

California College of Physical Arts, Inc.

Massage and Bodywork

2016 Student Catalogue

Effective: 01/01/16 - 12/31/16

HUNTINGTON BEACH CAMPUS
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APPROVAL DISCLOSURE STATEMENT

The California College of Physical Arts, Inc. (CalCopa), a private institution, located at 18582 Beach Blvd., Suite #11, Huntington Beach, CA 92648, was granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California education code.

The Bureau's approval means that the institution and its operations comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval must be re-approved every five years and is subject to continuing review.

The following course titles are approved by the state of California:

MASSAGE TECHNICIAN	100 Hours
SPA SPECIALTY THERAPIST	200 Hours
MASSAGE THERAPIST	300 Hours
ASIAN SOMATIC THERAPIST	300 Hours
MASSAGE PRACTITIONER	600 Hours
MYOTHERAPIST	800 Hours
HOLISTIC HEALTH PRACTITIONER	1000 Hours
MASSAGE INSTRUCTOR *(Must complete HHP)	600 Hours

Approved for the training of Veterans and Eligible persons under the provisions of Title 38, United States Code.

CalCopa is also approved from the California Department of Rehabilitation.

CalCopa is not accredited by any accrediting agency recognized by the United States Department of Education.

A student enrolled in a program of 500 hours or more at CalCopa is eligible to be certified by the California Massage Therapy Council.

Catalogs may be requested via phone, email, or accessed via our website. www.calcopamassageschool.com/catalog.htm. A catalog may also be obtained at the school's administration office.

California College of Physical Arts, Inc.
18582 Beach Blvd, Suite 11
Huntington Beach CA 92648

Instruction is in residence with facility occupancy, accommodating 60 students at any one time.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying that fact.

Prospective enrollees are encouraged to visit the facilities at the school and to discuss personal educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreements.

STATE OF CALIFORNIA
STUDENT TUITION RECOVERY FUND STATEMENT (STRF)

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 enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident, or enrolled in a California 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 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 with 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 or 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 the violation of the Act.

If the student does not have a social security number or taxpayer identification number, a claim will not be paid

Authority cited: Title 5. *California Code of Regulations.* Division 7.5, section 76120.

FOR FURTHER INFORMATION OR NEED FOR APPLICATION

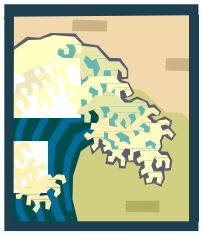
Contact:

Bureau for Private Postsecondary Education (BPPE)
P.O. Box 980818
West Sacramento, CA 95798-0818

Or visit:

http://www.bppe.ca.gov/applications/strf.pdf

HISTORY OF THE COLLEGE



California College of Physical Arts, Inc., (CalCopa) was established in 1980 to provide comprehensive instruction in the art and sciences of therapeutic and relaxation massage. The school originally opened in Huntington Beach with 100 hour, 200 hour and Massage Instructor training courses. CalCopa has since expanded with a variety of advanced courses as well as specialized modalities.

The faculty is composed of professional and highly competent staff members, many of whom are actively involved with the professional massage organizations. They have a variety of experiences in the massage field and are constantly updating their training in the massage industry to further benefit our students. The faculty is also involved in working toward the improvement of laws and legislation for massage therapists in Orange County and surrounding areas, as well as on state and national levels.

LOCATION

All classes are held at our Huntington Beach campus location:

18582 BEACH BLVD., SUITES 11 - 14
HUNTINGTON BEACH, CALIFORNIA 92648
(In the Town & Country Center)

The facilities consist of 5,000 square feet of classrooms, labs, clinic rooms, shower accommodations and Administration/faculty offices. There is ample parking and bus stops located nearby.

The facility is in compliance with all federal, state and local ordinances to insure a safe and healthy environment. CalCopa provides massage tables to be used by the students during lab hours and educational aids such as; skeletons, anatomical charts, PowerPoint Presentations, dry-erase boards and video equipment are utilized to enhance learning. Multiple bulletin boards located throughout the campus keep students informed of current events in the massage therapy field and developments concerning massage. Each student will need to provide his/her own supplies including comfortable clothing, linens and oils, etc. (list located on page 33).

Each prospective student is encouraged to visit the school prior to enrollment and to discuss educational and career goals with our advisors.

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

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 Postsecondary Education by calling (888) 370-7589 or by completing a complaint form which can be obtained on the bureau's Internet website: http:/www.bppe.ca.gov/

MISSION AND OBJECTIVES

OUR MISSION:

California College of Physical Arts, Inc. exists to provide our students with the finest progressive education possible: (i) through the effective delivery of adult learning theories, (ii) through quality demonstrations by experienced therapists and (iii) with supervised hands-on practice, so they may become knowledgeable, professional and ethical in a successful massage therapy career.

OBJECTIVES:

- Contribute to the health and wellbeing of our society by providing opportunities for our students to participate in public not-for-profit events that encourage community service.
- Continually update our knowledge of current legislation and to work toward the improvement of laws to promote the highest competency and ethical practices in the field of massage therapy.
- Offer continuing education to our instructors from reputable sources so their teaching skills and expertise will grow and mature to prepare them for the challenges of a diverse student body.
- Continually participate with massage organizations such as ABMP and AMTA to stay informed in our knowledge of the field of massage therapy.
- Provide massage therapy to athletes in local sporting events as a service to the community and as an opportunity for practical experience.
- Provide massage therapy to special organizations throughout the community as a way of promoting holistic health care, while at the same time exposing our students to various clients.

ADMISSION REQUIREMENTS

A high school diploma or G.E.D. is desirable, but not required for a student to be eligible for enrollment. (An applicant must demonstrate verbal and written comprehension in the English language and must possess proficient skills in composition and speaking.) Classes are taught in English only; classes are not taught in any other languages. This institution does not provide English-As-A-Second language (ESL) education. CalCopa will provide a written language comprehension test to assess language proficiency if requested. While CalCopa is pleased to accept students from other countries; we do not provide assistance with Visa services.

CalCopa provides individual evaluations for applicants with significant handicaps or limitations. Occasionally, we have rehabilitation students and in this scenario the admissions personnel work with the counselor and applicant to establish the individuals' abilities and goals. In special cases, a medical release from the applicant's physician may be necessary.

Class size is kept to a maximum of twelve (12) students to enable greater individual attention. CalCopa does not discriminate on the basis of sex, sexual orientation, race, ethnic origin or religion.

Each student will have a photograph taken during the first week of class. This will be used for transcripts. No transcripts and/or certificates will be issued without photos. These photos are put on the official transcripts that are issued to the student at the completion of each package. In addition, the following items are required at time of enrollment: California driver's license or other comparable form of picture I.D. and two names with phone numbers and addresses for personal references.

ELECTIVES AND WORKSHOPS

Electives and workshops are offered in specialized areas of instruction and for continuing education. Monthly emails are sent to those interested in upcoming electives and workshop schedules. (If you would like to be included in the monthly distribution, please send your email address to info@calcopamassageschool.com.) All electives and workshops **must to be paid in full** two weeks prior to the course beginning. Unless otherwise indicated, all electives can be used toward CAMTC licensing requirements as well as to enhance your current techniques and routine. Descriptions of these courses start on page 21.

CURRICULUM

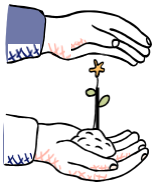
PROGRAM COURSE TITLES ARE AS FOLLOWS:

	CLOCK Hours
MASSAGE TECHNICIAN	100
MASSAGE THERAPIST	300
MASSAGE PRACTITIONER	600
ASIAN SOMATIC (Must complete Massage Practitioner prior to enrollment)	300
MYOTHERAPIST	800
HOLISTIC HEALTH PRACTITIONER	1000
MASSAGE INSTRUCTOR (Must complete HHP prior to enrollment)	600

California Law AB1147 changed the educational requirements for massage permits in California. Applicants for certification as a Certified Massage Therapist ("CMT") must have 500 hours of education from an approved school and have passed the Massage and Bodywork Licensing Examination (MBLEx).

All cities are required to accept state certificates, but a student may choose courses as necessary to meet city and county licensing requirements. Therapists can elect to either get a state permit, or opt for a city license. Contact the city police department or city hall to determine the exact licensing requirements for your city of employment. Please note, most cities in Southern California have eliminated city permits.

CalCopa strongly recommends that students enroll in courses of 500 hours or longer to:



- Keep your certification current with escalating local and national standards.
- Have a competitive edge.
- Offer a larger variety of techniques and styles to your potential clients.
- Be trained in Professional Business Practices.
- Receive additional training in chosen electives.
-

Upon completion of courses, students will be prepared to enter the massage job market in the following fields: chiropractic, convalescent hospitals, geriatric facilities, corporate chair massage, health spas, sports medicine, relaxation, stress management, hospitals, physical therapy, private practice, beauty salons, hotels and more.

According to CAMTC regulations:

4611. (a) It is an unfair business practice for a person to do any of the following:

(1) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the council pursuant to this chapter.

(2) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

(b) In addition to any other available remedies, engaging in any of the prohibited behaviors described in subdivision (a) constitutes unfair competition under Section 17200.

***For more information, visit www.camtc.org.**

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 section 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:

California Massage Therapy Council
One Capitol Mass
Suite 320
Sacramento, CA 95815
www.camtc.org
Phone: 916.669.5336
Fax: 916.669.5337

Recommended Programs

Technician 100 Hours	
Does not qualify for state	
Course Name	**Class Hours**
Technician	100

Practitioner 600 Hours	
Qualifies for CAMTC Massage Therapist	
Course Name	**Class Hours**
Technician	100
Therapist I	100
Therapist II	100
Sports & Medical	100
Advanced Curriculum (Test Prep)	30
Business Practices Practicum	25
Self-Care for MT	45
Includes 1 of the following:	
Acupressure	100
Shiatsu	100

Myotherapist 800 Hours	
Meets requirements for several states	
Course Name	**Class Hours**
Technician	100
Therapist I	100
Therapist II	100
Sports & Medical	100
Advanced Curriculum (Test Prep)	30
Business Practices Practicum	25
Self-Care for MT	45
Acupressure	100
Shiatsu	100
Intro to MFR	10
Reiki I	15
Advanced Therapuetic Techniques	25
Includes 1 of the following:	
Cranial Sacral Release	50
Deep Tissue	50
Polarity in Massage	50
Advanced Sports Massage	50
Or 2 of the following:	
Barefoot Compression Massage	25
Geriatric Massage	25
Hot Stone Massage	25
Pregnancy Massage	25
Reflexology - Hand or Foot	25
Thai Foot Massage	25
Tuina Massage	25

Holistic Health Practitioner 1000 Hours	
Meets all licensing requirements	
Course Name	**Class Hours**
Technician	100
Therapist I	100
Therapist II	100
Sports & Medical	100
Advanced Curriculum (Test Prep)	30
Business Practices Practicum	25
Self-Care for MT	45
Acupressure	100
Shiatsu	100
Intro to MFR	10
Reiki I	15
Advanced Therapuetic Techniques	25
Massage Research Project	up to 100
Includes 3 of the following:	
Cranial Sacral Release	50
Deep Tissue	50
Polarity in Massage	50
Advanced Sports Massage	50
Lymphatic Drainage	50
Thai Floor Massage	50
Includes 4 of the following:	
Barefoot Compression Massage	25
Geriatric Massage	25
Hot Stone Massage	25
Pregnancy Massage	25
Reflexology - Hand or Foot	25
Thai Foot Massage	25
Thai Table Massage	25
Tuina Massage	25

Classes may be substituted for Myotherapist and HHP with permission of Director, or Dean.

PROGRAM DESCRIPTIONS

Massage Technician – 100 Hours

(Qualifies for city licensing with 100 Hours or less requirement)
Prerequisite – None

Course Objectives: To produce a qualified technician who possesses a basic understanding of anatomy and physiology, knows the benefits and contraindications of massage and can give a basic Swedish full body massage. Part one of Massage Therapist, Massage Practitioner, Myotherapist and Holistic Health Practitioner programs.

