HEALING HANDS SCHOOL OF HOLISITIC HEALTH

Catalog 2018-2019

Main Campus: 125 W. Mission Avenue, Suite 212, Escondido, CA 92025
Telephone: (760) 746-9364 Fax: (760) 839-0504
Non-Main Campus: 23022 La Cadena, Suite 205, Laguna Hills, CA 92653
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www.healinghandsschool.com

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FORWARD

At Healing Hands School of Holistic Health, we believe that certified Massage Therapists and Holistic Health Practitioners should have a variety of bodywork modalities at their disposal. This is why we offer a solid background in circulatory and sports massage, traditional oriental healing techniques, anatomy and deep tissue manipulation. We also believe therapists should have an understanding of the structure and function of the body and have the opportunity to fine tune their craft with many hours of practical experience. We strive to bring our students a comprehensive and well-rounded approach to Holistic Health. We pride ourselves in presenting a solid education at an affordable price. We are dedicated to enabling our students to realize their potential as professional Healers and to providing them with an environment where they can feel secure in their learning and growth process. Since 1993, we have trained over 6,000 Circulatory Therapists, Multi-modality Therapists and Practitioners in San Diego and Orange Counties.

Paula Curtiss
CFO/ Director /
Placement Director

MISSION STATEMENT

The mission of Healing Hands School of Holistic Health is to preserve and enhance human health by providing quality education and training programs in massage therapy and holistic health to interested students. Our Massage Therapist Program prepares graduates for entry-level positions in the field of Massage Therapy. Our Holistic Health Practitioner Program prepares graduates to enter the field of Massage Therapy with a well-rounded, broad range of specialized skills and knowledge in the Holistic Healing Arts. Graduates of our programs are prepared to promote the benefits of natural health and wellness to their clients thus benefit in the communities they serve. We provide a challenging, compassionate educational experience that facilitates the personal and professional development of our students. Our goal is to enable our students to realize their potential as professional Healers, and provide a learning environment within which students feel secure in their learning and growth process.

Neha Curtiss
Director /
Director of Education

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……..I. About Our School……

About this Catalog

Healing Hands School of Holistic Health certifies that the information contained in this publication is current and correct, and applies to the main campus in Escondido, California, additional classroom in San Diego, California and the non-main campus in Laguna Hills, California. The information contained in this catalog became effective July 1st, 2018. The purpose of this catalog is to familiarize applicants and others with the programs and policies of the Healing Hands School of Holistic Health. The contents of this catalog are subject to change without notice. If changes are made to the information in this catalog, an update will be made available.

The Healing Hands School is not responsible for any statement of our policies, job placement activity, or references to our curriculum or the facility that is not directly discussed in this school catalog.

The Healing Hands School reserves the right to add, delete or improve upon any class or program. An ensuing change in tuition rates will not affect students already enrolled in a program, and who have been continuously enrolled since signing an Enrollment Agreement (Contract).

The catalog version that is current at the time of the student's enrollment is the governing document for that student, providing enrollment has been continuous.

The Annual catalog is updated annually. The Annual Catalog is for the period of July 1, 2018 – June 30, 2019

Any questions a student may have regarding this catalog that have not been satisfactorily answered by Healing Hands School of Holistic Health, may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833, www.bppe.ca.gov, toll-free telephone number (888)370-7589 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.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Post-secondary Education by calling 888-370-7589 toll-free or by completing a complaint form which can be obtained on the Bureau's Internet Web site www.bppe.ca.gov.

Photos included here are not actual photos of institution, laboratories or classroom. Photos of the school, staff, and classrooms can be found on our website www.healinghandsschool.com.

Campus Locations

The Healing Hands School of Holistic Health, Main campus is located at 125 W. Mission, Suite 212, Escondido, California, 92025. It occupies approximately 2,500 square feet of space with 2 classrooms, and offices. The schools phone number is 760-746-9364, and the fax number is 760-839-0504.

The Escondido Campus has an additional classroom located at 9025 Balboa Suite #130, San Diego, CA 92123. The phone number is 858-505-1100.

There is also a non-main campus located at 23022 La Cadena, Suite 205, Laguna Hills, California that occupies an additional 2,500 square feet with two classrooms and administrative offices. The Laguna Hills phone number is 949-305-2722.

Academic Calendar

Our Healing Hands School academic year starts on July 1st of every year. The chart below gives you the beginning and ending dates of this next year's quarters. It also provides the projected graduation dates for the full time and part time student of either of the programs. The holidays that the school closes on are listed last.

JULY 1, 2018 - SEPT. 30, 2019

SUMMER 2018

MASSAGE THERAPIST
Quarter Start 07/01/2018
Quarter End 9/30/2018

Projected Graduation Date:
4/7/19 [F/T] 1/11/2021 [P/T]

HOLISTIC HEALTH PRACTITIONER
Quarter Start 07/01/2018
Quarter End 9/30/2018

Projected Graduation Date
10/13/2019 [F/T] 1/24/2021 [P/T]

FALL 2017

MASSAGE THERAPIST
Quarter Start 10/01/2018
Quarter End 12/30/2018

Projected Graduation Date
7/8/2019 [F/T] 4/13/2020 [P/T]

HOLISTIC HEALTH PRACTITIONER
Quarter Start 10/01/2018
Quarter End 12/30/2018

Projected Graduation Date
1/13/2020 [F/T] 4/26/2021 [P/T]

WINTER 2018

MASSAGE THERAPIST
Quarter Start 01/02/2019
Quarter End 03/31/2019

Projected Graduation Date
10/9/2019 [F/T] 7/15/2020 [P/T]

HOLISTIC HEALTH PRACTITIONER
Quarter Start 01/02/2019
Quarter End 03/31/2019

Projected Graduation Date
4/15/2020 [F/T] 7/28/2021 [P/T]

SPRING 2018

MASSAGE THERAPIST
Quarter Start 04/01/2019
Quarter End 06/30/2019

Projected Graduation Date
1/6/2020 [F/T] 10/12/2020 [P/T]

HOLISTIC HEALTH PRACTITIONER
Quarter Start 04/01/2019
Quarter End 6/30/2019

Projected Graduation Date
7/13/2020 [F/T] 10/25/2021 [P/T]

SUMMER 2018

MASSAGE THERAPIST
Quarter Start 07/01/2019
Quarter End 09/30/2019

Projected Graduation Date
4/6/2020 [F/T] 1/11/2021 [P/T]

HOLISTIC HEALTH PRACTITIONER
Quarter Start 07/01/2019
Quarter End 9/30/2019

Projected Graduation Date
10/12/2020 [F/T] 1/24/2022 [P/T]

HOLIDAYS
November 22, 2017
December 24, 2017
December 25, 2017
January 1, 2018
July 4, 2018

Classes Conducted in English

The Healing Hands School of Holistic Health does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. The admissions interview
2. Receipt of prior education documentation as stated in the admission policy

Consumer Disclosures

Federal Consumer Disclosure Information About Our Programs. How can I find out more about this career?
For more information about a career in Massage Therapy and Holistic Health please visit the U.S. Department of Labor's O*NET website. The Standard Occupational Code (SOC) for the career is 31-9011.00 (Massage Therapists) and the Classification of Instructional Programs (CIP) code for this program is 51.3501.

Healing Hands School of Holistic Health has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

Delivery of Services

All educational programs and services, provided at Healing Hands School of Holistic Health, are offered residentially. That is to say, all programs and services are provided at the Healing Hands School's campuses. There is no "distance-education" or "on-line delivery" of courses or programs.

Accreditations, Approvals and School Memberships Information

- This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. School code #3707991 (M) 3014001(S) http://www.bppe.ca.gov.
- Is nationally accredited and recognized by U.S. Department of Education OPE ID#04141700.
- Is a member in good standing of the American Body-worker's & Massage Practitioners' Association & the American Massage Therapy Association.
- Offers Continuing Education for National Verification through NCBTMB
  School Code #043152-00
  Provider #450453-07
- Is approved for Vocational Rehabilitation.
- Is institutionally accredited by Accrediting Bureau of Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043. Phone: (703) 917-9503
- Currently offers CEU's for health care professionals—(approved by the California Board of Registered Nursing, Provider #CEP 11194, for continuing Education hours equal to course hours successfully completed).
- Is approved by California State Approving Authority to use the Department of Veteran Affairs for VA Education Benefits and training including title IX and Post 9/11.
- Is listed on the EDD's Eligibility Training Providers' List and is approved to provide training while receiving Unemployment Benefits as well as participating in etraining through the

Workforce Investment Opportunity Act. [WIOA] Please www.caljobs.ca.gov, look through the alphabetized list of Training Providers.

- Is authorized by The Department of Homeland Security to issue I-20 forms for M-1 Student Visas. To enroll in Healing Hands School of Holistic Health under the Student Exchange Visitor Program, international students must apply to Healing Hands School, fulfill English language proficiency requirements, fulfill financial obligations, and submit documents to the US Embassy in their country of origin.

History

Healing Hands School of Holistic Health began on February 7, 1992 when we, Neha and Paula Curtiss taught the first day of our first Circulatory Massage class. At that time we carried Healing Hands School around in a station wagon; the business office was at our kitchen table.

While working as massage therapists, we knew we had something more to offer. Our vision: to teach therapeutic bodywork so that the massage student not only learns the techniques but is inspired by the art and craft of the work. We understood that the student must be able to feel the work; we saw then, and now, the need for the beginner to be both the therapist and the client. We looked to our many teachers who had so generously given of themselves; we looked to the traditions of Western Science and to the disciplines of Eastern philosophy in addressing the question: “How can we teach hands-on massage skills while encouraging deep respect for the physical body and compassion for each other.” With faith that, given a positive environment, most individuals will rise to meet given expectations, we embarked on our mutual dream.

Since that first day of Healing Hands School, over 6,000 students have taken the 100-hour Circulatory Massage Training. We now know a variable that we had not anticipated: we’ve encountered students who not only rose to given expectations, but completely blew the mold away. We have seen the student/therapist demonstrate deep compassion so often that our original vision is continually renewed.

Healing Hands School has been blessed beyond our wildest dreams with a steady flow of dedicated Healers. Several students continued with the community of Healing Hands by becoming part of our staff, while others move out into their communities to bring our vision of healing to those in need.

Since 1992, Healing Hands School has seen massage therapy grow from a very exclusive experience, to the most frequently used adjunct therapy in the United States. As our industry continues to expand, we can do well to keep our vision in mind and remember the words of the 12th century Islamic mystic, Rumi, who wrote.

“The more you strive to reach the place of splendor, the more the invisible Angels will help you.”

Objectives

The Healing Hands School of Holistic Health is committed to its students. The following reflects the school's primary commitments which are to:

- Educate and develop professional practitioners in the fields of Massage Therapy and Holistic Health.
- Provide highly qualified instructors to ensure an effective, efficient and enjoyable learning experience.
- Provide facilities, equipment and resources that support our programs, students' learning and skill development.
- Provide teaching and learning experiences that foster personal and professional integrity and a commitment to the respectful care of individuals in the clinic and classroom environments.
- Be an asset to the community by facilitating and promoting professional excellence in Massage Therapy and Holistic Health.
- Educate students, and assist them in preparing for the working world; promote students' development of independent thinking and professional behavior

Hours of Operation

Escondido, Laguna Hills Office is open from 9AM to 5:30 PM daily. The additional San Diego office is minimally staffed between hours of 9:30 AM to 6:00 PM with lunch from 1:00 PM to 2:00 PM. Classes are scheduled in both the Escondido Classrooms, San Diego additional classroom, and Laguna Hills non-main campus classrooms, Monday – Sunday between the hours of 8 AM and 10 PM. Refer to the class schedule for more information.

Library Resources

The Healing Hands School of Holistic Health has a library which contains books, videotapes and DVDs on the subjects of massage therapy, holistic health, nutrition, exercise, personal growth and development, etc. The library also contains periodicals and references for use by students and instructors. Books are available for check out on a daily basis, and students will be assisted by staff.

Location of Class Sessions

All students may attend classes at either the main campus of Healing Hands School of Holistic Health, located at 125 W. Mission Avenue, additional classroom 9025 Balboa, San Diego, California or the non-main campus located at 23022 La Cadena, Laguna Hills, California.

Ownership and Legal Control

The Healing Hands School of Holistic Health is a private corporation, Healing Hands School of Holistic Health, Inc. Both the Main campus, additional classroom and the Non-Main campuses are owned by Healing Hands School of Holistic Health owners, Paula and Neha Curtiss.

School Equipment

The Healing Hands School provides equipment to appropriately support the objectives of the programs. Audio-visual equipment is used to support the "hands-on" training in the fields of Massage Therapy and Holistic Health, and reinforces the concepts learned and practiced. There are massage tables, massage chairs, overhead projectors, white boards, DVD players, Wi-Fi, and training models.

Statement of Non-Discrimination

The Healing Hands School of Holistic Health does not discriminate on the basis of race, color, religion, national or ethnic origin, sex (gender), sexual orientation, gender identity or status, marital, parental, familial, veteran, or military service status, age or disability.
Healing Hands complies with all local, state, and federal laws barring discrimination.
Accordingly, equal opportunity for employment and admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the School Director, Paula Curtiss who will provide students with procedures available in resolving complaints relating to alleged unlawful discriminatory actions.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Healing Hands School of Holistic Health abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the School “solely by reason of the handicap.”
A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability, and the Healing Hands Director has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services. Applicants with disabilities who may need accommodations in any class must provide documentation to the
Director at least two weeks prior to enrollment. This documentation must be from a professional who is qualified and has appropriate credentials to conduct an assessment, and document the disability.
Healing Hands School is committed to providing reasonable accommodations including auxiliary aids/and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by the School.

……..…… II. Academic Programs……..……

Changes to School Programs

The Healing Hands School reserves the right to change or modify the program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

Entry Level Skills Of Practitioners & Therapists

The following are entry-level requirements:

- A fundamental understanding of human Anatomy and Physiology.
- A thorough understanding of the muscular system of the body.
- A basic understanding of pathologies of the human body, when and where to refer if needed, including understanding of indications and contraindications for massage therapy.
- The ability to perform Circulatory Massage techniques appropriately and effectively.
- Practice appropriate draping techniques, and client confidentiality.
- Have a fundamental understanding of medical terminology.
- Be proficient in the use of proper body mechanics needed for professional massage practice.
- Be able to maintain client records.
- Have a general understanding of business procedures.
- Have a solid understanding of customer service.

Additional entry-level requirements for Holistic Health Practitioners include:

- Have fundamental understanding of adjunct Holistic Health modalities.
- Have advanced ability to customize bodywork sessions to meet the specific needs of clients.
- Have fundamental understanding of advanced manipulation techniques.

The Field of Massage Therapist

Massage Therapists practice in a variety of settings, such as private offices or massage therapy clinics, Chiropractors' or Doctors' offices, Holistic Health clinics, health clubs and fitness centers, spas, nursing homes and hospitals, with sports teams, and sports medicine facilities. Some Massage Therapists have portable equipment and work at their clients' offices or homes. Most recently, Massage Therapists have appeared in some rather innovative settings, such as storefronts, shopping malls, and airports.

Massage Therapists generally work as salaried or commissioned employees, or independent contractors. Their earnings vary widely, depending on variables such as the area of the country, type of practice, skills and experiences. Licensure requirements may include the passing of an exam, either written or hands-on, a physical examination and criminal background check. The Massage Therapist Program provided at Healing Hands satisfies the minimum requirements to take the state exam 'MBLEX'.

Please go to www.camtc.org for more information.

Massage Therapist Program

600 Clock Hours Total Weeks: Full-time 40 weeks Part-time 80 weeks

Massage Therapist Program Description and Objectives:
You begin our Massage Therapist Program with the Circulatory Massage course. Other requirements include our 100 hour Anatomy for Body-workers course, 50 hours of Clinical Practicum, 50 hours or Pass the MBLEx plus an additional 300 hours of training, which you select from the elective courses that are part of the Massage Therapist Program. Some cities/ counties in California do not allow Massage Therapists to be self-employed. This program is intended for adults who wish to enter the field of Massage Therapy. The program prepares the graduate with the skills, knowledge and work habits needed to obtain an entry-level position in Massage Therapy.

The courses in this program include lecture, laboratory experience in Anatomy, Physiology, demonstration, and hands-on practice of various massage strokes and techniques. The program prepares the student for real-world application of the skills learned in the classroom. Students also complete 60 hours of clinic/externship of massage therapy to gain experience working with the public prior to graduation.

At the Conclusion of the Massage Therapist Program

The student will be able to:

- Demonstrate an understanding of the professional conduct required to be a Massage Therapist.
- Perform proper draping techniques.
- Demonstrate an understanding of universal precautions.
- Demonstrate a thorough understanding of body mechanics.
- Show an understanding of Anatomy and Physiology for Body-workers.
- Be competent in the hands-on skills related to each Circulatory Massage technique learned.
- Demonstrate an understanding of, and be able to assess, contraindications to massage.
- Demonstrate an understanding of the theories and philosophy of massage.
- Have an understanding of the physiological benefits of massage.
- Successfully demonstrate competency and understanding of the required skills when participating in clinic or other externship opportunities. Such competencies include adhering professional standards and ethics, conscientious client assessment, practical application techniques and appropriate self-care.
- Explore their personal career goals as they relate to developing their career as a Holistic Health Practitioner; with a focus on opening their own practice, if desired.

Massage Therapist Program

Course Number	Massage Therapist Course Title	Clock Hours
101……..	Circulatory Massage……..	…..100
201……..	Anatomy for Bodyworkers…….	…..100
700C…….	Clinical Practicum for the Massage Therapist……	……50
206……..	Business & Professional Practices……..	……50

Select three (3) courses from the following Therapist Electives……..300

205…….. Advanced Circulatory & Sports Massage…….. …..100

202…….. Deep Tissue Manipulation……. …..100

203……... Shiatsu……... …..100

204…….. Tui Na: Acupressure……. …..100

The Field of Holistic Health Practitioner

The Holistic Health Practitioner may elect to work in any one of a variety of settings as a Massage Therapist or, once licensed, one may own and operate their own massage establishment.

In some parts of California, laws require 1,000 hours of training to practice as a Holistic Health Practitioner. In addition, testing requirements may include the passing either the Board Certification Exam for Therapeutic Massage and Bodywork (BCETMB) or the Massage & Bodywork Licensing Examination (MBLEx). Additional licensure requirements may include the passing of a physical exam and criminal background check. You may obtain complete in- formation on licensure requirements by contacting the massage therapy authority for the city and county where you intend to work. In California students would check with the *California Massage Therapy Council* or CAMTC, found on-line at www.CAMTC.org.

The Holistic Health Practitioner Program, provided at Healing Hands, satisfies the minimum requirements to take the National Exam. As a trained Holistic Health Practitioner, you will join other health professionals in the movement to increase the health and well-being of those in your community.

Holistic Health Practitioner graduates should have all the skills and knowledge required to be a Massage Therapist, as well as, a fundamental understanding of complementary Holistic Health modalities and advanced manipulation techniques.

Holistic Health Practitioner Program

Clock Hours: 1000 Total Weeks: Full-time – 67 weeks Part-time: 134 weeks

Holistic Health Practitioner Program Description and Objectives:

Our Holistic Health Practitioner Program encompasses the Massage Therapist Program, and includes, an additional 400 hours of body-work electives. Our wide variety of electives provide students with an integrated array of health tools, practices, skills and work habits needed to successfully enter the field and thrive as a Holistic Health Practitioner (HHP). This program is intended for adults who wish to enter the field of Holistic Health. All HHP graduates will be provided the knowledge and skills necessary to obtain entry level employment as a Holistic Health Practitioner and/or Massage Therapist. The courses in this program include lecture, massage theory and technique, hands-on application, Anatomy, Physiology, a clinical and/or externship, plus various specialized bodywork electives. For advanced skill preparation, Holistic Health Practitioner students are encouraged, but not required to enroll in the 50 hour ‘Advanced Clinical Practicum’. Please note, Holistic Health Practitioner students must select electives complete a total of exactly 1000 hours of training.

At the Conclusion of the Program

The student should be able to:

- Demonstrate an understanding of the professional conduct required to be a Holistic Health Practitioner.

- Perform proper draping techniques.
- Demonstrate an understanding of universal precautions.
- Demonstrate an understanding of Anatomy and Physiology for body-workers.
- Have an advanced understanding of sensory awareness, stress reduction, pain relief, and rehabilitation.
- Show competency in performing the hands-on techniques related to the advanced complementary modalities learned.
- Demonstrate an understanding of, and ability to assess contraindications to massage.
- Demonstrate an understanding of the theories and philosophy of massage and Holistic Health.
- Have an understanding of the physiological benefits of massage.
- Successfully demonstrate competency and understanding of the required skills when participating in clinic or other externship opportunities. Such competencies include adhering to professional standards and ethics, conscientious client assessment, practical application of techniques and appropriate self-care.
- Explore their personal career goals as they relate to developing their career as a Holistic Health Practitioner; with a focus on opening their own practice, if desired.

