

# Massage & Bodywork Education Center

202 N 2<sup>nd</sup> Ave. Oakdale, Ca. 95361  
(209) 840-2560  
Massageandbodyedu.com

---

## 2024 School Catalog

THIS CATALOG IS VALID FROM JANUARY 1, 2024 – DECEMBER 31, 2024  
CALIFORNIA MASSAGE THERAPY COUNCIL SCHOOL #SCH0173

Table of Contents .....	1
Mission + Objectives .....	2
Course Outline .....	4
Facilities + Equipment .....	7
Location.....	8
Course Schedule .....	8
Fees.....	9
Cancellation +Refund Rights.....	10
Tutoring .....	10
Prerequisites + Admission Requirements .....	11
Application Checklist .....	11
Attendance Requirements .....	11
Ability-to-Benefit + Leave of Absence .....	13
Student Conduct .....	13
Grading.....	13
Record Retention .....	14
Re-enrollment After Dismissal .....	14
English-As-A-Second Language ..	15
Complaints +Job Placement.....	16
Malpractice Insurance.....	16
Prior Education .....	16
Credit + Credentials Transferability.....	16
Student Tuition Recovery Fund .....	18
Financial Statement of Responsibility.....	19
Student Services + Housing Federal+Accreditation.....	19
Student Rights .....	20
Grievances + CAMTC Information.....	21
Hygiene + Dress Code .....	23
Summary of Graduation Requirements.....	23

Revised 04/2024

---

Massage and Bodywork Education Center is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. Approval means that we are in compliance with state standards as set forth in the Educational Code (California Private Postsecondary Act of 2009).

Any questions a student may have regarding this catalog that have not been answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (916) 431-6959, or by fax (916) 263-1897.

NOTE: This institution is not accredited by an accrediting agency recognized by the United States Department of Education.

**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.**

## **Mission + Objectives**

Massage and Bodywork Education Center in Oakdale California, is committed to giving our students the education they need to work in the rewarding field of massage therapy. Our program teaches the in-depth knowledge and skills required in the highest in demand massage and bodywork modalities. We maintain high industry and educational standards, therefore preparing students for all state and national licensing exams. As a massage school, we aim to ensure that all graduates obtain CAMTC massage certification, and leave as confident, knowledgeable, skilled professionals in the massage industry.

In order to complete the mission the following objectives have been established:

- Provide a program that is frequently assessed and revised if need be by faculty, staff, and members of the business and education communities.
- Provide thorough instruction that supports student academic achievement.
- Inspire students to value lifelong learning by awakening their academic curiosity.

- Provide services and resources that take care of the needs of students, faculty, and staff.
- Guide students in developing personal responsibility, initiative, a professional mindset, ethics, and skills that will increase their potential for success in their careers and in their lives.
- Provide graduates who can meet the needs of the massage and bodywork profession, and benefit their community now and in the future.

## **Massage & Bodywork Education Center Course**

### **Massage Therapy – 600 Hours**

This course is set to give students a strong foundation of knowledge and massage experience that will prepare them to enter the job market as a Massage Therapist; United States Department of Labor’s Standard Occupational Classification code 31-9011.

Lecture classes are held from 8:30am-12:30 pm on scheduled days. During lecture classes, students are gathered in adjoining classrooms, as an instructor guides students in learning current subject matter using textbooks, videos, and performing interactive learning activities such as painting, sculpting, palpatory exploration and identification, and more.

Lab/Hands-on skill training classes are held from 1:00pm-5:00pm on scheduled days. During these hours, students are guided in obtaining a fundamental understanding of multiple massage modalities and soft tissue manipulation techniques. Internships and externships are not required.