- LECTURE AND DEMO – 45 Hours
  This class is an introductory course which gives the student a basic understanding of anatomy, physiology, history, theory, as well as the practice and ethics of massage. Swedish massage is the primary technique presented.
- LAB – 55 Hours, PRACTICAL APPLICATIONS, (CLASS LAB)
  Lab setting will be established per class at the discretion of the administration.
- CLINIC – OPTIONAL
  Includes supervised hands-on practice of Swedish Massage techniques. (After completing 75% of lab hours, with permission of instructor, students can be scheduled for our student clinic.)

REQUIRED TEXTBOOKS:

- *Theory and Practice of Therapeutic Massage 5th Ed.* - by Mark Beck (ISBN: 1435485246)
- *The Ethics Of Touch* – by Cherie Sohnen-Moe and Ben E. Benjamin (ISBN: 1882908406)
- Holster with pump bottle and 8 oz. of Massage Oil

Course Completion: To successful complete the Massage Technician Certification, students must pass 6 quizzes and 4 Tests with a minimum score of 80% accuracy and submit the completed homework packet. The student will also demonstrate the Massage routine within the allotted time frame using the proper draping, body mechanics and hand positions with a minimum score of 90%. They must have an attendance of 90% of credit hours.

100 hours Massage Technician Training Program: $1235.00

Massage Therapist – 300 Hours

Course Objectives: To train therapist with a strong knowledge in the areas of anatomy and physiology, and prepare the therapist for the first levels of professional massage using varieties of massage techniques. There is an increased emphasis on pathology, kinesiology, formula massage; deep transverse friction, myofascial release, stretching, client assessment and treatment protocol, to assist the student with higher level massage courses.

Courses Required for Graduation from Program:

Massage Technician	100hrs
Massage Therapist I	100hrs
Massage Therapist II	100hrs
Total Hours:	**300hrs**

Massage Therapist I – 100 Hours (Part two)

Prerequisite – Massage Technician (100 Hours) See description on page 10.

Course Objectives: To increase student knowledge in the areas of anatomy and physiology, and prepare for the first levels of professional massage using varieties of massage techniques. There is an increased emphasis on physiology and pathology to assist the student with higher level courses.

- Lecture and Demo – 55 Hours
  This course includes a broader and more specialized training in anatomy, physiology, massage ethics, nutrition, and trigger point treatments. More advanced massage techniques will be presented, as well as introductions to other systems of massage and bodywork.
- Lab - 40 Hours Practical Applications
  Lab includes supervised hands-on practice of advanced Swedish Massage Techniques (In class and in our on-campus Student Clinic.)
- Clinic (5 or More Hours)
  The student will be scheduled one-hour shifts.

ADDITIONAL REQUIRED TEXTBOOKS:

- *Mosby's Pathology for Massage Therapists* – by Susan G. Salvo (ISBN: 978-0-323-05522-8)
- *Trigger Point Therapy Workbook* – by Clair Davies, N.C.B.T.M.B. (ISBN: 1572243759)

Massage Therapist II– 100 HOURS (PART THREE)

Prerequisite – Massage Technician & Massage Therapist I Classes (200hrs total)

Course Objectives: To provide advanced knowledge in anatomy, an introduction to kinesiology, and several advanced massage techniques such as "Formula Massage, Deep Transverse Friction, Myofascial Release, Stretching, Client Assessment and Treatment Protocol.

- Lecture and Demo - 55 Hours
  Advanced training in anatomy, physiology, theory, professionalism, joint movement and PNF Stretching, Formula Massage, S.O.A.P. Documentation, injury care, an introduction to holistic theory, Résumé Writing and Interviewing Skills.
- Lab- 40 Hours
  Practical applications supervised hands-on practice of advanced Swedish massage techniques (job interviews, in class and in our on-campus student clinic).

- CLINIC (5 HOURS)
  The student will be schedule for two-hour shifts.

ADDITIONAL REQUIRED TEXTBOOKS:

- *Basic Clinical Massage Therapy: Integrating Anatomy and Treatment* - by James H. Clay and David M. Pounds (ISBN: 0683306537)

300 hours Massage Therapist Training Program: $4,135.00

Massage Practitioner – 600 Hours

(Qualifies for CAMTC Massage Therapist Certification)

Course Objectives: This program is designed to train therapist with a strong knowledge in the areas of anatomy and physiology and prepare the therapist to take the *Massage and Bodywork Licensing Exam,* (MBLEx) for CAMTC licensing requirements. There is an increased emphasis on; pathology, kinesiology, formula massage, deep transverse friction, Myofascial Release, stretching, client assessment and treatment protocol. Additional classes include Sports & Medical Massage which provides deeper understanding to body maintenance techniques as well as an introduction to Oncology Massage.

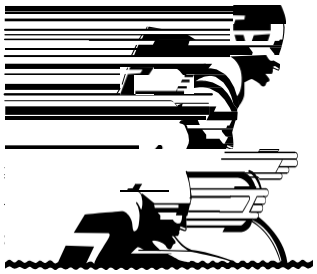
Students are introduced to Asian modalities with either Acupressure or Shiatsu classes. Since there is no prerequisite for either class, they may be taken at any time during the program. The last 100 hours prepare students for success in the industry by focusing on test taking skills, business skills and self-care.

Courses Required for Graduation from Program:

Massage Technician	100 hours
Massage Therapist I	100 hours
Massage Therapist II	100 hours
Sports & Medical Massage	100 hours
Acupressure	100 hours
Business Practices Practicum	25 hours
Advanced Curriculum	30 hours
Self-Care for the Massage Therapist	45 hours
Clinics (Progressively longer shifts)	25 hours

- Clinic hours are inclusive in other course hours

Total Hours: 600hrs



Course Completion: To successful complete the Massage Practitioner Certification; students must pass all quizzes and tests with a minimum score of 80% accuracy and submit completed homework packets for each class. The student will also demonstrate the Massage routines associated with each class within the allotted time frame using the proper draping, body mechanics and hand positions with a minimum score of 90%. They must have an attendance of 90% of credit hours. Students must also complete a total of 25 hours in the Student Clinic and participate in (1) one community event. Note: VA students are exempt for the community event requirement.

Courses Required for Graduation from Program:

Massage Technician	100 hours
Massage Therapist I	100 hours
Massage Therapist II	100 hours

(See above for descriptions)

Additional Classes include:

Sports & Medical Massage Training 100 HOURS

Prerequisite – Massage Technician

Course Objectives: To provide the student with basic training in the area of Sports Massage and provide the students with academic and practical training to enhance his/her work with various health care professionals.

- SPORT LECTURE AND DEMO - 55 HOURS
  This course includes the study of Pre and Post-Event Massage, Training Massage, and Injury Care. This course also focuses on the special needs of clients with various pathologies, including cancer. The student will incorporate techniques taught in all the classes the student attended prior to this level.

- LAB - 40 HOURS PRACTICAL APPLICATIONS
  Instruction is given for Athletic Training Massage, Curative Massage and Medical Massage. It also includes Pre and Post-Event techniques, anatomy and injury cases.

- PARTICIPATION IN SCHEDULED SPORTING EVENTS, AS AVAILABLE
  The student must participate in at least one outside, community event.
  - Attendance of an outside documented and supervised community service event is required, as these events are available and as directed by the Administration. **Note: All training, including community service events, for students receiving *veterans' benefits will be conducted on campus. Any students on VA Assistance are waived of this requirement***

Acupressure or Shiatsu 100 HOURS

Prerequisite – None

Course Objectives: This is an introductory course designed to enable the Massage Therapist to incorporate basic Acupressure techniques during the massage. This class introduces the student to the 12 Major Meridians and Extraordinary Meridians, The Five Elements and the Yin/Yang theories. It also includes basic acupressure attunements and how to address specific ailments the Therapist might encounter with their clients.

- ACUPRESSURE LECTURE AND DEMO - 55 HOURS
  This course includes the study of the history of Acupressure, the theory of Yin and Yang, the Meridians, the 5 Elements and the Types of Chi.

- LAB - 40 HOURS PRACTICAL APPLICATIONS
  Instruction is given in "Opening the Four-Gates," tonifying and/or sedating chi, Amma Chair treatments, Ear Acupoints, Cupping, Moxibustion and Gua Sha.

ADDITIONAL REQUIRED TEXTBOOKS:

- *The Web That Has No Weaver* – by Ted Kaptchuk, OMD (ISBN: 0809228408)
- *The Tao Of Pooh* – by Benjamin Hoff (ISBN: 0525244581)

Business Practices Practicum 25 Hours

Prerequisite – None

This course helps prepare the student for a successful career as Massage Therapist. It focuses on techniques used by many successful business people and adapts the techniques to work in the massage environment.

- BUSINESS PRACTICES & MARKETING LECTURE AND DEMO - 20 Hours
  This course focuses on skills not only important for a successful business, but also for a successful life. It includes the techniques used for starting a business, planning techniques, budgeting, understanding of ownership options, and taxes.

- LAB - 5 Hours PRACTICAL APPLICATIONS
  The class will work together to create a business plan, establish a pre-operational time-line and a business budget. Solo work will include running the CalCopa student clinic for one week.

ADDITIONAL REQUIRED TEXTBOOKS:

- *Business Mastery 3rd Edition* – by Cherie Sohnen-Moe (ISBN: 0962126543)

Advanced Curriculum 30 Hours

Prerequisite – Massage Therapist (300 Hours)

This course is designed to refresh and reassure students of their education in human anatomy, physiology, kinesiology, clinical pathology, massage therapy and bodywork theory, assessments and application, as well as professional standards, ethics and business practices to prepare a student to take the MBLEx for licensing purposes.

ADDITIONAL REQUIRED TEXTBOOKS:

- *Review for Therapeutic Massage and Bodywork Exams*, by Joseph Ashton and Duke Cassels (ISBN: 978-1605477121)

Self-Care for the Massage Therapist 45 Hours

Prerequisite – Massage Therapist (300 Hours)

This class focuses on the specific needs of Massage Therapists to ensure longevity within the field. It covers the special dietary needs of busy therapists, proper body mechanics, unusual ethical circumstances, proper customer service practices and exploring each student's long-term life goals and how to reach them.

ADDITIONAL REQUIRED TEXTBOOKS:

- None

600 hours Massage Practitioner Training Program: $8,100.00

Asian Somatic Therapist – 300 Hours

PRE-REQUISITE – Massage Practitioner (Totaling 900 Hours)

Course Objectives: to provide the student with a background in Asian studies and philosophy, focusing on the history of Asian Medicines and their incorporation into the massage field.

Classes Required For Certification Are: (See Descriptions of all classes on page 21.)

Shiatsu, or Acupressure	100hours
Tuina	25 hours
Thai Foot Massage	25 hours
Thai Massage	50hours
Thai Table Massage	25hours
Auriculotherapy- Ear Reflexology	25hours
Foot Reflexology	25hours
Hand Reflexology	25hours
TOTAL HOURS:	**300 hours**

300 hours of Asian Modalities Training: $3,775.00

Myotherapist – 800 Hours

Course description: The flexibility of these 800 hours of training gives the therapist the ability to explore different modalities associated with their massage training, while still being able to take the National Certification test and any city testing that requires the minimum of 800 hours. To obtain certification as a Myotherapist, the student needs to have satisfactorily completed the following courses:

Courses Required for Graduation from Program:

Massage Technician	100 hours
Massage Therapist I	100 hours
Massage Therapist II	100 hours
Sports and Medical Massage Training	100 hours
Acupressure	100 hours
Shiatsu	100 hours
Business Practices Practicum	25 hours
Advanced Therapeutic Techniques	25 hours
Self-Care for the Massage Therapist	45 hours
Advanced Curriculum (Test Prep)	30 hours
Intro to MFR	10 hours
Reiki I	15 hours

Choice of one from the following: See Descriptions of the following beginning on page 21.