Program Transfers

Students who have begun their training and wish to transfer to another program must seek permission from the School Director or Program Director. Students who are receiving Title IV funding, are required to meet with the Director of Financial Aid before a program transfer may be granted. Students who are approved for a program transfer will be dropped from their current program and enrolled in the new program as a new student under the current catalog.

Holistic Health Practitioner Program Course Listing

Course Number	Massage Therapist Course Title	Clock Hours
101……..	Circulatory Massage……..	…..100
201……..	Anatomy for Bodyworkers…….	…..100
700C…….	Clinical Practicum for the Massage Therapist……	……50
206……..	Professional Practices…….	……50
Select three (3) courses from the following Therapist Electives……...300		
205……..	Advanced Circulatory & Sports Massage……..	…..100
202……..	Deep Tissue Manipulation…….	…..100
203……..	Shiatsu……..	…..100
204……..	Tui Na: Acupressure…….	…..100

Select 400 hours of training from the following HHP Electives……..400

401……..	10 Sessions of Structural Integration……	…..120
409ad……..	Advanced Herbal Formulations……	…..100
301ad…….	Aromatherapy……..	……60
360ad…….	Ayurvedic Massage……	……50
326ad…….	Bodyreading……..	……20
302……	Chair Massage……	……10
332ad……..	Chakra Balancing for Bodyworkers……..	……30
411m…….	Clinical Acupressure……	…..100
404m…….	Community Service Internship / Externship……	……50
349mm..……..	CranioSacral Therapy I……..	……40
350mm..……..	CranioSacral Therapy II……	……40
342ad……..	Energetic Bodywork……	……40
304m……..	Geriatric Massage……	……40
321ad……..	Herbal Healing & Massage……	……40
408ad……..	Herbal Preparations……	……10
405ad……..	Herbal Studies & Applications……..	…..100
414m……..	Herbal Thai Massage……..	……50
314ad……..	Holistic Living Retreat……	……20
406ad……..	Holistic Nutrition……..	……60
306ad……..	Homeopathic 1st Aid……	……20
333ad……..	Hot Stone Massage……	……30
325m……..	Lomi Lomi: Hawaiian Massage……	……60
345ad……..	Lymph Drainage……..	……40
417ad……..	Massage as a Business……	……20
335m……..	Myofascial Meridians for Pain Relief……	……60
357ad……..	Neuro-muscular Therapy……	…..100
327ad……..	Pre-Natal Massage……	……30
418m……..	Principles of Structural Integration……	……40
313m……..	Reflexology……..	……40

315ad……..	Reiki I…….	……20
344ad……..	Reiki II…….	……40
322ad……..	Somatics…….	……50
323ad……..	Spa Techniques……..	……20
320ad……..	Spiritual Healing……..	……20
428ad…….	Superfoods & Dietary Practices…….	……40
498m…….	Table Thai…….	…….20
319m……..	Thai Massage……..	…..100
185ad……..	Thai Foot Massage……..	……30
402ad……..	Therapeutic Stretching…….	……40
186ad……..	Traditional Oriental Clinical Techniques……..	……40
346m……..	Trigger Point Therapy…….	…..100
497m…….	Yoga Massage…….	…….20

…….III. Administrative Staff & Faculty……

Management Listing

Paula Curtiss
Chief Financial Officer and Co- Director
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Paula is a licensed Holistic Health Practitioner and Founding Co-Director of Healing Hands School of Holistic Health. Since 1978, Paula has studied a myriad of healing traditions which can be the catalyst for the body's quest to ever obtain homeostasis, or balance in health. Paula has a fascination for the human being's awesome power to heal itself, including studying anatomy, physiology, yoga, nutrition, meditation, visualization, and Oriental healing techniques. Paula received Certification in Acupressure from Pacific College of Oriental Medicine, Certification in Zen Shiatsu from the School of Healing Arts in Shiatsu and a Certification in Massage Therapy from the Institute of Psycho Structural Balancing. Paula received her Holistic Health Practitioner certificate from Healing Hands School of Holistic Health in Escondido, CA in 1993.

Paula brings to her practice and her classes a keen interest in the body and a fascination with the incredible resiliency of the human spirit. She sees her role as a Holistic Health Practitioner as helping to provide the missing link in her client's own self-healing process. In teaching others how to provide this link, Paula feels that she is able to contribute to the increased well-being of all mankind.

Neha Curtiss
Director of Education and Co-Director
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Neha is a Licensed Holistic Health Practitioner, graduated from the Institute of Psycho-Structural Balancing, San Diego, CA, as a certified Holistic Health Practitioner in 1988. He is founding Co-Director of Healing Hands School of Holistic Health. Neha's life-long examination of the human condition led him to explore the realm of the Healing Arts, including Native American healing traditions, East Indian techniques, Western systems of structurally balancing the body, and the exploration of compassionate communication skills.

Neha has both witnessed and experienced for himself the awesome power of physical and emotional awareness gained through bodywork therapy. As a bodywork practitioner, he is dedicated to bringing his healing touch to integrate the physical, emotional, and spiritual selves of the whole person. As a teacher, he brings this same whole person dedication to every class.

Directors Note:

Paula and Neha have taught locally since 1988. They developed and led the first Circulatory Massage Training Programs to be held at any Community College in the state of California at Mira Costa Community College and Irvine Valley Community College, as Paula and Neha see the need for healing in all levels of our society. The Healing Hands School grew out of their dedication to make healing arts available and affordable in a hands-on, practical skills approach.

The school is easily accessible to residents of North and South San Diego County and South Orange County communities. Healing Hands School classes offer comprehensive, professional training in a unique atmosphere of warmth and caring, which is integral to the healing process.

Harmony Curtiss, BA, CMT
Director of Laguna Hills non-main campus
Director of Special Funding &
Certifying Official for Veterans Benefits
Director of Accounts Receivable
Student Clinic Director for Laguna Hills
Financial Aid Assistant
Web Presence Administrator
Student Adviser
Staff Instructor Massage Therapist Program &
Holistic Health Practitioner Program

Length of Service: Since September 2006

Harmony Curtiss is the Director for our Laguna Hills Campus, Financial Aid Assistant and Student Adviser. She is also our newest Instructor at Healing Hands School of Holistic Health. With a legacy of massage to support her work, she is excited to teach massage principles and train students in their dreams. After many years of working in the Healing Hands School office, speaking with employers, graduates, teachers and massage therapists, she has a unique outlook for her students to learn from.

Harmony received her certificate in Massage Therapy from Healing Hands School of Holistic Health in Laguna Hills, CA in 2008. She worked in a busy chiropractor's office as a Massage Therapist, as well as at a variety of spas when she traveled in New Zealand. Now she enjoys a modest private practice, though her focus is devoted to the school and students. Harmony believes that Massage Therapists enjoy a unique perspective on health and preventative health care and is excited to share that vision. She believes that through the healing touch of massage, energy work, and holistic health, graduates are equipped to change lives and facilitate healing in the world.

Harmony received her Bachelors of the Arts in Political Science from the University of California, Irvine in 2010 and loves to use her skills for organization to help students benefit from the Healing Hands curriculum of the study of Holistic Health.

Harmony teaches courses in Circulatory Massage, Shiatsu Massage and Professional Practices.

Teodora Valdez Curtiss, BS, HHP, CMT
Escondido Branch Manager
Director Institutional Compliance
Director of Financial Aid
Director of International Student Affairs
Registrar
Student Adviser

Length of Service: Since June 2007.

Teodora administers International Student Services and the Title IV Federal Student Aid (FSA) program for Healing Hands School. She provides guidance, resources, and information for international students and to those utilizing FSA. Teodora also serves as the Manager of the Escondido Campus.

She has worked in the field of higher education administration since 2001. Teodora holds a Bachelor's degree in Business Administration (emphases in Business Entrepreneurship and Marketing) and a minor in Psychology from the University of Southern California, Los Angeles in 1995. She earned her Holistic Health Practitioner certificate from Healing Hands School of Holistic Health, Escondido, CA in March 2008.

Administrative Staff

Audrey Burns, MTP , BFA
Admissions Director
Student Adviser
Receptionist
Length of service since: December of 2018

Audrey Burns is our Admissions Director of the San Diego and Escondido campuses. She provides students a welcoming and informative first visit to the school and continues to provide assistance in many areas on their journey at Healing Hands School of Holistic Health. It is her mission to establish a strong connection with each student she encounters so that they may flourish and expand in the direction they choose to pursue. In 2007, she obtained a Bachelor of Fine Arts in Ballet and Modern Dance at Boston Conservatory in Boston

Massachusetts, she then continued her education of the body and mind connection with a 200hr yoga teacher certification from Yax Yoga Concepts in 2015. Her love of the wonder of the human being has lead her to pursuing her current studies in the Holistic Health Practitioner Program. Audrey hopes to infuse all of the healing modalities she has learned at Healing Hands School to hold space for people to heal spiritually, mentally, emotionally and physically.

Chelsea Hicks, MTP
Admissions - Laguna Hills
Accounts Receivable
Student Adviser
Receptionist

Length of service: Since February 2018

Born in Modesto, CA. Chelsea Started working for Healing Hands in Feb 2018 at the Laguna Hills campus office as Admissions Representative & Academic Adviser and Head of Accounts Receivable. Before working at Healing Hands (HHS) Chelsea worked as an Administrative and Executive Assistant for a landscaping company. Chelsea has extensive technical computer skills, as well as an attention to detail, and she takes pride in her commitment to clerical accuracy. Her desire to choose Massage Therapy was the affinity for Anatomy, Kinesiology, as well as to exercise science and manual movement therapy, and it was a quick path to a Physical Therapy-adjacent career. Chelsea really enjoys working with students to achieve their educational goals. Being able to watch them grow and succeed from the time that they enroll to when they graduate is the most satisfying part. One of Chelsea's long term goals is to pursue a degree in sports medicine and combine massage therapy into a career working with and training athletes.

Jeremy Juareguy, HHP, CMT
Veterans Adviser
Student Adviser
Receptionist –Escondido

Length of Service since August 2014

Born and raised in San Diego, California, Jeremy Jaureguy is a former US Marine who became a State Certified Massage Therapist and Holistic Health Practitioner at Healing Hands School of Holistic Health, Escondido, CA in June of 2014. Jeremy is currently a solo practitioner whose expertise includes: Tui Na (Acupressure), Sports Massage, Trigger Point Therapy, Somatics and Structural Integration. A self-proclaimed holistic health advocate, in addition to the healing arts, Jeremy's has interests in the martial arts; sustainable agriculture; meditation and the mind/body connection; as well as active living. Sharing an aligned vision with the HHSHH staff/family, Jeremy brings a wealth of insight, knowledge, and inspiration to his position as a Student Adviser/Receptionist at the Escondido campus.

Vanessa Leal
Admissions – Laguna Hills
Student Adviser
Accounts Receivable
Receptionist

Length of service since December 2016

Vanessa Leal received her certificate as a Holistic Health Practitioner from Healing Hands School of Holistic Health in Laguna Hills, CA in December 2014. Vanessa is a Certified Massage Therapist and is qualified to assist students with course planning, registration, and all manner of academic advising. Vanessa's position is centered to help students realize their educational goals and is a student's primary contact for academic issues that may impact educational progress. Vanessa is available via phone, email or by appointment to assist students and coordinate school resources on their behalf. Born in Laguna Beach, CA she currently resides in San Jan Capistrano where she operates her own a mobile massage practice. Vanessa also works part-time for Massage Envy Spa in Dana Point. Prior to pursuing an education in Massage Therapy, Vanessa served as a Receptionist/Administrative Assistant for a Home Owners Association. A detail-oriented and driven multi-tasker, Vanessa brings strong interpersonal,

problem solving and administrative skills to her position as Student Adviser for Healing Hands School.

Andrea Pinsonneault, MTP, CMT
Marketing Coordinator

Length of service since November 2012

A holistic health enthusiast, with over 20 years of marketing/ communications and event planning experience, Andrea Pinsonneault brings a wealth of knowledge to her position as Marketing Coordinator for Healing Hands School of Holistic Health.

An on-going Student at Healing Hands School. She received her Certificate in Massage Therapy at Healing Hands School of Holistic Health, in Laguna Hills, CA in 2013. Andrea is familiar with both Eastern and Western massage modalities. Her expertise includes Swedish, Deep Tissue, Shiatsu, Tui Na (Acu-Pressure), and Reiki.

Andrea's mission is to raise awareness of holistic health practices, while striving to nurture, heal and facilitate increased health and well-being in her clients through integrated massage and body-work.

Mina Robinson, HHP, CMT
Financial Aid Adviser
Student Adviser
Receptionist

Length of service: Since August 2013

Mina is a Certified Massage Therapist. She opened her eyes to the world of healing in 2007 and in 2012 she decided to dedicate a year of her life to becoming a Holistic Health Practitioner and earned her certificate from Healing Hands School of Holistic Health, Escondido, CA in 2013. After graduation an opportunity at the Healing Hands office opened up, she currently works as a full time Financial Aid Adviser, as she too used the FSA tools to work her way through her Holistic Health Practitioner program. With a healing heart and and a as former Financial student, she thoroughly understands how to facilitate students and guide them along the way through Healing Hands programs. She utilizes her time away from the office to work on as many clients as she can to enhance the lives of others physically, emotionally and mentally as well as sharpen her skills and keep her connected to her true passion of healing others.

Erickmhar Valdez, CMT, HHP
Director of Student Clinic, Escondido
Receptionist
Student Adviser

Length of service since February 2017

Born in San Francisco and currently residing in Escondido, California, Erick Valdez is a valued Staff member at Healing Hands School of Holistic Health (HH). A dedicated employee who wears multiple hats, Erick serves as Director of Student Clinic – Escondido, Student Adviser, and Receptionist

Erick received his certificate as a Holistic Health Practitioner from Healing Hands School of Holistic Health in Escondido, CA in April, 2015. Erick's familiarity with the school's Curriculum, Instructors and Program requirements make him an effective adviser for HH students. Just as importantly, Erick exemplifies HH's values of Empathy, Respect, Excellence, and a 'Heart-centered Approach' to education in the Holistic Healing Arts. A self-proclaimed Philosopher and Seeker of Wisdom and Knowledge, Erick says he sought employment at HH because he "Loved the Community and the Energy" and wanted to learn all he could about Holistic Health. Possessing a great passion for the Holistic Healing Arts, he says the most rewarding part of his job is meeting prospective students and introducing them to what he considers to be an empowering and important career.

Mark Wenham M.S Ed
Admissions
Receptionist
Student Adviser
Inventory & Ordering Coordinator-San Diego

Length of service since July 2018

Mark is currently a Massage Therapy student at Healing Hands School of Holistic Health, and is a certified yoga instructor (200hrs). He works full-time in the San Diego office helping students begin their journey at Healing Hands School. Mark graduated with a Masters of Science in Education from Long Island University, Brooklyn New York, in 2015. In the Fall of 2017, Mark decided to change his career. He was formerly a special education teacher and administrator, but decided he wanted to pursue his passion for wellness, and carve out a new path in life. Mark believes the healing process that occurs through bodywork, meditation, and yoga can create transformation for the mind, body, and soul. He is enthusiastic about health and healing, and desires to help others learn to heal. When not working, Mark teaches yoga part-time, and can often be seen in Ocean Beach catching some waves.

Additional Office Staff

Renee Rodriquez
Student Adviser/Receptionist

Jay Tiznado
Student Advisor/Admissions

Faculty

Shaunna Avila McClure, HHP, CMT
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of Tenure: Since April 2005 (Part-time)

Shaunna is a Certified Massage Therapist, and received her certificate as a Holistic Health Practitioner at Healing Hands School of Holistic Health, Escondido, CA in 2010. She has been a Massage Therapist since 2000. Shaunna began studying massage in 1996 and has had 10 working years' experience in different venues with an emphasis on facilitating clients to integrate their experience with massage to help themselves to heal and grow.

Shaunna teaches courses in Circulatory Massage, Anatomy for Bodyworkers, and Deep Tissue Manipulations.

Claudia Baben, HHP, CMT
Staff Instructor
Massage Therapist Program & Holistic Health Practitioner Program

Length of Tenure: Since May 2012 (Part-time)

Claudia is a California State Certified Massage Therapist and graduate of Healing Hands. After dedicating herself to the corporate service sector including senior management, Claudia's journey to becoming a Holistic Health Practitioner started in the United Kingdom in 1999, where she was introduced to alternative therapies for self-healing. In 2002 she received her Master certification in Reiki from the Kether School of Reiki, Stafford, UK. Claudia followed her interest in Eastern Philosophies on a journey to Chiang Mai where she acquired various Certifications in an array of Thai modalities including Traditional Thai Massage and Tok Sen. It was during a period of studies in Thailand that the profound realization of the importance of cultivating happiness in oneself and others manifested itself through a deep understanding and sense of purpose.

Determined to further learn and expand herself professionally within the field of holistic therapy Claudia enrolled as a student at Healing Hands in 2011 and subsequently joined our tribe of healers and also became a valuable member of our administration. Early in 2012 Claudia became an Instructor, sharing her passion for Thai massage. Claudia's years of experience within training and development facilitates unique teaching skills whilst providing students with the relevant guidance and support.

Claudia shares her dedication and passion for healing, bodywork and Thai massage within her own successful private practice.

Claudia teaches courses in Circulatory Massage, Lomi Lomi, Table Thai, Thai Massage, Thai Foot Massage, Herbal Thai Massage and Yoga Massage.

Sandra Christie, MA, HHP
Program Director
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of service: Since October 2001 (Part-time)

Sandra received her Holistic Health Practitioner certificate training in 2001 at Healing Hands School of Holistic Health, in Escondido, CA, and is a Licensed Holistic Health Practitioner. Her educational background includes a Masters Degree in Education from California State University San Bernardino, CA, 1988; Bachelor of Arts Degree in Art, from Ricker College, Holton, Maine, in 1976; and, a California Teaching Certificate in Art.

She brings her love of communication and teaching to the Circulatory Massage course. A yoga enthusiast, Sandra is a student of the Yoga Instructor Training, bringing balance of the physical and spiritual into her massage work and classes.

Sandra teaches courses in Circulatory Massage and Hatha Yoga.

Raina Colvin, HHP, CMT
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of service: Since April 1997 (Part-time)

Raina Colvin is a talented Fine Artist, multi-modality Massage Therapist and Licensed Holistic Health Practitioner. She received her Holistic Health Practitioner certificate at Healing Hands School of Holistic Health, Escondido, CA in 1997 and has been a valued Instructor and Faculty member ever since. Raina possesses a gift for blending insightful observation with powerful, targeted hands-on body-work. Though she's been practicing and teaching massage for over 16 years, she maintains a child-like sense of wonder about the human form and all its amazing capabilities. Seeing bodywork as a gateway for personal growth and a medium for nurturing, Raina brings a wealth of knowledge, experience, and the joy of doing to Healing Hands School.

Raina teaches courses in Chair Massage, Tui Na Acupressure, Shiatsu, Circulatory Massage, Advanced Circulatory, and Sports Massage.

Denise Fultz, CCH, HHP
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of service: Since May 1996 (Part-time)

Denise received her certificate as a Holistic Health Practitioner from Healing Hands School of Holistic health, Escondido, CA in 1997. Her strong desire to teach brought her to the teacher training program at Healing Hands where she became qualified to teach Circulatory Massage, Anatomy for Body-Workers and Geriatric Massage. Her many years as a Hospice volunteer in patient care led her to specialize in massage for the terminally ill. She has since developed and supervises the Massage Intern Program for Hospice of the North Coast. Interested Healing Hands students have the opportunity to intern with this specialized community under Denise's supervision.

In 2006, a long awaited dream came true and Denise began her journey to become a Homeopathic

Practitioner, graduating from Homeopathic Academy, Carlsbad, CA in 2009. *In 2014, she was granted her CCH, National Certification in Homeopathy.* She has since added Homeopathic First Aid to her list of classes she teaches. Working with chronic and terminally ill patients led to a deeper study of the Immune and Lymphatic System and the development of the current Lymph Drainage class.

Denise has been in private practice since 1998 in Vista, Inner Wellness: Massage and Homeopathy. Valued for her compassion and humor, she encourages her students to assimilate the effects of massage at deeper levels, to see the possibility of healing in all clients and to really love and appreciate what an honor it is to be in the field of Holistic Health.

Denise teaches courses in Anatomy for Body Workers, Geriatric Massage, Reflexology, Homeopathic First Aid, Lymph Drainage, Circulatory Massage

Dr. Shannon Gonzales, DOAM, HHP
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of service: Since March 2006 (Part-time)

Dr. Shannon Gonzales is a Doctor of Acupuncture & Oriental Medicine, she received her doctoral from South Baylo University, Anaheim, CA in December of 2015. Before Shannon became a doctor, she received her certificate as a Holistic Health Practitioner from Healing Hands School of Holistic Health, Escondido, CA in 2005 and is also Certified Energy Practitioner. She is passionate about sharing her knowledge on how to live life from a heartfelt place through more self-awareness. She offers her knowledge on energy work and strives to create a safe and compassionate atmosphere. She currently maintains a private energetic bodywork practice, loves gardening and the solitude of country living.

Shannon teaches courses in Tui Na Acupressure, Clinical Acupressure, Energetic Bodywork, Traditional Oriental Clinical Techniques, and Chair Massage.