### **Grade Requirements in order to graduate:**

- Student must have a passing quiz average
- Student must pass all practical exams
- Student must complete lab and clinic hours
- Student must pass the MBLEx mock final exam and lab exam

Massage Therapy 600 hour Course Outline:

- History.....4 hours
  - Students will learn the history basic descriptions of multiple massage modalities, and equipment used in each.
- Medical Terminology ..... 6 HOURS
  - Students will be introduced to medical terms to be used in the anatomy, physiology, and kinesiology classes offered at Massage and Bodywork Education Center.
- Anatomy + Physiology ..... 60 HOURS
  - Students will learn all human muscular and skeletal anatomy, as well as the structures and functions of all the body's systems.
- Kinesiology + A+P ..... 30 HOURS
  - Students will study body systems, as well as movements of the human body
  
- Contraindications + Pathology ..... 40 HOURS
  - Educates students on diseases and conditions which massage may not be a suitable treatment.
- Healthy + Hygiene + Self-Care ..... 20 HOURS
  - Students will obtain the knowledge they need in health and hygiene in order to protect both themselves as well as the client. Students will learn self-care practices to prevent “burn out”.
- Ethics + Professionalism ..... 40 HOURS
  - Students will become aware and knowledgeable in the specific standards of professional conduct for a certified or licensed massage therapist. This will enable the students to conduct business ethically and within their scope of practice.
- Swedish + Aromatherapy ..... 182 HOURS
  - Swedish massage is a popular and well-known massage modality. Students will learn to work with the body's soft tissues and muscles in order to increase blood flow, lymph drainage, and relaxation. Aromatherapy, body wraps, hot stone massage are included in this course.

- Deep Tissue + Shiatsu ..... 118 HOURS
  - Deep tissue massage focuses on realigning connective tissue as well as deeper layers of the muscles. Students will learn to work on clients with chronic tension or pain. This course will focus on deeper work on the sub-layers of the muscles to break down adhesions in muscles, tendons, and ligaments.
- Reflexology ..... 22 HOURS
  - Reflexology is the application of pressure on specified areas of the hands and feet which correspond to the body's organs and systems.
- Prenatal ..... 24 HOURS
  - Students will gain the skills need to work safely and efficiently on mothers-to-be.
- Chair ..... 26 HOURS
  - Chair massage is performed in a special massage chair. This style of massage is a great advertisement for practitioners and is commonly used at public functions, fairs, and events.
  
- Business + Marketing ..... 22 HOURS
  - Whether students go on to work as an employee, renter, or entrepreneur, this course gives them the basic business skills to run a successful massage business.

**The course will begin with a 30 minute consultation and a 5.5 hour orientation.**

TOTAL HOURS ..... 600 HOURS

The Massage Therapy course curriculum at Massage and Bodywork Education Center includes the following hours:

<u>Subject</u>	<u>Lecture Hours</u>	<u>Lab hours</u>
Consultation and Orientation	6	

Medical Terminology	6	-
Anatomy & Physiology	60	-
Kinesiology	30	-
Pathology/Contraindications	40	-
Health, Hygiene, & Self Care	20	-
History, Ethics & Professionalism	44	-
Business	22	-
Swedish	10	172
Deep Tissue	10	34
Reflexology	2	20
Prenatal	2	22
Chair	-	26
Clinic	-	74

**Total Hours-600**

## **Facilities + Equipment**

Massage and Bodywork Education Center is located in the heart of historic downtown Oakdale, California. Our main building is a quaint 1,100 square ft. house, which was originally built in 1935. In addition to our two adjoining classrooms, we have a student library, which includes reference books on massage therapy and other bodywork related resources. There are clinic rooms where students will earn lab and clinic hours. Massage and Bodywork Education Center is fully equipped with tables, chairs, massage tables, massage chairs, lotions, towels, oils, anatomical models, and a smart television for slides and instructional videos.

---

### **Library**

Massage and Bodywork Education Center has all required texts online (student resource websites), as well as a library which copies of all required books/texts. These books will be available on reserve, and may be used during classroom hours. These reference materials include the Books of Discovery text books that are used in the program, as well as literature on other bodywork related subjects. All reference books and materials in the library are property of Massage and Bodywork Education Center and are not to be removed from the premises. For students that have absences and do not receive classroom instruction, text books and study aids can also be accessed in the student menu at [booksofdiscovery.com](http://booksofdiscovery.com).

