



**809 East 5<sup>th</sup> Avenue, Chico, CA 95926**  
**Phone: 530-521-9397**  
**Website: [www.chicomassageschool.com](http://www.chicomassageschool.com)**  
**Email: [info@chicomassageschool.com](mailto:info@chicomassageschool.com)**  
**BPPE School Code 78230977**  
**CAMTC School Code SCH0177**  
**Standard Occupational Classification Code: Massage Therapist 31-9011**

**Instruction will be provided in English only.**

### **MISSION STATEMENT**

Our mission is to provide education to create confident and competent massage therapists. We will have an emphasis on body mechanics and self-care for massage therapists, as well as SOAP notes and charting. Our goal is to prepare students to be capable of working in a variety of professional settings upon graduation from our program. Our advanced education classes are designed to enhance the skills of existing therapists and to offer more ways for our students to bring healing to their clients.

**CATALOG COVERAGE DATES:**

January 1st, 2024–December 31st, 2024 \*Revised and updated Semi-annually\*

**ADMINISTRATION OFFICE/CAMPUS:**

Established in 2019: 821 and 809 East 5<sup>th</sup> Avenue, Chico, CA 95926

**CAMPUS LOCATION:**

809 East 5<sup>th</sup> Avenue, Chico, CA 95926

**Administrative Office:**

Chico Massage School 821 East 5<sup>th</sup> Avenue, Chico, CA 95926

**Classroom Location:**

Chico Massage School 809 East 5<sup>th</sup> Avenue, Chico, CA 95926

**Phone:** (530) 521-9397      **Fax:** N/A

**Email:** [info@chicomassageschool.com](mailto:info@chicomassageschool.com)

**Website:** [www.chicomassageschool.com](http://www.chicomassageschool.com)

**DISCLOSURES:****Language:**

- Chico Massage School is an English-only Institution
- English language services are not provided
- If English is your second language, you will need to provide a Test of English as a Foreign Language (TOEFL) with a score of 80 or higher.
- TOEFL Information:

Website: <https://www.ets.org/toefl>   Phone 1-610-771-7100 or 1-877-863-3546

**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.**

## **ADMISSIONS**

Students must be 18 years of age or older and be able to provide a valid picture form of identification. This includes Driver's License, State I.D. Card, or United States Passport. Students must be a high school graduate or equivalent. Proof of education accepted: high school diploma, certificate of completion of an equivalency test, or college diploma.

**International Students:** At this time, we are not approved for the M1-Visa and will not be accepting international students.

**Admission Procedures:** Includes meeting with the President to review goals, program offered, school policies and procedures, the School Performance Fact Sheet, the Enrollment agreement, and graduation requirements. Enrollment agreement, School Performance Fact Sheet, and Payment Agreement must be signed and down payment paid for enrollment to be official.

**Each prospective student must provide the following documentation:**

- Color Copy of Driver's License, State I.D. Card, or United States Passport
- Provide a copy of his/her high school diploma or equivalency certificate; or most recent educational certificates/diplomas.

**There is no award of credit or monetary reduction for prior experiential learning awarded at schools other than Chico Massage School.**

**In the case of a Chico Massage School student leaving the program early due to excused leave of absence, they are able to re-enroll the following program term under the same enrollment agreement. The student will be able to complete the program from the point at which they had an excused leave of absence IF THEY MEET THE FOLLOWING REQUIREMENTS:**

- Was granted an excused leave of absence
- Was not terminated
- Completed at least 60% of the program
- Paid in full and did not receive a refund
- Did not pay in full: must pay remaining balance
- Still under the one-year enrollment period

Upon acceptance, Chico Massage School will provide the applicant with an enrollment agreement, which will be reviewed between President and student, signed and dated. Chico Massage School will keep the original copy of the Enrollment agreement and retain it in the Student File. The student will receive a copy of the enrollment agreement.

## **COURSE FORMAT**

### **Total number of clocked hours required: 625 broken down as follows:**

- Anatomy & Physiology: 80 Hours
- Kinesiology: 45 Hours
- Pathology: 40 Hours
- Health/Hygiene: 20 Hours
- Documentation/S.O.A.P. Notes: 7 Hours
- Client Assessment: 24 Hours
- Benefits /Contraindications: 21 Hours
- Body Mechanics/Self Care/Equipment/Environment Safety: 21 Hours
- Business & Marketing: 24 Hours
- Laws & Regulations/Ethics: 10 Hours
- Special Populations: 15 Hours
- Massage & Bodywork Techniques & Hands on Application: 218 Hours
- Instructor Guided Practice Appointments/Clinical Hours: 100 Hours

### **Day Program Term Format: Body Term, Health Term, Wellness Term, each term's format:**

- Weeks 1 & 2 class hours are 8:30am - 3:00pm
- Weeks 3 class hours are 8:30am - 1:45pm
- Week 4 - 8 class hours are 8:30am - 1:30pm
- Weeks 7 & 8 class hours are 8:30am - 3:00pm for Juniors and Seniors Business Program.
- Week 9 class hours are 8:30am-3:00pm Monday - Wednesday. Thursday Written Exam. Friday Hands-On Exam.
- 33-34 Clinic Hours must be completed during each term outside of scheduled class hours. Students will need to sign up for clinic shifts at the beginning of each term. 100 clinic hours need to be completed by graduation.

### **Evening Program Format: Body Term, Health Term, Wellness Term, each term's format:**

- Weeks 1 - 16 class hours are 5:30pm - 9:00pm Tuesday - Thursday.
- Week 17 class hours are 5:30am-9:00pm Tuesday & Wednesday. Thursday Written Exam. Friday Hands-On Exam.
- 33-34 Clinic Hours must be completed during each term outside of scheduled class hours. Students will need to sign up for clinic shifts at the beginning of each term. 100 clinic hours need to be completed by graduation.

### **ALL Programs:**

- Study/Review time with Instructor and make up clinical hours. Clinical hours must be scheduled with the director or instructor & approved prior to this date. Instructor shall be on site for all clinical hours.
- \*Make up hours will come at the expense of the student at a rate of \$45/Classroom hour. This is a clocked hour course, your tuition covers the scheduled class hours only.

## **THE SCHEDULE OF CLASSES:**

### **Day Term Trimester Schedules:**

Weeks 1 & 2 Monday + Tuesday + Wednesday + Thursday: 8:30am-3:00pm.

Weeks 3 Monday + Tuesday + Wednesday + Thursday: 8:30am-1:45pm.

Weeks 4 - 8 Monday + Tuesday + Wednesday + Thursday: 8:30am-1:30pm.

Weeks 7 & 8 Monday - Friday: 8:30am - 3:00pm for Juniors and Seniors Business Program.

Week 9 Monday - Wednesday: 8:30am-3:00pm. Thursday: Written Exam. Friday: Hands On Exam.

### **Evening Term Trimester Schedules:**

Weeks 1 - 16 Tuesday + Wednesday + Thursday: 5:30am-9:00pm.

Week 17 Thursday: Written Exam. Friday: Hands On Exam.

### **ALL Terms:**

Approximately 33 clinic hours will need to be scheduled each trimester outside regular classroom hours.

Students will sign up for shifts in the clinic at the beginning of each trimester. 100 clinic hours need to be completed by graduation.

### **Breaks and Vacations:** We observe the following Federal Holidays:

2023:

New Year's: January 2, Martin Luther King Day: January 16, Lincoln's Birthday: February 10, President's Day: February 20, Spring Break: March 13-17, Easter: April 7 & 10, Memorial Day: May 29, Independence Day: July 4, Labor Day: September 4, Thanksgiving: November 23, Christmas: December 25.

2024:

New Year's Day: January 1, Martin Luther King Day: January 15, Lincoln's Birthday: February 12, President's Day: February 19, Spring Break: March 18-22, Easter: March 29 & April 1, Memorial Day: May 27, Independence Day: July 4, Labor Day: September 2, Thanksgiving: November 28, Christmas: December 25. \*The full schedule outlines the exact dates off. \* Schedule subject to change with written notice and consent between students and CMS.

Day Terms Schedule: Schedule adjusted based on federal holidays. This may add a week off in the middle of the term, depending on the date. If there is a holiday on a Monday, the schedule shifts from Monday - Thursday to Tuesday - Friday that week.

## **COURSE OBJECTIVES**

We will have an emphasis on body mechanics and self-care for massage therapists as well as SOAP notes and charting. Our goal is to prepare students to be capable of working in a variety of professional settings as a massage therapist upon graduation from our program. Our advanced education classes are designed to enhance the skills of existing therapists and to offer more ways for our students to bring healing to their clients.