Advanced Sports Massage	50 hours

Deep Tissue	50 hours
Cranial Sacral Release	50 hours
Polarity in Massage	50 hours

Or a choice of two from the following: See Descriptions beginning on page 21.

Barefoot Compression Massage	25 hours
Geriatric Massage	25 hours
Hot Stone Massage	25 hours
Pregnancy Massage	25 hours
Foot or Hand Reflexology (Thai Foot Massage Qualifies)	25 hours
Thai Foot Massage	25 hours
Tuina Massage	25 hours

Total Hours:	**800hrs**

Course Completion: To successful complete the Myotherapist Certification; students must pass all quizzes and tests with a minimum score of 80% accuracy and submit completed homework packets for each class. The student will also demonstrate the Massage routines associated with each class within the allotted time frame using the proper draping, body mechanics and hand positions with a minimum score of 90%. They must have an attendance of 90% of credit hours. Students must also complete a total of 25 hours in the Student Clinic and participate in (1) one community event. Note: VA students are exempt for the community event requirement.

800 hours Myotherapist Training Program:	**$11,200**

Holistic Health Practitioner - 1000 Hours

Course Description: To obtain certification with this package the prospective massage therapist has many options to add up their hours required for certification. After completing 500 hours of education and deciding what type of environment you would like to focus, you will be able to select a massage table from *Earthlite™* (a $650 value).

We suggest that you begin with our massage practitioner package covering anatomy, kinesiology, physiology, pathology and a full curriculum of massage protocol including Acupressure and Shiatsu training. Then, you the student, may decide to continue your training focusing on the areas that best suits your interests; such as a spa environment, clinical, or energetic/ Asian focus. Or you may decide to be an eclectic therapist. Just talk with any one of our registrar/counseling staff with any questions you might have regarding any of these programs.

Courses Required for Graduation from Program:

Massage Technician	100 hours
Massage Therapist I	100 hours
Massage Therapist II	100 hours
Sports and Medical Massage Training	100 hours
Acupressure	100 hours
Shiatsu	100 hours
Business Practices Practicum	25 hours
Advanced Therapeutic Techniques	25 hours
Self-Care for the Massage Therapist	45 hours
Advanced Curriculum (Test Prep)	30 hours
Intro to MFR	10 hours
Reiki I	15 hours

Choice of three from the following: See Descriptions of the following beginning on page 21.

Massage Research Project	up to 100 hours
Cranial Sacral Release	50 hours
Deep Tissue	50 hours
Polarity in Massage	50 hours
Advanced Sports Massage	50 hours
Lymphatic Drainage	50 hours
Thai Floor Massage	50 hours

And a choice of four from the following: See Descriptions beginning on page 21.

Barefoot Compression Massage	25 hours
Geriatric Massage	25 hours
Foot or Hand Reflexology	25 hours
Hot Stone Massage	25 hours
Pregnancy Massage	25 hours
Thai Foot Massage	25 hours
Thai on the Table	25 hours
Thai Table Massage	25 hours
Tuina Massage	25 hours
Total Hours:	**1000 hours**

Program packages must be completed in the order offered by the school and may be changed only with the approval of the school administration. Failure to continue in the sequence of classes will result in termination of contract. If either party cancels a contract, the student will forfeit any discount and must pay the hourly rate for hours attended to date and for any future classes.

Class substitutions may be made only with permission of the Dean of Teachers or the Director.

Course Completion: To successfully complete the Holistic Health Practitioner Certification; students must pass all quizzes and tests with a minimum score of 80% accuracy and submit completed homework packets for each class. The student will also demonstrate the Massage routines associated with each class within the allotted time frame using the proper draping, body mechanics and hand positions with a minimum score of 90%. They must have an attendance of 90% of credit hours. Students must also complete a total of 25 hours in the Student Clinic and participate in (1) one community event. Note: VA students are exempt for the community event requirement.

1000 hours Holistic Health Practitioner Training: $15,000.00

Massage Instructor – 600 Hours

This is a 6 – 12 month program.

Prerequisite: Holistic Health Practitioner and permission from Dean of Teachers, or School Director

Course description: The program is a combination of review of core material for a more detailed understanding of anatomy, physiology, kinesiology and pathology of the body; as well as adult learning principles, lesson plan development and classroom procedures. The student will work directly with the Dean to determine the direction best suited for a career in teaching massage therapy.

600 hours Massage Instructor Training: $8,700.00

FEES AND PAYMENT OPTIONS

Here at California College of Physical Arts, Inc. we offer two ways that a student may complete the hours of Massage training they wish to receive. First they are welcome to sign a contract for each individual course level. The fees for this would be $1600.00 per one hundred hours (100hrs) of training and this allows them the option to take a break between course levels. The other option that we recommend to all students looking at their massage training as a new career is to sign up for one of the packages we offer. By doing their classes in this manner they are saving money and they will know their training will be complete within a scheduled time frame.

> For example, if we compare two students that sign up for 600 hours total, the student that pays $1600 for each of the courses would be paying $9,600.00 whereas the student that signs up for a 600-hour package of training would be paying $8,100.00 for the same education.

It is the policy of CalCopa that all fees, expenses and tuition be paid in a timely manner and in full prior to the course completion and before issuance of a certificate, transcript or any other written evidence of attendance. Payments can be made by with cash, personal checks, Visa, MasterCard and Discover card, as well as money order or cashier's check.

Payment – Courses (1) One Month or Less

A student enrolling in a course of one month or less must pay the registration and at least one-half the first month tuition at the time of enrollment.

Payment – Courses Longer than (1) One Month

A student enrolling in a course longer than one month may choose to pay in installments. A down payment of the registration and ABMP membership must be paid at the time of enrollment. Additional fees and the balance remaining will be made in scheduled installments over the duration of enrollment. At the time of enrollment, a payment plan will be reviewed and written into the contract.

If the student does not have the down payment of at least ½ of the first month's tuition at the time of enrollment, the payment must be made on the first day of class. There will be no exceptions to this policy. If the student does not have the first ½ of tuition on that day they will be sent to get the necessary funds for payment. Only when this payment has been made, and the student has a written receipt, can they enter their classes.

Delinquency of a scheduled payment will result in a reminder notice. If the student does not honor the contract agreement for payment, a second notice will be given within five days of the contract agreement date of payments. If the student still has a delinquent payment they will not be allowed to return to class. After the second notice, a ten-dollar late fee will be charged. If the scheduled payment is missed by more than 30 days, a finance charge will be assessed.

Failure to keep current with the scheduled payments may also result in termination of contract and removal of the student from any current classes they may be attending.

Students need to be advised that any discount in the pricing of a complete package is only applicable with the initial signing of program contract. Any further discounts on re-enrollment are subject to the approval of the administration office.

If a student terminates a contract for a program of 300 hours or more there will be a $35.00 cancellation fee and all funds will need to be paid in full before any transcripts will be released to the student or employer.

CalCopa is not approved to offer federal or state financial aid. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

PAYMENT OPTIONS

If a student cannot pay all of the tuition at the time of registration, payment plans are available. A down payment of at least half of the first month tuition must be paid at the time of enrollment plus any registration fees and the balance remaining will be made in scheduled installments over the duration of enrollment. At the time of enrollment, a payment plan will be reviewed and written into the contract. But if the student is unable to pay at least half of the first month's tuition at the time of enrollment then the payment must be made on the first day of classes without exceptions. If the student is able to come up with the necessary funds and with the approval of the admission's office then, and only then, will s/he be allowed back into classes.

Our school is also approved for the training of veterans and eligible persons entitled to educational benefits according to Title 38, United States Code. If a student obtains VA funding to pay for a program and withdrawals after 60% of the program has occurred, the student may be required by the VA to repay any forfeited tuition.

FEE STRUCTURE

Registration Fee: (Non-Refundable)	$125.00
Materials Fee: (Non-Refundable)	$25.00
Veterans Registration Fee: (Non-Refundable)	$10.00
Associated Bodywork & Massage Professionals (ABMP) Student Liability Coverage	$45.00
Student Tuition Recovery Fund (STRF) $0.00 per $1000 of Tuition (non-refundable)	$0.00
Total Registration	**$195.00**
Veteran's Total Registration	**$55.00**

INDIVIDUAL COURSE TRAININGS

16hr	**$256.00**
20hr	**$320.00**
25hr	**$400.00**
40hr	**$640.00**
50hr	**$800.00**
75hr	**$1,200.00**
100hr Courses	**$1,600.00**

MASSAGE TRAINING PACKAGE FEES

Each package of hours has a one-time only discount applied.

MASSAGE TECHNICIAN – 100hrs $1,235.00

MASSAGE THERAPIST – 300hrs $4,135.00

MASSAGE PRACTITIONER – 600hrs $8,100.00
(Qualification for CAMTC Massage Therapist Certification)

ASIAN SOMATIC THERAPIST – 300hrs (Totaling 900 Hours) $3,775.00
Prerequisite: Massage Practitioner

MYOTHERAPIST – 800hrs $11,200.00
(Qualification for National Board Certification)

HOLISTIC HEALTH PRACTITIONER – 1000hrs $15,000.00

MASSAGE INSTRUCTOR* (Must complete HHP prior) – 600hrs $8,700.00

EXAMPLE:

THE COST FOR THE MASSAGE PRACTITIONER PACKAGE

		Veterans
Tuition	$8,100.00	$8,100.00
Registration (Non-Refundable)	$150.00	$10.00
ABMP Registration (Non-Refundable)	$45.00	$45.00
Student Tuition Recover Fund (STRF) $.00/$1000	$0.00	NA
Total	$8,295.00	$8,155.00

- With any contract, the student must keep current with payments, or termination of contract will result.

TRANSCRIPTS

Student records are kept secure and at any time, transcripts can be requested during regular office hours. Each student is eligible to request their official transcripts after completing all the requirements necessary for each level of training or class that they have paid for in full. The first request and set issued of original official transcripts or official copies for the national testing are free of charge. Any additional copies, for city licensing or duplicate sets for your personal use, require a set fee listed below.

Duplicate Transcripts	$25.00
Duplicate Certificate (Each)	$25.00
Duplicate Copies of Transcripts & Certifications	$25.00

To be certified as a Massage Therapist (CMT) by the California Massage Therapy Council (CAMTC), the following must be submitted directly to CAMTC:

- Application fee (currently $150 for a 2-year certification)
- Live scan fingerprints
- Completed application
- (2) Two passport sized photos
- Transcript for a minimum 500 hours (sent directly by your school)
- Successfully pass the *MBLEx* Exam

CAMTC's Law related to unfair business practices

(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 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.

PROGRAM ELECTIVES DESCRIPTIONS

Electives are offered in 6 to 100 hour increments. Because of the specialization of electives, courses will be taught by a variety of state approved instructors.

A student desiring these courses must coordinate enrollment when courses are offered. (A minimum of six students and/or instructor availability is required before any elective course will begin).

We are now making it mandatory that when signing up for an elective course you must pay for the class in full. Students that have enrolled in a Package Program of hours will need to be current with payments before their name will be placed on the list for students in the classes. This way we are hoping that more of the classes that you want will run.

Policies and Procedures of Regular Core Classes Apply to the Elective Courses.

- New specialty electives will continue to be added
- Schedules are subject to change; current schedules can be found on the CalCopa Google Calendar at the following link: http://www.calcopamassageschool.com website. Please contact the administration office to verify dates and times.
- Some classes have material/lab fees. Some fees are paid directly to the teacher; other fees are paid to the school. This will be confirmed at time of enrollment.