### **Instructors**

#### **Michelle Lynn Scott, CMT – CAMTC #75679 – *Owner/Director/Instructor***

Michelle Scott was first certified to work as a massage therapist in 2000. She attended school in Stockton, California – Orange, California – Oakdale, California – and Hangzhou, China. Michelle has worked in many therapeutic environments including; doctor's offices, therapy centers, resorts, and day spas. With a deep understanding and passion for bodywork, she has maintained a thriving private practice in Oakdale, California since 2005.

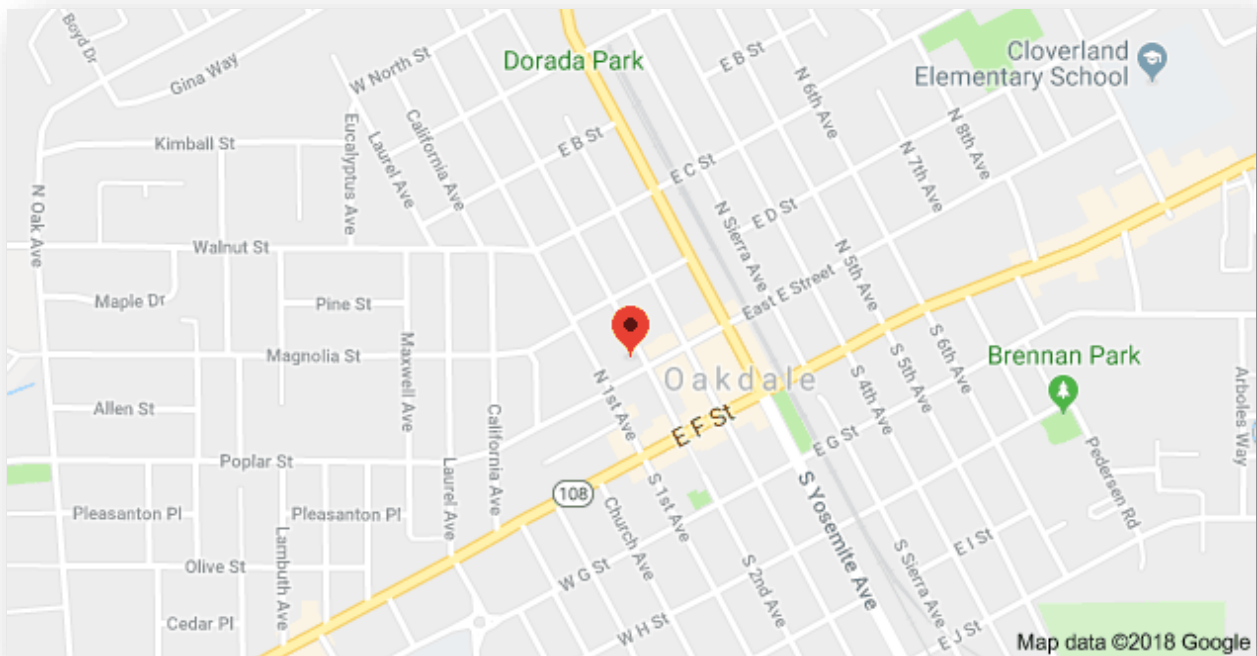
**Rianne Chase, CMT- CAMTC #85550- Instructor**

Rianne began her independent massage therapy business in 2018. She enjoys guiding students to understand the human body, along with practicing detailed bodywork.

---

### **School Location**

202 N. 2<sup>nd</sup> Street  
Oakdale, CA 95361  
(209) 840-2560



**All classes will be held at this location unless otherwise informed.**



## Course Schedule

### Massage Therapy 600 Hour course

#### Weekday schedule:

Days + Hours: Monday – Friday, 8:30AM – 5:30PM (30-minute lunch)

\*Weekday course takes approximately 15 weeks to complete

#### Weekend schedule:

Days + Hours: Saturday-Sunday 8:30AM-5:30PM (30-minute lunch)

\*Weekend course schedule is 3 weeks on, one week off. Schedule begins in January, with graduation in December.

