

2020 Course Catalog Updated Annually



848 West 9th Street, Chico, CA 95928

Phone: 530-521-7328

Website: www.chicomassageschool.com

Email: info@chicomassageschool.com

BPPE School Code 78230977

Standard Occupational Classification Code: Massage Therapist 30-9011

Instruction will be provided in English only

**CATALOGUE COVERAGE DATES:**

January 4, 2020 — June 4th, 2020 *Revised and updated annually*

ADMINISTRATION OFFICE/CAMPUS:

Established in 2019: 848 West 9th Street, Chico, CA 95928

CAMPUS LOCATION:

848 West 9th Street, Chico, CA 95928

Administrative Office:

Chico Massage School 848 West 9th Street, Chico, CA 95928

Classroom Location:

Chico Massage School 848 West 9th Street, Chico, CA 95928 Located upstairs inside the Stand Alone Mix Martial Arts building.

Phone: (530) 521-7328 **Fax:** N/A

Email: info@chicomassageschool.com

Website: 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 (TOELF) with a score of 80 or higher.
- TOELF 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.

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.



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 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 President to review goals, program offered, school policies and procedures, the School Performance Fact Sheet, the Enrollment agreement, and graduation requirements.

Each prospective student must provide the following documentation:

- Submit an application.
- Provide a copy of his/her high school diploma or equivalency certificate; or most recent educational certificates/diplomas from
- Live Scan: Fingerprinting

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 gone over between President and student, signed and dated. Chico Massage School will keep original copy of the Enrollment agreement and house in Student File. The student will receive a copy of enrollment agreement.

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
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833**

Phone: (916) 431-6959

E-mail: bppe@dca.ca.gov

CAMTC Certification: Chico Massage School is currently NOT approved by the California Massage Therapy Council (CAMTC)

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 the \$150 fee; **Make sure to check the CAMTC website for any changes**
- 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 320, Sacramento, CA 95814, 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 are not accepted at the institution at 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 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.

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 to work in a variety of professional settings upon graduation from our program. Our advanced education classes are designed to enhance skills of existing therapists and to offer more ways for our students to bring healing to their clients.

COURSE OBJECTIVE

525 Level 1 Massage Therapy Program

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 to work in a variety of

professional settings as a massage therapist upon graduation from our program. Our advanced education classes are designed to enhance 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

525 Level 1 Massage Therapy Program

Chico Massage School is a private institution that offers a comprehensive entry level massage therapy program approved by the Bureau of Post Secondary 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.

This 525 hour Level 1 Massage Therapy Program is broken down as follows:

- History of Massage: 5 Hours
- Business & Marketing/Laws & Regulations/Ethics: 34 Hours
- Documentation/S.O.A.P. Notes/Client Assessment: 35 Hours
- Anatomy & Physiology: 80 Hours
- Pathology: 30 Hours
- Health/Hygiene: 5 Hours
- Kinesiology: 26 Hours
- Body Mechanics/Self Care/Equipment/Environment Safety: 20 Hours
- Massage & Bodywork Techniques & Hands on Application: 175 Hours
- Benefits /Contraindications: 15 Hours
- Instructor Guided Practice Appointments/Clinical Hours: 100 Hours

FACULTY AND THEIR QUALIFICATIONS

Administrative Staff:	Instructors:	Teacher Assistants:
Candi E. Williamson	Candi E. Williamson	Marcy Burns
	Aaron Fetty	
	Advanced Course Instructors:	
Caitlin Linscheid	Jean Louise Green	Jane Miner
Katarra Shaw	Steve Metzger	Michael Turk

Candi Williamson: CMT, President, has 16+ 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. 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, 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 more than 10 years of experience as a massage instructor. 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 head instructor and will be teaching the entirety of the level 1 program.

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.

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.