FEE STRUCTURE

8hr	**$128.00**
10hr	**$160.00**
15hr	**$240.00**
16hr	**$256.00**
20hr	**$320.00**
25hr	**$400.00**
40hr	**$640.00**
50hr	**$800.00**
100hr	**$1600.00**

*Make sure to check our website www.calcopamassageschool.com for the current elective schedule. Or if you are interested in receiving monthly updates of Electives and Program courses running the following month, please contact the school to be added to our distribution list. Send your email address to info@calcopamassageschool.com. *We do not share your email address with anyone.*

Note:

All Electives have a prerequisite of 300 hours of core curriculum, unless otherwise indicated.
100-Hour classes do not qualify for NCTMB Continuing Education Hours.

ACUPRESSURE (100 Hours)*

TEXTBOOK: *The Web That Has No Weaver* - by Kaptchuk, T.

This is an introductory course designed to enable the massage therapist to incorporate some basic acupressure techniques during their massage. Basics to be covered: The 12 major meridians - introduction to the 5 elements and the yin/yang theory, along with a basic acupressure attunement and how to address specific ailments the therapists' clients might be dealing with.

ADVANCED ACUPRESSURE (Varying hours)

TEXTBOOK: Acupressure Therapy #1 - by Master Nga Phung (Instructor)

These are a series of classes designed to use Advanced Acupressure techniques to treat several diseases. Each class is classified by the system of the body affected. Master Phung demonstrates techniques to stimulate the acupoints on the face, head, hands and arms as either a self-treatment for to be incorporated into a Shiatsu, Acupressure, or Swedish Massage session.

Class Breakdown:

- Class #1 & 2 - General Health
- Class #3 - Skeletal and Joints
- Class #4 – Circulatory
- Class#5 & 6 – Nervous
- Class #7 & 8 – Digestive
- Class #9 & 10 – Respiratory

ADVANCED CURRICULUM (30 Hours)*

REQUIRED TEXT: Review For Therapeutic Massage and Bodywork Certification

This class is designed to refresh and reassure students of their education in human anatomy, physiology, kinesiology, clinical pathology, massage therapy and bodywork theory, assessments and application, as well as professional standards, ethics and business practices to prepare a student to take the National Certification Exam and any city testing that might be necessary for licensing purposes.

ADVANCED THERAPEUTIC TECHNIQUES (25 Hours)*

PREREQUISITE: 500 HOURS OF CORE CURRICULUM

This class gives students an opportunity to enhance their therapeutic skills with more hands-on practice. Students will learn, review and practice varying methods to help correct soft-tissue issues including application of TENS/EMS units, Cupping techniques, Hydrotherapy and more.

AROMATHERAPY I (25 Hours)

MATERIALS FEE $30.00 FOR THIS CLASS

Different essences have special powerful properties, which can enhance the massage therapist's work. Discover the fundamental principles of aromatherapy by using essential oils with curative properties to heal, rejuvenate and balance the mind, body and spirit. Learn how to choose and benefit from the unlimited combinations of essential oils. Additional lab fees will be announced at time of class.

AROMATHERAPY II (25 Hours)

MATERIAL FEE $30.00 FOR THIS CLASS
PREREQUISITE: AROMATHERAPY I

This class is designed to take the information already given to the therapist in the Aromatherapy I class and expand further on their knowledge. In addition to experiencing new essential oils that were not covered in the first class, we will be showing the therapist how to use different blends and combinations to generate a healing atmosphere for their clients.

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* *These classes are part of the Massage Therapist and/or Practitioner programs and will be scheduled throughout the year.*

BAREFOOT COMPRESSION MASSAGE (25 Hours)

This unique bodywork protocol is taken primarily from John Harris's barefoot compression massage affectionately referred to as "The Walkaround". Footwork is modified based upon trigger point therapy and sports massage. No oil or lotions are used in this fully dressed massage. No table either; with barefoot massage we use the floor and futon as with some TCM modalities. The advantages of using the lower and more powerful half of the body for the "sweat work" of the massage is obvious to any seasoned body worker. There is a strange mix of sedating and relaxing results while still remaining incredibly effective in regards to pain relief, muscle conditioning and alleviating/treating soft tissue trauma.

BOWEN TECHNIQUE (25 Hours)

Australian based, this technique uses a series of gentle, transverse strokes to manipulate fascia tissue and thereby realigning the body by balancing and stimulating energy flow.

BUSINESS PRACTICES PRACTICUM (25 Hours)*

TEXTBOOK: Business Mastery 3rd Ed. - by Sohnen-Moe, Cherie
PREREQUISITE: 300 hours

This course focuses on skills not only important for a successful business, but also for a successful life. It includes the techniques used for starting a business, planning, budgeting, understanding of ownership options and taxes.

The class will work together to create a business plan, establish a pre-operational time-line and a business budget. Solo work will include running the CalCopa Student Clinic for one week.

CANINE MASSAGE ACUPRESSURE (25 Hours)



Prerequisite: 300 Hours

This class takes an eastern approach to canine care. Students will be able to identify canine meridians and acu points. They will learn general well-being acupressure/shiatsu sessions for dogs. Additionally, students will be able to incorporate this knowledge to address specific ailments associated with canines.

CANINE MASSAGE: ANATOMY AND PHYSIOLOGY (25 Hours)

Prerequisite: 300 Hours

This class gives students the ability to learn canine anatomy, physiology and pathology. Using western techniques of therapeutic massage, students will learn how to give overall well-being massages, as well as techniques to address specific ailments associated with canines.



CHAIR MASSAGE (25 Hours)

This class will provide you with techniques and body mechanics for a massage chair and/or a regular chair. Part of the class will be dedicated to on-site health fair or events. This continuing education will provide you with proper skills in dealing with a diverse clientele, as well as marketing skills necessary to open an on-site business.

CHAKRA BALANCING (15 Hours)

The Chakra Balancing class teaches students the location and purpose of the seven chakras. Students will be able to identify the movement of each chakra and use various techniques to help balance the chakras. The techniques include the use of color, music, crystals, essential oils and directed energy.

COUPLES MASSAGE CLASS (NO CEH)

DOES NOT QUALIFY FOR CONTINUING EDUCATION.

Must register with another person (two people)

This class is for non-massage therapists. Anyone can learn how to do this simple and valuable skill. How do you know if you're doing it right? How do you know if what you're doing is helping or hurting? Are there some people that you should not massage? This class teaches the basic techniques and body mechanics to give a simple massage.

CRANIOSACRAL BALANCING I (50 Hours)

This course may have additional costs associated with the class.

This course consists of lecture, demonstration and hands-on practice. Topics covered are the history of CranioSacral Therapy, the anatomy of the connective tissue system, listening to the body and its rhythms through the primary respiratory mechanism and the cerebral spinal fluid. Establishing a "practitioner's mind" and negotiating boundaries with a client are emphasized throughout the class. Students will apply this knowledge by practicing and experiencing a full body protocol of techniques for therapy.

CUPPING & GUASHA (10 Hours)

No Prerequisite

This is an introductory course to a Traditional Asian Medicine approach to health using suction cups and tools for scraping the surface of the skin. These two techniques are part of family health care and is valuable to remove stagnation and disharmonies from the body. These two techniques were featured by Dr. Oz as a way to help eliminate pain and movement limitations in the body.

INTRO TO CRYSTALS (15 Hours)

MATERIALS FEE $30.00

This class introduces students to the proper use of crystals as a way to help correct the energy of the body. Students will be able to identify the qualities associated with major crystals and the proper placement to help the body heal itself. This class also includes a field trip and may include additional costs.

DEEP TISSUE MASSAGE (50 Hours)

PREREQUISITE: 500-HOURS OF CORE CURRICULUM

Deep Tissue Massage is a massage technique that focuses on the deeper layers of muscle tissue. It aims to release the chronic patterns of tension in the body through slow strokes and deep finger pressure on the contracted areas, either following or going across the fibers of the muscles, tendons and fascia. Students will learn techniques for a 60-minute and 90-minute massage, as well as focusing major parts of the body.

EAR REFLEXOLOGY (Auriculotherapy) (25 Hours)

This class is designed to train the therapist in applying pressure to points located on the ear, brought to us from the ancient method of healing from Chinese medicine. We will be training the therapist in guiding the body to better health and to apply these techniques to facilitate healing of specific ailments for the client.

FIRST AID & CPR FOR THE MASSAGE THERAPIST (15 Hours)

STUDENT RECEIVES AMERICAN RED CROSS CERTIFICATION FOR ADULT CPR AND AED CARD (Good for 1 Year) AND FIRST AID (Good for 3 Years)

Massage licensing in most areas require CPR and First Aid. You can take these courses at many locations. However if you take the class from CalCopa you will not only receive your proper certification, you will also receive Continuing Education Hours (CEH) which count toward your Myotherapist or Holistic Health Practitioner certification. In addition to First Aid and CPR procedures, you will also learn how to use an AED (Automated External Defibrillator). This device is commonly found in doctor & dentists' offices as well as all public places where crowds gather; airports, malls, stadium, Disneyland, etc.

GERIATRIC MASSAGE (25 Hours)

This elective provides special techniques useful in dealing with the elderly. This much-needed specialty field is ideal for the therapist wishing to expand his/her practice into the community service area. This elective includes both lecture and lab.

HOT STONE MASSAGE (25 Hours)

MATERIALS FEE: $30.00 PAID TO THE STUDENT STORE



Hot stone massage involves the application of heated stones within the context of a therapeutic massage. The heat from the stones will penetrate the muscles and offers multiple benefits such as complete relaxation, increased detoxification and needed relief to muscles suffering from deep muscular tension, fatigue and stress. Learn the layouts and techniques the honor the use of natural materials and their properties.

INFANT AND TODDLER MASSAGE (10 Hours)

Infant and Toddler massage will not only help the little ones' body, but mood as well. During this class you will learn how to massage and teach others to massage small humans. We will be using basic strokes while SINGING! We will learn the fun side and professional side of bodywork on wee humans. It will be a fun class with lots of discussion. Learning how to calm with touch and give children an opportunity to gain a sense of security from an early age.

LYMPHATIC DRAINAGE (50 Hours)

Lymph Drainage Therapy (LDT) is a gentle technique that works through the body's lymphatic system to activate the body fluid circulation and stimulate the functioning of the immune and parasympathetic nervous systems. The result of these actions can include reductions in edemas, detoxification of the body, regeneration of tissue as well as many other benefits.

LYMPHATIC DRAINAGE II (50 Hours)

PREREQUISITE: Lymphatic Draining I

This advanced class of Lymphatic Drainage focuses on tonifying the body and helping it run more efficiently. Focus is placed on areas where lymphatic accumulation occurs.

MYOFASCIAL RELEASE INTRODUCTION (10 Hours)

This class focuses on a basic understanding of fascia and how it can inhibit movement. Students will learn basic techniques to soften fascia on the superficial, middle and deepest levels.

POLARITY IN MASSAGE (50 Hours)

Using the Principles of Polarity as the foundation of this class, "Polarity in Massage" is an introductory course into the healing powers the body sustains. This class addresses issues of energy medicine in regards to body and bodywork; intention, boundaries and holding space and presence of touch.

PREGNANCY MASSAGE (25 Hours)

PREREQUISITE: Technician

This class teaches the anatomy, physiology and pathology of all three trimesters of pregnancy. Massage strokes will focus on positioning the Mom-to-be with an emphasis on side-lying techniques and draping.

REFLEXOLOGY INTRODUCTION (8 Hours)

NO PREREQUISITE

This is an introductory course to foot reflexology. Students will be able to identify the reflexive mapping of the foot to the rest of the body and use specific techniques to help treat the body

REFLEXOLOGY – FOOT (25 Hours)

This class involves working with the feet using special pressure points and techniques, correlate to various organs and zones of the body. Relieve stress and tension in the body and learn how to market your reflexology skills in the massage field.

REFLEXOLOGY – HAND (25 Hours)

Within this class we will study the ancient art of zone therapy and its correlation with the organs and systems of the body on the hands. This study is to educate the student in the healing that can occur on the hands to help the client and to complete the relaxation of the client. We will also train the therapist to aid the healing in specific ailments as well as a complete wellness of body, mind and soul.