1. Students will be able to perform basic massage techniques, focusing mainly on Swedish massage.
2. Students will be able to use proper body mechanics while administering massage.
3. Students will understand the essential anatomy & physiology necessary to perform bodywork.
4. Students will understand basic concepts of kinesiology as they apply to massage.
5. Students will learn about basic pathologies and contraindications to massage.
6. Students will understand the important aspects of health and hygiene as they apply to massage.
7. Students will understand the benefits of massage and the conditions for which it is indicated.
8. Students will become proficient in client assessment.
9. Students will be able to properly document their massage sessions.
10. Students will gain an understanding of massage business practices and ethics.

## **PROGRAM DESCRIPTION**

Chico Massage School is a private institution that offers a comprehensive 625-hour Level 1 Massage Therapy Program approved by the Bureau of Private PostSecondary Education (BPPE).

Students will learn how to complete a client intake, perform Swedish massage with proper body mechanics, and document their work.

Students will learn how to communicate effectively, ethically and professionally with clients and other healthcare providers. Students will learn basic postural and soft-tissue assessments and how to design treatment plans. Students will learn contraindications for massage and how to accommodate clients with special needs. They will also learn the laws and regulations governing massage in the state of California.

The course includes instruction on the basic massage strokes, Swedish massage sequences, and an introduction to modalities including: deep tissue, sports, stretching, myofascial, craniosacral, proprioceptive neuromuscular facilitation, prenatal, spa, and chair massage. After learning the basic principles, students will be trained to provide massage to the public in the supervised student massage clinic.

Therapist self-care to ensure career longevity is a focus. Self-massage, stretching, posture, and proper body mechanics will be emphasized daily.

# **Chico Massage School Syllabus Overview**

- 625-Hour Massage Therapy Training Program
- Instructors: Aaron Fetty, Rosemary Compton and Candi E. Williamson

## **Level 1 Course Outline Day Program**

### **Body Term**

Week 1: Anatomy (basic bones, joints, muscles); pathology (common pathologies); kinesiology (planes, regions, movements); health & hygiene (overview of disease, hygiene); documentation (healthcare terminology, overview of documentation); client assessment (intake); self-care (body scan/self awareness, body mechanics); ethics/laws & regulations (communication, boundaries); massage techniques (strokes)

Week 2: Anatomy (organization, chemistry); pathology (critical thinking, evidence-based practice, inflammation, healing); kinesiology (basics); health & hygiene (pathogens); client assessment (interview); benefits & contraindications (benefits of massage); self-care (yoga, body mechanics - Swedish); special populations (overview, obesity); massage techniques (chair)

Week 3: Anatomy (cells); pathology (integumentary); kinesiology (soft tissues); documentation (wellness intake); self-care (self massage ); massage techniques (Swedish)

Week 4: Anatomy (tissues, fascia); health & hygiene (chain of infection); benefits & contraindications (effects on integumentary, skeletal); massage techniques (Swedish)

Week 5: Anatomy (integumentary); pathology (integumentary); kinesiology (fascia); massage techniques (myofascial)

Week 6: Anatomy (skeletal); pathology (skeletal); massage techniques (myofascial)

Week 7: Anatomy (skeletal/joints); pathology (skeletal); kinesiology (joints); client assessment (palpation); benefits & contraindications (integumentary); special populations (disabled clients); business & marketing (money meditation, letter to money, budgeting, accounting); massage techniques (aromatherapy, hydrotherapy)

Week 8: Anatomy (joints); pathology (joint disorders); kinesiology (joint movements); health & hygiene (modes of transmission); benefits & contraindications (skeletal); special populations (disabled clients); business & marketing (marketing, branding, business name, social media, networking, professional referrals); massage techniques (integrative)

Week 9: Anatomy (review); pathology (review); kinesiology (review); health & hygiene (review); documentation (review); client assessment (review); benefits & contraindications (review); body mechanics/self care (review); ethics/laws & regulations (review); special populations (review); massage techniques (integrative)

## Health Term

Week 1: Anatomy (basic bones, joints, muscles); pathology (research literacy); kinesiology (planes, regions, movements); health & hygiene (overview of disease, hygiene); documentation (healthcare terminology, overview of documentation); client assessment (active ROM); self-care (body scan/self awareness, body mechanics); laws & regulations/ethics (licensing, regulation); massage techniques (strokes)

Week 2: Anatomy (muscular anatomy & physiology); pathology (muscular); kinesiology (overview of actions); health and hygiene (sanitation); massage techniques (trigger point); client assessment (passive ROM); benefits & contraindications (muscular, nervous effects); self-care (stretching routines, tai chi, self massage with tools); special populations (injury maintenance); massage techniques (chair)

Week 3: Anatomy (origins & insertions); kinesiology (muscle actions); self-care (self massage); massage techniques (deep tissue)

Week 4: Anatomy (origins & insertions); kinesiology (muscle actions); massage techniques (deep tissue)

Week 5: Anatomy (origins & insertions); pathology (muscular); kinesiology (muscle actions); self-care (meditation); massage techniques (stretching, PNF)

Week 6: Anatomy (nervous); pathology (nervous); kinesiology (muscle contraction); health & hygiene (standard precautions); massage techniques (sports)

Week 7: Anatomy (nervous); pathology (nervous); kinesiology (muscle roles); benefits & contraindications (nervous); business & marketing (employment strategy, goal setting, bio, resume); massage techniques (sports)

Week 8: Anatomy (nervous); pathology (nervous); kinesiology (muscle coordination); client assessment (assisted ROM, muscle testing); self-care (self massage); special populations (athletes); business & marketing (building/maintaining client base, gift certificates, retail, scheduling options, time management); massage techniques (sports)

Week 9: Anatomy (review); pathology (review); kinesiology (review); health & hygiene (review); documentation (review); client assessment (review); benefits & contraindications (review); body mechanics/self-care (review); ethics/laws & regulations (review); special populations (review); massage techniques (integrative)

## **Wellness Term**

Week 1: Anatomy (basic bones, joints, muscles); pathology (common pathologies); kinesiology (planes, regions, movements); health & hygiene (overview of disease, hygiene); documentation (healthcare terminology, overview of documentation); client assessment (posture); self-care (body scan/self awareness, body mechanics); ethics/laws & regulations (code of ethics); massage techniques (strokes)

Week 2: Anatomy (endocrine); pathology (endocrine); kinesiology (review of movements); health & hygiene (professional hygiene, linens, workplace); client assessment (posture); benefits & contraindications (endocrine, reproductive, cardiovascular, lymphatic); self-care (personal posture awareness, treatment room considerations, therapeutic environment,); ethics/laws & regulations (scope of practice, professionalism); massage techniques (chair)

Week 3: Anatomy (reproductive); pathology (reproductive); kinesiology (gait); client assessment (gait); benefits & contraindications (respiratory, digestive, urinary); self-care (resistance bands, self massage); massage techniques (prenatal)

Week 4: Anatomy (cardiovascular); pathology (cardiovascular); kinesiology (gait); client assessment (gait analysis); self-care (wrist core balance, ab wheel); massage techniques (prenatal)

Week 5: Anatomy (lymphatic); pathology (lymphatic); kinesiology (biomechanics); self-care (safety, first aid); massage techniques (trigger point)

Week 6: Anatomy (respiratory); pathology (respiratory); kinesiology (biomechanics); self-care (injury prevention); massage techniques (lymphatic)

Week 7: Anatomy (digestive); pathology (digestive); kinesiology (summary of movement); special populations (elderly, end-of-life); business & marketing (employment options, business plan, agreements, contracts); self-care (injury prevention); massage techniques (craniosacral)

Week 8: Anatomy (urinary); pathology (urinary); massage techniques (chair); client assessment (session planning); benefits & contraindications (cancer); self-care (massage tools); special populations (infants, children); business & marketing (insurance, taxes, retirement, CAMTC, MBLEx); massage techniques (integrative)

Week 9: Anatomy (review); pathology (review); kinesiology (review); health & hygiene (review); documentation (review); client assessment (review); benefits & contraindications (review); body mechanics/self-care (review); ethics/laws & regulations (review); special populations (review); massage techniques (integrative)

## **Standards for Student Achievement**

- Students must complete 625 hours of class and clinical, as described in the School Schedule and Syllabus (see under “Schedule”).
- Students are required to contact staff ASAP when missing class and follow all attendance policies and procedures.
- Students are expected to follow all Policies and Procedures outlined under “Policies.”
- Students are required to get at least 70% on the section quizzes, as well as a pass on the hands-on final.
- **Testing, Evaluation, Exam Prep: MBLEx**

There are 2 practice tests and 2 massage critiques (massages performed on Massage Therapy Instructors) during the 9th-week of students' first and second terms. There is also an exam at the end of each program, the students' 3rd term and a hands-on final, performed on a Massage Therapy Instructor, at the end of the program. Students are required to get at least 70% on the section tests, as well as a pass on the hands-on final. This class will prepare and study for the MBLEx together prior to graduation, as well as give directions for the scheduling of this exam with a testing site.