Steve Metzger: RN, CMT, Instructor is a registered Nurse with a BSN from CSU, Sacramento and is certified in massage therapy from Chico Therapy Wellness Center. He continued advanced training in Myofascial Release, Lymphatic Drainage Therapy, Women's Health bodywork, Craniosacral Therapy and orthopedic massage. Steve received certification in fertility, prenatal, postpartum and breast therapy massage. He teaches pregnancy, postpartum and women's health bodywork massage at Chico Therapy Wellness Center and is one of the few Sacramento therapists certified to massage women before, during, and after pregnancy. His advanced training in with fertility massage, lymphatic drainage and other women's health therapy makes him a

holistic provider for women in the childbearing years. He is in awe of the miracle of life and feels honored to contribute to the health and wellness of a new mother, baby, and family.

Steve has been a registered nurse for over 35 years. For the first eight years of his career, Steve served as a nurse or assistant head nurse at UC Davis Medical Center, where he worked in the intensive care, critically ill, and surgery units, and where he helped found and manage the orthopedic trauma unit. For almost 30 years, Steve served as a nurse manager at Kaiser Permanente, where he has specialized in managing inpatient and outpatient departments, including a surgery center.

As part of this work, Steve has instructed nurses, midwives, nursing assistants, home health aides, and clerical staff; he has served as an interpreter for Spanish-speaking patients; and he has worked with a diverse range of people – from doctors and ministers to prison inmates and gang members. Whatever their path in life, and whatever their condition upon arrival, Steve approaches people from an accepting, compassionate, and nurturing place, with the sole interest of optimizing their healing and recovery.

Katarra Shaw: CMT *Teacher Assistant/Instructor Development Student, 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 homebirths 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, 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.

Marcy Burns: CMT, *Teacher Assistant/Instructor Development Student, has had more than 10 years of experience as a CMT. Her approach is devoted to the intrapersonal connection within her clients and how to manually manipulate the physical body to produce a cohesiveness between mind and body. She is passionate about relationship building, connecting, and trust with

others. Her attentiveness and understanding of anatomy, and how it relates to the quality of life make her especially qualified to teach others the importance of massage.

***Teacher Assistants/ Instructor Development Students:** will work under the Instructors supervision to give massage therapy training students' additional attention and instruction. All assistants are Certified Massage Therapists with 500 hours or greater of education and will have duties as follows:

Reinforce lessons presented by Instructors by reviewing material with students one-on-one or in small groups. Help with tracking attendance and assist instructors to prepare for lessons by getting materials ready or setting up equipment, such as massage tables, etc. Training is for the purpose of supporting a growing staff of seasoned massage therapy professionals for our new school. These Students will also assist program students with hands on instruction, assist with body mechanics and support lesson plans for student development. They are also available to help students understand the material and adapt the information to their learning strength.

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 16-32 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 2 course sessions per year for the 525 Hour Massage Therapy Training Program.

Total number of clocked hours required: 525

Course Length: 22 weeks, each scheduled day includes a 30-minute lunch

- January 4 mandatory orientation 10-4pm (Week 1) =5.5 hours
- Program begins January 6 8am-3pm = 6.5 hours
- The schedule will be alternating weeks as follows 19.5 hours a week and 26 hours a week breaking down to 6.5 hours a day of instruction. Weeks 2-7.

The Schedule of Classes:

Alternating weeks:

Monday + Tuesday + Wednesday + Thursday: 8:30am-3:30pm

Monday + Tuesday + Wednesday + Thursday: 8:30am-3:30pm + Saturday: 10am-5pm

Breaks and Vacations: We observe all Federal Holidays: 2020:

Newyear's Day: January 1, Martin Luther King Day: January 20, President's Day: February 17,

Spring Break: March16-20, Memorial Day: May 25, Independence Day: July 4, Labor Day:

September 7, Thanksgiving: November 26, Christmas: December 25. *The full schedule outlines the exact dates off.