REIKI I (15 Hours)

REIKI SESSION FEE $40.00 (Required) - PAID TO THE INSTRUCTOR

Reiki is a Japanese technique for stress reduction and relaxation that also promotes natural healing. It is administered by laying on hands and can be easily learned by anyone.

REIKI II (10 Hours)

PREREQUISITE: REIKI I

REIKI II SESSION FEE $20.00 (Required) - PAID TO THE INSTRUCTOR

Many traditions of natural medicine extend back over several centuries, with an impressive accumulation of practical knowledge. Within this class we focus on different methods for maintaining the therapist's optimum health and body awareness. We cover yoga, tai chi, meditation, massage, chakra balancing and working naturally to heal different ailments that may occur in a therapist's life.

REIKI III (25 Hours)

PREREQUISITE: REIKI II AND APPROVAL FROM INSTRUCTOR

Many traditions of natural medicine extend back over several centuries, with an impressive accumulation of practical knowledge. Within this class we focus on different methods for maintaining the therapist's optimum health and body awareness. We cover yoga, tai chi, meditation, massage, NLP/hypnotherapy, chakra balancing and working naturally to heal different ailments that may occur in a therapist's life.

SELF CARE FOR THE MASSAGE THERAPIST (45 Hours)*

Many traditions of natural medicine extend back over several centuries, with an impressive accumulation of practical knowledge. Within this class we focus on different methods for maintaining the therapist's optimal health and body awareness. We cover several methods of meditation and relaxation, nutrition and working naturally to heal different ailments that may occur with therapists' lives. Body mechanics are stressed and reviewed for several types of modalities.

SHIATSU I & II (50 Hours each)*

TEXTBOOK: The Web That Has No Weaver - by KAPTCHUK, T.

Students will learn to apply pressure with thumbs and palms to specific acupuncture points on the twelve meridians and two vessels of the body. Basic theory of shiatsu, oriental diagnosis, yin-yang and the five elements theories will be discussed. At the completion of these hands-on elective, students will be able to complete a full body shiatsu treatment using proper body mechanics, as well as know the benefits and contraindications of shiatsu and have a good foundation for advanced shiatsu course work.



SPA SERVICES I (25 Hours)

Learn about body wraps, exfoliation (salt glows and scrubs), mudpacks, cellulite massage and more. These services work very well in conjunction with massage therapy in a spa environment. An additional lab fee will be announced at time of class.

SPA SERVICES II (25 Hours)

PREREQUISITE: SPA SERVICES I

Within this class we will take the treatments that the therapist learned in the previous class and expand upon this knowledge, with new approaches to facial lifting without plastic surgery, how to bring about the clients radiance without the use of heavy chemical peels and heavy duty products. This class will bring the therapist the understanding of incorporating natural elements into their massage practice.

SPORTS AND MEDICAL MASSAGE (100 Hours)**

This course is part IV of our Massage Practitioner program (600 Hours) and covers a wide range of massage techniques and may be taken for Continuing Education. The class includes detailed assessment information, precautionary tests, Pre/Post-Event Sports Massage, Training and Curative Massage and Oncology Massage. Students learn everything from the subtly of touch to deep tissue techniques. This is required for anyone planning to pass the Nationals. Note: Students registering for this class will also be scheduled in the Student Clinic.

THAI FOOT MASSAGE (25 Hours)

MATERIALS FEE OF $35 PAID TO THE INSTRUCTOR

Thai Foot Massage has been practiced for more than 5000 years. It is based upon the belief that there are more than 7,200 sensory nerves spread throughout the body that relay signals to internal organs. It uses the theory of the Thai Sen lines and how they start and end in the feet.

THAI MASSAGE (50 Hours)

Nuad Bo 'Rarn - Ancient or sacred techniques handed down from generation to generation.

This ancient Asian bodywork utilizes pressure points, yogic stretches and rhythmic manipulation to balance the body's energy. A rhythmic rocking motion and compression along the body's sen lines are used to restore energy, calm the mind and relieve tension. As has been the custom for over 2500 years, this bodywork is performed on a mat on the floor over loose clothing.

Recommended for those who prefer a firm massage and don't mind being stretched, pulled and twisted. You will feel relaxed yet energized afterwards.

THAI ON THE TABLE (25 Hours)

Thai Massage has been practiced in Thailand for centuries. Thai Table Massage is among the fastest growing massage modalities in the U.S. Thai Table Massage is a combination of energy work and yoga stretching with no oil and is practiced on a massage table.

TUI NA (25 Hours)

Tui na is a bodywork therapy that was developed in China over 2,000 years ago. It works with the energy system in the body known as the meridian system. Like Acupressure, Tui na works with the chi energy of the patient to bring a balanced state of health. The work is done entirely with the practitioner's hands to help increase the beneficial flow of chi through the client's
meridian system.

VISCERAL MASSAGE (20 Hours)

Most of your internal organs are muscular tubes or muscular sacs that can hold tension and harden. Additionally, adhesion can form prohibiting optimal function of these organs. Visceral Massage (Massage of the internal organs of the abdomen and thoracic cavity) can help eliminate scar tissue and realignment of these organs, allowing for proper functioning.

COLLEGE POLICIES



1. Each student must be able to speak, read, write, and understand the English language.

2. The student acknowledges receipt of the current catalog, and having read it, and understanding it, agrees to abide by and be bound by its terms. Also, CalCopa will not be responsible for any statement of policy, placement activity, curriculum, or facility that does not appear in the school catalog.

3. Each student must provide, during his/her course, (2) passport size photographs (2" x 2"). These can be taken for the student in the administration office for a fee of $12.00 and the student will receive a student ID with this picture. No transcripts and/or certificates will be issued without them. These photos are affixed to the official transcript that is issued at the completion of a course.

4. Each student is required to bring his/her own supplies, such as oil, linens, and comfortable clothing. No mineral oils, witch hazel, or petroleum products allowed. Alcohol is not to be used to clean the massage tables. These items will be reviewed in detail during orientation on the first day of class.

5. General housekeeping, physical hygiene, and personal hygiene are emphasized and strictly enforced. Each student will be required to clean massage tables, furniture, equipment, clean up after themselves etc. (such as emptying the trashcans), just as he/she would at his/her job location.

6. There will be practical instruction during each session attended. **Giving and receiving massages is mandatory** and instructional staff must make physical contact with the students as part of the instructional process. Those receiving massages as models will generally be required to disrobe, and will be at all times covered by conventional, professional massage draping procedures. When working on certain parts of the body, (for example: axillary, gluteus, inguinal, pectoralis, serratus, or adductor areas) occasional unintentional contact with breasts and genitals could occur. It is the intention of CalCopa to make students feel as comfortable as possible. Any student, who may feel uncomfortable for any reason, is encouraged to inform the instructor or director at that time.

7. The student is advised that it is the policy of this school that no student shall be subject to sexual harassment. Sexual harassment is defined as the making of unsolicited verbal or physical contact with sexual overtones and continuing to do this after being informed that the interest is unwelcome. If, at any time, a student or faculty member compromises another student or faculty member, this will be grounds for dismissal.

8. The student hereby agrees to hold harmless and indemnify CalCopa, its agents, principles, employees, successors, and assigns from and against any and all claims, debts, cause of action and/or liabilities arising out of or in connection with: 1) the student's enrollment in any CalCopa course; 2) vocational classes, seminars, or workshops held by independent promoters or instructors who may or may not share the same views, theories, philosophies, techniques, etc. as those of the owner and staff at CalCopa; or 3) any and all activities of the student while employed as or acting as a practitioner or massage therapist.

9. In consideration of the student being permitted to participate in student activities and field trips under the assistance of CalCopa, the student and parties executing with the student authorized participation by the student and release CalCopa and parent corporations/affiliates and their respective officers, agents, and employees from any and all responsibility for injury or damage to person or property.

10. The student agrees to abide by the rules and schedules set by CalCopa as outlined in the school catalog; complete all study, classroom lessons, tests, clinics, outside interviews, externships or other assignments required for graduation by the administration or teacher; and attend all classes as set forth by the school catalog and course syllabus.

11. The student agrees to pay tuition and fees when due. The student also agrees that tuition must be paid in full before CalCopa will release any transcript, certificate, or other evidence or course attendance or completion. Any student with a delinquent account will be notified. If a student is not current with their payments at any time during their contract, the student will be unable to continue with their course of study until payments are brought current. If an account is not paid in full within 30 days from the end of the contract period, the account will be considered delinquent and a late fee charge will be incurred. The delinquent account will be charged a late fee per month, until balance is paid in full. The student's delinquent account may also be turned over to a collection agency for retribution as well as to reflect on the student's credit report.

12. CalCopa reserves the right to discontinue the student's training for unsatisfactory progress, non-payment of tuition or failure to abide by CalCopa rules, policies or procedures, at the discretion of the director and/or the dean of education.

13. Grounds for dismissal include the use or possession of alcohol or drugs on the premises, fighting or bodily threats to other students or staff members, theft, cheating or any behavior that is deemed disruptive by instructor or may create a safety hazard.

14. Satisfactory academic progress of each student will be reviewed twice during each 100-hour period. Those students not meeting the standards of satisfactory academic progress as prescribed in the school catalog will be notified in writing.

15. Information concerning (a) post-secondary training completed in another school, (b) previous occupational experience, or (c) other schools which may accept our credits towards their programs, can be obtained by contacting the office of the administrator. It should not be assumed that any previous training or occupational experience can be used toward credit in CalCopa courses or programs, or those courses or programs described in the catalog can be transferred to another institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.

16. The student will be given appropriate credit if, in the sole discretion of CalCopa, such training or experience meets the criteria to measure requirement satisfaction. CalCopa does not guarantee the transferability of credits to any college, university, or institution.

17. The student acknowledges that he/she is aware that some states (other than California) or other entities may require successful completion of further testing or education as a prerequisite for licensing or for the purpose of employment in the field of massage or related field.

18. FREEDOM OF INFORMATION ACT –
    In compliance of public law 93-380, section 438 (Buckley amendment), I hereby give my permission to California College of Physical Arts to disclose or send the contents of my personal file, which includes resume, reference checks, and instructor evaluation to employers for their reference. This may be executed without contacting me. I understand the file will be sent only to assist in finding a job.

19. Should any legal action be necessary to enforce or interpret the terms of this agreement or to collect any sums due under this agreement and/or any addendum hereto the prevailing party shall be entitled to recover reasonable attorney fees in addition to any and all other remedies available at law or equity.

20. Students are to inform the administrator and/or instructors if needed, of any existing medical conditions, ailments, or medication prescribed, or over the counter medications/drugs the student is taking or recently taken. This information must be given on the "emergency medical care" form during the time of enrollment.

21. Students acknowledge that there may be breaks in the scheduled core classes due to low enrollment or availability of teachers. The administration will try to schedule core electives in order to allow students to continue with their education until another core class can be scheduled and filled. The school has discretion on scheduling core classes or core electives.

22. Students need to be advised that any discount in the pricing of a complete package is only applicable with the initial signing of program contract.

23. Dress code at CalCopa - students will maintain a professional look and behavior during their hours at CalCopa. Students may wear comfortable clothes but should not wear any article of clothing that is suggestive in any way (i.e., bare midriffs, low cut tops or halter tops, short shorts or skirts). The teacher may require you to return home to change if they deem your dress to be inappropriate. This is especially true during the final practical where inappropriate dress may detract from your grade. (See following pages for more information)

SCHOOL DRESS CODE

CalCopa has instilled the following acceptable professional Dress Code Policy as follows:

Attire – Professional and Clean

Shirts – Medical scrub tops or collared polo neck with short sleeves only. No midriffs should be exposed, nor should shirts be low cut.

Pants – Medical scrub bottoms, slacks. No jeans, or denim pants. Nothing skin tight.

Shorts – Knee length. No "Hot pants," nothing skin tight.

Skirts – Long skirts below the knee. No Revealing splits, or slits; no miniskirts and nothing skin tight.

