinesiology, and several advanced massage techniques such as "Formula Massage, Deep Transverse Friction, Myofascial Release, Stretching, Client Assessment and Treatment Protocol (Therapeutic Deep Tissue.)

- Lecture and Demo - 55 Hours
Advanced training in anatomy, physiology, theory, professionalism, joint movement and PNF Stretching, Formula Massage, S.O.A.P. Documentation, injury care, an introduction to holistic theory, Résumé Writing and Interviewing Skills.
- Lab- 40 Hours
Practical applications supervised hands-on practice of advanced Swedish massage techniques (job interviews, in class and in our on-campus student clinic).
- CLINIC (5 HOURS)
The student will be schedule for two-hour shifts.

ADDITIONAL REQUIRED TEXTBOOKS:

- None

Sports & Medical Massage Training – 100 Hours

Prerequisite – Massage Technician



Course Objectives: To provide the student with basic training in the area of Sports Massage and provide the students with academic and practical training to enhance his/her work with various health care professionals.

- SPORT LECTURE AND DEMO - 55 HOURS
This course includes the study of Pre- and Post-Event Massage, Training Massage, and Injury Care. This course also focuses on the special needs of clients with various pathologies, including cancer. The student will incorporate techniques taught in all the classes the student attended prior to this level.
- LAB - 40 HOURS PRACTICAL APPLICATIONS
Instruction is given for Athletic Training Massage, Curative Massage and Medical Massage. It also includes Pre and Post-Event techniques, anatomy and injury cases.
- PARTICIPATION IN SCHEDULED SPORTING EVENTS, AS AVAILABLE
The student must participate in at least one outside, community event.
 - Attendance of an outside documented and supervised community service event is required, as these events are available and as directed by the Administration.
 - CalCopa provides sports massages throughout the year at several different events: Some of the annual events include:



- *Swim with Mike* – at University of Southern California (USC) Aquatics Complex
- *Seal Beach 5/10K Run* – Seal Beach
- *Angel City Games* – at University of California Los Angeles (UCLA) Drake Field
- *Best Buddies Bike Ride* – at Hearst Castle Ranch in San Simeon
- *SPMS Regional Short Course Championships* – Brenda Villa Aquatics, City of Commerce

Note: All training, including community service events, for students receiving *veterans' benefits* will be conducted on campus. Any student receiving VA Assistance is waived of this requirement.

Acupressure or Shiatsu - 100 HOURS

Prerequisite – None

Course Objectives: This is an introductory course designed to enable the Massage Therapist to incorporate basic Acupressure techniques during the massage. This class introduces the student to the 12 Major Meridians and Extraordinary Meridians, The Five Elements and the Yin/Yang theories. It also includes basic acupressure attunements and how to address specific ailments the Therapist might encounter with their clients.

- LECTURE AND DEMO - 55 HOURS
This course includes the study of the history of Acupressure, the theory of Yin and Yang, the Meridians, the 5 Elements and the Types of Chi.
- LAB - 45 HOURS PRACTICAL APPLICATIONS
Instruction is given in "Opening the Four-Gates," tonifying and/or sedating chi, Amma Chair treatments, Ear Acupoints, Cupping, and Gua Sha.

ADDITIONAL REQUIRED TEXTBOOKS:

- *The Tao Of Pooh* – by Benjamin Hoff (ISBN: 0525244581)
- *The Web That Has No Weaver* – by Ted Kaptchuk, OMD (ISBN: 0809228408) - Optional

Business Practices Practicum - 25 HOURS

Prerequisite – None



This course helps prepare the student for a successful career as Massage Therapist. It focuses on techniques used by many successful businesspeople and adapts the techniques to work in the massage environment.

- BUSINESS PRACTICES & MARKETING LECTURE AND DEMO - 20 Hours
This course focuses on skills not only important for a successful business, but also for a successful life. It includes the techniques used for starting a business, planning techniques, budgeting, understanding of ownership options, and taxes.
- LAB - 5 Hours PRACTICAL APPLICATIONS
The class will work together to create a business plan, establish a pre-operational time-line and a business budget. Solo work will include running the CalCopa student clinic for one week.

ADDITIONAL REQUIRED TEXTBOOKS:

- *Business Mastery 4th Edition* – by Cherie Sohnen-Moe (ISBN: 978-0962126574) - Optional

Advanced Curriculum – 25 HOURS

Prerequisite – Massage Therapist (300 Hours)

This course is designed to refresh and reassure students of their education in human anatomy, physiology, kinesiology, clinical pathology, massage therapy and bodywork theory, assessments, and application, as well as professional standards, ethics and business practices to prepare a student to take the MBLEx for licensing purposes.



ADDITIONAL REQUIRED TEXTBOOKS:

- *Review for Therapeutic Massage and Bodywork Exams*, by Joseph Ashton and Duke Cassels (ISBN: 978- 1605477121) - Optional

Self-Care for Massage Therapists – 50 HOURS

Prerequisite – Massage Therapist (300 Hours)

This class focuses on the specific needs of Massage Therapists to ensure longevity within the field. It covers the special dietary needs of busy therapists, proper body mechanics, unusual ethical circumstances, proper customer service practices and exploring each student’s long-term life goals and how to reach them. Additionally, students will be required to receive a massage from a local Reflexology location.

ADDITIONAL REQUIRED TEXTBOOKS:

- None

600 Hour Massage Practitioner Training Program: \$8,100.00

Myotherapist – 800 Hours

Course Objectives: The flexibility of these 800 hours of training gives the therapist the ability to explore different modalities associated with their massage training, while still being able to take the National Certification test and any city testing that requires the minimum of 800 hours. To obtain certification as a Myotherapist, the student needs to have satisfactorily completed the following courses:

Courses Required for Graduation from this Program:

Massage Technician	100 Hours
Massage Therapist I	100 Hours
Massage Therapist II	100 Hours
Sports & Medical Massage	100 Hours
Acupressure or Shiatsu	100 Hours
Business Practices Practicum	25 Hours
Advanced Curriculum	25 Hours
Self-Care for Massage Therapists	50 Hours

Select 200 hours from the following: See descriptions of the following beginning on page 40.

Acupressure	100 Hours
Compassionate Touch Massage	50 Hours
Lymphatic Drainage I	50 Hours
Orthopedic Massage	50 Hours
Shiatsu I	50 Hours
Shiatsu II	50 Hours
Chair Massage	25 Hours
Deep Tissue in Chiropractic Setting	25 Hours
Foot Reflexology	25 Hours
Hot Stone Massage	25 Hours
Pregnancy Massage	25 Hours
Spa Services I	25 Hours
Reiki I	15 Hours
Ethics	10 Hours
Total Hours:	800 Hours

Course Completion: To successfully complete the Myotherapist Certification; students must pass all quizzes and tests with a minimum score of 80% accuracy and submit completed homework packets for each class. The student will also demonstrate the Massage routines associated with each class within the allotted time frame using the proper draping, body mechanics and hand positions with a minimum score of 90%. They must have an attendance of 90% of credit hours. Students must also complete a total of 25 hours in the Student Clinic and participate in (1) one community event. Note: VA students are exempt for the community event requirement.

800 hours Myotherapist Training Program: \$11,200.00

Holistic Health Practitioner – 1000 Hours

Course Objectives: To obtain certification with this package the prospective massage therapist has many options to add up their hours required for certification. After completing 500 hours of education and deciding what type of environment you would like to focus, you will be able to select a massage table from *Earthlite™*

(a \$650 value).

We suggest that you begin with our massage practitioner package covering anatomy, kinesiology, physiology, pathology, and a full curriculum of massage protocol including Acupressure and Shiatsu training. Then, you the student, may decide to continue your training focusing on the areas that best suits your interests, such as a spa environment, clinical, or energetic/ Asian focus. Or you may decide to be an eclectic therapist. Just talk with any one of our registrar/counseling staff with any questions you might have regarding any of these programs.



Courses Required for Graduation from this Program:

Massage Technician		100 Hours
Massage Therapist I		100 Hours
Massage Therapist II		100 Hours
Sports & Medical Massage		100 Hours
Acupressure or Shiatsu		100 Hours
Business Practices Practicum		25 Hours
Advanced Curriculum		25 Hours
Self-Care for Massage Therapists		50 Hours

Select 400 hours from the Myotherapist list and from the following: Descriptions begin on page 40.

Cranial Sacral Therapy	50
Lymphatic Drainage II	50
Research Project	50
Thai Floor Massage	50
Aromatherapy I	25
Aromatherapy II	25
Auriculotherapy (Ear Reflexology)	25
Barefoot Compression	25
Canine Acupressure	25
Canine Massage	25
Chair Massage	25
Chakra Balancing with Color and Sound	25

Crystals	25
Hand Reflexology	25
Hot Stone Massage	25
Lomi Lomi I	25
Lomi Lomi II	25
Spa Services II	25
Thai on the Table	25
Tuina	25
Cupping and Guasha	15
Reiki II	10
Reiki III	15

Program packages must be completed in the order offered by the school and may be changed only with the approval of the school administration. Failure to continue in the sequence of classes will result in termination of contract. If either party cancels a contract, the student will forfeit any discount and must pay the hourly rate for hours attended to date and for any future classes.

Class substitutions may be made only with permission of the Dean of Teachers or the Director.

Course Completion: To successfully complete the Holistic Health Practitioner Certification; students must pass all quizzes and tests with a minimum score of 80% accuracy and submit completed homework packets for each class. The student will also demonstrate the Massage routines associated with each class within the allotted time frame using the proper draping, body mechanics and hand positions with a minimum score of 90%.

They must have an attendance of 90% of credit hours.

Students must also complete a total of 30 hours in the Student Clinic and participate in (1) one community event. Note: VA students are exempt for the community event requirement.

1000 hours Holistic Health Practitioner Training Program: \$15,000.00

Massage Instructor – 600 Hours

Prerequisite: Holistic Health Practitioner and permission from Dean of Teachers, or School Director

Course description: This is a 6 – 12 months program. The program is a combination of review of core material for a more detailed understanding of anatomy, physiology, kinesiology and pathology of the body; as well as adult learning principles, lesson plan development and classroom procedures. The student will work directly with the Dean to determine the direction best suited for a career in teaching massage therapy.

600 hours Massage Instructor Training: \$8,750.00 + Licensing and Exam Fees

FEES AND PAYMENT OPTIONS

Here at California College of Physical Arts, Inc. we offer two ways that a student may complete the hours of Massage training they wish to receive. First, they are welcome to sign a contract for each individual course level. The fees for this would be \$1600.00 per one hundred hours (100hrs) of training and this allows them the option to take a break between course levels. The other option that we recommend to all students looking at their massage training as a new career is to sign up for one of the packages we offer. By doing their classes in this manner they are saving money and they will know their training will be complete within a scheduled time frame.

For example, if we compare two students that sign up for 600 hours total, the student that pays \$1600 for each of the courses would be paying \$9,600.00, whereas the student that signs up for a 600-hour package of training would be paying \$8,100.00 for the same education.