- **Grading Policy:**

**Attendance - Pass or Fail**

**Quizzes-25%**

**Final exam - 50%**

**Technique Evaluation by Instructor 25%**

**Total=100%**

**Must have a minimum of 70% with passing attendance to graduate**

**Chico Massage School uses percentages only, no A-F grading system**

## **Equipment and Materials Description**

### **Course Text Required and Provided:**

- "Applied Anatomy & Physiology for Manual Therapists, 2nd Edition" by Pat Archer and Lisa Nelson ISBN 978-0-9982663-6-7
- "Trail Guide to the Body, 6th Edition" by Andrew Biel ISBN 978-0-9987850-6-6
- "Trail Guide to the Body, 6th Edition, Student Workbook" Andrew Biel
- "A Massage Therapist's Guide to Pathology, 7th Edition" by Ruth Werner ISBN 978-0-9982663-4-3
- "Trail Guide to Movement, Building the Body in Motion, 2nd Edition" by Andrew Biel ISBN 978-0-9987850-5-9
- "Massage Mastery: From Student to Professional, 2nd Edition" by Anne Williams, Digital Edition 2022, Sweet Orange Education

### **Suggested:**

- "The Anatomy Coloring Book, 4th Edition" by Kapit & Elson ISBN 978-0-321832016
- "Preventing Disease Transmission in a Massage Practice" Anne Williams & Eric Brown, Digital Edition 2022, Sweet Orange Education\*
- Colored markers and/or pencils
- Notebook, note-taking material

\*This textbook will be provided in class and will be available for purchase if the student so chooses.

### **Provided by Chico Massage School:**

Students are provided textbooks: "Applied Anatomy & Physiology for Manual Therapists, 2nd Edition" by Pat Archer and Lisa Nelson ISBN 978-0-9982663-6-7, "Trail Guide to the Body, 6th Edition" by Andrew Biel ISBN 978-0-9987850-6-6, "Trail Guide to Movement, Building the Body in Motion, 2nd Edition" by Andrew Biel ISBN 978-0-9987850-5-9, "A Massage Therapist's Guide to Pathology, 7th Edition" by Ruth Werner ISBN 978-0-9982663-4-3, and "Massage Mastery: From Student to Professional," Anne Williams, Digital Edition 2022, (Sweet Orange Education) in class. Chico Massage School will provide massage therapy tables and face rests, bolsters, paper towels, and all handouts for the class.

**Students will receive a starter pack of supplies provided by Chico Massage School to include: Lotion holster, lotion bottle full of lotion, fingernail care kit, t-shirts, self-care products, resistance bands and self massage tools.**

## **Provided by Students: (This is your shopping list for school supplies)**

Students are responsible for and required to replenish their supplies as needed to continue participating in class. These supplies include **6 Sets of Twin Size Sheets, 6 standard Pillow Cases, 2 Body Pillow-Pillow Cases, 6 Hand Towels for cleaning and disinfecting, 2 Large Towels, 6 Face Rest Covers, 2 Twin Size Blankets (throw blankets are too small), Refill: Lotion, Lotion Bottle, and Fingernail care tools.** (massagewarehouse.com provides massage specific linens and treatment products if you choose).

### **Required every day of Class:**

Bring 3 sets of clean sheets, 3 face rest covers, 3 pillow cases, 1 body pillow-pillow case, 1 twin size blanket, bottle of lotion, lotion holster, finger nail care supplies, and cleaning cloths for every day of class.

### **Required every day of Clinic:**

Bring a clean set of sheets, pillow cases and face rest covers for every client they work on during clinical hours, a twin sized blanket, bottle of lotion, lotion holster, finger nail care supplies, and cleaning cloths.

### **Storage and care of treatment supplies:**

**You are to wash your linens regularly and store what will fit in your provided cubby/locker. All these supplies should not be kept at school. They should be switched out as needed.**

## **EQUIPMENT REFUND POLICIES**

### **Textbook Return / Refund Policy:**

Students receive their own copies of the required textbooks and would not return them to the school. In the case that a student borrows a Chico Massage School owned textbook(s) while taking the course, and the student fails to return a school-owned book(s) **within 10 calendar days** of the withdrawal signed statement, they will be charged up to \$100 per book for the cost of replacing each book. In the case of a refund, the charges for the borrowed books will result in the subtraction of up to \$100 per book for the cost of replacing each book.

### **Equipment Return Policy:**

If the student obtains and returns **Unused** equipment within ten (10) days following the date of the student's cancellation, withdrawal or dismissal, the institution shall not charge a fee for replacing the equipment paid for by the student. Equipment which has been used cannot be returned because of health and sanitary reasons. If the student fails to return unused equipment within ten (10) days following the date of the student's cancellation, withdrawal or dismissal, the institution will charge the cost to replace the equipment. The student will be liable for this amount.

## **STUDENT POLICIES**

### **Dress Code Policy:**

For Class, Clinic and Events: The clothing you wear to work is reflective of your integrity, mindfulness of your environment, and an indication of your professionalism. Students should come to class dressed professionally and comfortably, as it is important to be able to move around. Come to class having showered and ready to provide massage in clean, comfortable, full length pants, shorts must be knee-length; breathable shirts with short sleeves that cover your armpits but not your forearms; and closed-toed shoes (Shoes must be worn during clinic when interacting with clients off the table!). Either a Chico Massage School t-shirt, Chico Massage School tank top or other plain, solid colored t-shirt with no holes or stains is acceptable. Students may also wear plain colored scrubs that are free of stains and holes. Sleeveless shirts, low scooping V-necks, are inappropriate (absolutely no cleavage). T-shirts should have at least a  $\frac{1}{4}$  length sleeve and cover the midriff completely. It is important that students are presentable to our clients, portraying cleanliness and good hygiene. Student hair must be clean, brushed and pulled back away from the face. Deodorant must be worn, but students are asked to avoid using strongly scented products such as perfumes, colognes, body sprays, deodorants and essential oils. Fingernails must be short, clean, free of nail polish, and filed to a smooth edge. No acrylic or gel nails are permitted when doing massage work. Please remove all rings, bracelets, dangling necklaces, and dangling earrings. A student arriving to class disheveled, wearing inappropriate clothing, poor hygiene or strong scents will be written up. In a severe case, you may be asked to leave the classroom and will need to arrange making that session up.

### **Hygiene Policy:**

Students are expected to arrive to class in as fresh a state of bodily cleanliness as possible. Please be considerate of the fact that others will be touching you and may not want to handle sweaty, dirty or odiferous persons. Fresh breath is also highly appreciated, therefore good dental hygiene is encouraged. Students are expected to wash their hands before a massage, after a massage, after using the restroom and after eating. Any items that come into contact with bare skin should be washed immediately after performing any massage work, including sheets, pillowcases, towels, and oil or lotion bottles. Students who arrive to class in an obvious state of poor hygiene may be asked to leave at the instructors' discretion.

### **Clinical Responsibilities:**

As a student learner, you are expected to cooperate with clinical instructors at all times. The student must observe all regulations regarding patient safety, welfare, and personal cleanliness and appearance. If any

problems arise about the performance of a task that seems unreasonable, you are encouraged to report the incident to the President or Instructor, and they will assist you in handling the matter.

### **HIPAA Compliance Policy:**

All Staff and Students will receive mandatory training within their class hours. Staff and Students must comply with all HIPAA regulations and guidelines. It is important to ensure a safe, ethical, and confidential space for our staff, students, and massage clients.

### **Student Conduct Policy:**

Achieving success in a career and at Chico Massage School depends in large part on your ability to embody many aspects of character. These dimensions of character include clear and conscious communication, adherence to the basic principles of self-responsibility, respect for the dignity, rights and needs of all individuals, compassion, tolerance, honesty, integrity and ethical behavior amongst others. Clear and honest communication is encouraged and expected. If at any time a student is uncomfortable in any way, our staff will address the needs and questions they may have to ensure a safe environment.