Shoes – Tennis shoes, Doc Martens, or Birkenstocks; flip-flops and high heels are not acceptable

Colors – No preferences required. This is an opportunity for the student to express his/her own personality. Please keep within professional standards. If you're not sure, you probably shouldn't wear it.

Undergarments – Therapists must wear undergarments at all times as part of the professional image. It is up to the client whether to leave undergarments on during a massage or not.

Hair – Clean and Tidy

- Long hair must be pulled away from the face and kept tied up
- Beards and mustaches must be trimmed and neat
- No hats, caps, or head coverings are permitted

Jewelry –

- No watches, bangles or bracelets should be worn when giving or receiving a massage
- No rings on fingers
- No long chains around the neck or outside of the collar
- Earrings should be small hoops or studs
- DO NOT BRING/WEAR VALUABLES! CalCopa is not responsible for lost or stolen items.

If the student does not comply with these requirements, they will be sent home to change and could be subjected to a loss of class hours. If the student fails to adhere to these policies they will be asked to discontinue their training with California College of Physical Arts, Inc.

EQUIPMENT AND SUPPLIES

Textbooks and material costs vary with each course. We carry several textbooks in the bookstore. However, many of our students find used books on-line by using the ISBN number to search. Additional costs may occur in the various electives classes; most of these fees are listed with the descriptions of the courses.

The Student Guide for each Core Curriculum class will be available to all enrolled students before the class starts. The student guides can be attained via CalCopa Dropbox for those who prefer to upload to laptops or tablets (after supplying an email address). Or if you prefer, the files can be provided by either a CD-ROM, provided by the school, or a flash drive provided by the student. You are responsible for printing out your own copy and bringing it with you to class.

CalCopa provides massage tables for lab and clinics. We also have contracts with several of the leading table manufacturers offering student packages on tables, bolsters, bags and sheets. Although we encourage our students to practice outside of class, we suggest speaking with an instructor, or administration before purchasing your first table, or massage chair.

Each student is required to supply his/her own massaging equipment, such as:

- Comfortable clothing (described in the dress code policy page 32.)
- A holster
- Writing material
- Massage oils or lotions: no mineral oils, petroleum products, witch hazel, or alcohol
- A complete set of twin sheets (fitted, top and pillow case). Note: we suggest you have more than one set of sheets available.

The instructor will review this information in detail during orientation on the first day of classes.

LIBRARY AND OTHER LEARNING RESOURCES

In our continued effort to keep faculty, students and alumni informed and knowledgeable, we provide a designated library/reading area in the Student Break Room. In addition to assorted books and reference manuals, we keep the leading Massage and Bodywork periodicals on hand. Students are encouraged to read these each month and are permitted to take additional copies as needed. Internet access is available to all students via secure wireless networking and computer accessibility in the Administration Office.

CREDIT FOR PREVIOUS TRAINING EVALUATION POLICY

This institution will conduct an evaluation of prior education and training for all veterans and eligible persons, grant appropriate credit to shorten the training period proportionally and notify the VA and the student accordingly. Non-VA students will be charged an Evaluation Fee of $100. If courses are accepted, there will be a charge of $1 per credit transferred. This fee is not mandated for students using a GI-Bill.

For VA purposes, prior credit reflects the amount of credit for previous education, training, or experience, including military experience that applies to the program of education being pursued or

certified, and which shortens the program accordingly. You are responsible for providing a copy of your military transcripts at the time of registration. See www.calcopamassageschool.com/VAStudentreferences for links to archived military transcripts.

All credits granted either from (a) post-secondary training program, (b) previous occupational experience documented, or (c) education from a community college or university all within the last 3 years might be accepted as credits toward your courses. Students may be asked to take and pass a written and practical test as assessed by the Dean of Teachers, Michelle Mangano. If the Dean of Teacher's assessment is not satisfactory, the student may appeal to the school's Director, Emily Cohen.

It should not be assumed that any previous training, or occupational experience, can be used toward credit in CalCopa courses, or that courses described in the catalog can be transferred to other institutions.

The student will be given appropriate credit if, in the sole discretion of CalCopa, such training or experience meets both CalCopa and state requirements as stated below:

a. Pursuant to Business and Professions Code section 4604, CAMTC can only consider transfer hours from CAMTC approved schools. Transcripts shall clearly identify transfer hours, including but not limited to name, CAMTC School Approval Code, address, telephone, and website of other school(s); number of hours transferred; class requirements met by transfer hours; reason(s) for transfer; and attached copy of transcript(s) from other school(s). Transfer hours may not make up more than 50% of the 500 hours required for certification. CAMTC reserves the right, in its sole discretion, to not accept transfer hours.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at California College of Physical Arts is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California College of Physical Arts to determine if your certificate will transfer.

This institution has not entered into an articulation or transfer agreement with any other college or university.

INSTRUCTIONAL SYSTEMS

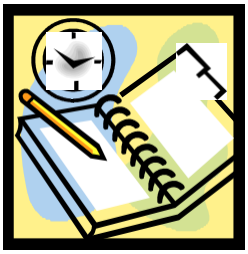
If a student enrolls initially in the 100-hour technician course, he/she can re-enroll for the 600 to 1000-hour packages. Students will be given credit for the hours completed and then continue through the rest of the new package they have signed up for. Students who re-enroll in another series must be aware that they may have to wait for the next available class within the package that meets their scheduling needs. In an attempt to continue allowing students to attend courses without interruptions, we may change the order of classes. However, no student will be placed in a class for which they are not prepared. Not all classes will be available every month in all schedules. Students need to keep in contact with the administrative office for updated class schedules.

A student in a contract program (Massage Therapist, Massage Practitioner, Myotherapist, and Holistic Health Practitioner) may not take another class or discontinue the sequence without an excuse accepted by the administration. If the student insists on changing their program or the order of classes their contract may be cancelled. In this instance, the student will forfeit any program discounts and must pay the hourly rate for hours attended to date and for any further classes.

It is the student's responsibility to inform the administration of their intentions to re-enroll so class schedules and availability may be determined.

Re-enrollment must be completed at least two weeks prior to class start dates.

SCHEDULING



Our full-time 100 hours courses starts on the first Monday of every month except holidays, and continues for four consecutive weeks. A student completes 100 hours every four weeks going full-time.

Our part-time 100 hour course starts the first Monday of every other month excluding holidays, and continues for eight consecutive weeks. A student completes 100 hours every eight weeks going part-time.

Our ten week 100 hour course starts intermittently throughout the year; you can get the start dates in the back of this catalog or check with the administration office for the next start dates. A student who is enrolled in this course will complete 60 hours of training in class, and 40 hours through independent study in ten weeks of time. (This schedule is not allowed for students receiving veteran's educational benefits). Please see the scheduled start dates on page 41 of this catalog.

Courses less than 100 hours in length fluctuate in calendar length. See elective and workshop descriptions for class length and contact administrative office or our website for schedules.

GRADING

A student must receive the following minimum grade ratings to complete the course:

- 80% score or higher on all quizzes
- 80% score or higher on all weekly exams and written final
- 90% score or higher on practical final
- Any score below 80% is considered a failing score

Failed quizzes and tests are to be retaken 24 hours after original test is taken or by the next class meeting. Students need to be aware that their retake tests are alternates to the original test.

If the alternate is failed the student is required to schedule a counseling appointment with their instructor for oral evaluation and tutoring.

All tests are to be taken during scheduled classroom hours. Makeup tests must also be taken during scheduled classroom hours, with their instructor or with the administrative staff.

All tests must be completed successfully before a student may move on to the next level or receive any transcripts or certificates.

If a student does not complete all of the tests required for a level, that student may not move on to the

next level and will be put on probation. This probation period will be for one (1) month in the case of a daytime full time student and two (2) months in the case of part time nights or weekend program student. In order to be reinstated a student must contact the Dean of Students, or Administration Office to schedule makeup testing, or makeup hours. When the testing or the hours are completed to the schools standards the student will then be allowed to move on to the next level of training. Student would not be eligible to receive VA benefits during the probationary period.

ATTENDANCE

"Attendance time" begins with the scheduled start time of the first class until the date, when the student formally cancels in writing his/her enrollment. If the student is absent from scheduled classes before written cancellation, he will be charged for that time.

Actual attendance time is expressed in terms of clock hours. Classroom and on-campus clinic credit will be allowed only for instruction given under the supervision of a certified or approved instructor at an approved location.

Clock hours will be rounded off to the nearest 1/4-hour. It is important to arrive on time or before the beginning of the scheduled class or lab period. 90% total attendance is required to graduate from each level program, or class.

- Make-up hours are required if a student falls below the 90% attendance.
- Use of the labs after or before scheduled classes must be approved by the administration **before** the lab work begins. Students will need to sign in and out with the administration office to have their time applied towards make up hours.
- Students will only receive time credit for 30 minutes before or after class without prior approval.

Make-up Hours Procedures:

Students can make up 5 hours only by participating in scheduled classes at the student's current program level or by participating in scheduled sporting events and/or clinic appointments scheduled throughout their enrollment with CalCopa. Additional make-up hours must be completed with an instructor and will be charged **at the tuition rate of $16/hour**. Make-up hours for VA Students will not be submitted to Veterans Association for payment; the **student will be responsible for the hourly payment**. Arrangements must be approved by the administration **before** the class time begins.

Any students anticipating an extended leave of absence or lapse in attendance of three weeks or longer **must request in writing** a formal Leave Of Absence (LOA). An LOA cannot exceed 60 days, and no more than one leave of absence is allowed during any course length. Any student failing to attend classes without such written notice will have his/her enrollment agreement terminated. After 60 days, the student must re-enroll and will lose any program discount. The only exception to this will be in the case that no classes were held at that level during said time period.

SATISFACTORY PROGRESS

Each student must complete his/her course/package within its prescribed and scheduled course length. Each course/package is divided into 100-hour segments. Each 100-hour segment consists of two measurement checkpoints each consisting of 1/2 the scheduled hours of attendance. Students will be evaluated at each measurement checkpoint. Any student not completed with half the assigned tests, required hours of attendance, or current with payments will be issued a report of unsatisfactory progress. This report will outline what the student is in need of in order to comply with the midway checkpoint.

The student will need to have all required items completed by the end of 100-hour segment schedule completion date to regain satisfactory progress and graduate or continue to their next level.

If the student does not complete the required items outlined on the report of unsatisfactory progress, the student will enter into a probationary period. A probationary period of 1/2 the course length is allotted to the student to complete their required hours and/or tests satisfactorily.

The student will be responsible to arrange time for make-up hours, tests and other assignments. If the course is not completed by the end of the probationary period, the student's contract will be terminated and the student will be expelled.

Incomplete grades are assigned only when a student has not successfully completed a course of study with CalCopa, or without communicating their intentions regarding the courses that they are taking. The assigning of the incomplete grade is at the discretion of the administration. The student will not be able to complete his/her program or re-enroll in any other programs once the probationary period has passed unless permitted by administration.

An example of the probationary period is as follows:

A student is enrolled in the 600-hr full time course. The student is missing a quiz as well as being 5 hours short of instruction time at the first 50-hour midway checkpoint. This student receives a report of unsatisfactory progress, listing items needing to be completed. The student will have two weeks (the 100-hr grad date) to comply. If the student is unable to comply by the graduation date, the student goes into a probationary period.

At that time, the Dean of Teachers will review the academic progress of the student and may choose to keep the student from the next core curriculum class. If this is the case, the student is to use the month probationary period to complete all of the requirements noted on the unsatisfactory progress notification. When the student is in compliance he/she then may restart his/her package when the next course level is available. The student may not continue with the on-going class, they will have to wait until the next course level class is available.

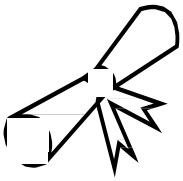
If a student has a unsatisfactory progress notification and does not complete the required items as scheduled; or during the scheduled probationary period, the decision will be made by the Director of Education and the Administration to reinstate this student or not.