It is the policy of CalCopa that all fees, expenses and tuition be paid in a timely manner and in full prior to the course completion and before issuance of a certificate, transcript or any other written evidence of attendance. Payments can be made by with cash, personal checks, Visa, MasterCard and Discover card, as well as money order or cashier's check.

Payment – Courses (1) One-Month or Less

A student enrolling in a course of one month or less must pay the registration and at least one-half the first month tuition at the time of enrollment.

Payment – Courses Longer than (1) One Month

A student enrolling in a course longer than one month may choose to pay in installments. A down payment of the registration and ABMP membership must be paid at the time of enrollment. Additional fees and the balance remaining will be made in scheduled installments over the duration of enrollment. At the time of enrollment, a payment plan will be reviewed and written into the contract.

If the student does not have the down payment of at least ½ of the first month's tuition at the time of enrollment, the payment must be made on the first day of class. There will be no exceptions to this policy. If the student does not have the first ½ of tuition on that day, they will be sent to get the necessary funds for payment. Only when this payment has been made, and the student has a written receipt, can they enter their classes.

Delinquency of a scheduled payment will result in a reminder notice. If the student does not honor the

contract agreement for payment, a second notice will be given within five days of the contract agreement date of payments. If the student still has a delinquent payment, they will not be allowed to return to class. After the second notice, a ten-dollar late fee will be charged. If the scheduled payment is missed by more than 30 days, a finance charge will be assessed.

Failure to keep current with the scheduled payments may also result in termination of contract and removal of the student from any current classes they may be attending.

Students need to be advised that any discount in the pricing of a complete package is only applicable with the initial signing of program contract. Any further discounts on re-enrollment are subject to the approval of the administration office.

If a student terminates a contract for a program of 300 hours or more there will be a \$35.00 cancellation fee and all funds will need to be paid in full before any transcripts will be released to the student or employer.

CalCopa is not approved to offer federal or state financial aid. 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. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

PAYMENT OPTIONS

If a student cannot pay all of the tuition at the time of registration, payment plans are available. A down payment of at least half of the first month tuition must be paid at the time of enrollment plus any registration fees and the balance remaining will be made in scheduled installments over the duration of enrollment. At the time of enrollment, a payment plan will be reviewed and written into the contract. But if the student is unable to pay at least half of the first month’s tuition at the time of enrollment then the payment must be made on the first day of classes without exceptions. If the student can come up with the necessary funds and with the approval of the admission’s office then, and only then, will s/he be allowed back into classes.

Our school is also approved for the training of veterans and eligible persons entitled to educational benefits according to Title 38, United States Code. If a student obtains VA funding to pay for a program and withdrawals after 60% of the program has occurred, the student may be required by the VA to repay any forfeited tuition.

FEE STRUCTURE

Registration Fee: (Non-Refundable)	\$150.00
Materials Fee: See each program for Materials Fees	Optional
Veterans Registration Fee: (Non-Refundable)	\$150.00
Associated Bodywork & Massage Professionals (ABMP) Student Liability Coverage	\$65.00
Student Tuition Recovery Fund (STRF) \$0.50/\$1000.00	\$4.00
Total Registration	\$215.00
Veteran’s Total Registration	\$215.00

INDIVIDUAL COURSE TRAINING COSTS

10 Hours	\$160.00
25 Hours	\$400.00
40 Hours	\$640.00
50 Hours	\$800.00
100 Hours	\$1,600.00

ADDITIONAL COSTS FOR SUPPLIES

Students will receive copies of the Student Guides and additional Written Material for each class (100-Hour block) through DropBox™ or Google Docs. Students are required to have a written copy of the material, (the preferred method) or a downloaded copy on a tablet, or laptop. Smartphones are not acceptable. If the student prefers, a copy will be provided for you for \$25 for each class individually, or a total of \$125 for the Massage Practitioner Program.

Additional Supplies include a minimum of (3) twin-size sets of sheets, which includes a fitted sheet, flat-sheet and pillowcase and a twin-sized blanket. Costs should not exceed \$60. We recommend using linens from home whenever possible.

A CalCopa T-shirt, holster, bottle, and oil will be provided to students the first day of Massage Technician class as part of your registration package. Refills and/or replacements will be the responsibility of the student.

MASSAGE TRAINING PACKAGE FEES

Each package of hours has a one-time only discount applied.

MASSAGE PRACTITIONER – 600 Hours \$8,100.00
Optional Materials Fee: \$150
(Qualification for CAMTC Massage Therapist Certification)

MYOTHERAPIST – 800 Hours \$11,200.00
Optional Materials Fee: (\$200 - \$300)
(Qualification for National Board Certification)

HOLISTIC HEALTH PRACTITIONER – 1000 Hours \$15,000.00
Optional Materials Fee: Varies

MASSAGE INSTRUCTOR* – 600 Hours \$8,700.00
(Must complete Holistic Health Practitioner Prior)

EXAMPLE: The cost for the Massage Practitioner Package

		Veterans
Tuition	\$8,100.00	\$8,100.00
Registration Fee (Non-Refundable)	\$150.00	\$150.00
ABMP Registration (Non-Refundable)	\$65.00	\$65.00
Optional Materials Fee	\$150.00	\$150.00
Student Tuition Recover Fund (STRF) \$.50/\$1000	\$4.00	NA
Total	\$8,469.00	\$8,465.00

- *With any contract, the student must keep current with payments, or termination of contract will result.*

TRANSCRIPTS

Student records are kept secure and at any time, transcripts can be requested during regular office hours. Each student is eligible to request their official transcripts after completing all the requirements necessary for each level of training or class that they have paid for in full. The first request and set issued of original official transcripts or official copies for the national testing are free of charge. Any additional copies, for city licensing or duplicate sets for your personal use, require a set fee listed below.

Duplicate Transcripts (Each)	\$25
Duplicate Certificate (Each)	\$25
Duplicate Set of Transcripts and Certificates	\$25

To be certified as a Massage Therapist (CMT) by the California Massage Therapy Council (CAMTC), the following must be submitted directly to CAMTC:

- Completed application
- Successfully pass the *MBLEX* exam
- Application fee (Current fee is \$200 for a 2-year certification)
- (2) Two passport size photos
- Live scan fingerprints
- Transcripts for a minimum of 500 Hours (Sent directly by your school)

From CAMTC:

NOTICE TO CAMTC APPLICANTS

On September 19, 2018, the Governor signed SB 1480 into law. Among other things, this bill changes the Massage Therapy Act so that starting on January 1, 2019, through December 31, 2022, passage of a CAMTC approved exam will not be required for CAMTC Certification.

CAMTC’s Law related to unfair business practices

- (1) 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 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.

COLLEGE POLICIES

1. Each student must be able to speak, read, write, and understand the English language.
2. The student acknowledges receipt of the current catalog, and having read it, and understanding it, agrees to abide by and be bound by its terms. Also, CalCopa will not be responsible for any statement of policy, placement activity, curriculum, or facility that does not appear in the school catalog.
3. Each student must provide, during his/her course a passport size photographs (2" x 2"). These will be taken for the student in the administration office, or by your instructor within your first class. No transcripts and/or certificates will be issued without them. These photos are affixed to the official transcript that is issued at the completion of a course.
4. Each student is required to bring his/her own supplies, such as oil, linens, and comfortable clothing. No mineral oils, witch hazel, or petroleum products allowed. Alcohol is not to be used to clean the massage tables. These items will be reviewed in detail during orientation on the first day of class.
5. General housekeeping, physical hygiene, and personal hygiene are emphasized and strictly enforced. Each student will be required to clean massage tables, furniture, equipment, clean up after themselves etc. (such as emptying the trashcans), just as he/she would at his/her job location.

6. There will be practical instruction during each session attended. **Giving and receiving massages is mandatory** and instructional staff must make physical contact with the students as part of the instructional process. Those receiving massages as models will generally be required to disrobe, and will be at all times covered by conventional, professional massage draping procedures. When working on certain parts of the body, (for example: axillary, gluteus, inguinal, pectoralis, serratus, or adductor areas) occasional unintentional contact with breasts and genitals could occur. It is the intention of CalCopa to make students feel as comfortable as possible. Any student, who may feel uncomfortable for any reason, is encouraged to inform the instructor or director at that time.
7. CalCopa has a zero-tolerance policy of sexual harassment. All students and staff are responsible for creating a learning environment that is free of discrimination and harassment, including sexual harassment. Comments of a sexual nature, use of profanity with sexual inferences, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature can constitute sexual harassment when it infers "quid pro quo" for academic or disciplinary decisions or if it creates an environment that a reasonable person would perceive as intimidating, hostile, or offensive. If, at any time, a student or faculty member compromises another student or faculty member, this will be grounds for dismissal.
8. To ensure a safe environment, CalCopa has a clearly defined and demonstrated procedure for draping fellow classmates during lab and for draping the public in Student Clinic. Students will cover the client (whether it be in class, or clinic) with sheets, towels, and blankets to provide warmth, comfort, and modesty. Genital areas and female breasts are always covered. Students may wear undergarments during lab to feel more secure. Instructors will work individually with any student requiring extra practice with draping skills.
9. The student hereby agrees to hold harmless and indemnify CalCopa, its agents, principles, employees, successors, and assigns from and against any and all claims, debts, cause of action and/or liabilities arising out of or in connection with: 1) the student's enrollment in any CalCopa course; 2) vocational classes, seminars, or workshops held by independent promoters or instructors who may or may not share the same views, theories, philosophies, techniques, etc. as those of the owner and staff at CalCopa; or 3) any and all activities of the student while employed as or acting as a practitioner or massage therapist.
10. In consideration of the student being permitted to participate in student activities and field trips under the assistance of CalCopa, the student and parties executing with the student authorized participation by the student and release CalCopa and parent corporations/affiliates and their respective officers, agents, and employees from any and all responsibility for injury or damage to person or property.
11. The student agrees to abide by the rules and schedules set by CalCopa as outlined in the school catalog; complete all study, classroom lessons, tests, clinics, outside interviews, externships or other assignments required for graduation by the administration or teacher; and attend all classes as set forth by the school catalog and course syllabus.
12. The student agrees to pay tuition and fees when due. The student also agrees that tuition must be paid in full before CalCopa will release any transcript, certificate, or other evidence or course attendance or completion. Any student with a delinquent account will be notified. If a student is not current with their payments at any time during their contract, the student will be unable to continue with their course of study until payments are brought current. If an account is not paid in full within 30 days from the end of the contract period, the account will be considered delinquent, and a late fee charge will be incurred. The delinquent account will be charged a late fee per month, until balance is paid in full. The student's delinquent account may also be turned over to a collection agency for retribution as well as to reflect on the student's credit report.
13. CalCopa reserves the right to discontinue the student's training for unsatisfactory progress, non-payment of tuition or failure to abide by CalCopa rules, policies, or procedures, at the discretion of the director and/or the dean of education.
14. Grounds for dismissal include the use or possession of alcohol or drugs on the premises, fighting or bodily threats to other students or staff members, theft, cheating or any behavior that is deemed disruptive by instructor or may create a safety hazard.
15. Satisfactory academic progress of each student will be reviewed twice during each 100-hour period. Those

students not meeting the standards of satisfactory academic progress as prescribed in the school catalog will be notified in writing.