SUNDAY Week start date	HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12/29/19	5.5	No Class	No Class	No Class	No Class	No Class	Orientation 8am-2pm
1/5/20	19.5	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	No Class	No Class

					No Class	No Class	No Class
1/12/20	26	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	No Class
1/19/20	19.5	MK Day	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	No Class
1/26/20	26	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	No Class
2/2/20	26	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	No Class
2/9/20	26	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	No Class
2/16/20	19.5	Prez day	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	No Class
2/23/20	26	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	10am-5pm
3/1/20	26	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	No Class
3/8/20	26	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	10am-5pm
3/15/20	0	Spring	Break	Spring	No Class	No Class	No Class
3/22/20	26	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	No Class
3/29/20	26	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	10am-5pm
4/5/20	26	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	No Class
4/12/20	26	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	10am-5pm
4/19/20	26	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	No Class
4/26/20	26	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	10am-5pm
5/3/20	26	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	No Class
5/10/20	26	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	11am-4pm Make-up day	11am-4pm Make-up day
5/17/20	26	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	Holiday Weekend	Holiday Weekend
5/24/20	19.5	No Class	8:30am-3:30pm	8:30am-3:30pm	8:30am-3:30pm	No Class	No Class
5/31/20	32	8:30am-3:30pm	8:30am-3:30pm	8am-2:30pm Short Day	Written Exam 8am-3pm	Hands-On Exam 8am-3pm	No Class

Facility Description

Our classroom is 18 feet x 35 feet located up one flight of stairs. It has 8 massage tables, and 16 folding chairs. It houses the library as described under “library description” below. A large skeleton, human lymphatic body, and anatomical models including: sacrum, vertebra, skull, 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 will have access to a break area, including a kitchenette, upstairs 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 Staff. 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. Note: Required textbooks are usually reference books that students will want in their own personal libraries, so they often prefer to buy their own.

Distance Education:

Chico Massage School does not provide distance learning training programs. All classes are residential in nature and are held at Chico Massage School: 848 West 9th Street, Chico, CA 95928.

Equipment and Materials Description

Course Text required:

“Introduction to Massage Therapy, 3rd Edition” by Mary B Braun ISBN 978-1-4511-7319-2

*These textbooks will be provided in class and will be available for purchase if the student so chooses

Suggested:

- “Trail Guide to the Body, 5th Edition” by Andrew Biel ISBN 978-0-9658534-5-3
- “The Anatomy Coloring Book, 4th Edition” by Kapit & Elson ISBN 978-0-321832016
- Colored markers and/or pencils
- Note taking material
- Five sets of Twin sheets

Provided by Chico Massage School:

Students are required to use the textbook: “Introduction to Massage Therapy” by Mary B Braun ISBN 978-1-4511-7319-2 in class. These textbooks will be provided in class and will be available for purchase if the student so chooses. 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: 1-Lotion Holster, 1-Lotion Bottle full with lotion, 1-Bottle hand sanitizer and 1-fingernail care kit.

Provided by Students:

Students are responsible for and required to replenish their supplies as needed to continue participating in class. These supplies include **Sheets, Lotion, Lotion bottle, Hand Sanitizer, Fingernail care tools.**

Students are required to bring a clean set of sheets for every day of class, and to supply a clean set of sheets for every client they work on during practice hours and clinical hours.

Massage Exchange Supplies:

MONETARY POLICIES

Schedule of Charges:

- Total Cost: \$8100.00 + Estimated \$100.00 for personal supplies
- Due by first day of class (orientation), January 4th²⁰²⁰: 50%+ text book deposit which is \$4100.00
- January 30th²⁰²⁰: \$1000.00
- February 28th²⁰²⁰: \$1000.00
- March 30th²⁰²⁰: \$1000.00

- Final payment due by April 30²⁰²⁰: \$1000.00
- You may pay in full by first class for a discount equally a total cost of \$7600.00
- You may pay more than, but not less than the monthly amount of \$1000.00
- You MUST have FULL PAYMENT by June 6th, 2020 to receive your diploma.