Jeni Hartung, CMT
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of Service: Since October 2009 – September 2011; January 2013 – current (Part-time)

Jeni is a Certified Massage Therapist and earned her Massage Therapy certificate from Healing Hands School of Holistic Health, Laguna Hills, CA in 2005. It was there that she became highly trained in the Healing Arts, learning modalities that include Tui Na (Acupressure), Deep Tissue Manipulation, Circulatory Massage, and Advanced Circulatory and Sports Massage.

Since graduation she has practiced massage at Montage Resort and Spa where she received a certificate in Spa Therapies from the American Spa Therapies Education and Certification Council (ASTECC)Dana Point, CA in 2010. These certifications include: Hydrotherapy, Reflexology, Aromatherapy and Chemical Elements, Hot and Cold Stone Massage, Dr. Vodder's Manual Lymph Drainage (MLD), and Connective Tissue Massage.

Fascinated with the ocean and its healing properties, Jeni incorporates ocean-inspired therapies into her body-work. As a caregiver in the Massage industry, Jeni enjoys her career. She says that practicing these modalities and teaching them to others on a regular basis has given her great personal satisfaction and reward. Though Jeni loves teaching the Introductory Circulatory Massage class. Jeni believes that it is through giving that we truly receive, and that it is through teaching that we truly learn.

Jeni teaches Circulatory Massage and Deep Tissue.

Daniel Martin, HHP, CMT
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of service: Since September 2011 (Part-time)

Daniel is a Certified Massage Therapist, and received his certificate as a Massage Therapist from Healing Hands School of Holistic Health, Laguna Hills, CA in 2010. He continued on to complete and graduate as a Holistic Health Practitioner from Healing Hands School of Holistic Health, Laguna Hills, CA in 2013.

Daniel and his wife created a very successful Skin Care and Massage practice in Lake Forest. Daniel finds his one-on-one work with his clients very fulfilling, and he is humbled to be able to pass on his knowledge and experience to students at Healing Hands. Daniel's classroom is full of creativity, engaging all senses and passion for learning. He truly loves Healing Hands and its positive and nurturing environment.

Daniel teaches Circulatory Massage and Anatomy for Bodyworkers.

Christopher Morgan, HHP, CMT
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of service: Since August 2016 (Part-time)

Christopher (Chris) Morgan received his certificate as a Holistic Health Practitioner from Healing Hands School of Holistic Health in Laguna Hills, CA in January 2016. Chris is a Certified Massage Therapist whose focus is clinical sports massage therapies and soft tissue injury rehabilitation with an exceptional grasp of Anatomy and Physiology.

Born in LA, Chris is naturally athletic and enjoys practicing Movement Arts like Prop Manipulation, and Acrobatics. Prior to pursuing an education in Massage Therapy, Chris served as a Customer Support Analyst and Corporate Trainer, using strong analytical, customer service and communication skills to do his job. After completing HH's 1000-hour *Holistic Health Practitioner Program*, Chris re-purposed those skills to train students, establish rapport, investigate the causes of pain, and customize treatment plans to address core issues. Chris uses strong communication and analytical skills to establish client rapport, discern the cause of his client's pain, and customize a treatment plan. Chris takes great pride in teaching his students to facilitate that same kind of therapeutic healing.

Chris teaches Advanced Circulatory & Sports Massage, and Professional Practices

Robert North, MTP, CMT
Staff Instructor Holistic Health Practitioner Program

Length of tenure: Since July 2017 (Part-time)

Robert North is a Certified Massage Therapist, accomplished Neuromuscular Therapist, Holistic Lifestyle Coach, Certified Personal Trainer and Instructor for Healing Hands School of Holistic Health (HH). In addition to operating Upward Spiral Training & Therapy in San Diego, Robert teaches the advanced, Neuro-Muscular Therapy (NMT) course exclusively for HH students at campus locations in San Diego, Escondido and Laguna Hills.

In recent decades, NMT has gained acceptance as an effective method for assessing, treating and preventing soft tissue injuries and chronic pain syndromes. In this 100-hour course, Robert draws on years of therapeutic experience and incorporates lecture, demonstration and hands on practice to teach students how to identify trigger points, nerve entrapments and postural distortions in the human body. He then walks them through a series of proven treatment protocols to address structural issues and facilitate balance and healing for their clients.

Robert's interest in holistic health and fitness grew after experiencing a serious car accident in which his right leg was severely broken. Responsible for most of his own rehabilitation, Robert realized that full healing would require an ongoing effort and commitment on his part. With constant focus on growth and development, he pursued various certifications and educational programs that promised clinical results for himself and his clients.

These included; Certification through The National Academy of Sports Medicine in 1991, CHEK Golf Bio-mechanic Certification in 2001, plus certification as a CHEK Holistic Lifestyle Coach, St. John's Neuromuscular Therapy with additional certifications through AFAA, APEX Nutrition, Reebok, and others. After working in the Health and Fitness field for over a decade, Robert discovered that lasting results were achieved only when one took full responsibility for their own health. Taking full responsibility, he says, means knowing your body better than your Doctor knows it, and changing habits that do not lead to true health and happiness. Robert says: "Contrary to what you'll read in my clients' testimonials, I don't 'Fix' people or get them in 'Shape' - what I really do is empower my clients with knowledge and a customized set of 'Tools' that they can use to "Fix" themselves!

Robert teaches Neuromuscular Therapy

Jennifer Peterson, BA, HHP, CMT
Staff Instructor Holistic Health Practitioner Program

Length of tenure: Since July 2017 (Part-time)

Jennifer Peterson is a Certified Massage Therapist, Holistic Health Practitioner and multi-modality Instructor for Healing Hands School of Holistic Health. Jennifer earned her Bachelor of Arts in Interior & Environmental Design from University of California, Los Angeles in 1984, and worked as an Interior Designer before being called to the world of Natural Healing. In 1998, Jennifer graduated the Holistic Health Practitioner Certification from Mueller College, San Diego, and has never looked back!

A strong and effective communicator, Jennifer's teaching career is impressive. A Master Therapist with ASTECC, (Advanced Spa Training Executive Certification Council), Jennifer creates curriculum as well as teach it. Among her many accomplishments, she taught more than a dozen Massages Therapists over 40 different spa therapies from around the world! She was also responsible for the development and facilitation of an 80-hour Spa Program at the Natural Healing Institute of Naturopathy. Other Instructor/Training positions include teaching massage and body-work for Vitality College of Healing Arts, Meridian International School of Health Sciences, and the School of Healing Arts.

Jennifer has taught Hawaiian Temple Bodywork (Lomi, Lomi), Ayurvedic Bodywork and Aromatherapy at all Healing Hands School locations. Considered a valuable team player and held in the highest regard by the Founders, Faculty and Staff at Healing Hands School, Jennifer is as talented an Instructor as she is Practitioner. Her passion for the Holistic Healing Arts is contagious and her teaching techniques, simple and effective, making her a favorite among Students as well.

When Jennifer is not teaching, she can be found at the Fairmont Grand Del Mar Resort Spa where she practices and holds the position of Lead Massage Therapist. Equipped with nearly 20 years of knowledge and training expertise, Jennifer delivers an exceptional classroom experience to students interested in the Art and Science of Therapeutic Massage.

Jennifer teaches Aromatherapy, Auyrvedic Massage, and Lomi Lomi Hawaiian Massage.

Additional Faculty Include:

Angela Carr

Gabriell Simons

……..IV. Admissions……

Admission Procedures

Applicants must adhere to the following procedure in order to be considered for admission.

- Complete and submit the Application for Admission.
- Applicants must receive a Annual School Catalog prior to enrollment, either in print or by email.
- Applicants will be screened and his/her credentials will be evaluated prior to being accepted or rejected to the program.
- Applicants for the Massage Therapist and Holistic Health Programs must meet with a Healing Hands School representative.
- Those interviewing in person will be given a tour of the Healing Hands School facility; those not interviewing in person will tour the facility during Orientation.
- Decisions of acceptance or denial are made only by the School Directors.
- Applicants are notified of acceptance or denial to the schools programs, once applicant has completed the admissions requirements.
- Upon acceptance, the applicant must complete the enrollment process as follows:
    a. Student must read and understand the contents of this Catalog.
    b. The applicant must have all financial arrangements completed, and agreed to as stated on the Enrollment Agreement.

The following documents must be satisfactorily completed and submitted prior to commencement:

- Applicant must complete an "Application for Admission".
- Applicant must sign "Enrollment Agreement and provide a $250 refundable "on-time deposit".
- Applicant must pay the fees as agreed to on the front page of the "Enrollment Agreement".
- Applicant must provide a copy of his/her high school diploma that reflects high school graduation, or GED that reflects passing scores.
- Applicants are encouraged to provide a copy of their high school transcript.

General Requirements

Healing Hands enrolls only students who can reasonably be expected to benefit from the instruction we provide. Applicants must provide the appropriate credentials and demonstrate the potential needed to indicate a reasonable probability of successfully completing the program offered at Healing Hands. Healing Hands has established the following Admissions Requirements, upon which it evaluates all applicants for admission to the school.

To qualify for admission to the Healing Hands School of Holistic Health, an applicant must meet the following requirements:

- Applicants to the Massage Therapist or Holistic Health Practitioner programs must be 18 years of age or older. Students may take any individual course a-la-carte regardless of age, however, all students must be able to physically and emotionally give and receive massage.
- Applicants must be high school graduates or have successfully passed a General Equivalency Diploma (GED) or recognized equivalent. All applicants must provide a copy of his/her high school diploma or General Equivalency Diploma (GED) or recognized equivalent to demonstrate satisfaction of this requirement. In addition, applicants are encouraged to provide a copy of his/her high school transcript.
    a. High school documentation from a country other than the United States must be translated and certified to be at least the equivalent of a U.S. high school diploma by a agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) prior to enrollment.
- English language proficiency must be equivalent to the 8th grade level and up with a High School Diploma or Test of English as a Foreign Language.
- Applicants who do not have a high school diploma or its equivalent, cannot be enrolled in the Massage Therapist Program or Holistic Health Practitioner Program, however, such applicants may enroll in an individual course, i.e. Circulatory Massage, etc. Information about GED testing is available from the Admissions office staff.
- Applicants are advised that an individual must be at least 18 years old in order to qualify for licensure in those cities/counties in which licensure is available.
- Due to the nature of the training, all applicants must be in good health, and be capable of effectively meeting the physical demands of performing therapeutic massage applications. Applicants must also be able to receive massage.
- Applicants must satisfactorily complete all admissions requirements, including submitting an accurate and complete Application for Admission. Applicants, who fail to provide accurate information, may not be considered for admission.
- Prior to signing the Enrollment Agreement and being accepted in the program, each applicant must have received a school Catalog containing the school rules and policies.
- Each applicant must read and sign the Enrollment Agreement, which outlines the details and obligations of the student and Healing Hands School, and acknowledges the Applicant's understanding of the contents of the Healing Hands School's Catalog.
- A former student, who did not complete the program of study and/or has been terminated or withdrawn from the program, is required to reapply for admission. The readmission policy is included in this Catalog. A readmitted student is governed by the Catalog current at the time of the readmission.
- The applicant must display a genuine desire to become part of a learning atmosphere with the ability and aptitude to succeed in the classroom.
- An applicant must provide proof that he/she is 18 years or older, or beyond the age of compulsory education in the State of California. Applicants under the age of 18 are advised that licensure requirements in some cities and counties, for some programs we offer require that the individual be 18 years old or older.
- Applicants are advised that the massage therapist and holistic health practitioner programs are regulated occupations in many cities and counties. Licensure in some cities and counties require a criminal background check, and convictions could prevent the student from being licensed. We encourage you to contact the School Director before you enroll to discuss any concerns you may have regarding this licensure requirement.
    a. In addition, the California Massage Therapy Council (CAMTC) certifies qualified massage professionals; certification is voluntary, however, it may be required by some employers

and/or in some cities or other jurisdictions in which you wish to work. Graduates applying to CAMTC will be required to submit to a fingerprint investigation and respond to specific questions including convictions other than minor traffic violations, formal complaints lodged against the graduate of an alleged sexual misconduct, lawsuits filed against the graduate, and any administrative citation or government complaints filed against the graduate. If the applicant has any concerns that he/she will not be able to successfully seek CAMTC certification, he/she is encouraged to discuss this with the Healing Hands Director, as it may hinder successful employment after graduation. CAMTC School Codes: Escondido CampusSCH0131; San Diego Campus SCH0131-S2; Laguna Hills Campus SCH-0131-S1

Articulation and Transfer Agreements

Healing Hands School of Holistic Health has not entered into any articulation or transfer agreements with any other institution.

Challenge Credit

The Healing Hands School does not grant challenge credit clock hours. The School does not accept advanced placement or credit for experiential learning. Remedial courses and refresher courses are not considered for credit.

Ability to Benefit

The Healing Hands School of Holistic Health does not admit ability-to-benefit students.

Notice Concerning Transferability of Credits and Credentials Earned at Healing Hands School of Holistic Health

The transferability of credits you earn at Healing Hands School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your educational program (Holistic Health Practitioner or Massage Therapist Program) is also at the complete discretion of the institution to which you may seek to transfer. If the clock hours 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 Healing Hands School of Holistic Health will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Healing Hands School of Holistic Health to determine if your clock hours or certificate will transfer.

.....V. Course Descriptive Listing.....

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10 Sessions of Structural Integration
Staff Instructors : Neha Curtiss
Course Code : 401
Total Clock Hours : 120
Lecture : 36
Lab : 84
Clinic : 0
Prerequisites : 101 Circulatory Massage, 418 m Principals of Structural Integration

Ida P. Rolf had a concept of our “core-in-gravity”. Her vision was beyond fixing things and more about finding expansion in the human frame. If the body has more space and volume our aches and pains become less prevalent; we find a new way of “being” not just fixing what hurts. Her technique is an amazing blend of human geometry, neuromuscular reprogramming and spiritual exploration that helps connect our body, mind and Spirit.

This class is designed to teach you Ida Rolf’s original 10 session series. You will learn her systematic approach for taking the human frame apart and reorganizing it with a newer, more efficient one. Each of her sessions is not a series of techniques, but a series of goals that you and your client work together to achieve. Every session builds upon the goals achieved in the previous session/s to reach the ultimate goal of structural integration in gravity and to find a dynamic relationship to gravity. Each week you will learn a new progression in the series with lecture/dialogue, demonstration, movement class and give/receive each session. Come join me and find your Dynamic Relationship to Gravity.

Advanced Circulatory & Sports Massage
Staff Instructors : Chris Morgan
Course Code : 205
Total Clock Hours : 100
Lecture : 44
Lab : 48
Clinic : 8
Prerequisite : 101 Circulatory Massage

Advanced Circulatory Massage introduces students to new ways of using their thumbs, fingers and palms as well as new tools such as elbows and knuckles, to take the Circulatory Massage to new healing heights. The Sports Massage portion of the class teaches techniques to treat a variety of clients ranging from the moderately active to the serious, competitive athlete. Also presented are deep, invigorating Massage techniques enhance the performance of athletes at athletic events or prior to weight training. Special focus is given to cross-fiber techniques that release old adhesions and scar tissue thereby promoting better performance and faster healing. This class equips the student with a whole new range of Massage techniques to enhance their body-work and its impact on their clients.

Advanced Herbal Formulations
Staff Instructors : Paula Curtiss
Course Code : 409ad
Total Clock Hours : 100
Lecture : 50
Lab : 30
Clinic : 20
Prerequisite : 101 Circulatory Massage & 405ad Herbal Studies and Application

This class takes the introductory herbal experience and goes deeper. We discuss the vitality of herbal healing, constitutional healing, and formulations based on constitutional balancing and the different ways of making tinctures. We also develop nutritional and herbal protocol for some of our most prominent health conditions, including but not limited to Colds & Flus, Sinus Infection/ Bronchitis, Urinary Tract infections, High Blood Pressure, etc.

Anatomy for Body-workers
Staff Instructors : Paula Curtiss/ Denise Fultz/ Shaunna Avila McClure / Daniel Martin / Gabriel Simmons

Course Code : 201
Total Clock Hours : 100
Lecture : 85
Lab : 15
Clinic : 0
Prerequisite : 101 Circulatory Massage

This course takes a deeper look into the fascinating world of the human body. The instructor presents a detailed exploration of its many systems including: Muscular, Circulatory, Skeletal, Immune, etc. Students learn how these systems serve the whole body while performing their individual functions. Through a greater understanding of the body's systems and how they interact, the student becomes aware of the many ways it responds to and benefits from massage therapies. Anatomy for Body-workers greatly increases the student's knowledge of anatomical terms and concepts, and improves their ability to communicate with the medical community, such as Chiropractors, Physical Therapists, Osteopaths, and Fitness Managers. *Please note: This course is required for the Massage Therapy Program and the Holistic Health Practitioner Program*

Aromatherapy
Staff Instructors : Jennifer Peterson
Course Code : 301ad
Total Clock Hours : 40
Lecture : 20
Lab : 20
Clinic : 0
Prerequisite : None

Aromatherapy is a holistic therapy that uses essential oils from plants to positively affect an individual's mental, physical and spiritual well-being. This course explores how 30 different essential oils can affect us on physical, emotional and energetic levels. Class discussions will include the history of Aromatherapy; intrinsic oil qualities; extraction and blending techniques; plus safe and effective consulting practices that are in accordance with high ethical standards.
Through lecture, demonstration and hands-on experience students learn how to formulate and use essential oil blends to treat a variety disorders and stress-related problems for their clients.

Ayurvedic Massage
Staff Instructors : Jennifer Peterson
Course Code : 360ad
Total Clock Hours : 50
Lecture : 30
Lab : 20
Clinic : 0
Prerequisite : None

"Ayurveda" which means "Science of Life" in Sanskrit, is an ancient self-care healing system developed over 5,000 years ago. It is considered the "mother of all healing". This course is an introduction to Ayurvedic principles and practices. It includes an overall view of Ayurvedic healing and Panchakarma including hands-on instruction of three different bodywork modalities based on the Ayurvedic constitutional types or Doshas: Abhyanga, Vishesh and Udvartana massages. Students will become familiar with the three Doshas (distinct combinations of physical, mental and emotional characteristics : Vata, Pitta and Kapha), three qualities of mind (Sattva, Rajas and Tamas), and three qualities of energy (Prana, Tejas and Ojas). In addition, they will learn hands-on the "marmas" (pressure points), Shirodhara ("thread of oil on the forehead") and Indian Head Massage. These practices restore balance, boost immunity and enhance the quality and duration of life for themselves and their clients."

Bodyreading
Staff Instructor: Paula Curtiss
Course Code : 326ad
Total Hours : 20
Lecture : 8
Lab : 12
Clinic : 0

Prerequisite: none
Students will learn body reading skills for face, back, hara (abdomen), body structure, birth dates, mannerisms, attitudes, and hands based on Yin/Yang and 5 element models. These body reading skills will be applied to both

understanding and deepening our vitality in health, relationships, and life path. Using these various body reading maps, guides us in taking the necessary steps to fulfill our greatest Potential/Destiny.

Physical (food and Chi breathing exercises), Emotional (using feelings for healing) and Spiritual (subconscious healing) methods are all integrated into the course. Intuitive applications are developed with the various maps presented in this inspiring course as your instructor guides students to read people compassionately thus assisting them in full filling their Dreams and Life Purpose.

Chair Massage

Staff Instructors : Paula Curtiss / Raina Colvin
Course Code : 302
Total Clock Hours : 10
Lecture : 4
Lab : 6
Clinic : 0
Prerequisite : None

Chair Massage is a form of bodywork that addresses the needs of the desk-bound, working person. In this course student's learn to deliver an effective and restorative massage to clients who are fully dressed and in a seated position. They'll examine the structure of the shoulder girdle and how movement occurs in the upper body. Through lecture, demonstration and hands-on practice they'll master techniques to provide relief in the high-tension areas of the neck, shoulders, arms, and upper back. In addition, the instructor will convey various marketing strategies, discuss practical applications, and identify licensure concerns. This fun and informative class also explores new ways to expand business opportunities while contributing to the greater health and well-being of those in our community.

Chakra Balancing

Staff Instructors : Paula Curtiss
Course Code : 332ad
Total Clock Hours : 30
Lecture : 20
Lab : 10
Clinic : 0
Prerequisite : None

This course introduces students to the energetic system of the body and its energy centers referred to as "Chakras". Students learn various techniques for balancing their own chakras as well as those of their clients. Through lecture, demonstration and guided hands-on practice, students will learn how to use crystals, sound therapy, visualization meditations, color therapy and hands-on energy work to facilitate healthy energy flow. By understanding how to balance these energy centers the "life-force energy" can flow unimpeded, students gain valuable new "tools" for keeping the spiritual, mental, emotional and physical health of the body in balance.