16. Information concerning (a) post-secondary training completed in another school, (b) previous occupational experience, or (c) other schools which may accept our credits towards their programs, can be obtained by contacting the office of the administrator. It should not be assumed that any previous training or occupational experience can be used toward credit in CalCopa courses or programs, or those courses or programs described in the catalog can be transferred to another institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.
17. The student will be given appropriate credit if, in the sole discretion of CalCopa, such training or experience meets the criteria to measure requirement satisfaction. CalCopa does not guarantee the transferability of credits to any college, university, or institution.
18. The student acknowledges that he/she is aware that some states (other than California) or other entities may require successful completion of further testing or education as a prerequisite for licensing or for the purpose of employment in the field of massage or related field.
19. FREEDOM OF INFORMATION ACT –
In compliance of public law 93-380, section 438 (Buckley amendment), I hereby give my permission to California College of Physical Arts to disclose or send the contents of my personal file, which includes resume, reference checks, and instructor evaluation to employers for their reference. This may be executed without contacting me. I understand the file will be sent only to assist in finding a job.
20. Should any legal action be necessary to enforce or interpret the terms of this agreement or to collect any sums due under this agreement and/or any addendum hereto the prevailing party shall be entitled to recover reasonable attorney fees in addition to any and all other remedies available at law or equity.
21. Students are to inform the administrator and/or instructors if needed, of any existing medical conditions, ailments, or medication prescribed, or over the counter medications/drugs the student is taking or recently taken. This information must be given on the "emergency medical care" form during the time of enrollment.
22. Students acknowledge that there may be breaks in the scheduled core classes due to low enrollment or availability of teachers. The administration will try to schedule core electives in order to allow students to continue with their education until another core class can be scheduled and filled. The school has discretion on scheduling core classes or core electives.
23. Students need to be advised that any discount in the pricing of a complete package is only applicable with the initial signing of program contract.
24. Dress code at CalCopa - students will maintain a professional look and behavior during their hours at CalCopa. Students may wear comfortable clothes but should not wear any article of clothing that is suggestive in any way. The teacher may require you to return home to change if they deem your dress to be inappropriate. This is especially true during the final practical where inappropriate dress may detract from your grade. (See below for more information)

SCHOOL DRESS POLICIES

CalCopa has instilled the following acceptable professional Dress Code Policy as follows:

Attire – Professional and Clean

- | | |
|---------|--|
| Shirts: | Medical scrub tops or collared polo neck with short sleeves only. No midriffs should be exposed, nor should shirts be low cut. |
| Pants: | Medical scrub bottoms, slacks. No jeans, or denim pants. Nothing skintight. Shorts – Knee length. No "Hot pants," nothing skintight. |
| Skirts: | Long skirts below the knee. No Revealing splits, or slits; no miniskirts and nothing skintight. |

- Shoes: Tennis shoes are preferred, or sandals with support. High heels (taller than 1 inch) are not acceptable.
- Colors: No preferences required. This is an opportunity for the student to express his/her own personality. Please keep within professional standards. If you're not sure, you probably shouldn't wear it.
- Undergarments: Therapists must always wear undergarments as part of the professional image. It is up to the client whether to leave undergarments on during a massage or not.

Hair – Clean and Tidy

- Long hair must be pulled away from the face and kept tied up
- Beards and mustaches must be trimmed and neat

Nails – Short and Clean

- Finger and toenails should be well groomed
- Polish should be a light color, or natural tips
- Acrylics are permitted if trimmed to edge of fingers

Jewelry –

- No watches, bangles or bracelets should be worn when giving or receiving a massage
- No rings on fingers
- No long chains around the neck or outside of the collar
- Earrings should be small hoops or studs
- DO NOT BRING/WEAR VALUABLES! CalCopa is not responsible for lost or stolen items.

If the student does not comply with these requirements, they will be sent home to change and could be subjected to a loss of class hours. If the student fails to adhere to these policies, they will be asked to discontinue their training with CalCopa Massage School.

EQUIPMENT AND SUPPLIES

Textbooks and material costs vary with each course. We carry several textbooks in the bookstore. However, many of our students find used books on-line by using the ISBN number to search. Additional costs may occur in the various Continuing Education classes; most of these fees are listed with the descriptions of the courses.

CalCopa provides massage tables for lab and clinics. We also have contracts with several of the leading table manufacturers offering student packages on tables, bolsters, bags, and sheets. Although we encourage our students to practice outside of class, we suggest speaking with an instructor, or administration before purchasing your first table, or massage chair.

Each student is required to supply his/her own massaging equipment, such as:

- Comfortable clothing (described in the dress code policy page 23.)
- A holster
- Writing material
- Massage oils or lotions: no mineral oils, petroleum products, witch hazel, or alcohol
- A complete set of twin sheets (fitted, top and pillowcase). Note: we suggest you have more than one set of sheets available.

The instructor will review this information in detail during orientation on the first day of classes.

LIBRARY AND OTHER LEARNING RESOURCES

In our continued effort to keep faculty, students and alumni informed and knowledgeable, we provide a designated library/reading area in the Student Break Room. In addition to assorted books and reference manuals, we keep the leading Massage and Bodywork periodicals on hand. Students are encouraged to read these each month and are permitted to take additional copies as needed. Internet access is available to all students via secure wireless networking and computer accessibility in the Administration Office.

CREDIT FOR PREVIOUS TRAINING EVALUATION POLICY

This institution will conduct an evaluation of prior education and training for all veterans and eligible persons, grant appropriate credit to shorten the training period proportionally and notify the VA and the student accordingly. Non-VA students will be charged an Evaluation Fee of \$100. If courses are accepted, there will be a charge of \$1 per credit transferred. This fee is not mandated for students using a GI-Bill.

For VA purposes, prior credit reflects the amount of credit for previous education, training, or experience, including military experience that applies to the program of education being pursued or certified and which shortens the program accordingly. You are responsible for providing a copy of your military transcripts at the time of registration. See www.calcopamassage.com/VAStudentreferences for links to archived military transcripts.

All credits granted either from (a) post-secondary training program, (b) previous occupational experience documented, or (c) education from a community college or university all within the last 3 years might be accepted as credits toward your courses. Students may be asked to take and pass a written and practical test as assessed by the Director, Celina Sahagún. If her assessment is not satisfactory, the student may appeal to the school's Executive Director, Michelle Mangano. It should not be assumed that any previous training, or occupational experience can be used toward credit in CalCopa courses, or that courses described in the catalog can be transferred to other institutions.

The student will be given appropriate credit if, in the sole discretion of CalCopa, such training or experience meets both CalCopa and state requirements as stated below:

- a) Pursuant to Business and Professions Code section 4604, CAMTC can only consider transfer hours from CAMTC approved schools. Transcripts shall clearly identify transfer hours, including but not limited to name, CAMTC School Approval Code, address, telephone, and website of other school(s); number of hours transferred; class requirements met by transfer hours; reason(s) for transfer; and attached copy of transcript(s) from other school(s). Transfer hours may not make up more than 50% of the 500 hours required for certification. CAMTC reserves the right, in its sole discretion, to not accept transfer hours.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at California College of Physical Arts is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California College of Physical Arts to determine if your certificate will transfer.

This institution has not entered into an articulation or transfer agreement with any other college or university.

INSTRUCTIONAL SYSTEMS

If a student enrolls initially in the 100-hour technician course, he/she can re-enroll for the 600 to 1000- hour packages. Students will be given credit for the hours completed and then continue through the rest of the new package they have signed up for. Students who re-enroll in another series must be aware that they may have to wait for the next available class within the package that meets their scheduling needs. To continue allowing students to attend courses without interruptions, we may change the order of classes. However, no student will be placed in a class for which they are not prepared. Not all classes will be available every month in all schedules. Students need to keep in contact with the administrative office for updated class schedules.

A student in a contract program (Massage Therapist, Massage Practitioner, Myotherapist, and Holistic Health Practitioner) may not take another class or discontinue the sequence without an excuse accepted by the administration. If the student insists on changing their program or the order of classes their contract may be cancelled. In this instance, the student will forfeit any program discounts and must pay the hourly rate for hours attended to date and for any further classes.

It is the student's responsibility to inform the administration of their intentions to re-enroll so class schedules and availability may be determined. **Re-enrollment must be completed at least two weeks prior to class start dates.**

SCHEDULING

Our full-time, 100-hours courses starts on the first Monday of every month except holidays and continues for four consecutive weeks. A student completes 100 hours every four weeks going full-time.

Our part-time, 100-hour course starts the first Monday of every other month excluding holidays and continues for eight consecutive weeks. A student completes 100 hours every eight weeks going part-time.

Courses less than 100 hours in length fluctuate in calendar length. See elective and workshop descriptions for class length and contact administrative office or our website for schedules.

GRADING

A student must receive the following minimum grade ratings to complete the course:

- 80% score or higher on all quizzes
- 80% score or higher on all weekly exams and written final
- 90% score or higher on practical final
- Any score below 80% is considered a failing score

Failed quizzes and tests are Make-up Quizzes and Tests Procedures:

All students may retake quizzes and tests 24-hours after failing the exam. Students must contact his/her instructor to schedule retakes. Your instructor will inform the office associates which test you are to take. The exam must be taken outside of class hours. Retake times are:

- Monday, Wednesday, Friday (2 pm – 6 pm)

Additional test taking times for full-time students includes Wednesday and Friday clinic/study times: Wednesdays, 12 noon – 2 p.m. and Fridays, 9 a.m. – 2 p.m. (exception: Technician students).

Students who fail the second version of the exam will be required to pay \$20 for the third version of the exam. Students have an option of paying \$30 to take an oral version instead. Arrangements must be made directly with the instructor, or Director.

If a student does not complete all tests required for a level, that student may not move on to the next level and will be put on probation. This probation period will be for one (1) month in the case of a daytime full-time student and two (2) months in the case of part time nights or weekend program student. To be reinstated, a student must contact the Dean of Teachers, or Administration Office to schedule makeup testing, or makeup hours. When the testing or the hours are completed to the school's standards the student will then be allowed to move on to the next level of training. Student would not be eligible to receive VA benefits during the probationary period.

ATTENDANCE

"Attendance time" begins with the scheduled start time of the first class until the date, when the student formally cancels in writing his/her enrollment. If the student is absent from scheduled classes before written cancellation, he will be charged for that time.

Actual attendance time is expressed in terms of clock hours. Classroom and on-campus clinic credit will be allowed only for instruction given under the supervision of a certified or approved instructor at an approved location. Clock hours will be rounded off to the nearest ¼ hour. It is important to arrive on time or before the beginning of the scheduled class or lab period. 90% total attendance is required to graduate from each level program, or class.

- Make-up hours are required if a student falls below the 90% attendance.
- Use of the labs after or before scheduled classes must be approved by the administration **before** the lab work begins. Students will need to sign in and out with the administration office to have their time applied towards make up hours.
- Students will only receive time credit for 15 minutes before or after class without prior approval.