Students will be charged tuition based upon one 22-week period that comprises one academic year, at a rate of \$15 per clock hour:

<u>DESCRIPTION of FEES</u>	<u>1st Period</u>	<u>Totals</u>
Registration Fee (Non-Refundable)	0.00	0.00
Tuition	7,875.00	7,875.00
ABMP Exam Coach/Insurance	75.00	75.00 } \$ 75.00
Equipment (owned by student)	50.00	50.00} \$125.00
Text Book Deposit *	100.00	100.00} \$225.00
STRF (Non-Refundable)	0.00	0.00} \$225.00
Out of Pocket Estimate	100.00	100.00} \$325.00
TOTALS	\$8,200.00	\$8,200.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:.....\$8,100.00

ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM:..\$8,200.00

(\$8100.00 tuition + sheets, materials for class)

***Students are required to pay a \$100.00 deposit for their book along with the initial tuition price of \$4000.00. If the book is 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 get a full refund of \$100.00. If the book is damaged or the student does not return, Chico Massage School will keep the deposit, as the student forfeits that money.**

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$4,100.00 (50% tuition and text book deposit)

WE DO NOT PARTICIPATE IN ANY STATE OR FEDERAL FINANCIAL AID PROGRAMS. Students enrolled in an unaccredited institution is not eligible for federal financial aid programs.

If the student receives Federal Student Financial Aid Funds, the student is entitled to a refund of monies not paid from federal financial aid funds.

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 payment plan agreement will be given to the student. A monthly tuition balance statement will be given to the student. Each time a tuition payment is made the student will receive a receipt including their name, the date of payment, amount of payment and the remaining tuition balance plus any fees incurred. This will be signed by the Student, the President, and the General Manager.

- Accepted payments: cash, cashier's check, or credit card (excluding American Express).

Payment Period Definition:

CMS calculates its refund based upon payment periods. A definition of the payment period at CMS is that programs of five hundred twenty-five (525) 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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of 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.”

ATTENDANCE POLICIES

(***Professional Points** are based on a 100-point scale which equals 20% of your overall grade. Showing up to class ready and on time is important for your own learning experience, the experience of other class members, and excellent practice for the work force.)

Attendance Policy:

Students must attend class regularly and punctually. Students are required to complete all specified 525 hours as stated in the Program Description (above) as required by CAMTC for certification, and to receive Chico Massage School diploma. It is the students' sole responsibility to attend all classes and makeup days as provided or scheduled by Chico Massage School in order to complete the program.

(**Note:** It is mandatory that you complete all 525 hours. We schedule 2 days for you to use without payment or special accommodations. Beyond that you will be charged for the extra scheduling needed if you miss class. You are given three days absence without point reduction, HOWEVER, only two days are covered in your original school cost. Anything beyond two days can cost the student from \$15-\$40 per hour. If a student needs to schedule time beyond the allotted two-scheduled days, they will need to meet with the President: Candi E. Williams to decipher cost and days/times for makeup. The calculation will be determined based on what the student(s) is costing the school to open. Chico Massage School will do everything they can to keep the cost down, etc.: multiple student arrangement at one time.)

Missed Classes:

Life events may make it necessary for you to miss some class sessions. You can miss three class sessions without explanations or repercussions so long as you arrange with your teacher to make up all class assignments, examinations, and practical evaluations within ONE WEEK of the missed class. After three (3) class sessions are missed, you will lose 10 professional-points per occurrence in final grade tallies. Please schedule an office meeting with the President: Candi E. Williams ASAP if you anticipate attendance issues throughout the semester so that we can make a plan.

Tardiness Policy:

If you arrive late please sit in the back of the classroom and make every effort not to disrupt the learning of others with unnecessary noise. There is no need to offer explanations. Late arrivals are tracked in the attendance book. Every three late arrivals are counted as 1 absence.

Early Departures:

If you must depart early, please sit in the room closest to the door and make every effort not to disrupt the learning of others with unnecessary noise. There are no need for explanations. Early departures are tracked in the attendance book. Every three late arrivals are counted as 1 absence.

Shortened Practice Sessions:

I expect you to practice hands-on skills for the entire length of the assigned time. Practice sessions shortened because of late start times or early end times are tracked on the grade book. Every shortened practice session result in the loss of 5-professional points on your final grade tallies.