Circulatory Massage

Staff Instructors : Shaunna Avila-McClure, Sandra Christie, Jeni Hartung, Dan Martin, Raina Colvin, Denise Fultz, Harmony Curtiss, Angela Carr
Course Code : 101
Total Clock Hours : 100
Lecture : 40
Lab : 50
Clinic : 10
Prerequisite : None

The most commonly requested massage in the Spa, a Swedish massage involves lubricating the skin with massage oil and performing a variety of strokes to increase circulation and smooth muscle knots. Through lecture, group discussion, and supervised hands-on practice this course teaches students how to give a full-body Swedish-style massage. Techniques learned include gliding (Effleurage), kneading (Petrissage), and cross-fiber friction (Fanning). Special focus is given to the body's anatomy, and proper body mechanics used by professionals. In addition students will learn "draping" techniques for assuring their client's privacy. By the end of this course the student will be able to deliver a full-body Swedish massage that promotes relaxation, lowers blood pressure, detoxifies the system, relieves pain

and facilitates many other health benefits.
Please note: This course is required for the Massage Therapy Program and the Holistic Health Practitioner Program

Clinical Acupressure

Staff Instructor : Shannon Gonzales
Course Code : 411 m
Total Clock Hours : 100
Lecture : 36
Lab : 64
Clinic : 0
Prerequisite : None

This course offers the student an in-depth study of the 72 channels of the meridian matrix system which is believed to circulate life-force energy throughout the body. The focus of this class will be on the 12 Primary Meridians used in Acupuncture and Acupressure. These include specific point locations and their functions. In addition to exploring Chinese Medicine's "Organ Philosophy", students will learn how to recognize imbalances in the meridian system and deliver appropriate treatments. By integrating the basic principles of Traditional Oriental Medicine and Acupressure with other massage practices, students learn new tools to facilitate optimal health in their clients. Just a few of treatment options presented in this course include emotional balancing, relief from Insomnia, boosting the Immune System, calming Indigestion, reducing arthritic pain, and fighting Colds and Flus.

Clinical Massage

Staff Instructor : Paula Curtiss
Course Code : 501 c
Total Clock Hours : 20
Lecture : 0
Lab : 0
Clinic : 20
Prerequisite : 101 Circulatory Massage

The 50 hour Clinical Massage course is designed to give the serious HHP student real-life experience in a clinical setting. In addition to practicing their hands-on massage therapy skills and draping techniques, students learn how to meet and greet new clients, establish a rapport, demonstrate a sound work ethic and professionally handle client paperwork. Last but not least, the course educates students about employer expectations and prepares them for the professional job interview.

Clinical Practicum for the Massage Therapist

Staff Instructor : Paula Curtiss
Course Code : 700 c
Total Clock Hours : 50
Lecture : 0
Lab : 0
Clinic : 50
Prerequisite : 101 Circulatory Massage

The 50-hour Clinical Practicum the Massage Therapist is designed to give the Massage Therapy student extended experience in clinic. Students practice their hands-on massage therapy skills, their professional communication skills such as client intake and basic paperwork procedures, draping techniques, and on the job work ethics. This course prepares the massage therapist for hands-on job interview and job expectations.
Please note: This course is required for the Massage Therapy Program and the Holistic Health Practitioner Program

Community Service Internship/ Externship

Staff Instructor : Paula Curtiss
Course Code : 404 m
Total Clock Hours : 50
Lecture : 8
Lab : 0
Clinic : 0
Internship/ Externship : 42
Prerequisite : 101 Circulatory Massage

24 hours to be scheduled with approved facility. Healing Hands Interns work in the student clinic, with specific population groups, and in facilities which partner with Healing Hands. Our interns work with

Veterans recovery from hospitalization, peri and prenatal patients, with disabled adults, the elderly, and in the spa industry. You will schedule your practical hours with your placement facility. Interns commit to working a minimum of 4 hours each week for 6 consecutive weeks. This course may be taken more than once.

Cranio-Sacral Therapy I

Staff Instructors : Paula Curtiss
Course Code : 349mm
Total Clock Hours : 40
Lecture : 12
Lab : 28
Clinic : 0
Prerequisite : 101 Circulatory Massage

This course teaches students how to use traditional CranioSacral Therapy techniques to facilitate a non-traumatic realignment of the soft tissue component of the cranial-sacral mechanism. Although soft and gentle in its application, the effects of CranioSacral Therapy on the internal dimension of mind-body are deep and profound. In this course, students will learn how cerebrospinal fluid protects the brain and spinal cord, as well as its role as the nervous system's linkage and communication medium. In this hands-on experiential class, students develop the sense and feel of how the natural rhythm of the cerebrospinal fluid influences and facilitates an integration process that helps the body self- correct and heal. By developing listening hands and understanding passive techniques, students help their clients restore natural balance and access the healing core inherent within each individual.

Cranio-Sacral Therapy II

Staff Instructors : Paula Curtiss
Course Code : 350mm
Total Clock Hours : 40
Lecture : 12
Lab : 28
Clinic : 0
Prerequisite : 101 Circulatory Massage

This course teaches students how to use traditional CranioSacral Therapy techniques to facilitate a non-traumatic realignment of the soft tissue component of the cranial-sacral mechanism. Although soft and gentle in its application, the effects of CranioSacral Therapy on the internal dimension of mind-body are deep and profound. In this course, students will learn how cerebrospinal fluid protects the brain and spinal cord, as well as its role as the nervous system's linkage and communication medium. In this hands-on experiential class, students develop the sense and feel of how the natural rhythm of the cerebrospinal fluid influences and facilitates an integration process that helps the body self- correct and heal. By developing listening hands and understanding passive techniques, students help their clients restore natural balance and access the healing core inherent within each individual.

Deep Tissue Manipulation

Staff Instructors : Neha Curtiss, Shaunna Avila-McClure, Jeni Hartung
Course Code : 202
Total Clock Hours : 100
Lecture : 44
Lab : 48
Clinic : 8
Prerequisite : 101 Circulatory Massage

In this course students will discover the Deep Tissue techniques of Muscle Sculpting and Structural Organization as pioneered by Ida Rolf. Students learn how to manipulate "fascia" (the web-like network that permeates the entire body) to create more balance (as it relates to gravity) and ease of movement in the body. This work requires client participation, and special emphasis is given to the mind-body connection. Students are taught effective communication skills to facilitate the emotional awareness associated with this kind of deep bodywork. Benefit of Deep Tissue include dramatic improvement in their client's posture, flexibility, range of motion, and energy level, while at the same time providing relief from tension, aches, pains and stiffness.

Energetic Bodywork

Staff Instructor : Shannon Gonzales
Course Code : 342 ad

Total Clock Hours : 40
Lecture : 16
Lab : 24
Clinic : 0
Prerequisite : None

Energetic bodywork is a hands-on body/mind therapy that addresses healing on the physical, mental, emotional, and spiritual levels. In this course the student will learn how blockages at any of these levels can affect the human energy field. Discussions will include how the 'health' of this field relates to the potential for disease within the body. Students will learn energetic grounding techniques, and discover their unique way of receiving information energetically. Through a deeper understanding of the emotional and spiritual aspects of healing, the student greatly enhances their perception skills often differentiating themselves from less sensitive bodyworkers. The skills learned in Energetic Bodywork enable the student to create better health and balance for their clients as well as themselves.

Geriatric Massage
Staff Instructor : Denise Fultz
Course Code : 304 m
Total Clock Hours : 40
Lecture : 10
Lab : 4
Clinic : 26
Prerequisite : 101 Circulatory Massage

A growing population group, the elderly person's benefits from massage can be the most profound. Bodywork performed on the elderly, however, has as many special considerations as it does rewards. In this course, students learn about age-related changes and their impact on the individual. These include the fragile condition of their skin, bones, joints as well as common clinical conditions. Students examine the causes and contraindications associated with Heart Disease, Arthritis, Diabetes, digestive disorders, Stroke, and the effects of immobility. They'll learn a variety of bodywork styles and techniques to address aging concerns while also promoting a sense of relaxation and well-being. Each week students visit a local nursing home and practice giving a massage to residents. As students experience working with the elderly, many find it especially rewarding.

Herbal Healing & Massage
Staff Instructors : Paula Curtiss
Course Code : 321ad
Total Clock Hours : 40
Lecture : 20
Lab : 20
Clinic : 0
Prerequisite : None

This course teaches how various herbs can affect the physical/emotional body and how students can use them to enhance their massage practice. Students are taught the specific healing effects of different herbs and how to incorporate them into a collection of advanced therapeutic practices. In addition to covering herbal functions and their applications, students learn to create herbal massage products that they will take home, including an herb-infused massage oil and salve. Other areas covered include herbal medicine and nutrition to reduce inflammation, relax muscles, reduce spasms, and more.

Herbal Preparations
Staff Instructors : Paula Curtiss
Course Code : 408ad
Total Clock Hours : 10
Lecture : 2
Lab : 8
Clinic : 0
Prerequisite : None

This is an herbal craft class where we make a variety of preparations. Class includes recipes and leaving with samples of everything we make it class. Products may include syrups, bath salts, lip balms, room deodorizers, personal deodorant, hand sanitizers and more! It's empowering and cost effective to make your own products and share them with your family. Material fee pays for all the products made in class.
In this course students learn how to incorporate herbs and their healing effects into their massage practice. The course provides in-depth information on specific herbs that work well with

an oil medium. Students will use these herbs to create their own unique massage oil. In addition, they'll learn the benefits of various types of oil as well as resources needed to make their own formulations at home. This course is beneficial to anyone wanting to utilize herbs to enhance their client's massage while keeping cost of materials for their practice low.
Note: This class requires a materials fee for products made for students to take home.

Herbal Studies and Applications

Staff Instructors : Paula Curtiss
Course Code : 405ad
Total Clock Hours : 100
Lecture : 36
Lab : 64
Clinic : 0
Prerequisite : None

Herbalism is the study and use of plants for food and medicinal purposes. This Herbal Studies and Applications class is composed of two, 50-hour educational modules designed to give the student a solid understanding of herbal medicine. Each module is divided into segments that include lecture, the production of herbal preparations, and ecologically-based field work with special focus on locally grown medicinal plants. Students visit a natural preserve where they explore the diverse eco-systems and native plants of Southern California. They will also review the organs and systems of the body, and learn which herbs can most benefit each system. By the end of this course students will be familiar with many traditional uses for medicinal plants and will develop their own herbal apothecary (medicine cabinet) to treat many common medical conditions. All these modules are prerequisites for the Advanced Formulations class.

Herbal Thai Massage

Staff Instructors : Claudia Baben
Course Code : 414m
Total Clock Hours : 50
Lecture : 20
Lab : 30
Clinic : 0
Prerequisite : None

Thai Herbal Massage (Luk Pra Kob) originated from Thailand's ancient Herbal Medicinal Practices that date back several centuries. In this course Students will learn how to prepare a Thai herbal ball as well as the many therapeutic benefits of the essential oils released with the ball's steam, after heating. Through lecture, demonstrations and guided hands-on practice students will learn how to apply the herbal ball along the Sen Sib (Thai acupressure points) and joints of the body for maximum efficacy. In addition they'll learn how to integrate Thai oil massage and associated stretching into their Herbal Thai Massage practice. Benefits of this modality include detoxification deep muscle relaxation, increased circulation and lymph flow, relief from pain and stiffness, enhanced flexibility, range of motion and a sense of overall well-being.

Holistic Living Retreat

Staff Instructors : Paula Curtiss, Neha Curtiss
Course Code : 314ad
Total Clock Hours : 20
Lecture : 0
Lab : 20
Clinic : 0
Prerequisite : None

A holistic approach to life, health and healing means seeing the body and mind as an integrated whole. This two-day holistic living retreat reminds the student that living a balanced and health-conscious life can foster a powerful state of well-being. By modeling a more holistic approach to life, students help their clients re-discover their own innate power and ability for self-healing. This retreat gives students the opportunity to unwind, rejuvenate and reconnect with nature and a community of like-minded Healers. Students will sleep under the stars, and enjoy nutritious, simple meals and a variety of fun activities like yoga, T'ai Chi, breath therapy, and meditation. This popular, Spring-time retreat takes place in a beautiful, natural setting located in the heart of an undeveloped canyon complete with fresh- water creek. With no modern conveniences to distract them, students are immersed in outdoor, holistic living. All Healing

Hands students and graduates are invited to attend and experience two days of personal growth, learning, healing and love.

Holistic Nutrition

Staff Instructors : Paula Curtiss
Course Code : 406ad
Total Clock Hours : 60
Lecture : 30
Lab : 30
Clinic : 0
Prerequisite : None

The goal of holistic nutrition is to facilitate a healthy nutrition plan as well as build a strong foundation for long term health and wellbeing. In this course, students examine the basic nutrients in food including: carbohydrates, vitamins, enzymes, fatty acids, and amino acids and how food affects the mind/body connection. Discussions include how food choices impact our health and how the energy of food ingested affects our own energy. Students also explore the process of digestion to gain a better understanding of the breakdown and utilization of our food. A portion of this class includes demonstration, preparation and sharing of delicious and healthy recipes the student can incorporate into their own unique nutrition program.

Homeopathic 1STAid

Staff Instructor : Denise Fultz
Course Code : 306ad
Total Clock Hours : 20
Lecture : 20
Lab : 0
Clinic : 0
Prerequisite : None

Homeopathy, or homeopathic medicine, is a philosophy and practice based on the idea that the body has the ability to heal itself. Founded in Germany during the late 1700s, Homeopathy has been widely practiced throughout India and Europe for centuries. This course educates the student about safe and effective Homeopathic remedies they can use to deal with the shock and trauma of many medical emergencies. They'll learn how to stimulate their client's innate healing abilities, and develop a tool-kit of Homeopathic remedies to address emergencies requiring first aid. Homeopathy is an information-packed course that will enable the student to treat nosebleeds, bruises, cuts, abrasions, sports injuries, muscle aches, cramps, fevers, insect bites, sunburn, food poisoning and other common medical emergencies.

Hot Stone Massage

Staff Instructors : Paula Curtiss
Course Code : 333ad
Total Clock Hours : 30
Lecture : 6
Lab : 24
Clinic : 0
Prerequisite : None

This course teaches students how to perform a specialty massage in which smooth, heated stones are used to relieve stress, increase energy flow, deeply relax muscles and purify the body. Students learn how to use hot-stones as an extension of their own hands, plus various techniques to soothe and heal sore muscles. The course also teaches students the protocol for heating, sanitizing and clearing the stones for repeated use.

Lomi Lomi Hawaiian Massage

Staff Instructors : Jennifer Peterson & Claudia Baben
Course Code : 325m
Total Clock Hours : 60
Lecture : 20
Lab : 40
Clinic : 0
Prerequisite : None

Lomi Ka'ala Hoku or Lomi Lomi massage, is an energetic healing modality based on the ancient Hawaiian concept of working with the life force of an individual to promote health and well-being. Lomi Ka'ala Hoku translates to "Massage Journey to the Stars" which reflects the intention of this massage, which is to calm the mind in order to heal the body. In this course students learn how to give the traditional, full-body Lomi Lomi massage as well as advanced strokes. They also practice releasing all prejudice and

ego so they can come from a place of total acceptance of their client's uniqueness, and where they are in their life's journey. The energy work behind this style of bodywork comes from ancient Hawaiian teachings of personal empowerment, and was taught in the Hawaiian Temple for generations. Known as "Temple bodywork" Lomi Lomi is the most common form of "Hawaiian Massage" being done outside The Hawaiian Islands.

Lymph Drainage

Staff Instructor	: Denise Fultz
Course Code	: 345ad
Total Clock Hours	: 40
Lecture	: 12
Lab	: 28
Clinic	: 0
Prerequisite	: None

Within each of us is a silent healing partner, the Lymph System, which works in conjunction with the Immune System to keep us healthy, vibrant and strong. Without it our bodies would swell up like balloons, swamping our cells with stagnant, toxic fluid. The Lymph System's impact on the body is so far reaching that we often don't realize that our minor aches and pains, low energy or susceptibility to colds and flu may be due to its dysfunction. In this class students will discuss the anatomy of the System, contraindications for lymphatic massage, and specific techniques for draining lymph fluid from the legs, arms, torso and face. A great addition to any Practitioner's "tool kit", by learning how to stimulate the Lymph System through massage, students can significantly increase their client's Immune System function and ultimately, their health and well-being.

Massage As A Business

Staff Instructors	: Paula Curtiss
Course Code	: 417ad
Total Clock Hours	: 20
Lecture	: 20
Lab	: 0
Clinic	: 0
Prerequisite	: None

This course covers general business practices, which include time management, advertising and promotion, legal issues, and ethical business practices. Specific massage-related business practices are presented and discussed, such as, setting fees, licensing procedures, liability insurance, building and maintaining clientele, and financial records. Students receive instruction on writing a simple business plan, designing business cards, preparing resume, web presence.

MyoFacial Meridians For Pain Relief

Staff Instructor	: Neha Curtiss
Course Code	: 335 m
Total Clock Hours	: 60
Lecture	: 20
Lab	: 40
Clinic	: 0
Prerequisite	: 101 Circulatory Massage

Myofacial Meridians are imaginary "lines" of bones, muscles and connective tissue that run throughout the entire body. In this course students will learn about these Meridians, their traceable and mapped patterns within the body, and techniques used to restore their balance. Through lecture, demonstration and hands-on practice, students examine the lines and planes of strain, tension, and compensation found in the body-wide network of muscles and connective tissue. They will step away from looking at how muscles work individually and explore how they operate when working cross-functionally. They learn how therapy on a single muscle often has limited short-term benefits, where-as restoring balance to the body's Meridians can promote long-term structural integrity (healthy posture), flexibility and well-being in their clients.

NeuroMuscular Therapy

Staff Instructors	: Robert North
Course Code	: 357m
Total Clock Hours	: 100
Lecture	: 30
Lab	: 70
Clinic	: 0
Prerequisite	: 101 Circulatory Massage

Neuromuscular Therapy is a precise examination of the body's soft tissues with an emphasis on thorough treatment until results are achieved. In this course, we assess injuries and determine effective treatments. We outline the normal mechanics and relationships of the structures for a baseline. The assessment process takes us through exploring the relationship of various clinical conditions to musculoskeletal pain symptoms. Treatment involves performing techniques of mobilization, soft-tissue mobilization, friction massage, and myofascial release.

This course examines the normal mechanics of all major joints in the body and their interrelationship to soft tissue structures. We explore the following pathologies and present corrective treatment measures for various soft tissue sprains and strains, to include-thoracic outlet syndrome, rotator cuff tears, glenohumeral instabilities, impingement syndrome, frozen shoulder, carpal tunnel syndrome, tennis and golfer's elbow, and others. We will also examine Ischemia, Trigger Points, Nerve Compression/Entrapment, Postural Distortion, Biomechanical Dysfunction, Biochemical Dysfunction.

Pre-Natal Massage

Staff Instructors : Paula Curtiss
Course Code : 327ad
Total Clock Hours : 30
Lecture : 20
Lab : 10
Clinic : 0
Prerequisite : 101 Circulatory Massage

Studies indicate that massage therapy performed during pregnancy can reduce anxiety, decrease symptoms of depression, relieve muscle aches and joint pains, and improve labor outcomes and newborn health. This class focuses on how to work with the rapidly changing female body during the nine months of pregnancy. In this course students will be given guidelines for positioning the pregnant client, and learn how to address contraindicated areas. Through lecture, demonstration and lots of hands-on practice, the student will gain the knowledge to facilitate a completely safe and deeply therapeutic pregnancy massage.

Principals of Structural Integration

Staff Instructors : Neha Curtiss
Course Code : 418 m
Total Clock Hours : 40
Lecture : 20
Lab : 20
Clinic : 0
Prerequisite : None

This course introduces students to the teachings of Ida P. Rolf, which uses touch to provoke awareness and balance in the human frame. Students will learn how human adaptation of gravity can be a negative or positive force, and how to apply geometry to balance structure and improve posture. They will gain a clear understanding of the role connective tissue plays in our bodies and how introducing client movement can achieve longer lasting results. This course teaches students how to touch our clients' awareness, not just their bodies, and to use these principals to design tailor-made sessions for many common ailments.

Professional Practices

Staff Instructors : Christopher Morgan & Harmony Curtiss
Course Code : 206
Total Clock Hours : 50
Lecture : 50
Lab : 0
Clinic : 0
Prerequisite : None

Professional Practices covers skills students need to pass their licensing state exam [MBLEx], and supports the professional and business decisions graduates will make upon entering the field. This is a homework intensive course. Students should be prepared to talk about test anxiety, testing skills, learning habits and tools, and develop a rigorous study habit in preparation for the exam. Professional Practices will include benefits and contraindications of massage, ethics, boundaries and laws, compassionate but firm communication skills. Business practices will include: Career

development, simple budgeting and financing skills, business operations, records and security. This course includes clinical terminology for a review of Anatomy, Kinesiology and Pathology. The ABMP Exam Coach is required. Students are highly encouraged to plan on paying for and taking the MBLEx at the end of this course. *Please note: This course is required for the Massage Therapy Program and the Holistic Health Practitioner Program*

Reflexology

Staff Instructor : Denise Fultz
Course Code : 313 m
Total Clock Hours : 40
Lecture : 20
Lab : 20
Clinic : 0
Prerequisite : None

Reflexology is a form of body work that involves applying pressure to specific points on the feet, hands, or ears to promote optimal health. This course covers “reflex zones” and techniques used in Reflexology. Through instruction, demonstration and hands-on practice the student will learn exact locations of “reflex points” that relate to organs, glands and other body systems. They’ll practice touching points that promote deep relaxation, reduce stress, improve circulation, facilitate detox, and revitalize the body. By including Reflexology in their massage practice, students can positively affect their clients’ circulatory, respiratory, endocrine, immune, and neuropeptide systems.