Make-up Hours Procedures:

Students can make up 5 hours only by participating in scheduled classes at the student's current program level or by participating in scheduled sporting events and/or clinic appointments scheduled throughout their enrollment with CalCopa. Additional make-up hours must be completed with an instructor and will be charged **at the tuition rate of \$20/hour**. Make-up hours for VA Students will not be submitted to Veterans Association for payment; the **student will be responsible for the hourly payment**. Arrangements must be approved by the administration **before** the class time begins.

Below is a summary of the Class Completion Hours and Fees for both full-time and part-time attendance:

FT attendance	90+ hours	89.75 – 85 hours	84.75 – 80 hours	Less than 80 hours
PT attendance	88+ hours	87.75 – 83 hours	82.75 – 78 hours	Less than 78 hours
	Successfully completed the course attendance requirement. *	Make-up hours by attendance in the same class. No additional charge required. *	Make-up hours in the same class. 5 hours will be charged at rate of \$20/hour. Total cost: \$100. *	Student must retake the same class before moving on to other classes. There will be no additional charge. This is only allowed once.

* Student will move to the next class in the program if the academic requirements are also met (see *Satisfactory Academic Progress* below).

Any students anticipating an extended leave of absence or lapse in attendance of three weeks or longer **must request in writing** a formal Leave of Absence (LOA). LOAs cannot exceed 60 days, and no more

than one leave of absence is allowed during any course length. Any student failing to attend classes without such written notice will have his/her enrollment agreement terminated. After 60 days, the student must re-enroll and will lose any program discount. The only exception to this will be in the case that no classes were held at that level during that time.

SATISFACTORY ACADEMIC POLICY

Each student must complete his/her course/package within its prescribed and scheduled course length. Each course/package is divided into 100-hour segments. Students will be evaluated at the end of each week of class to ensure they are progressing accordingly.

To successfully complete the class, the following criteria must be met:

- Attendance Hours: Minimum of 90 class hours. Students will meet with the instructor, or the Directors to discuss ways to make-up missing hours.
- Quiz/Test scores must receive an 80% or above and a 90% or above on the Practical Final.
- All additional requirements must be completed, i.e. homework packets, etc.

To progress to the next class in the program, the following criteria must be met:

- Attendance Hours: Minimum of 80 class hours (*we understand that extenuating circumstances occur, permission of the directors may allow some flexibility with this requirement. Discussion must occur prior.*)
- Quiz/Test scores must average a 70% or above.

To help students evaluate their progress and keep on track, instructors will present weekly mandatory evaluations throughout the course. This provides an opportunity to discuss with the instructor any assistance a student requires to succeed. Students will be presented with a Progression Policy agreement at the start of each class outlining these details.

If the student does not complete the required items outlined on the report of unsatisfactory progress, the student will be given an opportunity to retake the course at no extra fee. This will only be permitted one time within the program. This will be a probationary period and provides students an opportunity to complete the required hours and/or tests satisfactorily. If the course is not completed by the end of the probationary period, the student's contract will be terminated, and the student will be expelled.

Incomplete grades are assigned only when a student has not successfully completed a course of study with CalCopa but has met the minimum requirements to progress to the next course. For example: A student has just ended a 100-hour course; has attended 85% of the hours requirement and has received a score of a 78% on two quizzes. The student must meet with the Directors, or Lead Instructor to create a schedule to attend make-up hours and to retake the quizzes. This process will be monitored by the Directors or Lead Instructor to ensure successful completion. Charges for the make-up hours are explained in the Attendance Policy above. See Catalog.

CalCopa reserves the right to discontinue any students training for any violation of the school policies or for late or outstanding balances owed to the school, absences from the class resulting in the student falling behind in their studies, etc.

Veterans and eligible persons are evaluated weekly to determine satisfactory progress. When the grade average, or attendance requirements of a VA student are unsatisfactory (below 80% academic or below 90% attendance), that student will be placed on academic probation. If during the next weeks the student's grades or attendance remains below course completion requirements, the student will have all veteran's benefits discontinued until his/her academic status is restored to good standing.

FINANCIAL ASSISTANCE

To qualify for Financial Assistance, students must maintain Satisfactory Academic Progress (SAP) towards successful completion of the registered program. There are qualitative and quantitative requirements to the SAP.

Qualitative:

- Quizzes and Tests Average of 70%
 - Students must receive a minimum score of 80% on all quizzes to pass a class. In order to progress within the program, students must have an overall quiz and test average of 70%. Any missed quizzes and tests are recorded as a 0.00 value towards the average score.

Quantitative:

- Attendance and Pace
 - The pace of program completion is the quantitative component, which is based on student's attendance.
 - Students must attend 90% of the class to pass a class. In order progress within the program, student must have attended 80% of the scheduled class hours.
 - The maximum timeframe to complete a program is 150% of the scheduled length of program, measured in calendar weeks, as described for each program.

Financial Aid Warning

Each student will receive a mid-class and final class summary for each course in the program. If a student receiving Financial Aid fails to meet the Standard Academic Progress (SAP) by the end of a class, they will be placed on Financial Aid Warning for the next class period. The student will still be eligible to receive FSA funds during this timeframe. However, if the student fails to make satisfactory progress the student will no longer be eligible to receive financial aid unless they successfully appeal and are placed on probation. If the student does not apply or is denied an Academic Progress Appeal (see below), he or she will lose FSA funding and may be expelled.

Return of Title IV Aid

The Conditions Under Which Title IV Program Funds Would Be Required To Be Returned

Federal Regulations may demand that all or a portion of the funds received, be returned to the original aid programs as unearned aid for students who terminate enrollment prior to completing the course of study. Unpaid institutional charges will be the sole responsibility of the student. Delinquent accounts will be turned over to a collection agency. For more information request a copy of the form entitled "Treatment of Title IV Funds When a Student Withdraws" from the financial aid office. No refund can exceed the amount disbursed in that program. If the student does not complete the payment periods relevant to his/her student loan, the portion of the loan attributable to those incomplete payment periods will also be refunded to the bank. This could leave an open tuition balance with the school for which the student is responsible. Please see the catalog for California College of Physical Arts, Inc.'s delinquent payment policy.

Conditions Under Which A Student Would Be Owed A Disbursement of Title IV Program Funds Upon Withdrawal from The Institution

Students have the right to withdraw from school at any time. If the student withdraws from the course of instruction after the cancellation period any refund amount will be determined from the Federal "Return of Title IV Aid".

Determining the Withdrawal Date for A Student Who Withdraws Officially or Unofficially

To determine the date the official withdrawal date, a student shall be deemed to have withdrawn from the program of instruction when any of the following occurs:

- The student notifies the institute of the student’s withdrawal through written documentation
- The school terminates the students’ enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of ten consecutive scheduled class days; and/or failure to meet financial obligations to the school
- Failure to return from leave of absence.

Procedures for The Calculation of The Amount of The Title IV Program Funds That A Student Has Earned Upon Withdrawal

When a recipient of Title IV funds withdraws during their period of enrollment, unearned Title IV funds must be returned to the Title IV programs. The amount of Title IV funds to be returned is determined by subtracting the amount earned from the amount disbursed. The amount earned is calculated by multiplying the percentage of the payment period(s) completed times the Title IV funds that were disbursed and could have been disbursed. The difference between the earned amount and the funds disbursed is the amount to be returned to the Title IV program. There are no Title IV refunds for students who have completed over 60% of the payment period.

Guidelines Pertaining to The Order In Which Title IV Program Funds Must Be Returned

Once the Title IV refund calculation is complete, then the California State refund and ACCET refund calculations are performed. If either result in a refund greater than the Title IV refund calculation, then the larger of the two is refunded to the student.

A return of Title IV funds is distributed in the following order:

- A. Federal Unsubsidized Stafford Loan
- B. Federal Subsidized Stafford Loan
- C. Federal Plus Loan
- D. Federal Pell Grant
- E. Federal Supplemental Opportunity Grant (FSEOG)
- F. Other federal, state, institutional, or private assistance
- G. Student

Guidelines Pertaining to The Time Frame for The Return Of Title IV Program Funds

The withdraw date for Return of Federal Title IV Funds will be based on the last day of attendance, whether an official Withdrawal Notice is provided or not. As per CalCopa’s standard refund policy, funds will be returned within 30 days by one of the following methods:

- Deposit of transfer funds to the school’s federal bank accounts
- Initiate and electronic funds transfer (EFT) to an account belonging to the student
- Initiates an electronic transaction that informs the FFEL lender, or ED, in the case of Direct Loan, to adjust the borrower’s loan account for the refund amount
- Issue a check

Satisfactory Academic Progress Appeals

Students failing to meet SAP requirements have a right to appeal to be placed on probation. The appeal must be submitted in writing to the Director, or Executive Director. It must explain why they failed to make satisfactory progress during the Financial Aid Warning timeframe and state what changes will be implemented to allow the student to successfully meet the SAP requirements moving forward. Acceptable reasons for an Academic Progress Appeal may include student injury or illness, death of a relative, or other special circumstances.

Upon receipt of the written appeal, the Director, or Executive Director will evaluate the student’s progress to determine whether the indicated plans will allow the student to succeed by the end of the next evaluation.

Students granted an appeal must meet the passing rate requirements of 90% attendance and pass all quizzes and tests with an 80% to regain financial aid ability.

GRADUATION REQUIREMENTS

A student will receive a certificate and transcript of completion when all tests, assignments and attendance for the courses have been completed satisfactorily, payment has been made in full, and community service event or clinic time has been accounted for. When the student has completed a program of 600 hours or more, they must request their transcripts and copies for any licensing requirements, MBLEX or National Certification Board for Therapeutic Massage & Bodywork application to be made in the administration office; please allow two weeks for processing.

Any student enrolled in a program of training over the initial 100 hours Massage Technician course, will be required to fulfill 5 or more clinic appointments per every one hundred hours of core class instruction attended. These appointments are made on every Wednesday, Friday of each week (excluding the day of finals) and at least one Saturday a month.

STUDENT CLINIC

CalCopa Massage School offers a student clinic to the public every Wednesday from 12 – 2pm, every Friday 9am – 2pm and alternating Saturdays throughout the month from 9am – 2pm. These massages are offered at a discounted rate of \$40 for a 50-minute full body Swedish massage. (CalCopa alumnae may receive a Clinic Massage at a rate of \$25.)

Every student that enrolls in a program of massage training over the initial 100-hour massage technician course is required to complete 5 or more student clinic massages per every 100 hours of core instructional training with us for a total of 30 clinic hours. There are no exceptions to these requirements allowed. If a student does not meet these requirements, they will receive an incomplete in their course and not be able to receive their certifications or transcripts.

Clinic Schedule:

Wednesdays	12 pm – 2 pm
Fridays	9 am – 2 pm
Alternating Saturdays	9 am – 2 pm

Full-time students are scheduled Wednesdays and Fridays. Part-time and Saturday students are scheduled for the Saturday clinics.