Make-Up Policy:

There are two days scheduled into the 525-hour program to be used as necessary. Necessary uses will be approved by President and/or General Manager. The student must contact the Instructor, President or General Manager by email, or text to approve and plan for the use of these scheduled days. The phone number is 530-521-7328, and the email is info@chicomassageschool.com. The student must receive a confirmation of receipt, either by text message, or email response. Please note: these days are scheduled as a curtesy to you! Please be mindful how you use them if needed. Making up a day do to illnesses and/or emergencies should take priority in the use of these days.

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). All subsequent late assignments or course work is awarded HALF (½) points earned.

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, 848 West 9th St., Chico, CA 95928. 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 as to how to make up time. You will need to have a doctor's note or sufficient proof, as decided by President to determine how to proceed. No excuse, no proof, or not showing up to class more than three days will result in dismissal of the program, unless an approved emergency explains no show. Because this program is only 5-months, we are limited in availability to make up time. These hours can be made up within the 2 make-up days provided at the end of the semester. If a leave of absence is longer, as understandable in many scenarios, the student must meet with the President, Candi E. Williamson to determine how to proceed. Options may include, but are not limited to: same semester scheduled make up time as scheduled per specific situation or the possibility of transferring hour/day/tuition to proceeding semester(s).

Initiation of Withdrawal:

A withdrawal is considered to have occurred on the earlier 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.

STUDENT'S RIGHT TO CANCEL

Student has 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. 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 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 @ 848 West 9th Street Chico, Ca 95928.
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, 848 West 9th St., Chico, CA 95928. 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 45 (45) days of the date of cancellation, withdrawal or dismissal including signed document stating withdrawal from Student. The money will be refunded in the form it was received, unless it was cash, as that will be refunded by check.

If the student cancels enrollment past the 7th day after enrollment or past 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 no later than midnight of the seventh day after the day on which the student enrolled or the first day of class, 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. (\$15 per hour)
3. The answer to the calculation in step (2) is the hourly charge for instruction. (\$15 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 –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 five hundred twenty-five (525) hour program costing \$7,875.00 tuition, \$0.00 for registration, \$0.00 for STRF, \$150.00 for equipment and text book deposit, and \$75.00 for the ABMP Exam Coach. The student withdraws after two hundred fifty (250) classroom hours of attendance and does not return \$50.00 of school equipment, but does return the \$100.00 UNMARKED text book. 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. $\$8,100.00 - \$0.00 - \$0.00 (-\$50.00 - \$75.00 - \$100) = \$7,875.00$ Program Tuition

b. $\$7,875.00 / 525 = \15.00 Program Tuition per Hour

c. $\$15.00 \times 250 = \$3,750.00$ Tuition Due to School

d. $\$3,750.00 + \$0.00 + \$0.00 + \$50.00 = \$3,800.00$ Amount Owed by Student

e. $\$5,000.00 - \$3,750.00 = \$1,250.00$ 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 three hundred sixty-seven and a half (367.5) hours of attendance, and returns no equipment, books, or supplies. Because the student has already completed seventy percent (70%) of the program ($367.5 / 525 = 70\%$), no refund is due. ***60% is 315 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.

EQUIPMENT REFUND POLICIES

Textbook Return / Refund Policy:

Chico Massage School owns the text books and allows the students to use them while taking the course. Students are charged a \$100 deposit at the beginning of the semester along with their \$4000.00 (50%) tuition fee, equaling \$4100.00. They may purchase their own copy and, in that case, will own them and would not return them to the school. If the student fails to return a school owned book within 10 calendar days of the withdrawal signed statement, they will be charged \$100 for the cost of replacing that book and not receive a refund for their deposit. Their refund will result in the subtraction of that \$100.00 amount.

Equipment Return Policy:

The equipment (**1-Lotion Holster, 1-Lotion Bottle full with lotion, 1-Bottle hand sanitizer and 1-fingernail care kit**) 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.