Reiki I

Staff Instructors : Paula Curtiss & Guest
Course Code : 315ad
Total Clock Hours : 20
Lecture : 10
Lab : 10
Clinic : 0
Prerequisite : None

Reiki is a gentle, spiritual, healing practice that promotes balance throughout the mind/body system. It does not involve physical manipulation; instead, it works with the subtle vibrational field that surrounds and penetrates the body. In this course students learn to awaken the innate healing power within and are encouraged to “open” to their own spiritual insights and wisdom. Through instruction, demonstration and practice they learn to “flow” loving energy through their hands and hearts to heal themselves and their clients. A simple yet powerful treatment, Reiki can relieve pain, alleviate chronic illness, and accelerate the healing process after any type of medical or holistic treatment.

Reiki II

Staff Instructors : Paula Curtiss
Course Code : 344ad
Total Clock Hours : 40
Lecture : 20
Lab : 20
Clinic : 0
Prerequisite : None

Reiki II takes Reiki I principles and practices to a higher level. As this modality does not involve physical manipulation, but instead works on the vibrational field surrounding and penetrating its subject, its reach is virtually unlimited. In this course, students already familiar with this spiritual, healing practice will focus on techniques to “flow” loving energy through their hands and hearts out to their client, even at a distance! A simple to perform, yet powerful treatment, Reiki can relieve pain, alleviate chronic illness, and accelerate the healing process after any type of medical or holistic treatment.

Shiatsu

Staff Instructors : Raina Colvin / Harmony Curtiss / Paula Curtiss
Course Code : 203 m
Total Clock Hours : 100
Lecture : 42
Lab : 49
Clinic : 9
Prerequisite : 101 Circulatory Massage

Shiatsu is form of therapeutic bodywork that comes from Japan, and is based on the Chinese

Five Element Theory. The intent of Shiatsu is to enhance overall health, increase blood and lymph circulation, heal injuries and balance the energies of the body, mind, and Spirit. Treatments are given on a mat with the client fully clothed and without the use of oil. In this course students learn about the energy channels (meridians) that flow through the body and examine how the body's organs correlate to the Five Elements. Through demonstration and guided, hands-on practice they will learn how to access "Acu-points" along these meridians and practice applying finger pressure, palm pressure, stretches, and other Massage techniques balance the "life-force energy" or (Chi) these meridians carry. By the end of the course, students will be empowered to give a full body Shiatsu massage to facilitate healing are restore vitality for their clients.

Somatics

Staff Instructors : Paula Curtiss
Course Code : 322ad
Total Clock Hours : 50
Lecture : 20
Lab : 30
Clinic : 0
Prerequisite : None

Somatics explores how the quality and awareness of our own movement has a direct influence on mind-body well-being and physical comfort. A fundamental principal of Somatics is that growth, change and transformation are possible at any age. This course will teach you how the body responds to stress and its effect on neuromuscular dysfunction and chronic pain. In the first week of class you will learn a simple program of easy to teach flow movements that melt away the damaging effects of stress on the muscular system. The second week will focus on manual Somatic techniques and massage to help facilitate client awareness and release muscle tension anywhere in the body. Somatics represents a new vision of human health by bringing to light the positive influence of self-awareness and active participation in your own well-being. By the end of this course, each student will understand and be able to identify the factors contributing to client pain and postural problems and to design and teach Somatic movement programs to groups and clients.

Spa Techniques

Staff Instructors : Paula Curtiss
Course Code : 323ad
Total Clock Hours : 20
Lecture : 6
Lab : 14
Clinic : 0
Prerequisite : None

Spa Techniques is a course that introduces the student to a variety of commonly offered spa treatments that promote optimal health while helping the client unwind. Through lecture, discussion and hands-on practice, students learn about a variety of treatments to detoxify and exfoliate the body. Treatments explored in the course include body-wraps infused with herbal preparations, seaweed or essential oils. In addition students learn how to deliver salt scrubs, raindrop therapy and understand the benefits of each. A must-take course for any massage practitioner considering work in a Spa environment, Spa Techniques adds new dimensions to your collection of body-work modalities.

Spiritual Healing

Staff Instructors : Paula Curtiss
Course Code : 320ad
Total Clock Hours : 20
Lecture : 10
Lab : 10
Clinic : 0
Prerequisite : None

A gentle yet profound therapy that works on one's energy field, Spiritual Healing is defined as the channeling of healing energy from its spiritual source (ie: God) to someone in need. Spiritual healing therefore requires a recognition and acceptance of a "God" with powers greater than our own, by the practitioner. It does not, however, depend on the religious or spiritual beliefs of the recipient. In this course students are taught to see the body, mind and Spirit of an individual as one unit that must be harmonized for optimal health to manifest. They will learn

techniques for deepening their connection to "God", and practice serving as a conduit for this powerful healing energy. With practice, students learn to facilitate the release of negative patterns that create stress and disease in their clients' bodies.

Superfoods & Dietary Practices

Staff Instructors : Paula Curtiss
Course Code : 428ad
Total Clock Hours : 40
Lecture : 40
Lab : 0
Clinic : 0
Prerequisite : None

The term "Super-foods" is used to describe a food considered especially nutritious and beneficial to health and well-being. Known health benefits of Super-foods include preventing or reducing inflammation helping to regulate metabolism and burn body fat, lowering cholesterol and blood pressure, helping protect against heart disease and cancer, among others. In this course, students are introduced to a variety of easy to prepare Super-foods and explore how these foods fight disease and promote wellness.

Have you been confused about the many different dietary practices? There are diets based on cultural background, season and location, ethical treatment of animals, nutritional components, environmental concerns, weight loss, cleansing and ultimate health; but what is right for you?

Come join us for this informative course and learn how different super-foods and dietary practices can increase nutrition and health. Students gain valuable nutritional knowledge they can use to facilitate optimal health for themselves, their families, and clients.

Table Thai

Staff Instructors : Claudia Baben
Course Code : 498m
Total Clock Hours : 20
Lecture : 6
Lab : 14
Clinic : 0
Prerequisites : None

The Table Thai course places emphasis on traditional Thai Massage principles and their application in a table environment with the client dressed in loose and comfortable attire, which allows unrestricted and unencumbered movement of the body. The course integrates some Yoga aspects primarily passive stretching and breathing techniques – often referred to as "lazy man's yoga". Applying Thai Massage in the table environment poses unique challenges to the therapist with aspects like posture, movement, breathing and flow being some of the special focus areas. All the rhythmic compressions, pulls and stretches of Thai Massage (is) applied in the table environment. The course touches on some of the basic theory of Thai Massage. The course introduces the concepts of "metta", a physical application of loving-kindness and how to incorporate this through meditation and massage. This is how we invoke our own innate ability to heal and evolve in our physical bodies and the subtle emotional and spiritual planes.

Thai Massage

Staff Instructors : Claudia Baben
Course Code : 319 m
Total Clock Hours : 100
Lecture : 48
Lab : 52
Clinic : 0
Prerequisites : None

This ancient massage modality was developed in Thailand and influenced by traditional medicine systems of India, China and Southeast Asia. Thai Massage works on both the physical and energetic systems of the body. It is performed on a floor-mat with the client wearing loose, comfortable clothing that allows for full movement.

In this course, students are introduced to the basic flow of Traditional Thai Massage, and will study Thai Massage Theory (which operates on the premise that our body is permeated with "lom" (air) that travels throughout the body along 72,000 pathways or energy lines called "sen".

Through lecture, demonstration and guided hands-on practice, students will learn the locations of the body's 10 major "sen" lines and how to touch points along these energy lines to clear blockages and affect the entire body. With Thai massage, you learn a flow of movements that gently guide the client through a sequence of yoga-like motions. Combining rhythmic rocking and progressively deeper stretches, both client and therapist move into a state of meditative relaxation. Benefits include enhanced flexibility, a balanced and increased energy, better posture, and a lasting feeling of wellbeing. Come and experience how this unique and dynamic method will benefit both you and your clients. The class goal is a complete 90-minute Thai Massage treatment for the entire body.

Thai Foot Massage

Staff Instructors	: Claudia Baben
Course Code	: 185ad
Total Clock Hours	: 30
Lecture	: 10
Lab	: 20
Clinic	: 0
Prerequisite	: None

In this course students will learn about the Thai acupressure points found along "Sen Lines" or energy paths in the body, as well as the Chinese reflex points affected by techniques used in a Thai Foot massage. Through lecture, demonstration and guided hands-on practice, the student will study the location of acu-points and how to touch them to produce relaxation, reduce stress, improve circulation, detoxify and revitalize the body. In addition, students will learn how to incorporate the use of a Thai Massage-stick and techniques such as two-handed palm movements, circular massage movements and thumb pressure movements into their practice.

Therapeutic Stretching

Staff Instructor	: Neha Curtiss
Course Code	: 402 ad
Total Clock Hours	: 40
Lecture	: 10
Lab	: 30
Clinic	: 0
Prerequisite	: None

This course explores an advanced therapeutic stretching modality called Proprioceptive Neuromuscular Facilitation or (PNF). It is an interactive massage modality that involves alternating both passive stretching and contraction of the muscle groups being targeted. PNF's goal is to improve flexibility, enhance grace of movement, improve range of motion (ROM), and facilitate balance in the musculoskeletal system of the body. Through demonstration and guided, hands-on practice students will learn powerful techniques to stretch and open up muscles and connective tissues, while limiting pain or discomfort in the client. Special focus is given to effective body-mechanics, optimal breathing techniques, and clear communication. PNF is an especially beneficial to students interested in working with the competitive athlete as it's been shown to greatly enhance performance. The course textbook includes an instructional DVD that reinforces the techniques learned.

Traditional Oriental Clinical Techniques

Staff Instructor	: Shannon Gonzales
Course Code	: 186ad
Total Clock Hours	: 40
Lecture	: 15
Lab	: 25
Clinic	: 0
Prerequisite	: None

This course introduces students to the fundamentals of Traditional Oriental Medicine, and their application to massage therapy and holistic health. Students will examine the principle concepts of yin, yang, and qi as well as the 12 primary meridians and functions of their associated organs. Through instruction, demonstration and guided, hands-on practice, the student learns traditional healing techniques such as: Fire Cupping, Gua Sha, Mixibustion, Castor Oil Packs and the use of liniments.

Trigger Point Therapy

Staff Instructors	: Neha Curtiss
Course Code	: 346m
Total Clock Hours	: 100
Lecture	: 30
Lab	: 70

Clinic : 0
Prerequisite : None

Trigger Points, or habitually contracted muscle fibers in the muscles of the body, are estimated by pain clinic doctors to be a primary cause of myofascial pain. The multitude of pain problems that trigger points cause can be eliminated easily by the physiologically-based, proven modality of Trigger Point Therapy. This hands-on course is perfect for the therapist who wants to self-treat and prevent myofascial pain and dysfunction in her/his own body. Eliminate job-related repetitive use strain injuries, which shorten many therapists' careers. The instructor will take you on a journey of self-discovery as you search, reveal, recognize and initiate the healing release of your own trigger points. You will be given the practical knowledge, methods and tools to erase these sources of pain from your own body and your clients.

Tui Na: Acupressure Massage
Staff Instructors : Raina Colvin, Shannon Gonzalez, Denise Fultz
Course Code : 204
Total Clock Hours : 100
Lecture : 44
Lab : 48
Clinic : 8
Prerequisite : None

Tui Na, is a massage modality based on Traditional Chinese Medicine. It involves stimulation of acupressure points to directly affect the flow and balance of “chi”, (life energy) through “meridians” or channels in the body. In this course students learn manipulation techniques to move chi through ill and injured areas of the body where blockages tend to occur. They will practice specific treatments to address chronic pain, common illnesses, and disorders of the spine and joints, such as, Sciatica and rotator cuff problems. Through demonstration and hands-on practice students will master both oscillating techniques to increase energy, as well as the traditional presses and pulls characteristic of Tui Na.

Yoga Massage
Staff Instructors : Claudia Baben
Course Code : 497m
Total Clock Hours : 20
Lecture : 6
Lab : 14
Clinic : 0
Prerequisite : None

The Yoga Massage course applies guided breathing, stretches and postures of Yoga along with the rhythmic compressions, pulls and stretches of Thai Massage. Thai Massage techniques enhance flexibility, energy, posture and well-being; Yoga postures condition the body and concentrate awareness through muscular contractions and breathing. Yoga usually pits one group of muscles against the other, exerting many times the force of gravity. In a Yoga Massage the therapist becomes pure gentle energy in that they are the facilitator of a gentle stretch, the gentle movement of the breathing and the gentle pressure of gravity. Students will learn to combine massage and yoga techniques with gentle joint mobilization as an integrated, adaptive and assisted flow. On completion of the course students should be able to incorporate, adapt and apply different massage techniques with Yoga. The course includes some massage fundamentals like draping. The Yoga Massage course teaches how to be a guide and assist through stretches, postures and focused breathing towards a unique state of physical and inner balance attaining whole body awareness.

……VI. Definitions……..……

Academic Year

The Healing Hands School's academic year is defined as 52 weeks of training.

Clock Hours

The Healing Hands School of Holistic Health evaluates courses in terms of clock hours. A clock hour is a 60 minute block of time consisting of a minimum of 50 minutes of instruction.

Instructional Weekly Hours of attendance

Massage Therapist Full Time	Massage Therapist Part Time
Attends 15 hours per week,	Attends 8 - 14 hours per week,
40 weeks to complete program	80 weeks to complete program
Holistic Health Practitioner Full Time	Holistic Health Practitioner Part Time
Attends 15 hours per week,	Attends 8-14 hours per week,
67 weeks to complete program	134 weeks to complete program

.....VII. Enrollment Tuition & Fees.....

TUITION AND FEES - COST OF PROGRAMS

Holistic Health Practitioner
Books …….. $ 1,700.00
On-time Deposit …… $ 250.00
Tuition ……. $ 13,000.00
Total Tuition and Fees …. $ 14,950.00

*On-time Deposit is refundable to students who graduate on time

Massage Therapist Program
Books ……. $ 1,030.00
On-time Deposit …… $ 250.00
Tuition ……. $ 7,800.00
Total Tuition and Fees …. $ 9,080.00

*On-time Deposit is refundable to students who graduate on time

Additional Education Costs

In addition to the above educational expense, the student should anticipate the following expenses:
Massage Table $ 500.00

Sheets/Linens $ 35.00
Markers/Paper Supplies $ 35.00

Please Note

Student (and Co-buyer, if applicable) understands that payments are to be made to the School, or assignee. If this Agreement be assigned, Student (and Co-buyer, if applicable) will be bound by all of its terms and conditions. Students who miss two payments as scheduled on the Enrollment Agreement are subject to notification and given ten (10) days to bring the account current or face termination from Healing Hands School of Holistic Health. Students are assessed a fee of $35.00 for all returned checks. Students are assessed a fee of $25.00 for late payments. The Agreement is not binding until accepted by the School.

The schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same.

Visa services are provided at no additional cost. Healing hands School of Holistic health will vouch for students' status.

Student Tuition Recovery Fund fee

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.
The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:
1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."
However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Federal Student Aid

The Healing Hands School of Holistic Health participates in Title IV Student Financial Aid programs including Pell Grants and Direct Loan programs. The School also accommodates students by providing options for payment plans. Healing Hands School of Holistic Health is eligible to participate in Federal Department of Education Title IV Programs. Information about these programs is available from the Financial Aid Department. Brochures and pamphlets regarding student loan programs include information on specific loan types and repayment conditions, the availability of federal and state grants and the requirements for loan eligibility. These materials may be obtained in the Financial Aid Department. Healing Hands has developed the following policy and procedures to guide students applying for financial aid.

- Students seeking financial aid must first complete the Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The School's Financial Aid Administrator will use this information to determine the student's eligibility and assists them in deciding what resources are best suited to their circumstances. Students must meet all eligibility requirements to qualify for Federal Student Aid. The Financial Aid Department may request additional documentation to support the student's request for financial assistance, including, for example, signed copies of federal income tax returns.
- For those students selected for verification, by the Department of Education by Heisei, the school will use the current Verification Guide issued by the Department of Education as the governing document. Any supporting documentation, required for verification, must be submitted to the Financial Aid Department by the required deadline. If the student fails to provide the documentation by the required deadline, the student will receive no further financial aid and must return to the Department of Education all Pell disbursements received prior to being selected for verification. Please see the Financial Aid Administrator for more information.
- Renewal of financial aid is not automatic. Recipients are required to reapply each year by the announced deadline.
- Students are encouraged to seek tuition assistance from other possible sources such as private agencies, community grants, etc.

All healing Hands School of Holistic Health students are notified that 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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

How to Request a Dependency Override

Sometimes students have unusual circumstances that they feel should qualify them as an independent student even though they technically fall under the dependent student classification. If you feel that you have an unusual circumstance that may change your status from 'dependent' to 'independent', you may request our financial aid administrator for review your request.
We will review your request when you submit:

1. Proof of 17 years of age or older
2. A letter by you summarizing your unusual circumstance identifying that you longer live with either of both parents, that you receive not financial assistance from either of both parents, and the you have no emotional or parental guidance from either or both parents.
3. A second letter by an independent 3rd Party documenting the unusual circumstance.

Example of 3rd Party are, social workers, clergy, teachers, guidance counselors, doctors or others who are familiar with the student's situation. Police reports documenting domestic violence and abuse, drug abuse.

4. You may also include letters from friends or family members such as an Aunt / Uncle, or the people you are living with. These letters must be notarized.
5. Unusual circumstances include: involuntary dissolution of the family, parental homelessness or unable to provide home, parental mental illness/drug abuse, parental abandonment, parental incarceration, domestic violence/abuse, parental whereabouts unknown.

Types of Financial Aid

Healing Hands School of Holistic health is a federally recognized and certified school, enabling students who qualify to take advantage of the following government subsidized financial aid programs:

Federal Student Aid; FAFSA

The Healing Hands School of Holistic Health is eligible to participate in Federal Department of Education Title IV Student Financial Aid Programs. Brochures regarding student loan programs, specific loan types, repayment conditions and the requirements for loan eligibility may be obtained in the Financial Aid Department. To apply, please go on-line to the FASFA Website at www.fafsa.ed.gov and use the
School Code# 041417 when you complete the on-line application.

If you have any questions, call a student advisor at Healing Hands School of Holistic Health at 760-746-9364.

Veterans Benefits including Title IX Post 9/11Chapters 30,33

Healing Hands is approved by the Bureau for Private Post-secondary Education, under SAA, to process Veterans Benefits including Title IX and Post 9/11, Chapters 30, 33. Eligibility for Post 9/11 Veteran Benefits requires that you have served at least 90 days on active duty after September 10, 2001. You are also eligible if you were honorably discharged for disability resulting from service after serving 30 consecutive days following September 10, 2010.

As a part of this bill, qualifying members receive a tuition and fee payment that is paid to your school, a monthly housing allowance and a books and supplies stipend. To enroll at Healing Hands School, you must provide a Certificate of Eligibility that explains the amount of tuition and aid you will receive from the Post 9/11 GI Bill®. You may enroll in either the Massage Therapy Program or the Holistic Health Practitioner Program. For more information you may also view this Post 9/11 GI Bill® pamphlet (PDF) or visit www.gibill.va.gov. Please use facility code # 25-1481-05 for VA forms.

Employment Development Department: Workforce Investment Opportunity Act (WIOA)

If you do not have a job, you may qualify for the California Training Benefits Program. The Program is designed to help unemployed workers. You do not need to be receiving unemployment funding in order to receive these benefits, however if you are receiving unemployment benefits you have a better chance of qualifying. The Employment Development Department (EDD) helps determine your eligibility for retraining. Healing Hands School participates in the Workforce Investment Opportunity Act (WIOA) and is listed on the EDD's CalJobs provider list at: www.edd.ca.gov
When searching CalJobs for Healing Hands School it is easiest to find Healing Hands School in the alphabetized listing of Training Providers.

MyCAA: for Active Military Spouses

My Career Advancement Account (MyCAA) will grant a military spouse a scholarship of $4,000 to go to Healing Hands School of Holistic Health. This funding can be combined with Federal Student Aid. If you would like to apply visit: https://aiportal.acc.af.mil/mycaa/

Vocational Rehabilitation Education Benefits

If you qualify for private or state funding for retraining, we can process your vocational retraining benefit. To find out more about California Department of Vocational Retraining (DOR), go here: http://www.rehab.cahwnet.gov/Vocational-Rehabilitation.html

"In-House" Payment Plans

Healing Hands School of Holistic Health also offers three "in-house" payment plans for students attending on a full-time, part-time, or accelerated part-time basis. Payment plans are based on the hours of enrollment a student want to take on a Part-time, Accelerated Part-time, and Full-time basis.