Students will be scheduled for clinics in the 200, 300, 400, Acupressure/Shiatsu Classes and the 600 level courses. Shifts will increase based on the course level. For example: 200-hour students will be scheduled for several one-hour shifts; 300 Hour students will have two-hour shifts scheduled; 400-hour students will have three-hour shifts scheduled; Acupressure students will have four-hour shifts. The 600-hour level will be scheduled a five-hour shift and one four-hour shift including (2) 90-minute massages. The number of shifts scheduled is based on the number of students enrolled.

All full-time students are considered “on call” to cover absenteeism during the clinics. The administration office will make a schedule for all currently enrolled students at the beginning of each month. If at any time the student needs to change their scheduled time, they need to make arrangements with a fellow classmate and then both students need to inform the administration office together to get approval for the schedule change.

The policies and procedures for CalCopa's Student Clinic are as follows:

- No gum chewing, tobacco chewing, or heavy perfumes or colognes, or essential oils allowed in the clinic by the therapist
- Cancellations/No Shows
 - If an appointment cancels or is a "no show" the student/therapist will receive credit for the hour, regardless for the Saturday clinics. Student/therapist must get a substitute client for the Wednesday and Friday clinic days to receive credit.
- TARDINESS
 - If the therapist or client is tardy, the massage will be completed at the scheduled time. The office does notify the clients to be prompt because the massages are booked back-to-back, and the therapist will need time to change their equipment and to be able to give the client their full massage time. Massages may run longer only if the office is notified first and there are no scheduled massages afterwards.
- THERAPIST NO SHOWS
 - In the event a student is not able to keep an appointment, the student must arrange for a substitute therapist to cover their appointment. The student will not make the teacher or administration office cover their massage appointment. On the schedule we will have an alternate student scheduled just in case an appointment needs to be covered that day. But if a student needs to miss their appointment, they need to take on the responsibility of informing the administrative staff, their teacher and their fellow classmates 24 hours prior to their scheduled appointment.
 - If the therapist does not show for appointments or does not contact the administration, their instructor or their fellow classmate, the massage missed will result in the student receiving an absence for their entire class time. And the lack of professionalism on the part of the student will be reported in the student's file and will be considered in recommending the student to future employers or not. The student that does not fulfill the requirements for their course completion will not be issued transcripts or certifications.
- ARRIVAL/SET UP
 - The student/therapist needs to arrive 10-15 minutes prior to their first appointment to review the client's file and prepare the room. If there is another massage in progress when the therapist arrives, they are asked to wait in the administration office until the massage is completed before setting up their rooms.
- SUPPLIES
 - The therapist will need to provide their own linens (sheets, towels and pillowcases), as well as massage lotions and oils in a holster. Massage music is available in the massage rooms or at the front counter, but all therapists are encouraged to bring their own music and ambiance to make the room more their own.
- FINISHED WITH THE MASSAGE
 - When the student/therapist is finished with the massage make sure to clean the tables and bolsters, stools, and counters to make the room presentable for the next massage. All therapists must fill out the client's progress notes after each massage. The client may be asked to do an evaluation on the massage they received and a review of the therapist performance. These evaluations will be available for the therapist to review and will be kept in their student file.
- PROFESSIONAL ATTIRE REQUIREMENTS
 - The therapist must be presentable and professional in their attire when working in the student clinic. Please review what is acceptable and also the section on school dress code.

ACCEPTABLE PROFESSIONAL ATTIRE IS AS FOLLOWS:

Shirts – Medical scrub tops or collared polo neck with short sleeves only

Pants – Medical scrub bottoms, slacks, or knee length shorts

Shoes – Closed toed shoes are required. Tennis shoes are preferred. Flip-flops, sandals, or high heels are not acceptable

Colors – No preferences required. This is an opportunity for the student to express his/her own personality. Please keep within professional standards. If you're not sure, you probably shouldn't wear it.

Hair – Clean and Tidy

- Long hair must be pulled away from the face and kept tied up
- Beards and mustaches must be trimmed and neat
- No hats, caps, or head coverings are permitted

Jewelry –

- No watches, bangles or bracelets should be worn when giving or receiving a massage
- No rings on fingers
- No long chains around the neck or outside of the collar
- Earrings should be small hoops or studs
- DO NOT BRING/WEAR VALUABLES! CalCopa is not responsible for lost/stolen items.

Undergarments – Therapists must wear undergarments always as part of the professional image. It is up to the client whether to leave undergarments on during a massage or not.

If the student does not comply with these requirements, they will be sent home to change and could be subjected to a loss of class hours. If the student continues not to adhere to these policies, they will be asked to discontinue their training with CalCopa Massage School.

FREEDOM OF INFORMATION ACT

Records will be maintained on file for at least five (5) years. A student has the right to access his/her files upon request. If a student wishes to obtain their transcripts and diploma, they need to inform the administrative offices and allow at least 4 weeks for processing the paperwork. When a student is requesting duplicates or replacement copies then a fee of \$25.00 is charged.

Release of Student Information

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy (FERPA) (20 U.S.C. § 1234; 34 CFR Part 99) is a federal law that protects the privacy of education records. FERPA generally gives students:

- The right to review their educational records.
- The right to seek correction of the contents of these records.
- The right to a formal hearing if seeking the correction of these records.
- The right to place a note of explanation in the records if their requested correction was unsuccessful.
- The right to request disclosure of the contents of the records.
- The right to file a complaint with the Department of Education if the Institute fails to comply with FERPA policies.

Family Policy Compliance Office
US Department of Education
400 Maryland Ave, SW
Washington DC 20202

Students who wish to inspect and review their records may do so by setting an appointment with the Administrator, Director, or Executive Director of CalCopa Massage School during regular business hours. An appointment will be made within 5 business days of the request. The review will take place under the supervision of the Administrator, Director, or Executive Director who may assist in explanation of the records. There are no fees associated with reviewing the student's records, but a \$25.00 processing fee will be charged for copies of the documents.

CalCopa will not release educational records or information without the written consent of the student. Legal exceptions may apply as defined by the FERPA guidelines. The Administrator will provide a FERPA release form upon request.

DISMISSAL, SUSPENSION & READMISSION PROCEDURES

CalCopa reserves the right to discontinue the student's training temporarily or terminate the student contract for:

- Unsatisfactory progress
- Non-payment of tuition
- Failure to abide by CalCopa rules, policies or procedures

These are at the discretion of the Director of Administration.

Grounds for Dismissal include:

- The use or possession of alcohol or drugs
- Fighting or bodily threats to other students or staff members
- Theft
- Cheating
- Any behavior that is disruptive
- Any behavior that may create a safety hazard

California College of Physical Arts offers instructional training in therapeutic massage. If, at any time, a student or faculty member compromises another student or faculty member, this may be basis for termination of education.

Whether termination of enrollment is voluntary or involuntary, each student should realize that he/she would remain obligated for tuition and fees due the school based on the refund policy. If any student is terminated and wishes to appeal, he/she may do so in writing within 3 days of the termination to the school director.

COMPLAINT/GRIEVANCE PROCEDURE/APPEAL PROCESS

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. CalCopa maintains an "Open Door" approach to grievances and encourage students to address their concerns with fellow classmates, the staff, or instructors directly. If, however, this is not possible, or has not resolved the concern, here are the steps to follow for any grievances.

CLASSROOM/SCHOOL PERFORMANCE

Summary: Students are encouraged to talk to his/her instructor about any teaching/classroom concerns. CalCopa instructors and Directors are committed to providing a safe learning environment and strive to find assorted teaching methodologies to meet each students' learning style. If the student has discussed his/her concerns directly with the instructor, or does not feel safe to address the issue with the instructor, they should take the following steps:

- Schedule an appointment to speak with the Director

- The Director has office hours on Mondays and Fridays from 9 am – 5 pm
- If student is unable to schedule an appointment on these days, they may send an email to the Director to schedule a phone call. Director’s Email address: celina@calcopamassage.school.com
- The Director will get back to the student within three days of the email.
- Present your concerns to the Director
 - Any specifics that can be backed up with documentation is preferable (but not required)
 - Provide the feedback the student received from his/her instructor
 - The Director will take up-to-two days to meet with the instructor(s) involved and any other associates who may provide valuable information.
 - After 2-days, the Director will type a formal summary of the complaint and what actions may be suggested.

If the student is dissatisfied with the Director’s response, he/she may submit a written complaint for review by the CalCopa Advisory Board.

- Student can send a documentation of the initial complaint, including the Instructor and Director’s response to the Board President at President@calcopamassage.school.com
- The Board President will review the complaint and distribute the information to the Board Members. A written response will be given within 30-days of the submission date.
- Finally, students can contact the California Massage Therapy Council (CAMTC) and/or the California Bureau of Private Postsecondary Education (BPPE) if he/she is not satisfied with the decision of the CalCopa Board. See contact information below.

California Massage Therapy Council
 One Capitol Mass
 Suite 320
 Sacramento, CA 95815
www.camtc.org
 Phone: 916-669-5336
 Fax: 916-669-5337

Bureau for Private Postsecondary
 Education
 P.O. Box 980818
 West Sacramento, CA 95798-0818
 Phone: 916-574-7720
 Fax: 916-574-8650

FINANCIAL/TUITION GRIEVANCES

Summary: At time of registration, students receive a signed copy of the program contract and a payment schedule. A receipt is provided with the date, payment amount and payment method for all payments. Payment reminders are distributed via text, email, or hard-copy reminder each month. Payments are due the first class of the month (unless other arrangements have been made with the Executive Director or Director). If the student believes an error has been made regarding tuition balance, he/she should take the following steps:

- Schedule a time to meet with the Director to review his/her account.
 - The Director is available Mondays and Fridays from 9 am – 6 pm
- Bring copies of payment receipts and copy of program contract
- Director will review the payments with the student

If the student is dissatisfied with the Director’s response, he/she may present the tuition discrepancy to the Executive Director.

- The Executive Director is available Mondays, Wednesdays, and Fridays from 2 – 6 pm
- The Executive Director may also be reached by mobile or text to 714-615-0867
- Bring copies of payment receipts and payment schedule for review
- The Executive Director will review the student’s concerns and provide an answer within 48-hours.

If the student still feels the issue is unresolved, he/she may contact the California Bureau of Private Postsecondary Education (BPPE).

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: 916-574-7720
Fax: 916-574-8650

CANCELLATION (WITHDRAWAL) AND REFUND

BUYER'S RIGHT TO CANCEL –

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first session, or the seventh day after enrollment, whichever is later.

REFUND INFORMATION –

You may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition paid and other refundable charges. Withdrawals after the refund date (first Friday of class) will not be eligible for a refund.

Service Charge: \$10 shall be charged for processing each refund transaction except for those resulting from the cancellation of a class by the college.

To determine your refund, you would deduct a registration fee (\$150.00) from the tuition charge. You would then divide this figure by the number of hours in the program. The quotient is the hourly charge for the program. The amount owed by the student, for the purpose of calculating a refund, is derived by multiplying the total hours attended by the hourly charge for instruction less the amount of the registration fee and the documented cost of any books or equipment that were not returned.

For example, if the student completes only 10 hours of a 50-hour course and paid \$800.00 tuition, and a registration fee of \$150.00, the student receives a refund of \$640.00.