**Note: Schedule subject to change in order to accommodate holidays and the needs of the instructors. Detailed hours and changes will be addressed on the first day of class.**

---

## Fees

### Massage Therapy program schedule of charges:

Tuition .....	\$9,000
Registration Fee – non-refundable .....	\$100
Student Bundle – non-refundable (books, materials, insurance, etc.) .....	\$400
STRF fee – non-refundable (assessed upon student registration) .....	\$0.00

**Total Charges for educational program: ..... \$9,500.00**

3.5% additional charge for Visa + MasterCard, or Tuition program (payment plan).

**All payments payment plan records and receipts are recorded electronically through MiaShare.**

MiaShare provides an online, customizable tuition payment program allowing individuals to finance their education at private-pay institutions. Information can be found at <https://massageandbodyedu.mia-share.com/>

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDENCE: \$9,500.00**

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$9,500.00**

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$500.00**

***Note: There is a \$25 charge for returned checks.***

**Transfer Credit Evaluation Fee: There is a \$50 fee for the review of transfer credit requests. For students in need of tutoring, an additional hourly fee of \$35 will be charged. If a student does not complete the program on time, a \$40 hourly fee will be charged for make up hours if the student wishes to complete the course.**

### **TUITION PAYMENTS**

#### **Option 1:**

Pay in full to MBEC directly: \$9,500.00.  
Additional 3-4% added for transaction fee for credit card payment.

#### **Option 2: Payment Plan:**

- Payment plans are customized per individual through Mia Share.
- 6-24 month plans available.
- Monthly payments are determined after initial down payment is made.  
\*(Minimum \$500 down payment).

. Massage and Bodywork Education Center does **NOT** participate in any state or federal financial aid programs. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid funds.

---

## **Cancellation and Refund Rights**

**Refund Policy:** A student has the right to cancel the enrollment agreement and obtain a refund equaling 100% institutional charges, less the non-refundable STRF and \$100 registration fee, paid through attendance at the first class session, or the seventh day after enrollment, whichever is

later. After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. A pro rata refund pursuant to section 94919(c) or 94920(d) of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. Once more than 60 percent of the period of attendance has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

The registration fee of **\$100.00 is a non-refundable item.** Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student..

Enrollment agreements must be cancelled in writing. Please include your name, date of birth, date you wish to withdraw, and reason for withdrawal. Mail it or hand it in to the school director. The refund will be calculated based on the postmark date, or the date the form is handed to the school director. Your refund will be made within 30 days of the postmark or hand in date. Withdrawals from the course may also take place due to student conduct, and student attendance. **Only tuition is refundable.**

Withdrawal forms must be mailed to:  
**Massage and Bodywork Education Center**  
**202 N. 2<sup>nd</sup> Avenue**  
**Oakdale, CA 95361**

---

### **Tutoring**

Individual tutoring services are available at a fee of \$35 per hour if student progress is below average.

---

### **Prerequisites + Admission Requirements**

- Must be 18 years of age or older
  - Must have a high school diploma or GED
  - Must be in good health
  - Must be interviewed in person by the director before admission
  - Massage and Bodywork Education Center does not admit students from other countries, and is not responsible for visa services or vouch for student status.
- 

### **Application Checklist**

- ✓ Copy of high school diploma or transcripts
  - ✓ Application (completely and legibly filled out)
  - ✓ Appointment for school tour, and interview with the director
  - ✓ \$500 due at signing
- 

### **Attendance Requirements**

Attendance is a mandatory requirement. You are expected to attend class. Students must have a 90% attendance rate in order to graduate on expected date. Whether missed hours are excused or unexcused, is at the discretion of the director. All unexcused missed hours must be made up by special arrangement with an instructor, and must be done promptly so that the student does not fall behind. Students may be subject to the \$35 per hour tutoring fee during the make-up hours.

\*If the student fails to complete all course hours by the scheduled completed date, there will be an additional fee of \$40 per hour for finishing the course.

**Absences** – Absences may be excusable when the student notifies the instructor prior to the start of class, and has a legitimate excuse (medical emergency, death in the family, etc.).

**Tardiness** – If a student is 15 minutes late that student is tardy. Three tardies will count as 1 hour of absence from the course. Student is considered absent for the hour after 30 minutes or more of the hour has been missed.