STUDENT POLICIES

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.

HIPAA Compliance Policy:

All Staff and Students will receive a mandatory training within their class hours. Staff and Student's 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.

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 clinical, 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.

Dress Code Policy:

For Class: Students are expected to dress comfortably in flexible clothing. You may not wear any clothing that is suggestive of drugs, alcohol, violence, or anything deemed offensive by Staff in any context.

For Clinicals: The clothing you wear to work is reflective of your integrity, mindful of your environment, and an indication of your professionalism. Student's 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; loose-fitting, breathable shirts with short sleeves that cover your armpits but not your forearms; and closed-toed athletic shoes. Either a Chico Massage School t-shirt 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, tank tops, low scooping V necks, are inappropriate: T-shirts should have at least a ¼ length sleeve and cover the midriff completely. It is important 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 you will lose five (5) points per occurrence. In a severe case you may be asked to leave the classroom and will need to arrange making that session up.

Hygiene: 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, pillow cases, 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 your President, General Manager, or Instructor and they will assist you in handling the matter.

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 to 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.

Classroom Conduct:

Students shall behave in an appropriate manner for the classroom environment and in regards to the nature of the work at hand.

- Cell phone and smart phone use is prohibited in the classroom. Phone calls and texts should be made during breaks and outside of the school.
- Do not interrupt or talk over an instructor or fellow student.
- Please raise your hand and wait to be addressed to ask a question to make a comment.
- No eating in the classroom.
- Please observe the scheduled breaks; do not leave the classroom mid-lecture or demonstration if at all possible, emergency restroom breaks aside.

- Absolutely no video or photography is allowed in class or clinic.
- No sleeping during class.

Class Participation:

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.

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 make up time, at the cost of the student. In this case one (1) hour of makeup time equals \$40.00. The two makeup days that are included in this Program cannot be used in place of necessary rescheduled time if a student violation occurs.

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 (4th 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 (5th 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 (6th or 39 hours) class, the student is automatically withdrawn from the current program for an inability to maintain the minimum academic and attendance standards.

*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 maximum set forth by the institution; and/or failure to meet financial obligations to the school.

Student Rights

Any questions a student may have regarding this catalog that have not been satisfactory answered by the institution may be directed to the Bureau for Private Postsecondary Education or if a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education at:

- 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
- P.O. Box 980818, West Sacramento, CA 95798-0818
- Website: www.bppe.ca.gov
- Phone (888) 370-7589
- Phone (916) 431-6959
 - Fax (916) 263-1897

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 student 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: \$745-\$960/month

119 Stewart Avenue & 1202 Bidwell Avenue, Chico, CA 95926
(530) 345-1923

<http://www.rentinchico.com/rental-properties/campus-place-apartments>

- Redwood Cove Apartments: \$625/month

621 Pomona Avenue Chico, CA 95928
(530) 879-9222

<http://ismrem.com/1023/redwood%20cove%20apartments-apartments-for-rent/chico/95928>

- Menlo Pointe Apartments: \$995/month
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, General Manager, or Instructor for help. Please contact a Chico Massage School Staff member to schedule.

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 acknowledgement/evaluation forms provided in class may be used for this purpose or students may speak with their instructors in person. There will also be bi-monthly signup sheets for individual meetings with the General Manager to allow for any comments, concerns, or questions that may arise beyond the classroom content. 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 first in the form of a written and hand-signed letter for review and for inclusion in official records. Write the complaint in a letter format and 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 letter as an attachment addressed to Candi E. Williamson, President of Chico Massage School (Mail letter addressed to Candi Williamson, President at Chico Massage School, 848 West 9th Street, Chico, CA 95928. If emailing, please send signed letter as an attachment to info@chicomassageschool.com. You may also deliver the

sealed letter to an Administrative Staff representative at the school. Please retain a copy for you 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 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, the CMS Board will meet and discuss the complaint and make every effort to find a fair 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 organizations: 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, 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: 2535 Capitol Oaks Dr. Suite 400, 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.