CalCopa reserves the right to discontinue any students training for any reason warranted by the Administration (late or outstanding balances owed to the school, absences from the class resulting in the student falling behind in their studies, etc.).

Veterans and eligible persons are evaluated biweekly to determine satisfactory progress. When the

grade average, or attendance requirements of a VA student are unsatisfactory (below 80% academic or below 90% attendance), that student will be placed on academic probation. If during the next two weeks the student's grades or attendance remains below course completion requirements, the student will have all veteran's benefits discontinued until his/her academic status is restored to good standing.

GRADUATION REQUIREMENTS



A student will receive a certificate and transcript of completion when all tests, assignments and attendance for the courses have been completed satisfactorily, payment has been made in full, and community service event or clinic time has been accounted for. When the student has completed a program of 500 hours or more, they must request their transcripts and copies for any licensing requirements or National Certification Board for Therapeutic Massage & Bodywork application to be made in the administration office; please allow two weeks for processing.

Any student enrolled in a program of training over the initial 100 hours Massage Technician course, will be required to fulfill 5 or more clinic appointments per every one hundred hours of core class instruction attended. These appointments are made on every Wednesday, Friday of each week (excluding the day of finals) and at least one Saturday a month.

STUDENT CLINIC POLICIES AND PROCEDURES



California College of Physical Arts offers a student clinic to the public every Wednesday from 12 – 2pm, every Friday 9am – 2pm and alternating Saturday's throughout the month from 9am – 2pm. These massages are offered at a discounted rate of $40 for a 50-minute full body Swedish massage. (CalCopa alumnae may receive a Clinic Massage at a rate of $25.)

Every student that enrolls in a program of massage training over the initial 100-hour massage technician course is required to complete 5 or more student clinic massages per every 100 hours of core instructional training with us. There are no exceptions to these requirements allowed. If a student does not meet these requirements they will receive an incomplete in their course and not be able to receive their certifications or transcripts.

Clinic Schedule:

Wednesday	12pm – 2pm
Friday and Saturday	9am – 2pm

Full-time students are scheduled Wednesdays and Fridays. Part-time and Saturday students are scheduled for the Saturday clinics.

Students will be scheduled for clinics in the 200, 300, 400, Acupressure/Shiatsu Classes and the 600 level courses. Shifts will increase based on the course level. For example: 200 hour students will be scheduled for several one-hour shifts; 300 Hour students will have two-hour shifts scheduled; 400 hour students will have three-hour shifts scheduled; Acupressure students will have four-hour shifts. The 600 hour level will be scheduled for four-hour shifts including (2) 90-minute massages. The number of shifts scheduled is based on the number of students enrolled.

Also the students will be considered "on call" to cover absenteeism during the clinics. The administration office will make a schedule for all currently enrolled students at the beginning of each month. If at any time the student needs to change their scheduled time, they need to make

arrangements with a fellow classmate and then both students need to inform the administration office together to get their approval for the schedule change.

The policies and procedures for CalCopa's Student Clinic are as follows:

- No gum chewing, tobacco cheweing or heavy perfurmes or colognes allowed in the clinic
- Cancellations/No Shows
    - If an appointment cancels or is a "no show" the student/therapist will receive credit for the hour, regardless for the Saturday clinics. Student/therapist must get a substitute client for the Wednesday and Friday clinic days to receive credit.
- TARDINESS
    - If the therapist or client is tardy, the massage will be completed at the scheduled time. The office does notify the clients to be prompt because the massages are booked back to back, and the therapist will need time to change their equipment and to be able to give the client their full massage time. Massages may run longer only if the office is notified first and there are no scheduled massages afterwards.
    -
- THERAPIST NO SHOWS
    - In the event a student is not able to keep an appointment, the student must arrange for a substitute therapist to cover their appointment. The student will not make the teacher or administration office cover their massage appointment. On the schedule we will have an alternate student scheduled just in case an appointment needs to be covered that day. But if a student needs to miss their appointment they need to take on the responsibility of informing the administrative staff, their teacher and their fellow classmates 24 hours prior to their scheduled appointment.
    - If the therapist does not show for appointments or does not contact the administration, their instructor or their fellow classmate, the massage missed will result in the student receiving an absence for their entire class time. And the lack of professionalism on the part of the student will be reported in the student's file and will be considered in recommending the student to future employers or not. The student that does not fulfill the requirements for their course completion will not be issued transcripts or certifications.

- <u>ARRIVAL/SET UP</u>

  The student/therapist needs to arrive 10-15 minutes prior to their first appointment to review the client's file and prepare the room. If there is another massage in progress when the therapist arrives, they are asked to wait in the administration office until the massage is completed before setting up their rooms.

- <u>SUPPLIES</u>

  The therapist will need to provide their own linens (sheets, towels and pillow cases), as well as massage lotions and oils in a holster. Massage music is available in the massage rooms or at the front counter, but all therapists are encouraged to bring their own music and ambiance to make the room more their own.

- <u>FINISHED WITH THE MASSAGE</u>

  When the student/therapist is finished with the massage make sure to clean the tables and bolsters, stools, and counters to make the room presentable for the next massage. All therapists must fill out the client's progress notes after each massage. The client may be asked to do an evaluation on the massage they received and a review of the therapist performance. These evaluations will be available for the therapist to review and will be kept in their student file.

- PROFESSIONAL ATTIRE REQUIREMENTS

  The therapist must be presentable and professional in their attire when working in the student clinic. Please review what is acceptable and also the section on school dress code.

ACCEPTABLE PROFESSIONAL ATTIRE IS AS FOLLOWS:

Shirts – Medical scrub tops or collared polo neck with short sleeves only

Pants – Medical scrub bottoms, slacks, or knee length shorts

Shoes – Tennis shoes, Doc Martens, or Birkenstocks. Flip-flops, and high heels are not acceptable

Colors – No preferences required. This is an opportunity for the student to express his/her own personality. Please keep within professional standards. If you're not sure, you probably shouldn't wear it.

Hair – Clean and Tidy

- Long hair must be pulled away from the face and kept tied up
- Beards and mustaches must be trimmed and neat
- No hats, caps, or head coverings are permitted

Jewelry –

- No watches, bangles or bracelets should be worn when giving or receiving a massage
- No rings on fingers
- No long chains around the neck or outside of the collar
- Earrings should be small hoops or studs
- DO NOT BRING/WEAR VALUABLES! CalCopa is not responsible for lost/stolen items.

Undergarments – Therapists must wear undergarments at all times as part of the professional image. It is up to the client whether to leave undergarments on during a massage or not.

If the student does not comply with these requirements, they will be sent home to change and could be subjected to a loss of class hours. If the student continues not to adhere to these policies they will be asked to discontinue their training with California College of Physical Arts, Inc.

FREEDOM OF INFORMATION ACT

Records will be maintained on file for at least five (5) years. A student has the right to access his/her files upon request. If a student wishes to obtain their transcripts and diploma they need to inform the Administrative offices and allow at least 4 weeks for processing the paperwork. When a student is requesting duplicates or replacement copies then a fee of $25.00 is charged.

DISMISSAL, SUSPENSION & RE-ADMISSIONS PROCEDURES

CalCopa reserves the right to discontinue the student's training temporarily or terminate the student contract for:

- Unsatisfactory progress
- Non-payment of tuition
- Failure to abide by CalCopa rules, polices or procedures

These are at the discretion of the Director of Administration.

Grounds for Dismissal include:

- The use or possession of alcohol or drugs
- Fighting or bodily threats to other students or staff members
- Theft
- Cheating
- Any behavior that is disruptive
- Any behavior that may create a safety hazard

California College of Physical Arts offers instructional training in therapeutic massage. If, at any time, a student or faculty member compromises another student or faculty member, this may be basis for termination of education.

Whether termination of enrollment is voluntary or involuntary, each student should realize that he/she would remain obligated for the amount of tuition and fees due the school based on the refund policy. If any student is terminated and wishes to appeal, he/she may do so in writing within 3 days of the termination to the school director.

CANCELLATION AND REFUND

BUYER'S RIGHT TO CANCEL -

You have the right to cancel the enrollment agreement and obtain a refund, within the allotted time of enrollment and admissions. Each student is obligated to officially withdraw from classes that he/she has enrolled in by the first Friday of the scheduled class, with an official cancellation form given to the Administration office.

Cancellation of program contracts shall occur when you give written notice of cancellation (you can use the form provided on page 51 of this catalog), if cancellation of an elective course of less than 100hrs occurs a verbal cancellation with the administration office will suffice. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail and properly addressed with postage. Currently we are not accepting cancellation of contracts or from program classes via e-mail, because we need to have a signed statement from the student on file in our offices, (faxed copies will also be accepted).

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be enrolled in the class. Refund of any tuition amount paid for the courses will be determined by the Director of Admissions, and issued to the student 45 days after the cancellation notice is received.

WITHDRAWAL AND REFUND

REFUND INFORMATION -

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

You may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition paid and other refundable charges. Withdrawals after the refund date (first Friday of class) will not be eligible for a refund.
Service Charge: $10 shall be charged for processing each refund transaction except for those resulting from the cancellation of a class by the college.

To determine your refund you would deduct a registration fee ($150.00) from the tuition charge. You would then divide this figure by the number of hours in the program. The quotient is the hourly charge for the program. The amount owed by the student for the purpose of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction less the amount of the registration fee and the documented cost of any books or equipment that were not returned.

For example, if the student completes only 10 hours of a 50- hour course and paid $750.00 tuition, and a registration fee of $150.00 (or $10.00 if receiving Veteran's benefits), the student would receive a refund of $600.00.

		Veterans
Total Paid by the Student	$900.00	$760.00
Less Registration Fee:	-$150.00	-$10.00
Less Tuition Charged (10hrs @ $15.00)	-$150.00	-$150.00
Refund Paid to Student	$600.00	$600.00

This is also true of any tuition's paid by a third party.

It is the responsibility of the student to officially withdraw from each class in which he/she is enrolled. Student may withdraw from class in the Administration office, by phone or fax with the cancellation form completely filled out.

If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges.

Refunds will be paid within 30 days from cancellation notice or withdrawal date.

MISCELLANEOUS REFUNDS

If the student does not return following a leave of absence, refunds must be made within thirty (30) calendar days from the end of the leave of absence, based on students' last date of attendance.

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, CalCopa will attempt to make a settlement, which is reasonable and fair to both parties.

COMPLAINT/GRIEVANCE PROCEDURE

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Students that have a complaint or grievance should contact the **Dean of Teachers.** If they are dissatisfied with the results of their complaint, they may appeal to the **School Director.** The School Director will interview all parties involved separately and present these results to the **Board of Directors.** The Board of Directors will discuss the information and present a written reply to the student within 10 business days.

The student may file a complaint at any time with:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: (916) 574-7720
Fax: (916) 574-8650

CalCopa has no pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

DISCLAIMERS

CalCopa will not be responsible for any statement of policy, placement activity, curriculum or facility that does not appear in the school catalog.

CalCopa reserves the right to add, subtract or alter any course, dates, sequence, prerequisites, costs, instructors and any training-related matter as dictated by student attendance, instructor availability, or for any other reason, at any time without notice.

The student acknowledges that CalCopa does not guarantee employment. The student also acknowledges that CalCopa, its agents and/or employees, make no representations or warranties that successful completion of any course will make the student eligible for any municipal, county, state or other government license which may be required for employment of any type.

The student acknowledges that he/she is aware that some municipalities, counties or other entities may require successful completion of further testing as a prerequisite in obtaining a license for the purpose of employment in the field of massage or related fields.

CalCopa's programs are non-residential and the school has no responsibility to find or assist a student in finding housing.

LICENSING

The state of California has established a state-wide license for massage. Massage therapists the option of either applying for the state permit (by successfully completing 500 hours of education and passing the MBLEx exam) or city/county permits. The cities and counties are not uniform in their standards with requirements ranging from 60 to 1000-hours of education for licensing.