### **Communication Policy:**

Students are expected to communicate in a fashion appropriate for a positive classroom environment. Comments, jokes, or other communications that are deemed inappropriate, including but not limited to; comments of a discriminatory, sexual or violent nature will be reviewed by the President; Candi E. Williamson and an administrative committee, and if appropriate, disciplinary action will be taken. The safety and wellbeing of our students is of the utmost importance, therefore, communication or conduct deemed to be of an inappropriate nature is taken very seriously and a no tolerance policy exists where discrimination, unwelcome sexual comments or advances and violent comments or threats are concerned. Students engaging in this type of behavior will be dismissed immediately. A student dismissed for these reasons may write a letter of appeal to President Candi E. Williamson asking to review the decision. The review of the decision will be conducted within 30 days by an administrative committee, and the student shall be notified by mail in writing of the findings of the review.

### **Side Conversations:**

It is sometimes necessary to ask a classmate a question during an instructor presentation or other class activity. Please make every effort to hold these conversations for break. If any conversations are disrupting the experience of the class, you may be asked to leave the classroom and receive an absence.

### **Weapons, Tobacco, Alcohol and Drugs:**

Chico Massage School has a zero-tolerance policy with regard to weapons, tobacco, drugs and alcohol. At no time are knives, guns, fireworks, explosives or other such dangerous and potentially harmful devices allowed

on school property. Use of tobacco products, including smokeless tobacco and nicotine vaporizers, are prohibited on school grounds. Likewise, alcohol, illegal drugs and/or being under the influence of said substances is strictly prohibited on school grounds. If a student is found to be in possession of the aforementioned items or deemed to be under the influence of drugs and/or alcohol, or otherwise in violation of these policies, they will, at a minimum, be asked to leave the school pending an administrative committee review. The review shall be conducted in a timely manner not to exceed 30 days and will determine what, if any, disciplinary actions are required. Students will be notified in writing of any disciplinary actions being taken and a copy of this shall be included in their academic records. Where appropriate, law enforcement will be contacted. Disciplinary actions may include, but are not limited to, a written infraction to be included in the student's permanent records and/or immediate dismissal from the school at the recommendation of the administrative committee and discretion of the President; Candi E. Williamson and based on the severity of the violation. Two violations of these rules shall result in immediate termination of enrollment and denial of enrollment in future courses, workshops, and school functions, no exceptions, no appeals.

### **Class Conduct:**

Chico Massage School expects you to participate fully in all learning experiences. During the presentation of content please pay attention, take notes, ask questions. During discussions, please share your ideas respectfully and seek to learn from others. During massage practice sessions, please follow school draping and safety protocols and behave as a professional. If your level of class participation is too low or overly assertive, the Instructor will meet with you outside of class hours to discuss the matter and determine ways to participate more effectively. Do not interrupt or talk over an instructor or fellow student. No sleeping during class. Please observe the scheduled breaks; do not leave the classroom mid-lecture or demonstration if at all possible, emergency restroom breaks aside.

### **Student Misconduct/Dismissal Policy:**

Students demonstrating aggression, misconduct, HIPAA violations, and unethical behavioral issues will be dismissed from a clinical or class and a scheduled meeting with The President and General Manager will take place at the cost of the student. One hour equals \$45. If the meeting is less than one hour, the student will still be charged for the full hour. The student will be granted one of these such meetings which will consist of discussion of violations and a scheduled makeup time, at the cost of the student. In this case, one (1) hour of makeup time equals \$45.00.

## **Institutional Record Retention Policy:**

Will be kept for five years minimum. These records include: Program offered and detail of curriculum, faculty folders, annual reports, school performance fact sheets, annual financial statements, and any documentation required throughout program dates. Student transcripts will be retained indefinitely.

## **Cheating Policy:**

If the Instructor suspects you have cheated on an examination, they will pull aside at an undisclosed time and quiz you verbally on examination content. In the event you pass this verbal examination, they will offer their sincere apologies. In the event you do not pass this verbal examination, you will automatically fail the exam. You will be written up for cheating and have a meeting scheduled with the President to decide how to proceed.

## **Cell Phone Policy:**

Please set your cell phone to silent and place it in your school bag, purse, or backpack IN YOUR CUBBY during class. Students are not allowed to carry a cell phone while in their clinical sessions. You may take your cell phone to the clinic, but it must be kept with your personal belongings during your clinical rotations. You may use your cell phone on breaks and lunch. Taking a picture with your cell phone is strictly prohibited, and a violation could lead to immediate program dismissal. See HIPAA policy for additional information. If there is an emergency in which you need your cell phone, you must speak with the Teacher BEFORE CLASS STARTS to get permission.

## **Student Probation Policy:**

\*Academic probation is determined if you reached four full days of excused or unexcused absences. In the case of an approved *Leave of Absence* (see aforementioned Leave of Absence Policy) students will still be on Academic Probation, however not bound to the criteria detailed below.

\*Upon missing a fourth (4<sup>th</sup> or 26 hours) class, the student will be notified that they are on academic probation. Academic probation means the student has reached one class past the maximum number of absences. Upon missing a fifth (5<sup>th</sup> or 32.5 hours) class, the student will receive an academic suspension warning. The academic suspension warning means that missing another class will result in the student being suspended from continuing in the program until such a time their absences are made up. Upon missing a sixth (6<sup>th</sup> or 39 hours) class, the student is automatically withdrawn from the current program for an inability to maintain the minimum academic and attendance standards. Due to the effects of Covid on attendance, arrangements may be made at the president's discretion. These arrangements will be made directly with the CAO and President and the student.

\*If dismissal of the student from Chico Massage School is the outcome and the student has reached less than 60% of scheduled class time, they are entitled to a 60% or less refund. The reimbursement policy in this case is the same as stated in the Withdrawal Policy, depending on how many hours have been completed by the student.

\*The institution terminates the student's enrollment in dismissal, for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of the maximum set forth by the institution; and/or failure to meet financial obligations to the school.

### **Student Draping Policy:**

Draping is a crucial aspect of the proper and legal performance of massage therapy. Inappropriate or inadequate draping of self, another student, or a clinic client resulting in the exposure of self or another person may result in disciplinary action. First, a meeting with the instructor to review proper draping procedures, second, a formal warning with the President of Chico Massage School, and a third offense resulting in expulsion from the program.

## **ATTENDANCE POLICIES**

### **Attendance Policy:**

Students must attend class regularly and punctually. Students are required to complete all specified 625 hours as stated in the Program Description (above) as required by CAMTC for certification, and to receive a Chico Massage School diploma. It is the student's sole responsibility to attend all classes and makeup days as arranged by students with the director of Chico Massage School in order to complete the program. Students have 2 weeks from the date of the missed class to make up the missed hours. This is to ensure that the students stay up to speed with the learning taking place in the program. If a student needs to schedule makeup hours, they will need to fill out the missed class form, meet with instructor Aaron Fetty to learn what assignments and class work needs to be completed, and to schedule supervised makeup hours. If the student attends makeup hours while an instructor is on campus to supervise, not teach, the student may do so without an additional fee. If the student requires instruction, such as learning hands-on techniques from an instructor due to missed attendance, **the student shall pay \$45/hour for the additional instruction**. Our program is designed for all education to take place in class during regularly scheduled class hours. Attendance is critical to the success of the program.

**On-time Arrival at Chico Massage School** is when **ALL** of these conditions are met before class starts, this includes at the beginning of the day, after lunch, and clinic days:

- Sitting at your desk
- Computer open and logged in
- Logged into MassageBook, Google Classroom, and ABMP Exam Coach
- All linens put away in cubby, table ready
- Food put away, dishes washed
- Having used the restroom
- Ready to start learning

## **Late arrival**

Natural consequences of late arrival:

- Disrupting the entire class of students and the instructor from the education being taught.
- Not knowing what is being taught. You miss out on important information that may impact your ability to participate in the subject and the following days.
- The instructor cannot repeat what has been taught to catch you up during class.
- Needing to do makeup hours
  - You are required to attend 100% of the 625-hour program in order to graduate.
  - No-charge makeup hours are self-study. The instructor is present for supervision, but **NOT** available to teach any specific information.
  - Instructor-guided makeup hours are **an additional \$45/hour**.
- You have paid for the scheduled classroom hours. All of the information you need is taught during them. Showing up on time and every day is critical to your success.

## **Missed Classes:**

Life events may make it necessary for you to miss some class sessions. \*You must arrange with your instructor to make up all class assignments, examinations, and practical evaluations within **2 weeks from the date of the missed class**. If you are struggling to attend class due to life circumstances, please schedule an office meeting with the President: Candi E. Williamson ASAP to discuss any anticipated attendance issues throughout the term so that we can make a plan.

\*CAMTC requires specific hours to be completed and supervised. These hours must be made up. Hours that are required to be made up include, but are not limited to: Anatomy, Physiology, Pathology, Kinesiology, All Hands-on Bodywork and lecture. The student is financially responsible for the makeup hours at the rate of \$45/hour.