**Students who have 3 or more consecutive unexcused absence days will be placed on academic probation. Academic probation lasts for 1 week, and during that week, if there is another unexcused absence, the student may be dropped from the course.**

**Notice:**

Applicants for CAMTC certification shall have attended 600 supervised hours total with 100 of those hours satisfying CAMTC requirements in the following subject areas: Anatomy and Physiology, Contraindications, Health and Hygiene, and Business and Ethics.

**Attendance Tracking:**

Hours will be recorded daily in accordance to their specified subject category (Anatomy, Deep Tissue, Etc.) Absent hours must be made up in the subject categories missed.

---

## **Ability-to-benefit**

Massage & Bodywork Education Center DOES NOT accept Ability-to-Benefit (ATB) students. Massage & Bodywork Education Center DOES NOT offer an Ability-to-Benefit exam, or any type of general skills test prior to applying for the Massage Therapy program. Prospective students must show proof of high school completion certificate such as a diploma or GED documentation in order to register in the program.

## **Leave of Absence**

Leave of absences require a request to the director in writing. Requests will be considered on an individual basis, and approval is at the discretion of the director. If a student takes a leave of absence there is no guarantee that a space will be available for that student upon their return, and that student may have to wait until there is room. If a student owes money to the school at the time of their leave they must continue making their regular payments, (per contract), until they are caught up. Failure to make payments on schedule will result in late fees and may lead to being dropped from the course. Failure to obtain leave of absence approval will result in the accumulation of

absences, which could ultimately end with the student dropped from the course. One Leave of Absence may be granted during the program of study. If the student does not return from the scheduled Leave of Absence on the scheduled return date, the student will automatically be withdrawn from attendance at Massage and Bodywork Education Center, and will be notified in writing of this action.

---

## **Student Conduct**

Students may be dismissed for any of the following reasons:

- Disruptive/disrespectful behavior
  - Behavior that causes concern for safety
  - Excessive absences/tardiness
  - Being under the influence of drugs and/or alcohol during class
  - Possession of drugs and/or alcohol on school premises
  - Any behavior that does not conform to school policies
  - Failure to pay fees on schedule
- 

## **Grading**

Students will be evaluated and graded by attendance and participation, lab quizzes/exams, and practical exams. Students must maintain a passing attendance and quiz average at all time in each subject category. Each subject must be passed independent of one another. There will be one practical midterm (a practical exam consists of the student performing a massage that they will be graded on, per modality), one practical final, and one cumulative comprehensive final. Each of these tests must be completed.

Students of MBEC must participate in clinic hours. These hours are during the 74 student “Clinic” class hours in the Lab/hands-on portion of the program. During clinical hours, students will perform massage on members of the public, either at school or off school premises, **but always under the supervision of an instructor**. Internships and externships are not required.

A student will be put on academic probation if their cumulative grade is below passing for 3 consecutive weeks. The student must receive a week of passing grades in order to be removed from academic probation. Failure to meet this objective may result in the student being dropped from the course.

---

### **Record Retention**

Student records will be maintained by Massage and Bodywork Education Center indefinitely. Massage and Bodywork Education Center uses Canvas online for curriculum including daily lessons and quizzes. Student records including, but not limited to, student profiles, attendance records, and transcripts, are permanently retained on the online school system, RGM. The school will also maintain a second set of academic and financial records on site. Students are strongly advised to keep copies of their transcripts and diploma.

---

### **Re-Enrollment after Dismissal**

Students who wish to re-enroll after being dismissed may do so only at the discretion of the director, and all matters and conditions that caused the initial dismissal must already be resolved and rectified.

---

### **English-As-A-Second-Language**

Massage and Bodywork Education Center **does not** offer English-as-a-second-language (ESL) instruction. Instructors only speak English. Students must be able to understand and speak English at a conversational level. Students **may not** enroll in the program if they do not speak English at the level the program is taught. This will be assessed by the director in the initial face-to-face tour and interview. All lectures, texts, and tests will be in English.