Total Paid by the Student	\$950.00	Veterans \$950.00
Less Registration Fee:	-\$150.00	-\$150.00
Less Tuition Charged (10hrs @ \$16.00)	<u>-\$160.00</u>	<u>-\$160.00</u>
Refund Paid to Student	\$640.00	\$640.00

This is also true of any tuition paid by a third party.

It is the responsibility of the student to officially withdraw from each class in which he/she is enrolled. Student may withdraw from class in the Administration office, by phone or fax with the cancellation form filled out completely.

If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges.

Refunds will be paid within 30-days from cancellation notice or withdrawal date.

MISCELLANEOUS REFUNDS

If the student does not return following a leave of absence, refunds must be made within thirty (30) calendar days from the end of the leave of absence, based on students' last date of attendance.

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, CalCopa will attempt to make a settlement, which is reasonable and fair to both parties.

FINANCIAL STATEMENT

CalCopa has no pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

DISCLAIMERS

CalCopa will not be responsible for any statement of policy, placement activity, curriculum or facility that does not appear in the school catalog.

CalCopa reserves the right to add, subtract or alter any course, dates, sequence, prerequisites, costs, instructors and any training-related matter as dictated by student attendance, instructor availability, or for any other reason, at any time without notice.

The student acknowledges that CalCopa does not guarantee employment. The student also acknowledges that CalCopa, its agents and/or employees, make no representations or warranties that successful completion of any course will make the student eligible for any municipal, county, state or other government license which may be required for employment of any type.

The student acknowledges that he/she is aware that some municipalities, counties, or other entities may require successful completion of further testing as a prerequisite in obtaining a license for the purpose of employment in the field of massage or related fields. CalCopa's programs are non-residential, and the school has no responsibility to find or assist a student in finding housing.

LICENSING AND EMPLOYMENT

According to the Bureau of Labor Statistics, the Standard Occupational Codes (SOC) for Massage Therapists is: 31-9011. With the following description:

Perform therapeutic massage of soft tissue and joints. May assist in the assessment of range of motion and muscle strength or propose client therapy plans. Illustrative examples: Swedish Masseur, Licensed Massage Therapist, Deep Tissue Massage Therapist

The state of California has established a voluntary, state-wide permit for massage. Massage therapists have the option of either applying for the state permit (by successfully completing 500 hours of education and passing the MBLEx exam) or city/county permits. The cities and counties are not uniform in their standards with requirements ranging from 60 to 1000-hours of education for licensing.

Massage Therapists may also choose to become a Nationally Board Certified by the National Certification Board for Therapeutic Massage & Bodywork. As of this time, this new certification standard is on a voluntary basis. However, some massage businesses and/or other states may require National Board Certified for employment. This is considered to be the highest voluntary credential attainable to massage therapists and bodyworkers in the profession today.

CalCopa Massage School works with many businesses to provide quality employment to our graduating students. Current and on-going job postings are sent via *Constant Contact* email distribution to all current students and recent graduates. Students are required to have a proper résumé and cover letter prepared to send to prospective employers. CalCopa instructors and staff will help students submit applications, but we do not guarantee employment.

NATIONAL MASSAGE THERAPY OR BODYWORK ORGANIZATIONS

CalCopa requires its students to become student members of American Bodywork and Massage Professionals (ABMP) and American Massage Therapy Association (AMTA) at time of registration (see registration requirements). CalCopa also recommends that its graduates seek membership in one or more national organizations, such as AMTA, ABMP or International Massage Association (IMA), etc. Benefits include liability insurance, increased professional status in the eyes of the public, ability to network with others, continuing education credits, voice in improving licensing laws, etc.

OTHER STUDENT SERVICES

Other student services provided by CalCopa include guest speakers, optional workshops, and field trips. Arrangements can also be made for individual tutoring, if necessary, as well as accommodations for handicapped students. Please contact our Dean of Teachers to review your specific needs.

CalCopa students participate in community activities such as providing massage therapy at local sporting events and fundraisers.

CalCopa offers a student store on campus in the administrative office. It has massage oils, lotions, stones, crystals, books, study guides and other relevant supplies. Hours for the student store are 9am to 6pm Monday, Wednesday and Friday and 9am to 2pm, Tuesday & Thursday.

The school also offers student massages in the on-campus clinic. Upper level students offer massages to the public on Wednesdays, 12:00pm to 2:00pm and Fridays and selected Saturdays, 9:00am to 2:00pm at the rate of \$40 an hour. If you or anyone else that you know would be interested in receiving a massage, please call the office to schedule an appointment.

ADMINISTRATION OFFICE HOURS:

Monday, Wednesday, Friday	8:00 AM – 6:00 PM
Tuesday & Thursday	8:00 AM – 2:00 PM
Selected Saturdays	8:45 AM – 2:00 PM

If you need to speak with someone from administration outside of these times, please call to make an appointment. Meet with administration for a tour of the school and answers to any questions.

INSTRUCTIONAL HOURS:

Subject to minimum enrollment requirements (6 students) and instructor availability.

100-HOUR FULL-TIME COURSES COMPLETED IN 4 WEEKS:
Monday – Friday 9:00 AM – 2:00 PM

100-HOUR PART-TIME COURSES COMPLETED IN 8 WEEKS:
Monday, Wednesday, Friday 6:00 PM – 10:00 PM

CALCOPA MASSAGE SCHOOL – CAMTC #SCH0121 2022 TENTATIVE CORE CLASS SCHEDULE

<i>FULL TIME SCHEDULE FOR 2022</i>	
<i>Monday – Friday (9 a.m. – 2 p.m.)</i>	
Massage Practitioner Program Dates	
C0122	01/10/2022 – 07/01/2022
C0222	02/07/2022 – 08/26/2022
C0322	03/07/2022 – 09/30/2022
C0422	04/04/2022 – 10/28/2022
C0522	05/02/2022 – 11/25/2022
C0622*	06/06/2022 – 12/23/2022
C0722	07/04/2022 – 02/03/2023
C0822	08/01/2022 – 03/31/2023
C0922	09/05/2022 – 04/28/2023
C1022	10/03/2022 – 05/26/2023
C1122	10/31/2022 – 06/30/2023
C1222	11/28/2022 – 07/28/2023

<i>PART TIME SCHEDULE FOR 2022</i>	
<i>Monday, Wednesday, Friday (6 p.m. – 10 p.m.)</i>	
Massage Practitioner Program Dates	
CP122*	01/10/2022 – 12/23/2022
CP222	03/07/2022 – 03/03/2023
CP322	05/02/2022 – 04/28/2023
CP422	07/04/2022 – 06/30/2023
CP522	09/05/2022 – 09/01/2023
CP622	10/31/2022 – 10/27/2023

* Indicates the last full or part-time class which allows you to complete program before 12/31/22 deadline.

2022 School Breaks

<i>2022 Breaks</i>
January 3 – 9, 2022
May 30 – June 05, 2022
August 29 – September 05, 2022

2022 Holiday Schedule

<i>2022 Holidays (May be subject to change)</i>		
Martin Luther King Day	Monday	January 17, 2022
President’s Day	Monday	February 21, 2022
Memorial Day	Monday	May 30, 2022
Independence Day	Monday	July 4, 2022
Labor Day	Monday	September 5, 2022
Veteran’s Day	Friday	November 11, 2022
Thanksgiving Holiday	Thursday & Friday	November 24 & 25, 2022
Year-End Break	December 24, 2022	January 9, 2023

PROGRAM ELECTIVES DESCRIPTIONS

Electives are offered in 6 to 100-hour increments. Because of the specialization of electives, courses will be taught by a variety of state approved instructors.

A student desiring these courses must coordinate enrollment when courses are offered. (A minimum of six students and/or instructor availability is required before any elective course will begin).

We are now making it mandatory that when signing up for an elective course you must pay for the class in full. Students that have enrolled in a Package Program of hours will need to be current with payments before their name will be placed on the list for students in the classes. This way we are hoping that more of the classes that you want will run.

Policies and Procedures of Regular Core Classes Apply to the Elective Courses.

- New specialty electives will continue to be added
- Schedules are subject to change; current schedules can be found on the CalCopa Google Calendar at the following link: <http://www.calcopamassageschool.com> website. Please contact the administration office to verify dates and times.
- Some classes have material/lab fees. Some fees are paid directly to the teacher; other fees are paid to the school. This will be confirmed at time of enrollment.

FEE STRUCTURE FOR CONTINUING EDUCATION

8hr	\$128.00
10hr	\$160.00
15hr	\$240.00
16hr	\$256.00
20hr	\$320.00
25hr	\$400.00
40hr	\$640.00
50hr	\$800.00
100hr	\$1600.00

Make sure to check our website www.calcopamassageschool.com for the current elective schedule. Or if you are interested in receiving monthly updates of Electives and Program courses running the following month, please contact the school to be added to our distribution list.

Send your email address to info@calcopamassageschool.com. *We do not share your email address with anyone.*

Note:

All Electives have a prerequisite of 300 hours of core curriculum, unless otherwise indicated. 100-Hour classes do not qualify for NCTMB Continuing Education Hours.

ACUPRESSURE (100 Hours) *

TEXTBOOK: *The Tao of Pooh* - by Benjamin Hoff (Required) and *The Web That Has No Weaver* - by Kaptchuk, T. (Optional)

This is an introductory course designed to enable the massage therapist to incorporate some basic acupressure techniques during their massage. Basics to be covered: The 12 major meridians - introduction to the 5 elements and the yin/yang theory, along with a basic acupressure attunement and how to address specific ailments the therapists' clients might be dealing with.

ADVANCED CURRICULUM (25 Hours) *

REQUIRED TEXT: Review for Therapeutic Massage and Bodywork Certification

This class is designed to refresh and reassure students of their education in human anatomy, physiology, kinesiology, clinical pathology, massage therapy and bodywork theory, assessments, and application, as well as professional standards, ethics and business practices to prepare a student to take the National Certification Exam and any city testing that might be necessary for licensing purposes.

AROMATHERAPY I (25 Hours)

MATERIALS FEE \$30.00 FOR THIS CLASS

Different essences have special powerful properties, which can enhance massage therapists' work. Discover the fundamental principles of aromatherapy by using essential oils with curative properties to heal, rejuvenate and balance the mind, body and spirit. Learn how to choose and benefit from the unlimited combinations of essential oils. Additional lab fees will be announced at time of class.

AROMATHERAPY II (25 Hours)

MATERIAL FEE \$30.00 FOR THIS CLASS

PREREQUISITE: AROMATHERAPY I

This class is designed to take the information already given to the therapist in the Aromatherapy I class and expand further on their knowledge. In addition to experiencing new essential oils that were not covered in the first class, we will be showing the therapist how to use different blends and combinations to generate a healing atmosphere for their clients.