Private Grants

Students are encouraged to seek tuition assistance from other possible sources such as private agencies, community and corporate grants, etc.

Payment Plans and Financial Assistance

Healing Hands School offers several different payment options.

Massage Therapist Program

Payment Plan Information (Not Applicable if Paid In Full)
Students will pay for books when received.

1. Your first payment, due on or before the start of your contract, will be:
[ ] $800 Part-Time [ ] $1,050 Accelerated Part-time [ ] $1,350 Full-time
[ ] $ Alternative Funding Installment

2. Your monthly payments will be:
A. Part-time [ ]
The BALANCE OF $_____ (Est. $7,250.00) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be $550 each month.** Your

payments are due on the _____of each month commencing on _____for 14 months, or until paid in full.

B. Accelerated Part-time [ ]
The BALANCE OF $_____ (Est. $7,000.00) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be $800 each month.** Your payments are due on the _____of each month commencing on _____for 9 months, or until paid in full.

C. Full-time [ ]
The BALANCE OF $_____ (Est. $6,700.00) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be $1,100 each month.** Your payments are due on the _____of each month commencing on _____for 7 months, or until paid in full.

D. Alternative Funding [ ]
The BALANCE OF $_____ FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be _____ each month.** Your payments are due on the _____of each month commencing on _____for ____ months, or until paid in full.

Holistic Health Practitioner Program

Payment Plan Information (Not Applicable if Paid in Full)
Students will pay for books when received.

1. Your first payment, due on or before the start of your contract, will be:
[ ] $800 Part-time [ ] $1,050 Accelerated Part-time [ ] $1,350 Full-time
[ ] $ Alternative Funding Installment

2. Your monthly payments will be:

A. Part-time [ ]
The BALANCE OF $_____ (Est. $12,450.00) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be $550 each month.** Your payments are due on the _____of each month commencing on _____for 23 months, or until paid in full.

B. Accelerated Part-time [ ]
The BALANCE OF $_____ (Est. $12,200.00) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be $800 each month.** Your payments are due on the _____of each month commencing on _____for 17 months, or until paid in full.

C. Full-time [ ]
The BALANCE OF $_____ (Est. $11,900.00) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be $1,100 each month.** Your payments are due on the _____of each month commencing on _____for 11 months, or until paid in full.

D. Alternative Funding [ ]

The BALANCE OF $_____ FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be _____ each month.** Your payments are due on the _____of each month commencing on _____for ____ months, or until paid in full.

Simplified Version

Massage Therapy - 600 hours	Monthly pymt + $250 On-time (1st payment)	Monthly Payments	Hours of class time per quarter
Part-time	$800 (15 months)	$550	100 hours (1 class)
Accelerated Part-time	$1,050 (10 months)	$800	200 hours (2 classes)
Full-time	$1,350 (8 months)	$1,100	300 hours (3 classes)
HHP - 1000 hours	Monthly pymt + $250 On-time (1st payment)	Monthly Payments	Hours of class time per quarter
Part-time	$800 (2 years)	$550	125 hours or less
Accelerated Part-time	$1,050 (1.5 years)	$800	125 - 166 hours
Full-time	$1,350 (1 year)	$1,100	167 - 250 hours

……VIII. Graduation……

Certificate Awarded upon Graduation

When all requirements for graduation are successfully completed, and all financial obligations have been met, graduates from programs offered at Healing Hands School will be awarded a “Certificate” from the School.

Requirements for Graduation

The student will qualify to graduate when he/she meets the program requirements as listed in this Catalog. Graduates will receive a Certificate if the following requirements have been met:

- All required courses in the student’s program have been satisfactorily completed, including required tests, assignments, etc., and all program requirements have been satisfactorily fulfilled.
- A minimum grade of 80% or higher has been earned in each course.
- Student has satisfied all financial commitments to the school and to the U.S. Department of Education.
  Note 1: Official academic transcripts will be withheld for failure to pay tuition, for default on an education debt or failure to repay an education grant overpayment, exception for cases involving bankruptcy. In such cases, students may request a single unofficial copy of the academic transcript (course printout). The printout will be labeled as “UNOFFICIAL” and will note that unpaid financial obligations are still owed to the school.
  Note 2: If a student’s account is sent to collections for non-payment, the student will not be eligible to receive a Certificate or transcript from Healing Hands School of Holistic Health, and the student will be responsible for all collection costs and attorney’s fees.
- All required course hours have been completed within the maximum time frame allowed: 150% of the normal program length in clock hours and weeks of instruction.
- Student has attended at least 90% of the total hours in the program. Students receiving funding through Federal Financial Aid must complete 90% of hours.

Transcripts

Current or former students may request one free copy of their official transcript by submitting a written request to Healing Hands School with the name and address where the transcript is to be mailed. A fee of $ 5.00 will be charged for additional copies and must be paid in advance before the transcript request is processed. Transcripts sent directly to the student will be marked to indicate that they are ‘unofficial’ copies.

In order to receive an Official Academic Transcript from Healing Hands School, the student must have satisfied all financial commitments to the school and to the U.S. Department of Education. Official academic transcripts will be withheld for failure to pay tuition, for default on an education debt or failure to repay an education grant overpayment, exception for cases involving bankruptcy. In such cases, students may request a single unofficial copy of the academic transcript (course printout). The printout will be labeled as “UNOFFICIAL” and will note that unpaid financial obligations are still owed to the school.

.....IX. School Policies.....

Attendance Policy

Students enrolled in the Holistic Health Practitioner elective courses can miss twenty five [25%] class time. Class time that is missed beyond 25% will result in a 'Fail'. Students in the Holistic Health Practitioner program may miss twenty percent [20%] of non-elective course. Class time that is missed beyond 20% in a non-elective course must be made up, and can not exceed an additional 20%. If a student misses more than 40% of a non-elective course, they fail the course.

Purpose of Policy

- To establish acceptable standards of attendance and punctuality for all students attending the School.
- To encourage students to pre-schedule absences in order to maintain adequate operations and disruptions within the classroom.
- To enable the student to complete the hours in the training program and meet the program objectives.

Full Time and Part Time Course Attendance

Refer to the chart below to view hourly differences in full time attendance versus part time.

Massage Therapist Full Time	Massage Therapist Part Time
Attends18 – 20 hours per week,	Attends 8 - 17 hours per week,
30 weeks to complete program	60 weeks to complete program
Holistic Health Practitioner Full Time	Holistic Health Practitioner Part Time
Attends 18 - 20 hours per week,	Attends 8 - 17 hours per week,
52 weeks to complete program	104 weeks to complete program

Attendance and Tardiness Standards

All students are expected to adhere to the following standards for attendance and tardiness.

- Students are expected to attend classes and learning experiences as scheduled.
- Students should call Healing Hands School at least 30 minutes before class to report an absence.
- If a student has been absent for more than 2 consecutive days in the course, the student will be placed on attendance probation and will be monitored. If absences continue, the student will be withdrawn and the final grade will be ‘Fail’ is permanently reflected on the transcript.
- Students enrolled in the Circulatory Massage course in their program can miss ten hours of class time. They must be in attendance for 90 percent of class time.
- Students enrolled in Massage Therapy are allowed to miss twenty percent [20%] of non-elective course. Class time that is missed beyond 20% in a non-elective course must be made up, and cannot exceed an additional 20%. If a student misses more than 40% of a non-elective course, they fail the course.
- Students enrolled in the Holistic Health Practitioner elective courses can miss twenty five [25%] class time. Class time that is missed beyond 25% will result in a 'Fail'.

- Please note: Students receiving funding through Federal financial Aid are allowed to miss only 10% of class time per course.
- Students will be withdrawn from school after fourteen (14) days of consecutive absences, that is to say fourteen (14) days after the student's last actual day of attendance.
- Tardiness is defined as any time a student is not at his/her seat and ready to study as scheduled. Students are expected to be ready to commence and end school on schedule; accordingly, arriving late or leaving early in connection with starting, ending, meal and break times is tardiness. Incidents of tardiness, which exceed Healing Hands School's standards, will result in a warning.
- Please refer to the Satisfactory Academic Progress Policy for more information). A 'W' Withdrawal is only in the case when a student has been approved for a Leave of Absence or is withdrawing from school and has not exceeded the attendance policy limit in the courses in which he/she is currently enrolled. In such cases, a "W" Withdrawal will be posted to the student's transcript for each course he/she withdraws from.
- If an individual course is unsuccessfully completed, the student will pay for all class hours of enrollment up to the official drop date at the program rate, at time of enrollment, plus a $50 registration fee. This will be reflected as a Failed Course fee on the students financial statement

Classroom Tardiness/Early Departure Rules

- Students may not enter or exit class except during break without express permission from the instructor.
- If a student is more than 5 minutes late, the student will be counted absent for 15 minutes, 16 minutes late counts as 30 minutes, 31 minutes late counts as 45 minutes, etc.
- Students who arrive late for an exam, may be admitted at the instructor's discretion.

Course Work Make-up Policy

Students may make up class time and/or course work in the following Director approved options:

- Students may attend a scheduled 'Practice Session'. Practice sessions are held as needed throughout the quarter, cost $12.00 per hour, are instructor supervised. Student must attend full hours of the Practice session; i.e., student cannot attend part of a practice session. Example: If a student needs three hours of attendance and the practice session is scheduled for four hours, the student must pay for and attend all four hours. The Instructor will supervise make-up of missed lessons.
- Students may attend a class from a different session of the course they have missed. In order to make-up time of course work in a different class, students must pay $12.00 per hour, must attend the full day of class, and must have permission from Director and Instructor.

Leave Of Absence (LOA) Policy

Students may file a written petition requesting a leave of absence due to extenuating circumstances, which include but are not limited to the following reasons: medical, financial, or personal. Students who are on SAP Warning will not be permitted to take a Leave of Absence. Readmission will be on a space available basis and will fall under guidelines for readmission.

A Leave of Absence may be for a period of no more than one quarter (90 days). 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 the Healing Hands School, and will be notified in writing of this action.

The student will officially withdraw from all courses the student is enrolled in at the time the student takes an approved Leave of Absence; a grade of 'W' Withdrawal will be posted to the student's transcript for these courses. Hours attempted in all courses in which a 'W' Withdrawal is received are counted in the determination of the Student's Satisfactory Academic Progress (SAP); refer to the SAP Policy in this catalog for more information.

A student, who is receiving financial aid, who is on an approved Leave of Absence retains 'in-school' status for purposes of Title IV loans. However, the student should be aware that if he or she does not return from a Leave of Absence, some or all of the grace period of the loan could have been used up, as the withdrawal date is the student's last day of actual attendance.

Dress and Appearance

Students should utilize good judgment in determining their dress and appearance. Neatness and cleanliness are necessary at all times. Dress in clothing that allows free movement. The Director will advise the student of inappropriate dress or appearance.

Conduct Guidelines

The Conduct Guidelines are designed to protect the interests of the Healing Hands School, its students, clients, models faculty and staff. All students at the School are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter. Students must act in a manner that is non-disruptive and is conducive to their learning and the learning of others.

The Healing Hands School reserves the right to suspend or dismiss any student whose conduct, in the opinion of the Administration, is disruptive or in any way interferes with the learning process of other students. The School further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or as set forth in writing by the School.

Code of Conduct

The Healing Hands School of Holistic Health expects a high level of maturity in the classroom of each student in the academic pursuit of his/her professional goals to become a massage therapist.

Personal Conduct

Students are expected to demonstrate:

1. A desire to learn and develop his/her professional skills, demonstrated by being prepared for each class, having consistent attendance at class, and showing positive classroom participation that contributes to personal and professional growth of themselves as well as the other students. Disruptive behavior that impedes the staff or students from utilizing class time constructively will not be tolerated.
2. A courteous, respectful and nonjudgmental attitude towards staff and other students.
3. An ability to contribute and participate in creating a supportive environment for staff and students.
4. A willingness to receive constructive feedback.
5. The desire to take responsibility for their own values, attitudes, interpersonal relationships and academic performance.

Students are expected to show reasonable care for the facility. A student damaging the facility or equipment due to negligence will be financially responsible for repairs.

Unacceptable Conduct

Since there are a wide variety of unpredictable and individual situations, the following is a list of examples of unacceptable conduct at Healing Hands School. This list is not meant to be all-inclusive:

- Insubordination.
- Willful abuse of the clinical site's building, equipment or other property.
- Smoking in unauthorized areas.
- Excessive absenteeism or tardiness.
- Absence without proper notification or adequate explanation.
- Leaving assigned work without permission.
- Violation of the clinical safety rules.
- Engaging in horseplay.
- Failure to report an accident involving a client, visitor, student or self.
- Theft, regardless of value.
- Dishonesty in dealing with the School.
- Reporting to the School under the influence of alcohol, drug or other illegal substance.
- Possessing or using alcohol while at the School or clinical site.
- Use, sale, solicitation, unauthorized possession of, or being under the influence of illegal drugs, including narcotics and/or controlled substances on School premises.
- Falsification of information on the "Application for Admission" or other records.
- Discourteous treatment or abusiveness toward fellow students, instructors, clients, visitor or guest of the School or Clinic.
- Unauthorized possession of firearms, explosives, knives or other lethal weapons on School or clinical site property.
- Indecent conduct on School premises.
- Conviction of any crime which renders a student unsuitable for employment.
- Gambling on School property.
- Violation of the no-solicitation rule.
- Failure to conform to dress and appearance standards.
- Failure to notify the School when absent from either clinical or theory.
- Removal of School, clinical site's equipment for personal use without approval.
- Violation of the School's sexual harassment policy. Sexual advances, repeated innuendos, or sexual activity on school premises or any massage therapy setting regardless of location.
- Refusal to cooperate in an investigation of suspected wrongdoing when cooperation is requested and the request is a reasonable one.
- Misusing the availability of, or the access to confidential information.
- Defiance of classroom protocol.

Actions Resulting in Immediate Termination

The following are examples of actions which constitute reason for termination from Healing Hands School:

1. Endangering life, safety or health of others.
2. Deliberate damage to client, other students, School or clinical materials and/or property.
3. Falsifying, altering, removing, destroying or the unauthorized disclosure of confidential records or information pertaining to a client or clinical site.
4. Falsifying personal or clinical records.
5. Unauthorized possession of School property.

6. Failure to maintain satisfactory academic progress as outline in the Standards of Satisfactory Academic Progress.
7. Unauthorized possession, use, or being under the influence of liquor, narcotics, hypnotics, hallucinogens or other chemical agents while on the premises of the School.
8. Unauthorized possession of any firearms or weapons (pistol, revolver, rifle, shotgun, ammunition, explosives, incendiary devices, knife, etc. on School premises, including the parking areas.
9. Conviction of a criminal offense committed on School property.
10. Willful or repeated violation of School or clinical site's policies and procedures.
11. Willful disregard of the School's welfare; interference with operations or relationships with patients or associates.
12. Unauthorized disposition of School or clinical site's assets or equipment.
13. Failure to comply with the Attendance Policy.
14. Sexual Harassment.
15. Harassment that is nonsexual.
16. Fighting or use of foul language.
17. Violation of any conditions as set forth in the Enrollment Agreement.
18. Willful disregard of the School's welfare; interference with operations or relationships with students, staff or clients.

Disciplinary Action and Dismissal for Misconduct

It is the policy of the Healing Hands School of Holistic Health to engage in the process of monitoring student conduct. This effort is designed to provide continuous, consistent and supportive services that are intended to inform and guide the student in all aspects of their educational experience. The Conduct Policies are uniformly administered based on the degree of seriousness and nature of the misconduct. In all cases, the Director will participate in the review and decision making process of all incidents of unacceptable conduct, and will take the appropriate action.

- Based on the severity of the misconduct, the student may not receive a written warning.
- If, a written warning is given, and the student's behavior is not corrected (misconduct is repeated), the student will be terminated.
- Refer to the Termination/Dismissal Appeal Policy for information on how to appeal a decision of termination or dismissal.

Healing Hands Computer Use Policy

The Healing Hands School's computer use policy states: "Healing Hands considers violations of the computer use policy to be a disciplinary offense. Violators of the policy shall be dealt with to the fullest extent of the student code of conduct, institutional policy, or (if applicable), criminal law and prosecution. Intentional attempts to impede, restrict, corrupt or in any other way disrupt the efficient operation of the Institution's network computer system shall be construed as a blatant and intentional attempt to breach the integrity and security of the campus computer system, and shall be subject to the fullest extent of disciplinary policy and/or law."

Course and Schedule Change Policy

Students are permitted to make schedule changes (add/drop) a course on or by the Registration dates listed in the class schedule prior to the course in which they are scheduled to attend. If the student does not attend and does not make an official course schedule change by the first day of the course, the student is subject to all conditions of the Attendance Policy, and will be dropped and will receive a 'Withdrawal' grade if he/she fails to attend as required.

Copyright Infringement Policy

Healing Hands has established Copyright Infringement policies. See the following 'Copyright Infringement Policy'.

Copyright Infringement Policies and Sanctions

Healing Hands School wants to protect you and our information resources. It is a violation of federal law and Healing Hands School policy to share and/or distribute copyrighted materials without permission of the copyright holder. Violators may be subject to civil and criminal prosecution under federal law, as well as personal sanctions specified in school policy.

Photocopies or reproductions of copyrighted material from the school library is not to be used for any purpose other than private study, scholarship, or research. If the user makes a request for, or later uses, a photocopy or reproduction for the purposes in excess of "fair use", that user may be liable for copyright infringement. The institution reserves the right to deny a copying order from any staff or faculty member, if, in its judgement, fulfillment of the order would involve a violation of copyright law.

Administrative computers provide scanners to faculty and staff. These scanners could be used to copy a book, journal, or other printed material. Scanning copyrighted material may also be a violation of the copyright law if done in excess of accepted "fair use."

File sharing software is most commonly used to download music and movies from the internet. Many do not realize that this software may turn your personal computer into a server, or upload site, even if that was not your intent. Many worms, viruses and other malicious code get transferred during peer-to- peer file transfers. Files on your network connected PC may then be illegally shared with every other person connected to the internet. It is imperative that the file sharing capability of these systems be disabled. If you do not know how to disable this function, please contact the front office. Industry representatives aggressively monitor the internet to discover incidents of illegal file sharing. When violations are discovered, they contact the network owner and/or the internet service provider and demand that the offending device be disconnected from the network. To protect the user and Healing Hands School from further responsibility under federal copyright law or school policy, the school IT specialist will disable network access for any machine for which a complaint of copyright infringement has been received.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at (www.copyright.gov).

Grading Policies

The Healing Hands School instructor has the final authority for determining the student's grade for a course. Grades may not be changed by anyone other than the instructor. The scholastic progress of the student is reported at the end of each course and grades are recorded on the student's permanent record (transcript).

Grading Scale

The Healing Hands School's grading scale is as follows:

100 – 80% .... Pass
79 – 0% .... Fail
W ..... Withdrawal (a course from which a student withdrew)
I ..... Incomplete (a course in which a student received an 'Incomplete'– refer to Incomplete Policy)
TC..... Transfer Credit

(Refer to the 'Incomplete' Grades and 'Course Repeats, Withdrawals, and Failed Courses' under the Satisfactory Academic Progress Policy for more information). A 'W' Withdrawal is permitted only in the case when a student has been approved for a Leave of Absence or is withdrawing from school and has not exceeded the attendance policy limit in the courses in which he/she is currently enrolled. In such cases, a 'W' Withdrawal will be posted to the student's transcript for each course he/she withdraws from.

Exams

Students are tested at the conclusion of each course to ascertain the required acquisition of knowledge/skills. Students may be tested based on observed performance of skills, or a written exam may be given. Consult the specific course syllabus for details. All grades are recorded and reviewed with students.

Make-up Policy

Students are permitted to make up exams and course work. A student may also repeat a course of study. To make up exams, students must make arrangements to do so with the instructor. Students are required to contact the instructor and make arrangements on the first day he/she returns to Healing Hands School. To make up class time refer to 'Course Work Make-up Policy' in this Catalog under 'Attendance'.

Grievance Policy

As directors, Paula and Neha Curtiss encourage open, honest communication among staff, teachers and students. It is the policy of the Healing Hands School of Holistic Health to have a procedure and operational plan for handling complaints. The purpose of the Complaint Procedure is to provide a prompt and equitable process of resolving complaints by students, faculty, staff and public.

From time to time, differences in interpretation of school policies will arise among students, faculty, staff or the public. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge individuals with complaints to communicate them to the appropriate school representative immediately.

Grievance Procedures

A student, faculty member, staff member or public may informally lodge a complaint by communicating orally or in writing to any instructor, administrator, admissions personnel or staff member as indicated in this policy. (The student is defined as an individual who is currently enrolled in an educational program at the Healing Hands School of Holistic Health). If the complaint is not resolved the student has the option to follow the Formal Complaint Procedure as described below. Note that the student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies.

A student or any member of the public may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form which can be obtained on the bureau's internet web site, www.bppe.ca.gov.

Informal Complaint Procedure for Students

Students with grievances should first meet with their Course Instructor. If the complaint is not related to the educational program, the instructor will advise the student to contact the appropriate Healing Hands School administrator. Or, if, after meeting with the instructor, the student believes that the concern has not been satisfactorily resolved, the student should then follow the Formal Complaint Procedure as described below.

