

Massage & Bodywork Education Center

2021 School Catalog

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CALIFORNIA MASSAGE THERAPY COUNCIL SCHOOL #SCH0173

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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, (916) 431-6959, or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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 #621399.

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 and origin of multiple massage modalities.
- Medical Terminology 6 HOURS
 - Students will be introduced to all medical terms to be used in the anatomy, physiology, and kinesiology classes offered at Elements School of Massage.
- 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 30 HOURS
 - Students will study muscle shapes, attachments sites, along with the structures and movement of joints in 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 avoid “burn out”.
- Ethics + Professionalism 40 HOURS
 - They will also 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 and hot stone massage are included in this course.
- Deep Tissue + Shiatsu 44 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 21.5 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 24.5 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.

- Student Clinic.....74 Hours
Students will perform all tasks necessary to run a massage therapy business. Students will be evaluated by both the instructor and client.

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

Business	22	-
Student clinic	-	74
Consultation and Orientation	6	

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 two 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 a library which supplies 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.

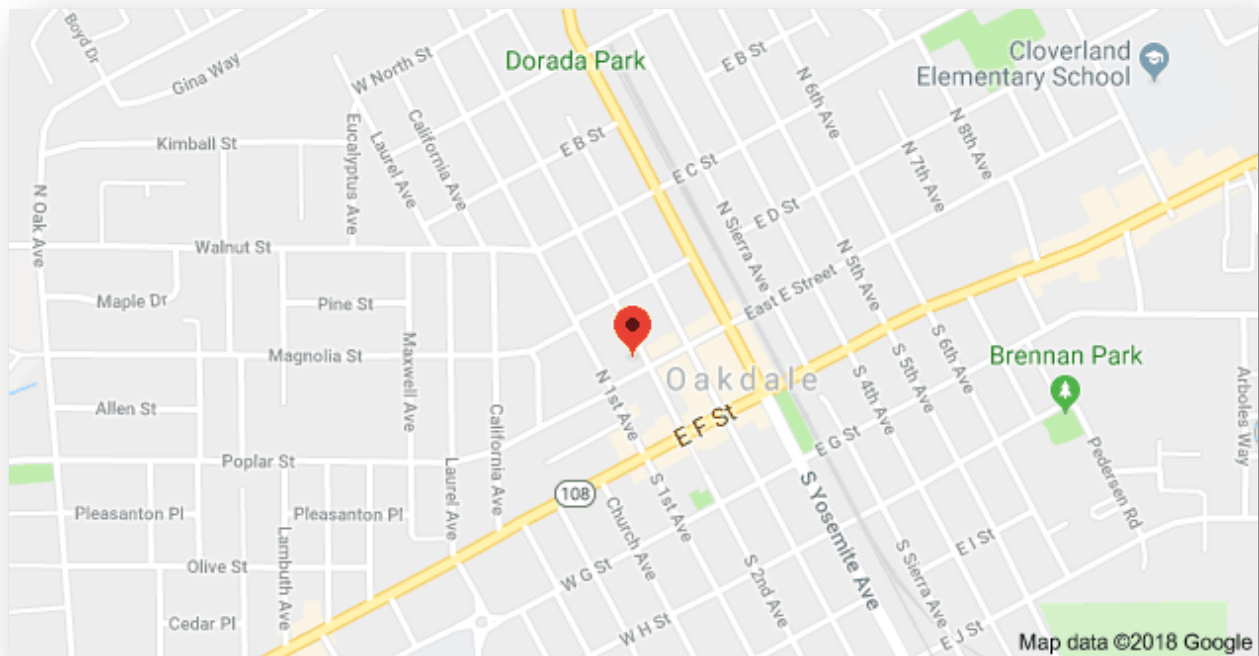
Instructor

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.

School Location

202 N. 2nd 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

Day course:

Days + Hours: Monday – Friday

8:30AM – 5:00pm (30-minute lunch)

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

Fees

Massage Therapy:

Tuition	\$8,500
Registration Fee – non-refundable	\$100
Student Bundle – non-refundable (books, materials, insurance, etc.)	\$400
STRF fee – non-refundable (assessed upon student registration)	\$0
Total Cost	\$8,500

3% additional charge for Visa + MasterCard

All payments and receipts are recorded electronically through Square.

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.

Tuition Payment Options:

- Option 1: Pay in full - \$8,400 (\$100 registration fee is waived with this option)
 - Option 2: Payment Plan
 - \$500 due at signing (Registration fee + student bundle)
 - \$1,500 due on the first day of class (Payment 1)
 - Minimum of \$1,650 due every three weeks after until zero balance
- Tuition is to be paid in full by the end of the program.**

Note:

- A \$25 late fee will be charged for non-payment of tuition over 3 days late. A director's approval is required in order to continue attending.
- There is a \$25 fee for returned checks.
- Custom payment plans may be arranged at the discretion of the director.

Cancellation and Refund Rights

A 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. Before the first day of class, a full refund will be granted, minus the \$100 registration fee. If class has already begun, and/or the student has received their student bundle, the fees for these items are non-refundable. If a student cancels the enrollment agreement prior to completing 60% of the course, a refund will be granted based on the percentage of class time completed. Students who have completed 60% of the course, or more, are not entitled to a refund. If a student cancels the enrollment agreement on the first day of class, the student will be entitled to a full refund minus the non-refundable charges.

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. Any outstanding materials must be returned within a

week of the postmark or hand in date, or the full cost of new replacement equipment will be subtracted from the remaining balance.

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. 2nd 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
- If applicant is from another country, please note that visa services are **not** provided and Massage and Bodywork Education Center cannot guarantee to vouch for student status or any related charges.

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 fee

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.

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

90-100% = A, 80-89% = B, 70-79%= C, 60-69% = D, Fail = below 60%
Grading policies may be amended at any time.

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), one practical final, and one cumulative comprehensive final. Each of these tests must be passed with a 70% or higher.

Students of MBEC must participate in 74 clinic hours. 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.**

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 and private files for each student to document student records. 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 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- msscott@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.

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/Experience

Massage and Bodywork Education Center is not required to, but may grant academic credit to students who have completed a comparable course at a CAMTC approved institution or from an institution with a CAMTC approved curriculum. Transfer hours may be acknowledged for equivalent courses documented by official transcripts indicating hours of training. The transfer credit is solely at the discretion of Massage and Bodywork Education Center. To apply for the acceptance of prior credits, the student must pass a "Transfer of credits" exam. If the documented hours earned at another CAMTC approved institution are not accepted by MBEC, the student may be required to repeat those specified hours.

The student must also provide the following:

1. An official transcript of the students' prior completed classes, including start and finish dates.
2. A copy of the catalog or course syllabi from the previous institution.
3. A minimum grade and attendance of 70% in prior course.

If the documented hours earned at another CAMTC approved institution are not accepted by MBEC, the student may be required to repeat those specified hours.

Massage and Bodywork Education Center DOES NOT guarantee that transfer hours will be accepted by the CAMTC to qualify for the MBLEx.

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

NOTE: Massage & Bodywork Education Center will only accept up to 50% of prior credits while enrolling in our program. If the student is granted with credit for prior courses taken, they will be required to pay 50% of the cost of the individual classes if they choose not to attend. This amount will be determined by subtracting 50% of the Massage Therapy course's hourly rate for the hours of that specific course. For example, if a course is 100 hours at \$12.50 and hour, the student will be required to pay \$625 for that course

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.

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, 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 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)**

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; Physical address: 2535 Capitol Oaks Drive 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

Requirements for CAMTC certification

As stated on the website 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 320
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.

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.
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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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370- 7589 or by fax (916) 263-1897