BAREFOOT COMPRESSION MASSAGE (25 Hours)

This unique bodywork protocol is taken primarily from John Harris's barefoot compression massage affectionately referred to as "The Walkaround". Footwork is modified based upon trigger point therapy and sports massage. No oil or lotions are used in this fully dressed massage. No table either; with barefoot massage we use the floor and futon as with some TCM modalities. The advantages of using the lower and more powerful half of the body for the "sweat work" of the massage is obvious to any seasoned body worker. There is a strange mix of sedating and relaxing results while still remaining incredibly effective in regard to pain relief, muscle conditioning and alleviating/treating soft tissue trauma.

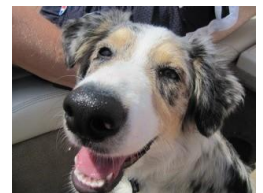
BUSINESS PRACTICES PRACTICUM (25 Hours) *

TEXTBOOK: *Business Mastery 3rd Ed.* - by Sohnen-Moe, Cherie (Optional)

This course makes up 25-hours of the 600-Hour Course (100 Total Hours). This course helps prepare the student for a successful career as a massage therapist. It focuses on techniques used by many successful businesspeople and shows the student how to incorporate these practices into their own successful career in the massage industry.

CANINE MASSAGE ACUPRESSURE (25 Hours)

This class takes an eastern approach to canine care. Students will be able to identify canine meridians and acu points. They will learn general well-being acupressure/shiatsu sessions for dogs. Additionally, students will be able to incorporate this knowledge to address specific ailments associated with canines.



CANINE MASSAGE: ANATOMY AND PHYSIOLOGY (25 Hours)

This class gives students the ability to learn canine anatomy, physiology and pathology. Using western techniques of therapeutic massage, students will learn how to give overall well-being massages, as well as techniques to address specific ailments associated with canines.



CHAIR MASSAGE (25 Hours)

This course provides instruction on how to incorporate chair massage into a successful massage career. Students will be able to work with and on a variety of massage chairs to help them make better decisions when purchasing a chair for themselves. Students will learn proper body mechanics and how to adapt several massage modalities to work on a chair.

CHAKRA BALANCING WITH COLOR AND SOUND (25 Hours)

The Chakra Balancing class teaches students the location and purpose of the seven chakras. Students will be able to identify the movement of each chakra and use various techniques to help balance the chakras. The techniques include the use of color, music, crystals, essential oils and directed energy.

COMPASSIONATE TOUCH MASSAGE (50 CEH)

This elective provides special techniques useful in dealing with a special population of clients whose bodies and overall health are declining. Whether it is from age, or disease, these adaptive massage techniques can greatly help the client in the five basic measurements of well-being: pain reduction, increase in movement, coping abilities, quality of life (QOL) and overall empowerment. This elective includes both lecture and lab.

CRANIOSACRAL BALANCING I (50 Hours)

This course may have additional costs associated with the class.

This course consists of lecture, demonstration, and hands-on practice. Topics covered are the history of Craniosacral Therapy, the anatomy of the connective tissue system, listening to the body and its rhythms through the primary respiratory mechanism and the cerebral spinal fluid. Establishing a "practitioner's mind" and negotiating boundaries with a client are emphasized throughout the class. Students will apply this knowledge by practicing and experiencing a full body protocol of techniques for therapy.

CUPPING & GUASHA (10 Hours)

No Prerequisite

This is an introductory course to a Traditional Asian Medicine approach to health using suction cups and tools for scraping the surface of the skin. These two techniques are part of family health care and is valuable to remove stagnation and disharmonies from the body. These two techniques were featured by Dr. Oz as a way to help eliminate pain and movement limitations in the body.

INTRO TO CRYSTALS (25 Hours)

MATERIALS FEE \$30.00



This class introduces students to the proper use of crystals to help correct the energy of the body. Students will be able to identify the qualities associated with major crystals and the proper placement to help the body heal itself. This class also includes a field trip and may include additional costs.

DEEP TISSUE IN CHIROPRACTIC SETTING (25 Hours)

PREREQUISITE: 500-HOURS OF CORE CURRICULUM

Deep Tissue Massage is a massage technique that focuses on the deeper layers of muscle tissue. It aims to release the chronic patterns of tension in the body through slow strokes and deep finger pressure on the contracted areas, either following or going across the fibers of the muscles, tendons and fascia. Students will learn techniques for a 60-minute and 90-minute massage, as well as focusing major parts of the body.

EAR REFLEXOLOGY (Auriculotherapy) (25 Hours)

This class is designed to train the therapist in applying pressure to points located on the ear, brought to us from the ancient method of healing from Chinese medicine. We will be training the therapist in guiding the body to better health and to apply these techniques to facilitate healing of specific ailments for the client.

ETHICS (10 Hours)

This class provides an in-depth study on the principles of ethics and boundaries. This class will discuss client-therapist scenarios and behaviors that may cause clients or therapist harm. We'll discuss the challenges of maintaining professional

boundaries when dual relationships are present. A thorough breakdown of eight separate boundaries and the skills to establish them.

HAWAIIAN LOMI LOMI I (25 Hours)

PRE-REQUISITE: 300-HOURS CORE CURRICULUM OR MASSAGE PRACTITIONER CERTIFICATE

MATERIAL FEES: \$50.00 PAID TO THE INSTRUCTOR

This class will provide the student an understanding of Hawaiian Lomi Lomi massage.

Hawaiian Lomi Lomi is an ancient healing art that was taught within a family and handed down only to family members. Along with teaching the actual Lomi Lomi massage, you will also learn Lomi Lomi breathing techniques, Hawaiian folklore and the interrelationship of healing oneself and others.



HAWAIIAN LOMI LOMI II (25 Hours)

PRE-REQUISITE: HAWAIIAN LOMI LOMI I

MATERIAL FEES: \$50.00 - PAID TO THE INSTRUCTOR

This class will provide an understanding of injury and sports Lomi Lomi strokes that can be incorporated into the basic Lomi Lomi massage. You will also learn more Lomi Lomi breathing, Lomi Lomi dance techniques and Hawaiian healing process.

HOT STONE MASSAGE (25 Hours)

Hot stone massage involves the application of heated stones within the context of a therapeutic massage. The heat from the stones will penetrate the muscles and offers multiple benefits such as complete relaxation, increased detoxification and needed relief to muscles suffering from deep muscular tension, fatigue, and stress. Learn the layouts and techniques the honor the use of natural materials and their properties. This class teaches the protocols to administer a safe and effective Hot Stone massage for use in all practices including private business and spas. This class will teach a full body massage with stone placement and massage with stones 90% of the time.

LYMPHATIC DRAINAGE (50 Hours)

Lymph Drainage Therapy (LDT) is a gentle technique that works through the body's lymphatic system to activate the body fluid circulation and stimulate the functioning of the immune and parasympathetic nervous systems. The result of these actions can include reductions in edemas, detoxification of the body, regeneration of tissue as well as many other benefits.

LYMPHATIC DRAINAGE II (50 Hours)

PREREQUISITE: Lymphatic Draining I

This advanced class of Lymphatic Drainage focuses on tonifying the body and helping it run more efficiently. Focus is placed on areas where lymphatic accumulation occurs.

ORTHOPEDIC MASSAGE (50 Hours)

PREREQUISITE: 500 Hours

This advanced class teaches students to become a more effective therapist by improving your treatment and problem-solving strategies. Advance multidisciplinary skills in orthopedic assessments, treatment methods/techniques for common acute to chronic soft tissue musculoskeletal problems. Develop clinical reasoning skills to relieve pain with non-invasive treatments to bring about specific outcomes and a more successful practice.

PREGNANCY MASSAGE (25 Hours)

PREREQUISITE: Technician

This class teaches the anatomy, physiology, and pathology of all three trimesters of pregnancy. Massage strokes will focus on positioning the mom-to-be with an emphasis on side-lying techniques and draping.



REFLEXOLOGY – FOOT (25 Hours)

In this course students learn many theories of Reflexology. Students work with the client's feet using special pressure points and techniques, correlating to various organs and zones of the body. These techniques relieve stress and tension in the body. Additionally, students will be able to identify zones of the feet and the 12 Chinese meridians. market your reflexology skills in the massage field.

REFLEXOLOGY – HAND (25 Hours)

Within this class we will study the ancient art of zone therapy and its correlation with the organs and systems of the body on the hands. This study is to educate the student in the healing that can occur on the hands to help the client and to complete the relaxation of the client. We will also train the therapist to aid the healing in specific ailments as well as a complete wellness of body, mind and soul.

REIKI I (15 Hours)

Reiki is a Japanese technique for stress reduction and relaxation that also promotes natural healing. It is administered by laying on hands and can be easily learned by anyone.

REIKI II (10 Hours)

PREREQUISITE: REIKI I

Many traditions of natural medicine extend back over several centuries, with an impressive accumulation of practical knowledge. Within this class we focus on different methods for maintaining the therapist's optimum health and body awareness. We cover yoga, tai chi, meditation, massage, chakra balancing and working naturally to heal different ailments that may occur in a therapist's life.

REIKI III (15 Hours)

PREREQUISITE: REIKI II AND APPROVAL FROM INSTRUCTOR

Many traditions of natural medicine extend back over several centuries, with an impressive accumulation of practical knowledge. Within this class we focus on different methods for maintaining the therapist's optimum health and body awareness. We cover yoga, tai chi, meditation, massage, NLP/hypnotherapy, chakra balancing and working naturally to heal different ailments that may occur in a therapist's life.

RESEARCH PROJECT (100 Hours)

PREREQUISITE: 800 HOURS AND APPROVAL FROM EXECUTIVE DIRECTOR

This is a customized class where the student meets with the Executive Director to develop a research plan. Focus is placed on using the proper research protocols to establish a hypothesis regarding the implementation of massage and/or bodywork. The student will primarily work independently. But will have scheduled deadlines and office visits with the Executive Director to discuss the progress of the project.

SELF CARE FOR THE MASSAGE THERAPIST (50 Hours) *

"You must care for yourself before you can care for others," is the mantra of this class. This class breaks down the well-being of the Massage Therapist into Body, Mind and Spirit. Focus is placed on the balance of professional and personal time. Students are given tasks of tracking their sleep, eating, exercise and prayer/meditation habits. Students will focus on body mechanics specifically designed to ensure a lengthy career. This class combined with the Business Practices Practicum gives students the skills necessary for financial awareness. Students will be videotaped giving massages for self-evaluation.

SHIATSU I & II (50 Hours each) *

TEXTBOOK: The Web That Has No Weaver - by KAPTCHUK, T.

Students will learn to apply pressure with thumbs and palms to specific acupuncture points on the twelve meridians and two vessels of the body. Basic theory of shiatsu, oriental diagnosis, yin-yang and the Five Elements theories will be discussed. At the completion of these hands-on elective, students will be able to complete a full body shiatsu treatment using proper body mechanics, as well as know the benefits and contraindications of shiatsu and have a good foundation for advanced shiatsu course work.



SPA SERVICES I (25 Hours)

Learn about body wraps, exfoliation (salt glows and scrubs), mudpacks, cellulite massage and more. These services work very well in conjunction with massage therapy in a spa environment. An additional lab fee will be announced at time of class.