## **Tardiness Policy:**

If you know you'll be arriving late to class, please **group text** Aaron and Candi, letting them know the circumstances with as much notice as possible and estimated arrival time. It is important to group text as both instructors need to know what is happening with our students and so that the other instructor has received the same information. If you arrive late, please sit in an empty seat that is least distracting to the class and make every effort not to disrupt the learning of others with unnecessary noise. There is no need for explanations in the class. Late arrivals are tracked in 15 minute increments and are rounded up to the largest amount of time, they are tracked in the attendance book in 15 minute increments. Excessive tardiness will result in a meeting with Candi Williamson, Owner of Chico Massage School and may result in grounds for expulsion from the program. Students have **2 weeks from the date of the missed class due to tardiness to make up the missed hours.**

## **Early Departures:**

If you know you'll be departing early from class, please **group text** Aaron and Candi, letting them know the circumstances with as much notice as possible. If you must depart early, please make every effort not to disrupt the learning of others with unnecessary noise. There is no need for explanations to the class. Early departures are tracked in 15 minute increments and are rounded up to the largest amount of time, they are tracked in the attendance book in 15 minute increments. Students have **2 weeks from the date of the missed class due to early departure to make up the missed hours.**

## **Make-Up Policy:**

The student must connect with Aaron Fetty to learn what assignments and classwork needs to be completed, and to schedule supervised makeup hours. If the student attends makeup hours while an instructor is on campus to supervise, not teach, the student may do so without an additional fee. If the student requires instruction, such as learning a hands-on technique from an instructor due to missed attendance, the student shall pay \$45/hour for the additional instruction. Aaron's email is aaron@chicomassageschool.com. The student must make every effort to make up missed hours as soon as possible, as the information missed may affect their ability to keep up with what is being taught in class. Students have **2 weeks from the date of the missed class to make up the missed hours.**

## **Late Homework:**

Late homework or missed course work because of absence is due within ONE WEEK of the due date or missed class. You may turn in three total homework assignments or missed course work assignments late (within ONE WEEK).

## **Withdrawal Period:**

The student has the right to withdraw from a course of instruction at any time.

- The written notification of withdrawal must be delivered in person or sent by US mail to: President, Chico Massage School, 821 East 5<sup>th</sup> Avenue, Chico, CA 95926. This notification must have the date and signature of the student as well as the date and signature of the staff upon receiving. The student will not be considered withdrawn without proper notification.

## **Leave of Absence Policy:**

In the case of an emergency, health problems, pregnancy, surgery, or family tragedy that takes the student away from more than three class periods, you will need to schedule time with the President, Candi Williamson to discuss your unique circumstances. If a Leave of Absence is deemed necessary, you'll need to set up a meeting with our Admissions Director, Rosie. Together you will draft the best plan of action for your Leave of Absence. This may include signing an addendum to your enrollment agreement in the form of a Leave Of Absence Agreement. Your payment plan will stay active as in the original agreement. You will be given a new schedule for your attendance and graduation.

## **Initiation of Withdrawal:**

A withdrawal is considered to have occurred on the earliest of, a) the date the student officially notifies the School of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance as long as it is prior to the 60% mark of attendance, in which only partial refund will be due (depending on exact percentage of class time enrolled). If the student is enrolled 61% or more, NO REFUND IS DUE.

## **Withdrawal Due to Leave of Absence:**

If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within forty-five (45) days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

## **Withdrawal Due to Prolonged Illness or Accident:**

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the School will make a settlement that is reasonable and fair to both parties.

## **STUDENTS RIGHTS**

**Students' have the right** to contact the Institution via email or phone at any time to expect contact returned within a 72-hour period or next class period, whichever is shorter. They have the right to request meetings scheduled outside of class time as agreed upon by the Institute and Student. They have the right to request library resources during non-class hours as agreed upon by students and staff.

### **Student Record Retention Policy:**

Any student that is enrolled, meaning they have signed an Enrollment Agreement, will have a permanent file held, no matter if they complete the program or not. These records will be held indefinitely by the Records Custodian.

### **Job Placement Assistance:**

Chico Massage School does not offer job placement assistance. Chico Massage School does not and cannot promise or guarantee either employment or level of income or wage rate to any student or graduate.

### **Housing Policy:**

We do not have dormitory facilities. Chico Massage School has no responsibility to find or assist a student in finding housing. There are apartment complexes and homes within walking distance or a short bike or drive from our facility. Here are some options:

Campus Place Apartments: \$890-\$1,080/month(check their website for current prices)  
1119 Stewart Avenue & 1202 Bidwell Avenue, Chico, CA 95926 (530) 345-1923  
<https://rentinchico.com/locations/campus-place-apartments>

Redwood Cove Apartments: \$785/month(check their website for current prices)  
621 Pomona Avenue Chico, CA 95928 (530) 879-9222  
<http://ismrem.com/1023/redwood%20cove%20apartments-apartments-for-rent/chico/95928>

Menlo Pointe Apartments: \$1,290/month(check their website for current prices)  
120 Menlo Way, Chico, CA 95926 (530) 592-3355  
<http://ismrem.com/1016/menlo%20pointe-apartments-for-rent/chico/95926>

## **Tutoring and Academic Advising Policy:**

Academic advising and tutorial help is available to those students in need. Students are able to schedule time with the President or Instructor for help. Please contact a Chico Massage School Staff member to schedule. Tutoring can be arranged directly with the instructor at an additional charge.

## **Special Accommodations:**

Chico Massage School will make reasonable accommodations to support the learning and achievements of all students. If you are experiencing difficulty comprehending the material, meeting course requirements, or participating fully in classroom activities for any reason, please let your Instructor know, and we will set up a time to meet outside of class time to address your needs.

## **Nondiscrimination Policy:**

Chico Massage School does not discriminate against any person on the basis of race, color, religion, national origin, gender, gender expression, sexual orientation, marital status, or age in admission, treatment, or participation in its programs, services, and activities, or in employment.

## **Communication and Grievance Policy:**

Students are invited to communicate their special needs and concerns to their teachers, the School President or General Manager at their earliest possible opportunity. Course Evaluation Forms or Grievance/Special Needs Communication Forms provided in class may be used for this purpose, or students may speak with their instructors in person. If there is an issue or grievance that the teacher is unable to handle to the student's satisfaction, or one that the student would prefer to keep the issue confidential from the teacher, students are urged to contact the General Manager. The General Manager is specially trained to support students' rights and address any grievances, or special needs that students may have with the school, the faculty or fellow students.

## **Grievance and Complaint Procedure:**

The sole purpose of Chico Massage School is to help you achieve a successful and rewarding career in Massage Therapy. Should a problem arise during your training with us, we want to work with you to find a fair and satisfying solution. Chico Massage School asks that students please address these issues within 24 hours of their inception, or at their earliest convenience, to support the fulfillment of a quality education for themselves and to keep stress at a minimum. The complaint procedure may be used for specific instructor complaints as well as complaints of discrimination on the basis of age, race, color, sex, disability, or national origin. Here is the procedure to follow:

**1.** We request that all complaints be submitted by using a Grievance Form or in the form of a written and hand-signed letter for review and for inclusion in official records. If written in letter format, please include the following information:

- a.** The nature of the issue
- b.** The approximate date that the issue occurred
- c.** The name(s) of the individual(s) involved
- d.** Key information regarding the issue (facts, not rumors, are necessary for finding solutions)
- e.** Your signature and the date.

**2.** Mail or email the signed letter or Grievance Form as an attachment addressed to Candi E. Williamson, President of Chico Massage School (Mail letter addressed to Candi Williamson, President at Chico Massage School, 821 East 5<sup>th</sup> Avenue, Chico, CA 95926. If emailing, please send to [info@chicomassageschool.com](mailto:info@chicomassageschool.com). You may also deliver the sealed letter to an Administrative Staff representative at the school. Please retain a copy for your records.

**3.** The President of the school will respond to your complaint in writing within 7 business days, meet with you if necessary, and make every effort to find a fair solution.

**4.** If, after hearing the response, you do not feel you have a resolution to your problem, send or deliver a copy of your letter or Grievance Form to the school and address it to the Chico Massage School Board along with a written explanation of what has occurred. Retain a copy of the written explanation for your records.

**5.** Upon receiving the complaint, CMS administration will meet and discuss the complaint and make every effort to find a fair and equitable solution. You will be notified in writing the decision that was reached within 2 weeks of receipt.