Formal Complaint Procedure

This formal complaint procedure is for students, faculty, staff and the public:

- If a student, faculty or staff member, or public still has concerns, he/she is directed to follow the Formal Complaint Procedure by:
    a. Preparing a written statement of complaint, that is signed, dated, and includes a clear and concise statement of the facts including pertinent dates.
    b. Submitting the written statement of complaint to the Director within 10 days of the incident.
    c. The Director may require the complainant to meet with School's representatives to discuss the grievance.
- The Director will review the written grievance, and will notify the student, faculty or staff member or public member, in writing, of the decision within 10 days of receiving the written complaint.
- Whether or not the problem or complaint has been resolved by the School to the complainant's satisfaction, he/she may contact the Bureau for Private Postsecondary Education. The address is provided above.

Student Complaint Records and Log

The School will maintain records and documentation related to complaints from students, faculty or staff, including a 'COMPLAINT LOG'.

<u>Health, Safety & Controlled Substance Policies</u>

<u>Health, Safety and Security</u>
The Healing Hands School of Holistic Health makes every effort to provide a secure and safe learning environment. The classrooms and campuses comply with all requirements of federal, state and local safety codes. A Safety Plan is in effect at the Healing Hands School. Please seek assistance from the Director if you wish to report a hazard or accident. All students and others are

directed to immediately notify a school employee of any crimes that are witnessed, or that the student has been made aware of. Statistics regarding crimes on campus may be obtained through the Director.

Students must take responsibility for their own security and safety. Consideration of the security and safety of others is also expected. The Healing Hands School is not responsible for personal belongings, which are lost, stolen or damaged on campus or during an off-campus activity.

Students must notify a Healing Hands School employee of an injury or illness either experienced or witnessed. In addition, students are to advise a faculty member or other School employee, if they have seen or are aware of any compromises in security matters.

In case of an emergency, students are directed to immediately notify a School employee. Employees have been instructed in how to obtain the services of the appropriate professional help in the most expedient manner.

Sexual Harassment Policy

The Healing Hands School of Holistic Health is committed to providing an environment that is free from sexual harassment and from the fear that it may occur. Sexual harassment will not be allowed and is against state and federal law; it constitutes any unwelcome sexual approach that may intimidate an individual or create a hostile environment.

Any complaint of sexual harassment will be taken seriously and promptly and fairly investigated, and appropriate action taken if warranted. Corrective action may involve probation or termination, depending upon the seriousness of the offense. All complaints of sexual harassment are to be taken immediately to the Director of the School. Refer to the Safety Plan for additional information on Sexual Harassment.

Crime Awareness and Campus Security

Healing Hands School makes available to all current and prospective students and employees, upon request, the School policies and procedures for maintaining campus security.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. Section 1092(f). The Clery Act requires higher education institutions that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Disclosures about crime statistics and summaries of security policies are made in an Annual Security Report (ASR) by October 1st of each year. Faculty, staff, and all enrolled students are emailed a notification providing the website for this report, www.healinghandsschool.com, under “School Documents & Reporting”. Copies of this report may also be obtained from the Director of Institutional Compliance by calling (760) 746-9364. Information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

Infectious Conditions Policy

The Healing Hands School strongly advises anyone with an infectious condition to consult with the School Director and a physician for the purpose of clarifying. The personal risk(s) and risk to the School community, prior to coming on campus.

Personal Hygiene Standards

Students are expected to take care, both in the classroom and when working with clients, to maintain the highest standards of personal hygiene, including, but not limited to, clean hair and body, appropriate clothing and avoidance of offensive odors and perfumes. Students are encouraged to wear clothing that allows for freedom of movement. Beyond these considerations, judgment of what is proper classroom demeanor rests with the instructor and Director.

Required Study Time and Outside Preparation

Outside study and preparation, apart from regular classroom work, is required to successfully complete the required course assignments. Outside preparation requirements will vary by course. Students are informed of outside preparation assignments by the instructors, and course syllabi include a summary of these assignments. Students are responsible for reading any study materials issued by their instructors, and for preparing for assignments as directed.

The Healing Hands School of Holistic Health has adopted the following academic standards for all programs, and these standards are applied to ALL students, full-time and part-time. This Satisfactory Academic Progress Policy is effective July 1, 2017 and applies to all students effective July 1, 2018.

Satisfactory Academic Progress (SAP)

Measurements and Standards

A student's academic progress will be measured at the following SAP Evaluation Points:

- At the ½ point of the student's program based on scheduled completion of the ½ of the total clock hours and weeks of instruction in the program. Example: If the student is in a 600 Clock Hour Program that is 30 weeks of instruction in length the SAP Evaluation point would be at the time the student is scheduled to complete 300 clock hours and 15 weeks of instruction.
- At the end of each academic year for programs longer than one academic year; an academic year at Healing Hands is 52 weeks.
- At the end of the program or at the end of 150% of the total program clock hours and weeks of instruction, whichever comes first. Students may not exceed 150% of the total program clock hours and weeks of instruction.
- Students receiving financial aid are also evaluated at the end of each payment period; there are two payment periods for Healing Hands students, consequently, each payment period approximates ½ the length of the program in clock hours and weeks.

In order to maintain satisfactory progress, students must meet the following SAP standards:

Holistic Health Practitioner Program:

- Successful completion of clock hours and weeks of instruction is achieved when the student earns a passing grade of 80% in each individual course attempted and attends 90% of the course hours in each individual course attempted.

Massage Therapist Program:

- Successful completion of clock hours is achieved when the student earns a passing grade of 80% in each individual course attempted and attends 90% of the course hours in each individual course attempted.

Students' academic progress will be measured as follows:

Healing Hands School of Holistic Health measures its programs based on clock hours and weeks of instruction; therefore, a student is not allowed to attempt more than 150 percent of the number of clock hours and weeks of instruction in their program. The maximum timeframe a student is allowed to complete the program is 150 percent of the total number of clock hours and total weeks of instruction in the program; this policy applies to all students, full-time and part-time.

The requirements for rate of progress are to ensure that students are progressing at a pace at which they will complete their program within the maximum allowable time frame. All courses attempted are given a pass or fail grade (qualitative measure), except for courses from which a student is in good attendance standing and official withdraws due to an approved Leave of Absence" or due to a withdrawal from school, which are given a 'W Withdrawal'; if the student has exceeded the attendance policy at the time they request a Leave of Absence, the student will receive 'Fail' in all courses in which they are currently enrolled.

All grades received and hours attempted will be included in assessing student progress against the maximum allowable time frame through the last day of attendance. A 'W' Withdrawal Grade, granted to students who take an approved Leave of Absence or withdraw from school and have not exceeded the attendance policy are not counted in the qualitative measurement (grades), but all hours attempted for Withdrawal courses and all other courses the student attempted are counted in the quantitative measurement (total hours attempted).

In addition, the cumulative number of clock hours attempted in the program includes transfer hours accepted, clock hours for courses from which a student has withdrawn and hours for every repeated course. Transfer course hours will be the equivalent to those for which the student is receiving credit. Transfer hours are counted as both attempted and successfully completed.

The rate of progress toward completion is calculated by dividing the cumulative number of clock hours the student has successfully completed in the program by the cumulative number of clock hours attempted by the student in the program. The cumulative number of clock hours attempted in the program includes transfer hours, hours for courses from which the student was given a 'W' Withdrawal, repeated course hours and all hours attempted.

Students are to be aware that a failed single course in the program may only be repeated one time. If a student fails a single course a second time, it will result in the student's dismissal.

Attendance and SAP

Students who are dropped from classes for failure to attend, according to the attendance policy, will receive a grade of 'F' 'Fail', which is permanently reflected on the transcript. Refer to the attendance policy in this catalog for more information. Refer to 'Course Repeats, Withdrawals and Failed Courses' above for information on the impact on SAP.

Appealing A SAP Evaluation

Should a student disagree with the application of these satisfactory progress standards, or with a determination related to academic progress, he/she must submit an appeal in writing to the School Director. The Director will respond within five (5) business days. The Director may meet with the student to discuss the appeal. The Director's decision is final, and may not be further appealed. Also, refer to the Grievance Procedure in this Catalog.

Course Repeats, Withdrawals, Failed Courses and SAP

Students must repeat any course in which a final course grade of ‘W’’ (Withdrawal), or, ‘Fail’ (Not Passing) is earned. Note: The student must repeat the entire course and must pay for the hours of enrollment in the initial course. Students are allowed to repeat a course only one time; a second course failure will result in immediate dismissal from the program. All final course grades in which a student has earned a ‘Fail’ (Not Passing) will reduce the student’s overall percentage of successfully completed courses in the program and thereby negatively affect his/her satisfactory academic progress.

The course hours, of courses in which the student has earned a ‘W’ or ‘Fail’, are counted in the determination of the percentage of successfully completed cumulative course hours of the total course hours attempted in the program. Therefore, a grade of ‘W’ or ‘Fail’ will reduce the student’s overall percentage of successfully completed course hours of the cumulative course hours attempted in the program, and thereby negatively affect his/her satisfactory academic progress. The student is required to successfully complete 70% of cumulative course hours attempted and weeks of instruction in the program at each SAP Evaluation Point in order to maintain satisfactory academic progress.

Incomplete Grades and SAP

Students may be granted an ‘Incomplete’ grade for reasons that are deemed extremely serious. Students receiving a grade of Incomplete (“I”) will be allowed 3 months after the end of the course, in which to complete the required work and submit it to the instructor of the course in which the grade was earned. The student will be allowed to continue attending while completing the required coursework of an ‘Incomplete’ grade. If, at the end of 3 months, the student has not completed the coursework, a final grade of ‘Fail’ will be recorded. An ‘Incomplete’ Grade does not affect the student’s satisfactory academic progress, provided the student satisfactorily completes the coursework within the stated ‘Incomplete Period' until the end of 3 months. All hours attempted in the course in which the student received an Incomplete are counted in the determination of SAP; if the student does not successfully complete the required course work within the time allowed, the ‘I’ Incomplete grade will be replaced with a final grade of ‘Fail’ in the course and the entire course must be repeated. All final course grades in which a student has earned a ‘Fail’ (Not Passing) will reduce the student’s overall percentage of successfully completed courses in the program and thereby negatively affect his/her satisfactory academic progress.

SAP and Leave of Absence

Students may be granted a Leave of Absence, during the program of training, based on the conditions described in the Leave of Absence Policy in this Catalog. A Leave of Absence will ultimately extend the time it takes for a student to complete the program, and, based on when courses are offered it may result in the student’s not returning to the program until the next enrollment period. The student will be withdrawn from the courses he/she is currently attending and a grade of ‘W’ will be posted to the transcript. Refer to ‘Course Withdrawals’ above for information regarding how a student’s SAP is impacted based on a course withdrawal. Refer to the Leave of Absence Policy contained in this Catalog for more information on the LOA Policy.

Maximum Timeframe and SAP

The student must complete all courses within 150% of the total clock hours and total weeks of instruction in the program.

SAP Warning

When a student fails to meet the SAP Standards, at any SAP Evaluation Point, (except the final evaluation at 150% of the total clock hours and weeks of instruction) the student will be sent an SAP Warning. The SAP Warning is for a period of one payment period or (approximately ½ of the program) and cannot exceed 150% of the total clock hours and total weeks of instruction in the program. SAP Warning is defined as any student not meeting SAP Standards at any SAP Evaluation Point (exception: students will not be given an SAP warning for failure to meet SAP at the final SAP Evaluation Point or 150% of the total clock hours and total weeks of instruction in the program).

Students placed on SAP Warning are provided written notice of warning and are required to work with a designated program faculty member to develop a written academic plan to bring the student into compliance with SAP requirements by the next evaluation period. The student's academic plan will be reviewed with the student during the probationary period as stated on the plan.

A student may not have more than one period of SAP Warning during their time in the program; students who do not meet the terms of their academic plan will be withdrawn from the program.

A student who meets the terms of their academic plan will regain Satisfactory Academic Progress and removed from SAP Warning status.

Financial Aid Students who have received an SAP Warning may receive financial aid for one additional payment period, based on eligibility. A "Payment Period" is a period of ½ of the length of the program in clock hours and weeks of instruction. Students are not allowed to appeal an SAP Warning. At no time may an SAP Warning exceed the total clock hours or total weeks of instruction in the program.

Actions Resulting in Termination / Dismissal

A student is subject to termination, if the student:

1. Uses profanity.
2. Is defiant to administrators, instructors or staff.
3. Is unable to complete the coursework with a grade of 80% or higher after one course repeat.
4. Is abusing alcohol and/or drugs.
5. Is involved in sexual harassment of students, faculty or staff of Healing Hands School of Holistic Health.
6. Fails to comply with class requirements.
7. Falsifies his/her admission records or any school records or other documentation provided to Healing Hands School of Holistic Health.
8. Is found cheating.
9. Has inadequate attendance for graduation within the maximum time allowed. Refer to the satisfactory academic progress policy.
10. Classroom behavior is judged to be inappropriate according to the personal conduct policies of the Healing Hands School. Refer to "Personal Conduct" in this catalog.
11. Demonstrates behavior that is determined to be dangerous to him/herself or others while on Healing Hands School's premises.
12. Demonstrates physical, emotional, or verbal abuse and/or insubordination with a staff member and/or faculty member.
13. Demonstrates verbal, physical, and/or emotional abuse with another student.

Termination/Dismissal Protocol

Upon witnessing and/or report of an unacceptable action by a student, the student will be notified as soon as possible of his/her termination. Administrators will assemble all paperwork to document the reason for termination/dismissal of the student and all paperwork applicable to withdrawal of the student from Healing Hands School.

Appealing Termination/Dismissal

A student who wishes to appeal the decisions for dismissal may petition the Director in writing. The Director will review the student's request and will inform the student, in writing, of the decision.

Withdrawal and Readmission

Withdrawal from School

A student who wishes to withdraw from the course of study at Healing Hands must do so in writing, and must state the reasons for withdrawal and any consideration for future readmission. The student is required to participate in an exit interview with the Director or designee. The student will be notified of total tuition charges and any refund due. Refunds that are due will be paid to the student within 45 days of the date of withdrawal.

The student is required to clear all obligations in order to receive a withdrawal in good standing. Failure to comply with this policy means that the School may not honor any request for transcripts, letters of recommendation, request for information, and/or readmission.

Readmission to School and Conditions for Reinstatement

A student, who has withdrawn from a program, and is interested in returning, may apply for readmission. Readmission is dependent upon fulfillment of all conditions set forth at time of withdrawal. Applications are reviewed and the student is informed in writing of readmission eligibility. Readmission will be on a space available basis.
A student who has been terminated from a program for unsatisfactory academic progress and/ or violation of the attendance or conduct policy may apply for readmission after one academic year from the date of withdrawal. The following conditions apply:

- Be current on all financial obligations to the school.
- Submit a letter of intent at least sixty (60) days before the beginning of the new course. Failure to do this may result in a student not being admitted to the next scheduled course, if the course is already full. However, current students are given priority, and therefore, there may not be an available seat for a student who wishes to be readmitted.
- If a student was terminated for failure to maintain satisfactory academic progress, the student must speak with the Director prior to re-admission. During this meeting, the student is expected to demonstrate how he/ she will benefit if reinstated. If the student is allowed to reinstate, he/she will be placed on academic probation for at least one quarter (90 days), and must maintain satisfactory academic progress as stated in the Standards of Satisfactory Academic Progress section above.
- The student must contact the School to obtain a new Student Contract (Enrollment Agreement). The student must discuss with the Director, any changes to curriculum, texts, fees and policies. All successfully completed courses (final course grade of 80%) will be transferred to the "new" enrollment and the student's tuition will be adjusted.

- If the student is re-admitted within one (1) year from their official withdrawal date, and the school is using the same learning materials, a student may begin where they successfully (80% grade or better) left off in the academic coursework. Students may be required to repeat courses if the syllabus or course materials have significantly changed during the year. There is also a non-refundable fee of $100 to re-enroll in order to guarantee a position in the class for which the student is re-enrolling. All grades previously earned will remain on the student transcript, and the maximum timeframe for program completion will be adjusted based on the remaining hours in the program to be completed.
- If different learning materials are being used than those the student was issued originally, the student will need to purchase those materials upon re-enrollment.

Student's Right to Cancel

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the enrollment period in your program through the last hour of attendance. If the student has completed more than 60% of the enrollment period for which the student was charged, the tuition is considered earned and the student will receive no refund. Enrollment Period is defined as the time period encompassed by "Program Start Date" through the "Scheduled Completion Date" as they appear on the first page of the Student s Enrollment Agreement.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Healing Hands School of Holistic Health, 125 W. Mission Ave, Suite 212, Escondido, CA 92025. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. If the Enrollment Agreement is cancelled within three business days of signing an Enrollment Agreement the school will refund the student all monies he/she paid.
5. If the Enrollment Agreement is cancelled after three business days of signing the Enrollment Agreement, the school will refund the student all monies he/she paid less an administrative cost of $100.00.
6. Refunds are made 45 days from effective withdrawal date.

Withdrawal From The Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if you have completed 60 percent or less of the scheduled hours of the enrollment period in your program through the last hour of attendance. The refund will be less a on-time (graduation) deposit not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. The refund will be paid to the student (or third party payer) within 45 days of withdrawal. If the student has completed more than 60% of the enrollment period for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student s withdrawal or as of the date of the student's withdrawal, whichever is later.

- The institution terminates the student's enrollment 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.
- The student has failed to attend class for 14 consecutive days.
- The student fails to return from a Leave of Absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the day of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the total hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 consecutive days. If the student has enrolled in more than 60% of the enrollment period for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Refund Distribution for Financial Aid Recipients

Refunds on behalf of Financial Aid Recipients must be distributed in the following order:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal PLUS Loans
- Federal Pell Grants
- Other SFA Programs
- Other federal, state, private, or HEISEI sources of aid
- The student

The Difference between the Healing Hands Refund Policy and The Return to Title IV Policy:

The Healing Hands Refund Policy determines the amount of the tuition and fees that the school has earned. The Return to Title IV determines the amount of financial aid that, the student, has "earned." Any unearned financial aid must be returned. Under policies established by the federal government, the responsibility to return the money is shared by the student and the school. This may result in increasing debt to the school. The Return of Title IV funds is applicable until over 60% of the total program hours has been completed by the student. Based on the calculation, it may be the case that the school will have earned tuition funds that were initially paid by the government but must be returned to the Federal Aid Programs. Therefore, the student may leave owing additional funds to the school even though the account would have been paid in full if the student had completed the program.

When the student receives financial aid is excess of the aid that was earned by the student:

- The School must return any unearned federal financial aid that was used to cover institutional costs. The student will then be billed by the School for the returned funds. The student must repay this amount in full or contact the Business Office to establish a satisfactory payment arrangement. Unpaid debts will be turned over to the Attorney General.
- The student must return any remaining unearned federal financial aid not covered by the School. The School will notify the Federal Department of Education of the student's receipt of the unearned aid. Failure to return those funds within 45 days will result in the loss of eligibility of federal financial aid.

.....X. Drug and Alcohol Policy.....

Standards of Conduct

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school and at school sponsored events on or off campus is strictly prohibited. Students and employees violating this rule will be subject to disciplinary action up to and including immediate termination from the program or employment.

- Healing Hands School of Holistic Health is committed to protecting the safety, health, and well-being of its students, employees and all people who come into contact with its campuses, Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, Healing Hands School of Holistic Health is committed to ensuring a substance-free environment for all of its students and employees.
- Healing Hands School of Holistic Health therefore strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner.
- In addition, Healing Hands School of Holistic Health strictly prohibits the abuse of alcohol or prescription drugs.
- Any violation of this policy will result in disciplinary action up to and including expulsion, termination of employment, and referral for prosecution.

Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over- the-counter drugs. An illegal drug is any substance that is illegal to use, possess, sell, or transfer. An inhalant is any substance that produces mind-altering effects when inhaled. A prescription drug is any substance prescribed for an individual by a licensed health care provider. You are under the influence if any substance impairs your behavior or your ability to work safely and productively; results in a physical or mental condition that creates a risk to your own safety, the safety of others, or company property; or is shown to be present in your body, by laboratory evidence, in more than an identifiable trace.

Disciplinary Sanctions

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Students and employees violating this rule will be subject to disciplinary action such as written warning, probation, fines, restitution, suspension, expulsion and termination of employment. A conviction involving the possession or sale of illegal drugs can result in a loss of student eligibility for federal financial aid.

No alcoholic beverages or illegal drugs will be permitted inside the Healing Hands School, in the School's parking lot or on School's grounds. Students known to be abusing alcohol or drugs or coming to class with their functioning impaired by alcohol or drug usage will be expelled from the school according to the Dismissal Protocol included in this Catalog. These students may re-enroll one time only after a period of one (1) year and treatment for their problem as well as a letter of recommendation for re- enrollment from their treatment counselor. A second violation of the alcohol and/or drug usage policy will result in expulsion with no re-enrollment possible.

In accordance with California law, persons under 21 years of age may not consume, purchase, or possess alcohol.