SPA SERVICES II (25 Hours)

PREREQUISITE: SPA SERVICES I

Within this class we will take the treatments that the therapist learned in the previous class and expand upon this knowledge, with new approaches to facial lifting without plastic surgery, how to bring about the client's radiance without the use of heavy chemical peels and heavy-duty products. This class will bring the therapist the understanding of incorporating natural elements into their massage practice.

SPORTS AND MEDICAL MASSAGE (100 Hours) **

This course is part IV of our Massage Practitioner program (600 Hours) and covers a wide range of massage techniques and may be taken for Continuing Education. The class includes detailed assessment information, precautionary tests, Pre/Post-Event Sports Massage, Training and Curative Massage and Oncology Massage. Students learn everything from the subtlety of touch to deep tissue techniques. This is required for anyone planning to pass the Nationals. Note: Students registering for this class will also be scheduled in the Student Clinic.

THAI MASSAGE (50 Hours)

Nuad Bo 'Rarn - Ancient or sacred techniques handed down from generation to generation.

This ancient Asian bodywork utilizes pressure points, yogic stretches and rhythmic manipulation to balance the body's energy. A rhythmic rocking motion and compression along the body's sen lines are used to restore energy, calm the mind, and relieve tension. As has been the custom for over 2500 years, this bodywork is performed on a mat on the floor over loose clothing.

Recommended for those who prefer a firm massage and don't mind being stretched, pulled and twisted. You will feel relaxed yet energized afterwards.

THAI ON THE TABLE (25 Hours)

Thai Massage has been practiced in Thailand for centuries. Thai Table Massage is among the fastest growing massage modalities in the U.S. Thai Table Massage is a combination of energy work and yoga stretching with no oil and is practiced on a massage table.

TUI NA (25 Hours)

Tui na is a bodywork therapy that was developed in China over 2,000 years ago. It works with the energy system in the body known as the meridian system. Like Acupressure, Tui na works with the chi energy of the patient to bring a balanced state of health. The work is done entirely with the practitioner's hands to help increase the beneficial flow of chi through the client's meridian system.

PERSONNEL

Administrative Staff

Michelle M. Mangano	Executive Director, Administrator
Celina Sahagún	Director

Michelle M. Mangano, B.A. – Executive Director



With over 35 years of teaching experience from the corporate world and academia, Michelle relies on her vast background to ensure a quality operation. She has been involved in all business aspects from Human Resources, Training & Development, Customer Service and Operations. She focuses on running the school with a high level of customer satisfaction and academic competence while maintaining the comfortable feeling of a family-run business. As Dean of Teachers, Michelle stresses the importance of skills development along with the ability to become either a knowledgeable employee, or a successful Independent Contractor. Michelle can be reached at

michelle@calcopamassage.com.

Celina Sahagún, A.A. – Director



Celina Sahagún, a Huntington Beach Local, graduated from CalCopa as a Holistic Health Practitioner, and has been with CalCopa since 2002. With a degree in Social and Behavioral Science, she can adapt her treatments and teaching to better fit the needs of students and clients. Celina has worked in many massage environments, including chiropractic offices, massage studios, On Demand, spas and privately. Celina spends most of her time raising her three kids, Judah, Delilah and Ophelia.

Celina loves to teach and CalCopa is her home away from home. Her goal is to have students leave her classes prepared for the next level of education. Celina hopes our students leave CalCopa with the confidence and knowledge to pass the MBLEX exam, or any city tests required for licensing. Recently Celina has moved to the Office as Director and keeps the school moving forward in the field of both luxury relaxation and palliative. Celina can be reached at celina@calcopamassage.com.

INSTRUCTIONAL STAFF:

Michelle Mangano, B.A., CAMTC #22754, NCBTMB, ABMP, AMTA, MBLEX

Instructor



Michelle is a Holistic Health Practitioner with a B.A. in Communication from the University of Nebraska and is a graduate of CalCopa. She comes to the school after many years in the corporate training world and is pleased to use her vast background to help teach others the healing art of massage. In addition to massage techniques, she stresses the value of business skills and professionalism and customer service. Her teaching philosophy has always been, "make sure the students have the skills and knowledge required but have fun during the learning process."

Classes: All Core Classes, Acupressure, Auriculotherapy, Bowen Technique, Chair Massage, Advanced Curriculum, Geriatric Massage, Shiatsu and more.

Celina Sahagún, B.A., CAMTC #72346, NCBTMB, ABMP

Core Classes and Electives



Celina graduated from CalCopa as a Holistic Health Practitioner. She is currently working towards her bachelor's degree in Sociology. She has her own practice to maintain her massage therapy skills.

Celina loves teaching using techniques for visual, auditory and kinesthetic learning. Her goal is to have students leave her classes prepared for the next level of education. Ultimately, she hopes to help students fulfill their personal career goals. In addition to teaching both fulltime and part-time classes, Celina helps out in the office whenever necessary.

Classes: All Core Classes, Acupressure, Chair Massage, Foot Reflexology, Hand Reflexology, Hot Stone Massage, Pregnancy I & II, Shiatsu, Tuina and Massage Research Projects.

Lynn Tran, CAMTC #65416

Instructor; Core Classes



Lynn is an Orange County native, CALCOPA alumni, and a life-long student. She has a fascination with the human body and dabbled in the studies of anatomy, physiology, kinesiology, psychology, nutrition, and exercise science. She believes in the effects of massage as a means towards holistic wellness and has a passion for sharing her knowledge. She hopes to foster growth and learning through discussions and discovery within the classroom; to further the dreams of fledgling massage therapist so that they may thrive long term in their careers; and to further the worlds appreciation for the human body.

On her off days she likes snuggling with her puppies, standup paddle boarding on warmer days, and reading. Lynn can be reached at lynn@calcopamassageschool.com.

Hope Garcia, CAMTC #79395

Instructor; Core Classes and Electives

Hope is an East Coast Native and 11-year Military Veteran. She graduated from CalCopa as a Holistic Health Practitioner in 2019. As a Reiki Master, Hope believes in helping others and looks to utilize what she has learned to guide and prepare students towards completing their goals of becoming successful Massage Practitioners. She uses her degree in Communication and passion for learning, coupled with her experiences and military training to provide a receptive and expressive way of teaching. As much as Hope is here to teach you, she will listen to your needs and help hone your skills to prepare you for the MBLEX and Massage Industry.



When not at CalCopa, Hope spends most of her free time with her two sons, or at the gym boxing, or working on various art projects. Hope also is working on her 4th degree in Business Technical Management which only will increase her knowledge in technical teaching styles and contribute to the ever growing CalCopa Team.

Wendy McDaniel, CAMTC #72702

Instructor: Core Classes and Electives

Wendy, originally from the East Coast, graduated from CalCopa as a Holistic Health Practitioner in 2016 and resides here in Huntington Beach. She started teaching electives in 2019 to give back to the school that has helped fulfill her life passion. Having worked in the chiropractic setting and operating her own practice since 2016, Wendy is passionate about sharing her experience and skills with students while preparing them for a fulfilling career.



In her free time, Wendy enjoys participating in 5k/10k races, stand up paddle boarding, and camping with her husband and dog.

Grant Nichol, BS, NCBTMB, Holistic Health Practitioner

Instructor: Thai on the Floor, Thai on the Table, Swe-Deep-Thai

Grant is a CalCopa alumnus who continues to grow as a Holistic Health Practitioner. After taking Thai classes at CalCopa, he went to Thailand to further his knowledge in the art of Thai Massage. He brings this knowledge back to the school to pass on to our students for a more complete knowledge of Thai Massage.



April Lewis, CAMTC #21930

Instructor; Lymphatic Drainage and Cranial Sacral



Born in beautiful San Diego and relocated as a teen, April fell in love with the OC and chose to raise a family there. Ms. Lewis brings twenty years teaching experience of a dozen massage and bodywork modalities. This variety of knowledge is expressed in a fun and animated instructional style. Her diverse background includes a decade in the martial arts, translating into excellent body mechanics training for a career as a healthy therapist.

Witness to extraordinary results, she now specializes in light touch therapies. April is passionate about Lymphatic Drainage and Cranial Sacral Therapy for their powerful healing properties and gentleness on therapists.

Ms. Lewis is excited about each student's individual growth and learning process. She stresses respect for our students as they enter this wonderful profession of service. Her objective is to inspire a love of learning and acceptance of personal healing.

In her spare time, April enjoys her family, walks on the beach and curling up with a book. See you in class!

Dr. Rhonda Donahue, Reiki Master

Instructor: Reiki I, II, III, Reiki Instructor



Rhonda has been attuning Reiki Practitioners for several years. In addition to her successful Costa Mesa business as a healer using nutrition and balancing, she has been studying to complete two degrees; a B.H.S. in Health Sciences and Nutrition and a Bachelors of Metaphysical Sciences. She brings her vast knowledge and healing abilities to CalCopa as our Reiki Master and Nutrition Specialist.

Classes: Reiki I, Reiki II, Reiki III (Reiki Master), Reiki Instructor

SCHOOL GOVERNING BODY, ADMINISTRATORS AND FACULTY

Owner: California College of Physical Arts, Inc. (A California Corporation)



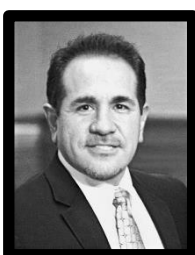
Michelle Mangano,
Affiliated
President
And Treasurer



Celina Sahagún,
Affiliated
Vice-President
And Secretary



Valerie Parra,
Unaffiliated
Technology Sales
Manager
Board Member



Michael Parra,
Unaffiliated
Entrepreneur, Business
Consultant
Board Member

Pam Mabry
Board Member

Administrative Officials:

Michelle M. Mangano – Executive Director (VA Certifying Official)

Celina Sahagún – Director (VA Certifying Official)

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CalCopa Massage School
18582 Beach Blvd, Suite 11
Huntington Beach, CA
92648

NOTICE OF WITHDRAWAL

Student Name & Student Number: _____

Enter Date of class and class level: _____

You may withdraw from a course after instruction has started and receive a pro-rated refund for the unused portion of the tuition and other refundable charges if you have completed 60% or less of the instruction by using this "Notice of Withdrawal" form.

If a student withdraws from the course of instruction within the period allowed for cancellation, the school will remit a full refund, less the \$150.00 Registration and Material fees. Refund is made within 45 days following the student's Written Notice as per State Regulations. The student is obligated to pay only for educational services rendered and for unreturned equipment (including textbooks). (If a student withdraws, per California Education Code Section 94920 prior to completion of the course he/she is enrolled in, a refund will be made of the unused portion of the tuition.) The amount charged to the student shall not exceed the pro rata portion of the total charges for tuition.

For courses longer than 1-year (12 months) in length, the cancellation and refund policy shall apply to the stated course price of the contract.

Remember, you must cancel in writing by using this form or your own written statement of withdrawal. You do not have the right to cancel by just telephoning the school or by not coming to school. If you have any complaints, questions or problems which cannot be worked out with the school, call or write to:

Bureau for Private Postsecondary and Vocational Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: 916-574-7720
Fax: 916-574-8650

Student Signature

Date