- Bi-monthly check in 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 Genral 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.
- There will be feminine menstrual hygiene products available In the restroom for the students' comfort.
- 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.

Chico Massage School Syllabus Overview

- 525-Hour Massage Therapy Training Program
- Instructors: Aaron Fetty and Candi E. Williamson

Course Outline

Orientation: Introduction to business and marketing; ethics; introduction to anatomy & physiology; introduction to kinesiology; introduction to pathology; laws & regulations; brief history of massage; introduction to documentation & assessment; receive massage from instructor

Daily: Review/preview; body mechanics & self-care

Week 1: Introduction to massage therapy; basic anatomy & physiology; history of massage; basic pathology, health and hygiene; basic kinesiology (body positions and movements); basic client intake and documentation; benefits of massage; contraindications

- Week 2: Anatomy (skeletal system); kinesiology (joints, muscle actions); pathology, health and hygiene; contraindications; introduction to massage & bodywork techniques
- Week 3: Anatomy (skeletal system); pathology (integumentary); contraindications; massage & bodywork techniques; documentation & assessment
- Week 4: Anatomy (muscular system); kinesiology (muscle actions); pathology (muscular); contraindications; massage & bodywork techniques; documentation & assessment
- Week 5: Anatomy (muscular system); kinesiology (muscle actions); massage & bodywork techniques; documentation & assessment
- Week 6: Anatomy (muscular system); kinesiology (muscle actions); pathology (neuromuscular); massage & bodywork techniques; documentation & assessment
- Week 7: Anatomy (muscular system); pathology (psychological); massage & bodywork techniques; documentation & assessment; clinical hours
- Week 8: Anatomy (nervous system); pathology (endocrine); massage & bodywork techniques; documentation & assessment; clinical hours
- Week 9: Anatomy (nervous system); pathology (cardiac & lymphatic); massage & bodywork techniques; documentation & assessment; clinical hours
- Week 10: Anatomy (nervous & endocrine systems); pathology (respiratory); massage & bodywork techniques; documentation & assessment; clinical hours
- Week 11: Anatomy (cardiovascular & lymphatic systems); pathology (digestive); massage & bodywork techniques; documentation & assessment; clinical hours
- Week 12: Anatomy (respiratory system); pathology (urinary & reproductive); massage & bodywork techniques; documentation & assessment; clinical hours
- Weeks 13: Anatomy (digestive system); massage & bodywork techniques; documentation & assessment; clinical hours
- Week 14: Anatomy (urinary system); massage & bodywork techniques; documentation & assessment; clinical hours;
- Week 15: Anatomy (reproductive system); massage & bodywork techniques; documentation & assessment; clinical hours;
- Week 16-19: Massage & bodywork techniques; documentation & assessment; clinical hours;
Business & marketing; laws & regulations, ethics
- Week 20: Review of all subjects; Final examinations

Standards for Student Achievement

- Students must complete 525 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 Policy and Procedures outlined under “Policies.”
- Students are required to get at least 80% on the section tests as well as a pass on the hands on final.
- **Testing, Evaluation, Exam Prep: MBLEx**

There are 4 practice tests and (4) massage critiques (massages performed on Massage Therapy Instructors) during the 21-week session. There is also an exam at the end of each section and a hands-on final, performed on a Massage Therapy Instructor, at the end of the session. Students are required to get at least 80% 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 direct for schedule of this exam with a testing site

- **Grading Policy:**

Attendance - Pass or Fail (Must complete 525 hours)

Professionalism- 20% (beginning with 100 points)

Quizes-25%

Final exam - 50%

Technique Evaluation by Instructor 5%

Total=100%

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

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

CHICO MASSAGE SCHOOL PROFESSIONALS CODE OF ETHICS

Chico Massage School students are required to purchase practitioner insurance while in attendance at CMS. After graduation, post-CMS students may choose an insurance of their choice. We use the Associated Bodywork & Massage Professionals (ABMP) for their quality product and also for their extensive research in the ethics of our industry. Please read and be familiar with the following pledge of ethics that Chico Massage School stands behind:

I pledge my commitment to the highest principles of the massage and bodywork profession as outlined here:

Commitment to High-Quality Care - I will serve the best interests of my clients at all times and provide the highest quality of bodywork and service possible. I recognize that the obligation for building and maintaining an effective, healthy, and safe therapeutic relationship with my clients is my responsibility.