---

## **Job Placement**

Students will be provided with information on how to find jobs on their own, but Massage and Bodywork Education Center does not provide formal job placement assistance. This institution will give recommendations upon request to employers for any student who has demonstrated professionalism and proficiency.

---

## **Complaints**

All complaints should be made to the director via email- [mScott@massageandbodyedu.com](mailto:mScott@massageandbodyedu.com). Complaints will be investigated in a timely manner. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free telephone #: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

---

## **Malpractice Insurance**

All students are required to carry malpractice insurance. This insurance will be provided by the school through the American Massage Therapy Association. Contact the school for any additional questions.

## **Acceptance of Prior Education/Transfer of Credits**

We understand the value of prior education and experience in the field of massage therapy. We offer a transfer of credit policy that allows qualified students to receive credit for up to 50% of their prior education hours from accredited and recognized massage therapy schools. Please review the details of our transfer of credit policy below:

1. **\*\*Eligibility Criteria:\*\***



- To be eligible for transfer of credit, the prior education must have been completed at a massage therapy school that is accredited or recognized by a reputable agency or accrediting body.

- The courses for which credit is requested must be equivalent in content and hours to the courses offered in our program.

2. **Maximum Credit Allowed:**

- Qualified students may receive credit for up to 50% of the total education hours required for the massage therapy program at Massage and Bodywork Education Center.

- The determination of the specific courses and hours eligible for transfer credit will be made by the school administration based on a review of the student's prior education transcripts.

3. **Application Process:**

- Students seeking transfer of credit must submit an official transcript from their prior massage therapy school along with a detailed course syllabus for each course for which credit is requested.

- The school administration will review the submitted documents and communicate the decision regarding the transfer of credit eligibility to the student.

4. **Transfer Credit Evaluation Fee:**

- There is a \$50 fee for the review of transfer credit requests.

5. **Limits and Restrictions:**

- The acceptance of transfer credit is at the discretion of the school administration and is subject to the fulfillment of the eligibility criteria.

- Transfer credit is not guaranteed and will be granted based on a case-by-case evaluation of the student's prior education and the equivalence of the courses.

6. **Appeals Process:**

- Students who are not satisfied with the decision regarding their transfer credit request may appeal the decision by submitting additional supporting documentation or justification for reconsideration.

Please note that this transfer of credit policy is subject to change at the discretion of the massage school administration.

We offer a payment policy for students who are granted transfer of credit for up to 50% of their prior education hours. Please review the details of our payment policy below:

1. **Payment Structure:**

- Students who are granted transfer of credit for up to 50% of their prior education hours are required to pay the remaining tuition fees for the course, in addition to student bundle and STRF fees.

2. **Calculation of Remaining Tuition:**

- The remaining tuition amount will be calculated based on the total tuition fees for the course,(per hour), minus the credit granted for the transferred hours.

**Massage and Bodywork Education Center DOES NOT guarantee that transferred hours from other institutions will be accepted by the CAMTC or qualify them for the MBLEx.**

**Massage and Bodywork Education Center DOES guarantee that hours earned at our institution will be accepted by the CAMTC and qualify for the MBLEx.**

**Massage and Bodywork Education Center has not entered into an articulation or transfer agreement with any other college or university.**

## **Credit + Credentials Transferability**

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION The transferability of credits you earn at Massage and Bodywork Education Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in massage therapy is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after Massage and Bodywork Education Center to determine if your credits or certificate will transfer.

Massage and Bodywork Education Center does not admit students from other countries, and is not responsible for visa services or vouch for student status.

## **Student Tuition Recovery Fund**

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N Market Blvd suite 225, Sacramento, CA 95834 (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 non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

**For further STRF information or instructions contact: BPPE (Bureau for Private Post-Secondary Education) Mailing: P.O. Box 980818 West Sacramento, CA 95798-0818, Physical: 1747 North Market Blvd., Suite 225 Sacramento, CA 95834. Telephone (916) 574-8900 or toll free (888) 370-7589**

## **Financial Statement of Responsibility Required by State of California**

Massage and Bodywork Education Center does **not** have a pending petition for bankruptcy.