**6.** If, after exercising all of the above formal complaint procedures, you feel that the problem has not been resolved to your satisfaction, then you may direct your complaint to the following organization: BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE) A complaint may be filed by completing a complaint form which can be obtained on the Bureau's Internet Web site, [www\\_bppe.ca.gov](http://www_bppe.ca.gov), or by contacting the Bureau's Enforcement Section at the following address and/or telephone number: (888) 370-7589 Bureau for Private Postsecondary Education Physical address:

1747 North Market, Suite 225, Sacramento, CA 95833 Mailing Address: PO Box 980818, West Sacramento, CA 95798-0818 Phone: 916-431-6959, Toll Free: 888-370-7589, Fax: 916-263-1897.

## **Additional Student Services**

- Student orientation for students in our program.
- Every new student is required to have liability insurance for the duration of enrollment. We require ABMP, Associated Bodywork and Massage Professionals for student liability insurance. ABMP includes an exam coach and practice quizzes to help prepare students for the MBLEx. Every student is given a brochure, which is reviewed during orientation.
- Meetings with the General Manager to ensure Student success, time for questions and concerns, overall learning and interpersonal needs discussed and addressed. Students are also able to schedule meetings with the General Manager, President or Instructor at any other time requested and approved by Chico Massage School staff.
- Graduation ceremonies to celebrate student success and provide an opportunity for friends and family to understand students' accomplishments.
- Herbal teas and filtered water for students' wellbeing during class hours.
- Email announcements for holistic community events and concerns.
- We promote a comfortable and courteous classroom environment, with no shame or lack of understanding for any personal needs that may arise. Good relationships between Staff and Students are important to the classroom environment, client work exchange, and overall human experience.

## FACULTY AND THEIR QUALIFICATIONS

<b>Administrative Staff:</b>	<b>Instructors:</b>
Candi E. Williamson	Candi E. Williamson
Rosemary Compton	Aaron Fetty
	Rosemary Compton
<b>Advanced Course Instructors:</b>	<b>Advanced Course Instructors:</b>
Candi E. Williamson	Jean Louise Green
Aaron Fetty	Maria Corrales
Caitlin Linscheid	Jenni Miller
Katarra Shaw	Anasuya Basil
Bernard Lincoln	

**Candi Williamson: CMT, President**, has 19+ years of experience as a Massage Therapist. She has won the title of best massage therapist for her exemplary service and skill set. “Best of Del Norte,” in 2006 and “Best of Chico” 2017, 2018 and 2019. Candi specializes in Pre and Post Surgery, Specific Injury, Scar Tissue and Sports Massage. She believes in assisting with the healing process to produce a life without pain as well as educating her clients on how and why the pain exists, with hands-on training to manage the pain at home. As a business owner, teacher, and Chico Massage School President, Candi is devoted to sharing her talent, knowledge, and desire to help and educate others. She provides a positive, ethically sound classroom and clinical environment. Her skills and experience allow for mechanical precision, as well as clearly communicated lessons and encouragement of self-care for all of her staff and students.

**Aaron Fetty: CMT, Instructor**, has been an instructor since 2001. After graduating with a Bachelor of Science in biology from the University of Nevada, he attended the Ralston School of Massage in Nevada. After completing the 710-hour program, he taught there from 2001-2011. He has also taught anatomy & physiology for the Truckee Meadows Community College massage program. Since moving to California in 2013, he has been tutoring college students in anatomy & physiology and practicing massage therapy in a variety of settings. He loves helping people, playing with his two children, dancing to live music, and exploring the world. Aaron is our lead instructor and will be teaching the entirety of the level 1 program.

**Rosemary Compton: CMT, Instructor**, graduated from Chico Therapy Wellness Center 2001 and has since gained certifications in multiple massage modalities. With a holistic view of health and wellness, she has also attained her level 1, 2, and Master Reiki Certifications as well as completed a 500-Hour course in Aromatherapy. She has always had a love for plants and dabbles in herbalism, homeopathy and loves growing plants for their scents, beauty and medicinal values. She also has a mind for numbers, as a former business owner and a bookkeeping background, she has good insights and perspectives to offer around the business side of massage therapy.

**Caitlin Linscheid: CMT, E-RYT, Instructor** is a Chico native with 3,000+ hours of experience in 4 years as a Massage Therapist and 5 years as a Registered Yoga Teacher. Caitlin is cross-trained in Vinyasa and Restorative yoga as well as several types of massage including Swedish, Deep Tissue, Myofascial Release, and Ashiatsu. She specializes in integrating her training in anatomy, functional movement, stretching, and strengthening to help her clients foster their own mind/body connection, which she believes is vital to living

as pain-free as possible. Caitlin is dedicated to providing an accessible and encouraging education to her students and clients alike.

**Katarra Shaw: CMT, Instructor** is a California Licensed Midwife, Massage Therapist and International Board Certified Lactation Consultant (IBCLC) who has been working with midwifery and botanical medicine for fifteen years. Her midwifery education includes a comprehensive academic and clinical training at Maternidad La Luz, a busy birth center in El Paso, Texas and attendance at many home birth in California. She started attending births in 2009 and opened her own practice in Chico in 2013. Katarra's massage training includes Maya Abdominal Therapy, Rolfing Structural Integration and CranioSacral Therapy. She has studied with Chico Therapy & Wellness Center, Jean Louise Green, Michael Turk, Debbie Pierce IBCLC, Cathy McLendon IBCLC, Theresa Watson IBCLC, Heartwood Institute, Dr. Rosita Arvigo, Dr. Aviva Romm, herbalists Susun Weed, Matthew Wood, Lise Wolff, Upledger Institute, Milne Institute, Carol Grey and Rolf Guild for Structural Integration. Katarra also serves on the board of directors for the Rolf Guild of Structural Integration.

Her IBCLC Lactation education was completed through UC San Diego with a year-long internship at Enloe Hospital Mother Baby Center working with local families. She has undergraduate degrees from Chico State in Music Performance, Audio Engineering, and Spanish. Katarra continues to work closely and be mentored by teachers whom she calls Everyday Masters; local practitioners who are experts in their field and open to sharing their lifetime of knowledge and skills. When not attending births, she is a busy musician in Chico or working as a hospice volunteer. She was raised in a bilingual home on a farm in Glenn County between the Sacramento River and Stoney Creek.

**Bernard Lincoln: CMT, Clinic Supervisor** is a Certified Hypnotherapist, Holistic Health Practitioner, State Certified Hypnotherapy Instructor, Ordained Spiritual Counselor, Colon Hydrotherapist, Massage Therapists, Nutritional Expert, and published writer. Berney started his career in the holistic health field in 1998 and has worked with thousands of clients since that time. Now, as a member of the Chico Massage School and Creating A Sustainable You, Berney brings his years of experience and vast knowledge of the subject of holistic health to assist those seeking a place that is honestly concerned with the health and welfare of its clients.

**Jean Louise Green: CMT, and Certified Rolf Practitioner, Instructor** since 1991, trained with Dr. Ida P. Rolf's first generation teachers. From 2004-2018, Green taught Basic and Advanced level Deep Tissue classes at Chico Therapy Wellness Center, as a California state certified teacher of therapeutic massage. Her knowledge and skill with body mechanics, and the structure of the body and its energetics, made her classes highly valued among the students. Jean Louise Green has loved the years of teaching and is featured on radio and podcasts as the author of the newly published *STRUCTURAL INTEGRATION & ENERGY MEDICINE: A Handbook of Advanced Bodywork*. She maintains a full-time practice in Chico, California.

**Maria Corrales: LMT, Instructor** has been practicing massage since 2007. Maria's unique healing offering is enriched by the colorful life of adventure and purpose she has led.

Maria first began her healer path when she traveled alone at the age of 19 to the South African bush to help care for orphaned and injured baboons (the largest monkeys in the world) at C.A.R.E.. She dedicated herself to the care of innumerable emotionally, physically and psychologically traumatized baboons, rehabilitating them for successful release back into the wild. For half of her twenties she lived in the wilderness with primates and honed her skills of observing and listening to the vast wealth of non-verbal information available, both from other beings as well as from our natural environments themselves, finding nature to be a conduit for spiritual insight and clarity.

When not living in the wilderness with monkeys, Maria completed a Bachelor of Science in Biology, formal training in massage therapy, and operated her therapeutic massage practice in the United States.

In 2011, Maria traveled to Dharamsala, India where she studied yoga with Yogacharya Lalit at Himalaya Yoga Valley, becoming a Registered Yoga Teacher. She later returned to India from 2017-2019 where she volunteered and studied at Tibetan Buddhist meditation centres, living in close proximity to His Holiness the Dalai Lama and other highly-realised beings, having the great fortune to receive many teachings and blessings from them.

Maria has now returned to her home state of California and is pleased to offer her supportive heart and healing hands that she may benefit all beings to the best of her ability.