Legal Sanctions under State and Federal Law

California State Laws and Penalties

A violation of California law for the use of alcohol by obviously intoxicated individuals will vary with the particular circumstances but may include imprisonment in the county jail and substantial fines and penalties. A DUI conviction may lead to a suspension or revocation of your driver's license, fine, jail
time, and completion of a DUI program. Additionally, minors who are arrested for violations concerning the use of alcohol run the risk of having their driving privileges suspended or revoked until they are 18. A violation of the law involving an individual being under the influence of a combination of alcohol and other drugs (itself potentially deadly), may result in an increase in criminal sanctions and penalties.

- You must be 21 before you can buy or drink alcoholic beverages.
- Any person who furnishes, gives or sells any alcoholic beverage to someone under the age of 21 is guilty of a misdemeanor.
- Any person under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others is guilty of a misdemeanor.
- It is against the law for you to possess alcohol on any street, highway, or public place; or carry alcohol in a car; or be a passenger in a car carrying alcohol unless accompanied by a parent or legal guardian, *even if the container is sealed and in the trunk.*
- The court will order a one-year suspension of your driving privilege if you are between 13 and 21 years old and are convicted of a drug-related offense.
- It is a misdemeanor to ride a bicycle under the influence of alcohol, drugs or both.
- It is an infraction to possess an open container of an alcoholic beverage while in a motor vehicle.
- It is an infraction for an owner or driver of a motor vehicle to allow an open container of alcohol in the passenger area.

It is illegal to drive after consuming excessive amounts of alcohol in any form (including medications such as cough syrup), or taking any drug (including prescription medications), or using any combination of alcohol or drugs that impairs your ability to drive.

It is illegal for any person to operate a vehicle with a:

- BAC of 0.08%or higher, if the person is age 21 or older.
- BAC of 0.01% or higher, if the person is under age 21.
- BAC of 0.01% or higher at any age, if the person is on a DUI probation.
- BAC of 0.04% or higher, in any vehicle requiring a CDL—with or without a CDL issued to the driver. Federal Laws and Penalties

The Controlled Substances Act (CSA) is the statute establishing federal U.S. drug policy under which the manufacture, importation, possession, use and distribution of certain substances is regulated.

- First conviction: Up to one year imprisonment and fined a minimum of $1,000 or both.

- After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined a minimum of $2,500.
- After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined a minimum of $5,000.

For the Title 21 United States Code (USC) Controlled Substances Act regarding penalties for simple possession:
https://www.deadiversion.usdoj.gov/21cfr/21usc/844.htm

For the Title 21 United States Code (USC) Controlled Substances Act regarding civil penalty for possession of small amounts of certain controlled substances:
https://www.deadiversion.usdoj.gov/21cfr/21usc/844a.htm

For a comprehensive list of federal trafficking penalties: https://www.dea.gov/druginfo/ftp3.shtml

Federal Student Aid (FSA) Penalties for Drug Law Violations

A conviction of any offense involving the possession or sale of illegal drugs can result in a loss of eligibility for federal student aid. Convictions only count against a student for aid eligibility purposes if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid—they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

	Possession of illegal drugs	**Sale of illegal drugs**
1st offense	1-year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offense	Indefinite period	

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

Signs of abuse or addiction - The physical signs of abuse will vary according to the type of drug being abused. The short term and long term effects of drugs are the symptoms that will present themselves during abuse. Addiction is a complex brain disease with symptoms that include strong drug cravings, active seeking of the drug, and use of the drug that continues even in the presence of devastating life consequences including loss of job, the incurring of debt, family and personal relationship problems, and physical health problems.

The following is a description of health risks associated with the use of illicit drugs and abuse of alcohol:

Alcohol - Alcohol is made from the fermentation of sugars by yeast organisms. It is commonly served as beer, wine and spirits.

Short term effects: decreased brain function, mood swings, decreased coordination.

Long term effects: Cardiomyopathy, Arrhythmias, stroke, high blood pressure, Steatosis, hepatitis, Fibrosis, Cirrhosis, pancreatitis, increased risk of cancer, decreased function of immune system.

Inhalants - Inhalants are solvents, aerosols, gases and chemical vapors that are used to alter the perceptions of the user. They can be found in many common household products including: spray paints, glues, markers and cleaning fluids.

Short term effects include: confusion, nausea, poor speech, decreased coordination, euphoria, dizziness, hallucinations, intense headaches, sudden death due to heart failure or asphyxiation, seizures and coma.

Long term effects include: Liver and kidney damage, bone marrow damage, nerve damage, and brain damage.

Marijuana - Marijuana is made from the plant Cannabis sativa. Its main ingredient is the mind altering chemical THC (delta-9-tetrahydrocannabinol).

Short term effects: enhanced sensory perception, euphoria, decreased reactions, balance and coordination, difficulty with learning and memory, hallucinations and anxiety.

Long term effects: Mental health problems, frequent respiratory infections.

Methamphetamines - Methamphetamines are extremely addictive amphetamine stimulants.

Short term effects: increased alertness, decreased appetite, increased breathing, heart rate and blood pressure, irregular heartbeat.

Long term effects: anxiety, confusion, drastic mood swings, violent behavior, paranoia, hallucinations, weight loss, severe dental problems, skin sores from uncontrollable itching.
Tobacco/Nicotine - Tobacco is grown for its leaves which carry a large content of the perception altering and highly addictive chemical Nicotine.

Short term effects: increased blood pressure, breathing and heart rate.

Long term effects: increased risk of cancer (especially lung, mouth and throat), chronic bronchitis, emphysema, increased risk of heart disease, leukemia, cataracts and pneumonia.

Prescription Drugs – Prescription drugs are any substance prescribed for an individual by a licensed healthcare provider. There are a number of prescription drugs that are highly addictive and have potential for abuse. These include opiate painkillers (e.g., OxyContin, hydrocodone), central nervous system depressants (e.g., Xanax, Vicodin), and stimulants (e.g., Adderall, Ritalin).

Short term effects: impaired reflexes and perceptions; slowed respiration and heart rate, significantly greater risk of having an accident while driving, seizures and memory difficulties; withdrawal

symptoms such as nausea, shaking, sweating and nervousness, bone pain, insomnia, vomiting and uncontrolled leg movements, depression, exhaustion and sleep problems.

Long term effects: organ damage and failure, especially to kidneys and liver; dependency and addiction; intense withdrawal symptoms; increased mental health symptoms such as paranoia and depression; decreased cognitive function; risk of overdose and death.

Alcohol and Other Drug Prevention, Intervention, Treatment, Recovery and Rehabilitation Services

Healing Hands School does not provide direct health or counseling services. The school can provide information about drug awareness programs, penalties for violations, and references to local resources. Students and employees are asked to speak with the Director for more information. The following agencies provide assistance and/or referral:

National Resources

Substance Abuse and Mental Health Services Administration (SAMHSA) 877-SAMHSA-7 (877-726-4727)
800-487-4889 (TDD)
www.samhsa.gov

Find alcohol and drug abuse treatment or mental health treatment facilities and programs around the country at https://findtreatment.samhsa.gov

Telephone Hotlines
All hotline numbers are toll-free.

SAMHSA's National Helpline	800-662-HELP (800-662-4357)
	TTY: 800-487-4889
Suicide Prevention Lifeline	800-273-TALK (800-273-8255)
	TTY: 800-799-4889
Disaster Distress Helpline	800-985-5990
	TTY: 800-846-8517
	Text **TalkWithUs** to 66746
Drug-Free Workplace Helpline	1-800-WORKPLACE (967-5752)

Resources in San Diego County

Behavioral Health Services Division Health and Human Services Agency County of San Diego
1600 Pacific Highway, Room 206 San Diego, CA 92101
619-563-2700

If you have a Behavioral Health emergency, please call 9-1-1.
To access referrals or call the Crisis Line, phone 1-888-724-7240.
http://www.sandiegocounty.gov/hhsa/programs/bhs/alcohol_drug_services/

- Alcohol and Other Drug (AOD) Programs

AOD provides an integrated system of community-based alcohol and other drug prevention, intervention, treatment, and recovery services throughout San Diego County via contracts with local service providers.

Resources in Orange County

Behavioral Health Services OC Health Care Agency 405 W. Fifth Street
Santa Ana, CA 92701 http://ochealthinfo.com/bhs

The OC Health Care Agency's Behavioral Health Services include children and adult mental health, alcohol and drug inpatient and outpatient, crisis programs, and prevention and early intervention services. Callers can be potential participants, family members, friends or anyone seeking out resources, or providers seeking information about Behavioral Health programs and services. Trained Navigators provide information, referral, and linkage directly to programs that meet the needs of callers.

If you would like to learn more about services available through Behavioral Health Services, please call (855) OC-LINKS or 855-625-4657between the hours of 8 am - 6 pm to be connected to a Behavioral Health Navigator, or click on the OC Links Chat icon during open chat hours. TDD Number: 714-834- 2332.

For Alcohol & Drug Prevention – Community Projects (ADEPT) available in Orange County:
http://ochealthinfo.com/phs/services/healthlive/adpcp

For Alcohol & Drug Abuse Outpatient Clinics:
http://ochealthinfo.com/bhs/about/adult_and_older_adult_behavioral_health_services/clinics

As an institution of higher education, Healing Hands School of Holistic Health complies with the Drug- Free Schools and Campuses Regulations of 1989 and the Drug-Free Workplace Act of 1988 which state that "as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees." In accordance with the regulation, notice of school's Alcohol and Drug Prevention Program, published on the school website (www.healinghandsschool.com), is emailed annually to enrolled students and employees and a paper copy is available upon request. The school provides a paper copy to all new students or employees.

.....XI. State of California Policies and Procedures.....

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEAR 2015

The California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010, requires under section 94910 of CPPEA that a school provide information for each program offered in regards to, completion rates, placement rates, licensure exam passage rates, and salary/wage information. The following information is data compiled from January 1, 2014 to December 31, 2015.

COMPLETION RATE
Massage Therapy Program - 500 hours

	Number of Students Who Began Program	Students Available for Graduation	Graduates	Completion Rate 94910(a)	Completion Rate Based on 150%
2014	19	19	11	37%	58%
2015	39	39	26	59%	67%

Holistic Health Practitioner Program - 1000 hours

	Number of Students Who Began Program	Students Available for Graduation	Graduates	Completion Rate 94910(a)	Completion Rate Based on 150%
2014	80	80	51	45%	64%
2015	84	84	50	48%	60%

The completion rate is calculated by dividing the number of graduates by the number of students available for graduation. “Students available for graduation” means the cohort population minus the number of students unavailable for graduation. “Students unavailable for graduation” means students who have died, been incarcerated, or called to active military duty. “Graduates” means the number of students who complete a program within 100 percent of the published program length. An institution may separately state completion information for students completing the program within 150 percent of the original contracted time.

PLACEMENT RATE
Massage Therapy Program - 500 hours

	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employment in the Field	Placement Rate 94910(b)	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week

2014	39	15	15	12	80%	unknown	unknown
2013	56	56	23	20	87%	unknown	unknown

Holistic Health Practitioner Program - 1000 hours

	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employment in the Field	Placement Rate 94910(b)	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2014	112	56	55	49	89%	unknown	unknown
2013	85	28	28	25	89%	unknown	unknown

The placement rate, calculated by dividing the number of graduates (completers) employed in the field by the number of graduates available for employment. “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates employed in the field” means graduates who are gainfully employed in a single position for which the institution represents the program prepares graduates within six months after a student completes the applicable educational program. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education at an accredited or bureau-approved postsecondary institution.

Job Placement Rates

Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.

Licensure Rate

There is not a California state licensure exam for Acupressure, Massage, and/or Bodywork; therefore, we do not report statistics for a passage rate.

Salary and Wage Information

Healing Hands School of Holistic Health does not make any expressed or implied claims about the salary that may be earned after completing the educational programs.

Calendar Year	Program	Number of Graduates Employed in the Field	Annual Wages
2014	Massage Therapy	12	Students did not report annual salary
2013	Massage Therapy	20	Students did not report annual salary
2014	Holistic Health Practitioner	49	Students did not report annual salary
2013	Holistic Health Practitioner	25	Students did not report annual salary

Salary and wage information for the massage therapy field is provided by the California Employment Development Department and available at www.labormarketinfo.edd.ca.gov.

Salary and Wage Information
Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.

Licensure Rate
In 2015, there was no required California state licensure exam for Acupressure, Massage, and/or Bodywork; therefore, we do not report statistics for a passage rate.

Federal Student Aid Information

Healing Hands School of Holistic Health was approved to participate in federal student aid programs in 2009. The school's three-year cohort default rate is 17.1%. In 2013, 36% of the school's total enrollment received federal student loans.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law. Any questions a student may have regarding this fact sheet 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, http://www.bppe.ca.gov/,Phone: (916) 431-6959,Toll Free: *888) 370-7589, and Main Fax: (916) 263-1897.
I have been provided with the School Performance Fact Sheet Calculation Information and Employment Titles.

EDD Salary and Wage Information

The following wage and salary data for each program offered at Healing Hands School of Holistic Health, Escondido, California, was obtained from the Employment Development Department's Occupational Employment Statistics (www.labormarketinfo.edd.ca.gov):

County of San Diego as of 1st Quarter 2016

Potential Jobs as listed by the Employment Development Department	Hourly			Salary		
	Low (25th Percentile)	Median (50th Percentile)	High (75th Percentile)	Low (25th Percentile)	Median (50th Percentile)	High (75th Percentile)
Massage Therapist	$9.63	$18.07	$26.01	$N/A	$N/A	$N/A
Mean Annual Wage = $40,229						
The following Jobs are not listed on the EDD website:						
Title: Holistic Health Practitioner, Title: Manual Therapist, Title: Massage Practitioner						

Initials: _____Date: _____I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative. This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

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, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

_____
Student Name - Print

_____ _____
Student Signature Date

_____ _____
School Official Date

.....XII. Student Information.....

Family Educational Rights and Privacy Act of 1974 As Amended

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the school receives the request for access.
    a. Students should submit to the Director or other appropriate official, a written request that identifies the record(s) the student wishes to inspect.
    b. The School official will make arrangements for access and will notify the student of the time and place where the records may be inspected.
    c. If the records are not maintained by the Healing Hands School official for whom the request was submitted, that official shall advise the student of the appropriate official to whom th request should be addressed.
- The right to request an amendment of the student's educational records that the student believes are inaccurate misleading, or otherwise in violation of the student's privacy rights under FERPA.
    a. Students who want to amend their record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
    b. If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Housing

The Healing Hands School does not have on-campus housing nor does it assist students in finding housing.

There is housing for rent within 5 miles of each location of Healing Hands School of Holistic Health. Average cost of rental is $1,500.

Transcripts

Current or former students may request one free copy of their official transcript by submitting a written request to Healing Hands School with the name and address where the transcript is to be mailed. A fee of $ 5.00 will be charged for additional copies and must be paid in advance before the transcript request is processed. Transcripts sent directly to the student will be marked to indicate that they are 'unofficial' copies.

In order to receive an Official Academic Transcript from Healing Hands School, the student must have satisfied all financial commitments to the school and to the U.S. Department of Education. Official academic transcripts will be withheld for failure to pay tuition, for default on an education debt or failure to repay an education grant overpayment, exception for cases involving bankruptcy.

Student Responsibility

It is the student's responsibility to read and understand the contents of this Catalog. Any questions regarding Healing Hands School's policies should be addressed and satisfied prior to starting class.

Student/Teacher Ratio

The student to teacher ratio, at the Healing Hands School of Holistic Health is approximately one instructor to every 30 students in lecture and one instructor to 20 students in lab.

……XIII. Student Services……..

Academic Advising

The Director is available to provide academic advising as requested or needed to assist students in meeting satisfactory academic progress standards, and successfully completing graduation requirements. Instructors also provide ongoing student advising.

Academic Counseling

The Director is available to assist students with academic concerns. Students who are not making satisfactory progress must meet with the Director, review his/her progress, and agree to the steps that may be required to improve academic standing.

Access to Records

Students are guaranteed access to their academic records upon request. Upon written request to the Healing Hands School, and in the presence of an administrator, a student may view his/her records. The student must give written consent before information will be released to a third party. A $5.00 fee is charged for each official transcript.

Career Services and Job Placement

The Healing Hands School offers placement services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the 'Standards of Satisfactory Academic Achievement' section of this Catalog. Many students desire self-employment, and elect to establish an independent practice.

Placement assistance is provided under the direction of the Job Placement Director. Placement services include assistance with resume writing, identification of job openings, job search strategies and other job search activities. The School regularly communicates with employers in the community, and surveys their satisfaction with the job performance of Healing Hands School graduates.

It should be understood that placement services offered by the School do not represent a guarantee of employment. Graduates requesting placement services will be required to develop a professional resume, attend scheduled interviews, and comply with the placement policies in order to receive services.

The School cannot guarantee a job upon completion of our program. We do not guarantee employment. Healing Hands School does not make any claims of salaries available in this field.

Disclaimer of Employment Guarantee

While the Healing Hands School offers Placement Assistance, the School cannot, in anyway, guarantee employment after the student has successfully completed the program of study.

Student Guidance

Student Guidance is considered one of the School's most important and valuable services. Vocational and personal guidance begins at the time a prospective student indicates an interest in attending, and continues throughout and beyond the completion of the program. The goal of the Healing Hands School is to provide students with the support and guidance needed to successfully complete their training programs, and enter their chosen career field.

Orientation

All applicants for the programs are provided with an orientation on the educational system, services, policies and procedures. A tour of the facility and the School Campus will also be provided during Orientation. Orientation is scheduled prior to or during the student's first week of class. Students are provided an Orientation Booklet that contains information on study techniques, time management, problem solving and other important information.

Personal Counseling

For students requesting personal counseling and for any student who has become aware of a drug or alcohol problem, or is experiencing emotional or personal challenges affecting performance, the School's staff will attempt to provide referrals to appropriate community services, such as, licensed practitioners in the field of counseling, psychology, or psychiatry.

Retention of Student Records

It is the policy of the Healing Hands School of Holistic Health to maintain all records at its primary administrative location for a minimum of five years. Transcripts are maintained indefinitely.

Student Activities

The School plans for and encourages student participation in a variety of activities.

Transfer of credits to the School

Students who wish to apply for advance standing in their program must submit official transcripts to Healing Hands for review prior to beginning their training. The Program Director will evaluate previous education and training that may be applicable to an educational program offered at Healing Hands.

All transferred hours must come from a California Massage Therapy Council (CAMTC) Approved School. To view the schools Approved by CAMTC, go to: https://www.camtc.org/schools/. When applying for CAMTC Certification, transcripts must be sent from the school that the student is transferring from AND from Healing Hands School.

Credit may be given if the education and/or training were completed at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), including military training, as well as programs approved by the Bureau for Private Postsecondary Education where courses and clock hour values are comparable to those offered at Healing Hands and a grade of 'C' or 70 percent or better was attained. Any coursework to be considered for credit in any program must have been completed within the previous five years.

Students who petition for transfer credit must provide Healing Hands with an official transcript that includes the courses the student wishes to transfer. In addition, students may be required to demonstrate competency in requested transfer training courses. The Director or Program Director will prepare a written report to document the evaluation of the courses for which the student is petitioning for transfer credit; the report will list the documentation, (including the transcript of the courses the student is seeking to transfer) in the student file that was used in evaluating the transfer credit request and final determination. The maximum number of hours the student is allowed to transfer to a Healing Hands School of Holistic Health program is 50% of the total program hours. Transfer course hours

will be the equivalent to those for which the student is receiving credit. Transfer hours are counted as both attempted and successfully completed.

Acceptance of credits earned at another institution that is not located in the United States or its territories will be evaluated by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded. It is the student's responsibility to use the credential evaluation services of an agency that has published standards for membership, affiliations to international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions and employers (e.g., NACES and AICE).

Transfer of Anatomy and Physiology credit:

Students who petition for transfer credit to satisfy the school's anatomy requirement for either the Massage Therapy and Holistic Health Practitioner programs must provide a recent - completed within the last 24 months - transcript showing they have successfully completed equivalent of 100 hours of anatomy and physiology completed at a college or university of the state higher education system, as defined in Section 100850 of the Education Code, as meeting the definition of a CAMTC approved school.

Students who petition for transfer credit to satisfy the school's anatomy requirement for either the Massage Therapy and Holistic Health Practitioner programs who provide past transcripts of course work completed before the past 24 months, must show they have successfully completed equivalent of 100 hours of anatomy and physiology completed at a college or university of the state higher education system, as defined in Section 100850 of the Education Code, as meeting the definition of a CAMTC approved school, AND must complete the Midterm and Final from Anatomy for Bodyworkers with a passing score of 80%. This test may only be taken once.

Voter Registration

In California you may register to vote by completing the online voter registration and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver's license or state-issued ID card. Voter registration forms are also available in the Financial Aid Office.

Notice from the California Massage Therapy Council

The California Massage Therapy Council [CAMTC] Publication of Law related to unfair business practices as related to massage: (1) Pursuant to California Business and Professions Code section 4611, It is an unfair business practice for a person to do any of the following: (a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council. (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

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. 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) 669-533