Massage and Bodywork Education Center is **not** operating as a debtor in possession.

Massage and Bodywork Education Center has **not** had a petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 at seq.)

Massage and Bodywork Education Center has **never** filed a petition, and has **never** had a petition in bankruptcy filed against it.

---

## **Student Services**

Massage and Bodywork Education Center offers one on one tutoring with and instructor at \$35/hour. Academic counseling will be provided for students with poor grades, poor attendance, etc.

---

## **Housing**

Massage and Bodywork Education Center does not provide dormitory or housing facilities and has no responsibility to find or assist in finding housing. Housing is available for rent near the institution, and may cost between \$700 and \$2000 per month.

---

## **Federal Accreditation**

The course offered at Massage and Bodywork Education Center does not require federal accreditation, and the course offered is not accredited by an accrediting agency recognized by the United States Department of Education. This will not affect graduates of Massage and Bodywork Education Center from becoming properly certified or from working legally after graduation.

---

## **Student Rights**

Students of Massage and Bodywork Education Center have the right to attend classes that maintain an environment where they do not feel harassed, threatened, or made to feel uncomfortable by inappropriate communication of a discriminatory, violent, or sexual nature. At Massage and Bodywork Education Center the safety and overall wellbeing of all students is very important. Any behavior or communication that is deemed inappropriate will not be tolerated as Massage and Bodywork Education Center strongly enforces a zero-tolerance policy when it comes to such behaviors. Students engaging in inappropriate behavior are subject to disciplinary action and may be dismissed immediately. All misconduct should be reported to the director via the grievance process that is listed in the section below.

---

## **Grievances**

Any grievances should be addressed to the Director of Massage and Bodywork Education Center, Michelle Scott. Initial grievance report should be in the form of a signed letter for review and records purpose. The director will make all attempts to reconcile any issues. In the event that the issue cannot be reconciled, students can address grievances to the Bureau for Private Postsecondary Education at:

Mailing address:

P.O. Box 980818. West Sacramento, CA 95798-0818

Physical address:

1747 North Market Blvd., Suite 225

Sacramento, CA 95834

Telephone and fax #'s (888) 370-7589 or by fax (916) 263-1879

(916) 574-8900 or by fax (916) 263-1897

---

## **Requirements for CAMTC certification**

As stated on the website [www.CAMTC.org](http://www.CAMTC.org):

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 \$200 fee;
- 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;
- 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.
- If you feel this information is out of date, please check the CAMTC's website for the most current certification requirements.

---

## **CAMTC Required Statements**

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

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

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 4600 et. Seq.

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

ONE CAPITOL MALL, SUITE 800

SACRAMENTO, CA 95814

WWW.CAMTC.ORG

PHONE: (916) 669-5336

FAX: (916) 669-5337

### **Hygiene + Dress Code**

Hygiene – Students must be clean at all times during class - especially when working with the public. Nails and cuticles should be clean and trimmed. Hair should be clean and worn in a fashion as not to interfere with the massage. Clothing and shoes must be clean and presentable at all times. Hygiene and sanitation are important to prevent the spread of disease. Hands must be washed with antibacterial soap and warm water before and after every massage. If a student is sick that student will not be allowed to participate in lab or clinical hours until they are better.

Dress Code – A uniform is not required at Massage and Bodywork Education Center. Students are encouraged to dress in a comfortable yet professional manner. Students should not wear clothing that is dirty, tattered, see-through, or too revealing. Students should not wear midriffs or crop tops, sleepwear, swimwear, short shorts or skirts, or clothing that displays inappropriate language or graphics. For client comfort and sanitary purposes, students should remove rings, watches, bracelets, and long necklaces while performing a massage. Appropriate attire is subject to the discretion of the director.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling Toll-free telephone# (888) 370-7589, or by visiting [www.osar.bppe.ca.gov](http://www.osar.bppe.ca.gov)



## **Summary of Graduation Requirements**

1. Attend all 600 hours of the course.
  2. Have a passing average in all subject areas and all final exams.
  3. Complete and pass lab requirements.
  4. Pay all school fees, or have active payment plan.
- 

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