**Jenni Miller-James: CMT, RYT, Instructor** has a bachelor's degree in Anthropology and a Master's in Social Work with an emphasis in clinical psychotherapy. Internationally educated in India, Mexico, California and Hawaii, Jenni has thousands of hours of experience and training in massage therapy. She has been practicing massage and bodywork since 2011 and has been published with her works on the history of barefoot massage. Her specialties include mindfulness-based psychotherapy incorporating somatic engagement, barefoot massage and integrative therapeutic massage. Her massage and yoga philosophy encompasses traditional and science-based techniques to maximize client results. Her goal is to lengthen and enhance the careers of thousands of massage therapists both new and experienced, by sharing the deeply beneficial art of barefoot massage.

**Anasuya Basil: CMT, Instructor NC, Dipl. ABT, CST** as the owner of My Body Wisdom, Chico, the Bay Area, and virtual private practice she integrates nutrition, craniosacral therapy and acupressure for individuals and groups.

As a Holistic Health Practitioner and Midlife Renewal Health Coach she counsels individual clients on food and supplement plans for various health issues, including musculoskeletal injuries, blood sugar balance, weight loss, smoking cessation, brain chemistry balancing and women's health. She continues to perform craniosacral therapy and acupressure to relieve pain, support hormonal balance, and improve energy concentration, focus, and mood balance.

## **Facility Description**

Our clinic classroom is 18 feet x 35 feet. It has 8 massage tables, bolsters, pillows and body pillows as well as 8 rolling stools. It houses the library, as described under “library description” below. The lecture classroom has folding chairs and tables, Chromebooks, projector and podium. A large skeleton, and anatomical models including: sacrum, vertebra, scull, cervical spine, knee, forearm, hip, and shoulder will all be used during instruction and available for students to study and ask questions. There are several posters to use during discussion and study as well; described as: 5 trigger point, reflexology, muscular system, and large muscular system. Students have access to an outdoor break area, indoor break room including refrigerator/freezer, microwaves, hot tea kettle, filtered water, dishes, silverware and basic dish cleaning supplies, restroom access, and an office for any private meetings.

### **Library Description:**

Chico Massage School provides copies of manuals, textbooks, supplemental books, and other required course materials, i.e., reference books, magazines, trade journals, transparencies, and other media and equipment at the campus libraries. The libraries are located on a bookshelf in the classroom for easy access. These materials are available for students to check out for additional study.

### **Check Out Procedure:**

To check out library materials, Students may simply select the materials that they wish to take home and check them out from the instructor. Materials are typically signed out for the period of a week at a time, unless other arrangements are made. Library hours are during class hours, unless scheduled times are approved by staff.

### **Distance Education:**

Chico Massage School does not provide distance learning training programs at this time. All classes are residential in nature and are held at Chico Massage School: 809 East 5<sup>th</sup> Avenue, Chico, CA 95926.

Chico Massage School may offer distance learning for all classes in accordance with CAMTC requirements, excluding clinic hours and hands on techniques. Students may attend class virtually for select subjects with prior approval from the instructor. Assignments will be done during class hours using Google Classroom. The student will share any assignment with the instructor so they may review and give feedback in real time.

## **MONETARY POLICIES**

### **Charges for Trimester Enrollment**

**Students will be charged tuition based upon trimester period including the following terms required to graduate: Body Term, Health Term and Wellness Term, that comprises one academic year, at a rate of \$20 per clock hour:**

#### **TUITION/CHARGES**

DESCRIPTION of FEES	Totals
Registration Fee (Non-Refundable)	\$50.00
Tuition	\$12,500.00
ABMP Exam Coach/Insurance	\$125.00
Equipment (owned by student)	\$160.00
Textbooks (owned by student)	\$371.50
STRF (Non-Refundable)	\$32.50
Out of Pocket Estimate(Shopping list)	(\$275.00)
Post Graduation Estimated Certification Expenses (CAMTC \$300, MBLEx \$268 and Live Scan \$100)	(\$668.00)
 TOTALS	 \$13,239.00 +(943.00)

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:.....\$13,239.00**

**ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM:.....\$14,182.00**

**(\$12,500.00 tuition + fees + sheets, materials for class + required text + post graduation certification expenses)**

**Students are required to follow their Schedule of Charges beginning with the first payment at the time of enrollment. If school owned book(s) are returned on the last day of class and no later than 10 calendar days after the last day of class with NO RIPS, FOLDS, MARKS, DOG-EARS, WATER DAMAGE, or any other damage the student will not be charged for damages. If the school owned book(s) are damaged or the student does not return, Chico Massage School will bill \$100 to replace each damaged book(s).**

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:**

**1st payment on their Schedule of Charges**

**WE DO NOT PARTICIPATE IN ANY STATE OR FEDERAL FINANCIAL AID PROGRAMS.**

**Students enrolled in a federally unaccredited institution are not eligible for federal financial aid programs.**

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

## **Payment Plan Policy:**

A copy of the signed and dated Program Payment Contract and their Schedule of Charges will be given to the student. A monthly invoice will be emailed to the student with a minimum amount due and the current payoff balance.

- Accepted payments: cash, check, or bank transfer through Quickbooks Invoice.
- Failure to make payments will result in suspension of enrollment.
  - Suspension may result in delayed graduation.
  - Suspension will result in missed required classroom hours. Missed required classroom hours are made up at the rate of \$45/classroom hour charged to the student. Hours must be scheduled and completed within 2 weeks of suspension lift.

## **Payment Period Definition:**

CMS calculates its refund based upon payment periods. A definition of the payment period at CMS is that programs of six hundred twenty-five (625) hours or less constitute one payment period.

## **State Pro-Rata Refund Policy:**

Chico Massage School (“CMS”) uses the state pro-rata refund policy for students who have completed sixty percent (60%) or less of the period of attendance. **Partial refund is only possible if Sixty Percent (60%) or Less of Instruction is completed. At 61% or more of the program has been completed: NO REFUND IS DUE.** In the event of withdrawal or termination, the student has the right to receive a refund for the unused portion of the tuition and other refundable charges if the student has completed sixty percent (60%) or less of the instruction. No monetary refund is due if greater than sixty percent (60%) of the program has been attended by the student.

## **Refund is Due Within Forty-Five (45) Days of Notification:**

Any monies due the applicant or student will be refunded within forty-five (45) days of the date of cancellation, withdrawal or dismissal, including signed document stating withdrawal from Student.

## **Student Tuition Recovery Fund (STRF) Disclosure:**

“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.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

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

Students have the right to cancel the enrollment agreement and obtain a FULL refund of charges paid through attendance of the first class session, or the seventh day after enrollment, whichever is later. The registration fee in this case is not refundable. Cancellation notices shall be in writing. Withdrawal may be effectuated by the student's written notice or by the student's conduct, including but not necessarily limited to a student's lack of attendance. You are not officially considered a CMS student until you have attended your first scheduled class of instruction. Applicants or students may cancel the Enrollment Agreement as follows:

1. **Admission Rejection.** An applicant rejected for admission is entitled to a refund of all monies paid, including registration fee.
2. **Right to Cancel.** The student has the right to cancel the Enrollment Agreement and obtain a FULL refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The registration fee in this case is not refundable. "Enrollment" is defined as the date that the Enrollment Agreement is signed by the student.
3. **Written Notice Required.** Cancellation will occur when the student gives written notice of cancellation to the School General Manager or to the School President at the following address:  
Chico Massage School Administrative Office @ 821 East 5<sup>th</sup> Avenue, Chico, Ca 95926.
4. **Written Notice Can Take Any Form.** The written notice of cancellation need not take a particular form, though expressed through writing, is effective if it states that the student no longer wishes to be bound by the Enrollment Agreement. The student has the right to withdraw from a course of instruction at any time. The written notification of withdrawal must be delivered in person or sent by US mail to: President, Chico Massage School, 821 East 5<sup>th</sup> Avenue, Chico, CA 95926. This notification must have the date and signature of the student as well as the date and signature of the staff upon receiving. The student will not be considered withdrawn without proper notification.
5. **Effective Date of Written Notice.** The cancellation is in writing, and is effective on the date of personal delivery or, if mailed, on the date postmarked. The school shall refund any consideration paid by the student within forty-five (45) days after the school receives notice of cancellation. Any monies due the applicant or student will be refunded within forty-five (45) days of the date of cancellation, withdrawal or dismissal including signed document stating withdrawal from the Student. The money will be refunded in the form it was received, unless it was cash, as that will be refunded by check.
6. **Return of Equipment.** The equipment (**Lotion holster, lotion bottle full of lotion, fingernail care kit, t-shirts, self-care products, resistance bands and self massage tools.**) is owned by the student and will not be returned. The Chromebook is only used in the classroom during class, or scheduled study periods. The student is not permitted to take the Chromebook home, but is able to schedule out of class time at the facility, as approved by CMS Staff.
7. **Return of Textbooks.** Students receive their own copies of the required textbooks and would not return them to the school. In the case that a student borrows a Chico Massage School owned textbook(s) while taking the course, and the student fails to return a school-owned book(s) **within 10 calendar days** of the withdrawal signed statement, they will be charged up to \$100 per book for the cost of replacing each book. In the case of a refund, the charges for the borrowed books will result in the subtraction of up to \$100 per book for the cost of replacing each book.