Commitment to Do No Harm - I will conduct a thorough health history intake process for each client and evaluate the health history to rule out contraindications or determine appropriate session adaptations. If I see signs of, or suspect, an undiagnosed condition that massage may be inappropriate for, I will refer that client to a physician or other qualified health-care professional and delay the massage session until approval from the physician has been granted. I understand the importance of ethical touch and therapeutic intent and will conduct sessions with the sole objective of benefitting the client.

Commitment to Honest Representation of Qualifications - I will not work outside the commonly accepted scope of practice for massage therapists and bodywork professionals. I will adhere to my state's scope of practice guidelines (when applicable). I will only provide treatments and techniques for which I am fully trained and hold credible credentials. I will carefully evaluate the needs of each client and refer the client to another provider if the client requires work beyond my capabilities, or beyond the capacity of massage and bodywork. I will not use the trademarks and symbols associated with a particular system or group without authentic affiliation. I will acknowledge the limitations of massage and bodywork by refraining from exaggerating the benefits of massage therapy and related services throughout my marketing.

Commitment to Uphold the Inherent Worth of All Individuals - I will demonstrate compassion, respect, and tolerance for others. I will seek to decrease discrimination, misunderstandings, and prejudice. I understand there are situations when it is appropriate to decline service to a client because it is in the best interests of a client's health, or for my personal safety, but I will not refuse service to any client based on disability, ethnicity, gender, marital status, physical build, or sexual orientation; religious, national, or political affiliation; social or economic status.

Commitment to Respect Client Dignity and Basic Rights - I will demonstrate my respect for the dignity and rights of all individuals by providing a clean, comfortable, and safe environment for sessions, using appropriate and skilled draping procedures, giving clients recourse in the event of dissatisfaction with treatment, and upholding the integrity of the therapeutic relationship.

Commitment to Informed Consent - I will recognize a client's right to determine what happens to his or her body. I understand that a client may suffer emotional and physical harm if a therapist fails to listen to the client and imposes his or her own beliefs on a situation. I will fully inform my clients of choices relating to their care, and disclose policies and limitations that may affect their care. I will not provide massage without obtaining a client's informed consent (or that of the guardian or advocate for the client) to the session plan.

Commitment to Confidentiality - I will keep client communication and information confidential and will not share client information without the client's written consent, within the limits of the law. I will ensure every effort is made to respect a client's right to privacy and provide an environment where personal health-related details cannot be overheard or seen by others.

Commitment to Personal and Professional Boundaries - I will refrain from and prevent behaviors that may be considered sexual in my massage practice and uphold the highest

professional standards in order to desexualize massage. I will not date a client, engage in sexual intercourse with a client, or allow any level of sexual impropriety (behavior or language) from clients or myself. I understand that sexual impropriety may lead to sexual harassment charges, the loss of my massage credentials, lawsuits for personal damages, criminal charges, fines, attorney's fees, court costs, and jail time.

Commitment to Honesty in Business - I will know and follow good business practices with regard to record keeping, regulation compliance, and tax law. I will set fair fees and practice honesty throughout my marketing materials. I will not accept gifts, compensation, or other benefits intended to influence a decision related to a client. If I use the Associated Bodywork & Massage Professionals logo, I promise to do so appropriately to establish my credibility and market my practice.

Commitment to Professionalism - I will maintain clear and honest communication with clients and colleagues. I will not use recreational drugs or alcohol before or during massage sessions. I will project a professional image with respect to my behavior and personal appearance in keeping with the highest standards of the massage profession. I will actively strive to positively promote the massage and bodywork profession by committing to self-development and continually building my professional skills.