If the student cancels enrollment past the 7<sup>th</sup> day after enrollment or past the first day of class. See below:

**Bureau for Private Postsecondary Education Refund Policy for Diploma Programs**

If the student withdraws from a course of instruction after midnight of the seventh business day after the day on which the student attended the first class of the course of instruction, the school will remit a refund, as per the following refund formula. The amount of the refund shall be calculated on a pro-rata basis, less the registration fee, less the STRF fee, and less the cost of any equipment and/or books and supplies the school provided the student which were not returned within forty-five (45) days following the date of the student's cancellation, withdrawal or dismissal. The pro-rata refund formula is as follows:

1. Determine the Program Tuition by subtracting all fees, equipment, books and supplies from the Total Program Cost.
2. Divide the Program Tuition by the Total Hours in Program to arrive at the Program Tuition per Hour. (\$20 per hour)
3. The answer to the calculation in step (2) is the hourly charge for instruction. (\$20 per hour)
4. The Amount Owed by Student for the purposes of calculating a refund is derived by multiplying the Hours of Instruction Attended by Student by the Program Tuition per Hour and adding in any book or equipment charges to arrive at the Tuition Due to School.
5. The Refund Amount Due to Student shall be any amount in excess of the Amount Paid by Student.
  - a.) Total Program Cost –Registration Fee –STRF Fee(non refundable) –Equipment & Books & Supplies = Program Tuition
  - b.) Program Tuition / Total Hours in Program = Program Tuition per Hour
  - c.) Program Tuition per Hour x Hours of Instruction Attended by Student = Tuition Due to School
  - d.) Tuition Due to School + Registration Fee + STRF + Unreturned Equipment & Books & Supplies = Amount Owed by Student
  - e.) Amount Paid by Student –Amount Owed by Student = Refund Amount Due to Student.

- Sample Calculation 1: Assume a six hundred twenty-five (625) hour program costing \$13,239.00 tuition, \$50.00 for registration, \$32.50 for STRF, \$160.00 for equipment, \$371.50 for textbooks, and \$125.00 for the ABMP Exam Coach. The student withdraws after 7 days of attendance and does not return \$50.00 for registration, \$32.50 for STRF, \$160.00 for equipment, \$371.50 for textbooks, or the \$125 ABMP Exam Coach. If the student has already paid the school a total amount of \$5,000.00 toward the program of instruction, the refund calculation would be:
  - a.  $\$13,239.00 - \$50.00 - \$32.50 - (\$160.00 + \$371.50 + \$125.00) = \$12,500.00$  Program Tuition
  - b.  $\$12,500.00 / 625 = \$20.00$  Program Tuition per Hour
  - c.  $\$20.00 \times 42 = \$840.00$  Tuition Due to School

d.  $\$840.00 + \$50.00 + \$32.50 + \$160.00 + \$371.50 + \$125.00 = \$1,579.00$  Amount Owed by Student

e.  $\$5,000.00 - \$1,579.00 = \$3,421.00$  Refund Amount Due to Student

**CANCELLATION OR TERMINATION AFTER COMPLETING 60% OR MORE OF THE PAYMENT PERIOD WILL RESULT IN NO REFUND.\***

- Sample Calculation 2: Assume the same conditions and numbers as “Sample Calculation 1” above, but where the student withdraws after four hundred (400) hours of attendance, and returns no equipment, books, or supplies.

Because the student has already completed sixty-four percent (64%) of the program,  $(400 / 625 = 64\%)$ , no refund is due.

**\*60% is 375 hours**

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

**The school is a private institution, that is approved to operate by the Bureau, and that approval to operate means compliance with state standards of California Private Postsecondary Education Act (CEC) and California Code of Regulations (CCR)**

**Chico Massage School is unaccredited by an accrediting agency recognized by the United States Department of Education and offers a Diploma in Massage Therapy. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions within the State of California.**

**Bureau for Private Postsecondary Education**

Complaints: A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling Toll Free: (888) 370-7589 or by completing a complaint form, which can be obtained by the bureau’s internet Web site: www.bppe.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education:

**Mailing Address:**

Bureau for Private Postsecondary Education  
P.O. Box 980818, West Sacramento, Ca 95798-0818

**Physical Address:**

Bureau for Private Postsecondary Education  
1747 North Market Street, Suite 225, Sacramento, CA 95833

Phone: (916) 431-6959

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Fax: (916) 263-1897

## **CAMTC Certification: Chico Massage School is approved by the California Massage Therapy Council (CAMTC) Approval Code SCH0177**

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et. seq.

### **Requirements for CAMTC Certification:**

The California Massage Therapy Council issues voluntary certifications to massage professionals that meet the requirements in the law. Certification is voluntary, and CAMTC certification is not required by state law in order for a massage professional to practice their profession in the state. Chico Massage School suggests obtaining the CAMTC certification for massage professionals. To find out if your city or county requires certification, please contact the city or county in which you wish to practice. Local permits may be needed for each city or county where you practice unless you are certified. If you are in an unincorporated area, please check with the county.

Massage professionals may find CAMTC certification useful as it allows certified individuals to practice their profession in all cities and counties in the state without the need to get a local permit to provide massage for compensation.

California Business and Professions Code section 4611 makes it an unfair business practice for anyone not certified by CAMTC to use the titles: Licensed, Certified, Certified Massage Therapist, Certified Massage Practitioner, CMT, or CMP.

In order to obtain CAMTC Certification, an applicant must submit a fully completed application and meet all of the following requirements:

- Be 18 years of age or older;
- Pay \$300 fee to CAMTC. **Make sure to check the CAMTC website for any changes in fees.**

- Submit fingerprints to an authorized agency in California for a Live Scan using only the CAMTC form at [Request for Live Scan Service](#) (the authorized agencies charge you a fee for this service) and pass a criminal background check;
- Pass one of the following CAMTC - approved exams (the exam companies charge a fee for taking their exam):
  - **Massage and Bodywork Licensing Exam (MBLEx)** \*This will be what Chico Massage School prepares students for\*
  - Board Certification Exam in Therapeutic Massage and Bodywork (BCETMB);
  - National Certification Exam for Therapeutic Massage and Bodywork (NCETMB) or National Certification Exam for Therapeutic Massage (NCETM) taken on or before February 2015; or
  - New York State Massage Therapy Examination;
- Have successfully completed, at a CAMTC approved school, curricula in massage and related subjects totaling a minimum of 500 hours (or the credit unit equivalent), which incorporates appropriate school assessment of student knowledge and skills. Of the 500 hours, a minimum of 100 hours shall be in anatomy and physiology, contraindications, health and hygiene, and business and ethics; and
- Have not violated any of the provisions of the California Massage Therapy Act or any policy, procedure, or regulation of CAMTC.

**Questions or Complaints to CAMTC.** A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 800, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.

## **Legal Statements**

### **Chico Massage School has:**

- **NO Pending petition in bankruptcy**
- **IS NOT Operating as a debtor in possession**
- **HAS NOT Filed a petition within the last five years**
- **HAS NO Petition in bankruptcy filed against it the past five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code**

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION** The transferability of credits you earn at Chico Massage School is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the Diploma you earn at Chico Massage School is at the complete discretion of the institution to which you may seek to transfer. If the Diploma that you earned 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 would meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Chico Massage School to determine if your Diploma will transfer.

### **Chico Massage School has not entered into an articulation or transfer agreement with any other college or University.**

#### **Projected number of Students each year:**

A projection and the bases for the projection of the number of students that the institution plans to enroll in the educational program during each of the three years following the date the application is submitted: The projected number of students is 16-48 per year. This projection is based on 16 available spots in the classroom per course session as well as the previous massage school: *Chico Therapy Wellness Center and Massage School's* list of inquiries they had of potentially interested students for July 2018. This Institution will schedule 3 course sessions per year with enrollment available approximately every 2.5 months for Day term and every 4 months for night term for the 625-Hour Massage Therapy Training Program.