Massage Therapists may also choose to become a Nationally Board Certified by the National Certification Board for Therapeutic Massage & Bodywork. As of this time, the new certification standard is on a voluntary basis. However some massage businesses and other states may require National Board Certification for employment. This is considered to be the highest voluntary credential attainable to massage therapists and bodyworkers in the profession today.

NATIONAL MASSAGE THERAPY OR BODYWORK ORGANIZATIONS

CalCopa requires its students to become student members of American Bodywork and Massage Professionals (ABMP) at time of registration (see registration requirements). CalCopa also recommends that its graduates seek membership in one or more national organizations, such as the American Massage Therapy Association (AMTA), ABMP or International Massage Association (IMA), etc. Benefits include liability insurance, increased professional status in the eyes of the public, ability to network with others, continuing education credits, voice in improving licensing laws, etc.

OTHER STUDENT SERVICES

Other student services provided by CalCopa include guest speakers, optional workshops, and field trips. Arrangements can also be made for individual tutoring if necessary, as well as accommodations for handicapped students. Please contact our Dean of Teachers to review your specific needs. CalCopa students participate in community activities such as providing massage therapy at local sporting events and fundraisers.

CalCopa offers a student store on campus in the administrative office. It has massage oils, lotions, stones, crystals, books, study guides and other relevant supplies. Hours for the student store are 9am to 6pm Monday, Wednesday and Friday and 9am to 2pm, Tuesday & Thursday.

The school also offers student massages in our on-campus clinic. Upper level students offer massages to the public on Wednesdays, 12:00pm to 2:00pm and Fridays and selected Saturdays, 9:00am to 2:00pm at the rate of $40 an hour. If you or anyone else that you know would be interested in receiving a massage, please call the office to schedule an appointment.

ADMINISTRATION OFFICE Hours:

Monday, Wednesday, Friday	8:00 AM - 6:00 PM
Tuesday & Thursday	8:00 AM - 2:00 PM
Saturdays (selected)	8:45 AM - 2:00 PM

If you need to speak with someone from administration outside of these times, please call to make an appointment. Meet with administration for a tour of the school and answers to any questions.

INSTRUCTIONAL Hours:

Subject to minimum enrollment requirements (6 students) and instructor availability.

100-HOUR FULL-TIME COURSES COMPLETED IN 4 WEEKS:

*MONDAY - FRIDAY	9:00 AM - 2:00 PM

100-HOUR PART-TIME COURSES COMPLETED IN 8 WEEKS:

* MONDAY, WEDNESDAY, AND FRIDAY	6:00 PM - 10:00 PM

2016 TENTATIVE CORE CLASS SCHEDULE

FULL TIME SCHEDULE FOR 2016	
Monday – Friday ***9 a.m. – 2 p.m.***	
Dates	**Core Classes**
January 4 – 29, 2016	Technician, Sports & Medical Massage
February 2 – 26, 2016	Technician, Therapist I
February 29 – March 25, 2016	Technician, Therapist II
April 4 – 29, 2016	Technician, Sports & Medical Massage
May 2 – 27, 2016	Shiatsu
June 6 – July 1, 2016	Technician, 600 Series
July 4 – 29, 2016	Technician, Therapist I
August 1 – 26, 2016	Technician, Therapist II
September 5 – 30, 2016	Technician, Sports & Medical Massage
October 3 – 28, 2016	Acupressure
October 31 – November 25, 2016	Technician, Therapist I, 600 Series
November 28 – December 23, 2016	Technician, Therapist II

PART TIME SCHEDULE FOR 2016	
Monday, Wednesday, Friday ***6 - 10 p.m.***	
Dates	**Core Classes**
January 4 – February 26, 2016	Technician, Sports & Medical Massage
February 29 – April 29, 2016*	Technician, Therapist I
May 2 – July 1, 2016*	Acupressure
July 4 – August 26, 2016	Technician
September 5 – October 28, 2016	Technician, Therapist I
October 31 – December 23, 2016	Technician, Therapist II
* Includes 1 week break during middle of class	

2016 School Breaks

2016 Breaks
March 26 – April 3, 2016
May 30 – June 6, 2016
August 27 – September 5, 2016
November 24 & 25, 2016
December 24, 2016 – January 2, 2017

PERSONNEL

Administrative Staff

Emily B. Cohen	Director
Michelle M. Mangano	Director/Administrator, Dean of Teachers
Sally Cardinal	Administrative Assistant

Emily B. Cohen, B.A. – Director, NCTMB, ABMP, LMT, HHP



Emily Cohen joined the CalCopa family as the school's Director in January 2006. She has more than twenty years' experience in management, training, organization and curriculum development. Under her guidance the school has refined its educational criteria, added several new electives and enjoyed a near perfect pass rate on the grueling NCTMB exam. At the same time, she completed all of the classes to qualify as a Holistic Health Practitioner and gather some industry experience working for Burke-Williams Day Spa. She also teaches the Massage Technician, Massage Therapist I & II, Ethics and Business & Professionalism classes and occasionally volunteers as a CPR/First Aid instructor for the American Red Cross. In 2011, she made the decision to start working towards her Master's degree as a Physician Assistant, a field she sees as a natural complement to her massage knowledge.

Michelle M. Mangano, B.A. – Director/Administrator, Dean of Teachers



With over 30 years of teaching experience from the corporate world and academia, Michelle relies on her vast background to ensure a quality operation. She has been involved in all business aspects from Human Resources, Training & Development, Customer Service and Operations. Both she and Emily Cohen focus on running the school with a high level of customer satisfaction and academic competence while maintaining the comfortable feeling of a family-run business. As Dean of Teachers, Michelle stresses the importance of skills development along with the ability to become either a knowledgeable employee, or a successful Independent Contractor.

Sally Cardinal, CAMTC #57630
Administrative Assistant



Sally joined the staff in April of 2011 as an office assistant. She soon realized what a great opportunity she had happened on and started taking night classes at the school the following year. Even with her CAMTC certification, Sally's kept her position at the school and performs massage on her days off. She loves both her jobs. She's an HB native and lives locally with her husband Mike, 4 kids and too many pets. She is also CAMTC certified

INSTRUCTIONAL STAFF:

Michelle Mangano, B.A., CAMTC #22754, NCBTMB, ABMP, AMTA, MBLex
Dean of Teachers, Instructor

Michelle is a Holistic Health Practitioner with a B.A. in Communication from the University of Nebraska and is a graduate of CalCopa. She comes to the school after many years in the corporate training world and is pleased to use her vast background to help teach others the healing art of massage. In addition to massage techniques, she stresses the value of business skills and professionalism and customer service. Her teaching philosophy has always been, "make sure the students have the skills and knowledge required, but have fun during the learning process."

Classes: All Core Classes, Acupressure, Auriculotherapy, Bowen Technique, Chair Massage, Advanced Curriculum, Geriatric Massage, Shiatsu and more.

Emily B. Cohen, B.A., CAMTC #17215, NCBTMB, ABMP
Instructor

Emily has more than twenty years in training and curriculum development. After completing her own Massage Practitioner Program, she secured licensing in Torrance and Huntington Beach, California and gathered industry experience working for Burke-Williams Day Spa. She also teaches the Massage Technician, Ethics and Business Practices Practicum class. In her spare time, she volunteers for the American Red Cross teaching CPR and First Aid classes.

Classes: Technician, Business Practice Practicum, Self-Care for Massage Therapist, Intro to MFR, CPR/First Aid

Celina Reynolds, NCBTMB, ABMP
Lead Instructor; Core Classes and Electives



Celina graduated from CalCopa as a Holistic Health Practitioner. She is currently working towards her Bachelor's degree in Sociology. She has her own practice to maintain her massage therapy skills.

Celina loves teaching using techniques for visual, auditory and kinesthetic learning. Her goal is to have students leave her classes prepared for the next level of education. Ultimately, she hopes to help students fulfill their personal career goals. In addition to teaching both fulltime and part-time classes, Celina helps out in the office whenever necessary.

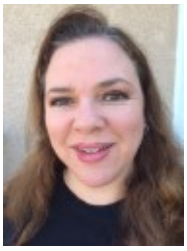
Classes: All Core Classes, Acupressure, Chair Massage, Foot Reflexology, Hand Reflexology, Hot Stone Massage, Pregnancy I & II, Shiatsu, Tuina and Massage Research Projects.

Ryan Anderson, B.A. LMT, CAMTC #67163
Instructor; Core Classes



Born and raised in Long Beach, California. Except for his time in the U.S. Army, Ryan has either lived in California or Arizona. Ryan graduated from Cal State Domingues with a degree in History. He has always loved teaching, coaching and helping others. Here at CalCopa, he gets to do all 3 on a regular basis. Ryan started teaching at CalCopa in 2014 and also works on private clients. He also believe that it is impossible for two massages to be exactly the same.

Jennifer Ervin, B.A. LMT, CAMTC #58158
Instructor; Core Classes and Electives



Jennifer has been a Massage Therapist for over 10 years and is a graduate from CalCopa. During that time she has worked in several environments ranging from high end spas to medical/chiropractic settings as well as working on her private clients. As the mother of two, Kyra and Kylie, Jennifer finds herself quite busy. Whether she's organizing fund raising events, planning for PTA Meetings, or just helping the girls with homework, Jennifer still finds time to keep her successful private massage practice running and teaching classes at CalCopa. She is trained in many modalities including Thai Massage, Acupressure, Oriental Health Systems and Lomi Lomi.

Amy Jones, RPP, LMT, CAMTC #54785
Instructor; Core Classes and Electives



Amy Jones has been facilitating transformational Body and Energy work for over seven years. Utilizing the principles of Polarity as the foundation of her teachings, Amy offers classes on Meditation, Energy Medicine, Self-Care and Communication for the Body Worker, as well as workshops on the 5 Sacred Elements. She is a member of the Associated Bodywork and Massage Professionals and can be reached at wolvesamongus@gmail.com, or "Ecstatic Equilibrium" on Facebook.
Classes: Massage Technician, Polarity in Massage

Grant Nichol, BS, NCBTMB, Holistic Health Practitioner, Thai Instructor



Grant is a CalCopa alumnus who continues to grow as a Holistic Health Practitioner. After taking Thai classes at CalCopa, he went to Thailand to further his knowledge in the art of Thai Massage. He brings this knowledge back to the school to pass on to our students for a more complete knowledge of Thai Massage.

Classes: Thai on the floor, Thai on the Table, Swe-Deep-Thai

Jolie Hindman, CAMTC #25659, NCBTMB, ABMP, Reiki Master, Personal Chef



In 2002, Jolie Hindman opened her restaurant in Long Beach, *Kiwe Cafe, Vibrant Happy Foods*. Her menu featured "healthy eats and vegan treats." Since then, Jolie has operated a successful catering business with the emphasis on energetically infused, beautiful cuisine. She shares her knowledge of the dynamics of food preparation by teaching cooking classes to small groups or individuals. It was her love of cooking that led her to take a Thai cooking class during her visit to Thailand. In addition to her cooking class, she enrolled in *Shivagakomarpaj: The Old Medicine Hospital School of Thai Massage*, where she studied Thai Foot Massage for Health.

CalCopa is excited to have her as an instructor, sharing her knowledge of food preparation and diet, as well as the Thai Foot Reflexology treatment.

Classes: Thai Foot Reflexology

Patty Tahara Rassouli, Reiki Master, Yoga Teacher, Yoga Threapist RX I, B.A. English



Passionate about Reiki, Patty Tahara Rassouli's mission is to share her belief that Reiki is more than just a healing modality, it is a lifestyle. By brining Reiki into one's life, self-healing begins. From that launching point, everything in life begins to work better because there is now the flow of Reiki, The beauty of Reiki is in its simplicity. Anyone can learn it, and everyone will benefit from it.

On her road to Reiki, Patty has had a varied background from working at *Dance, Vogue* and *Mademoiselle* magazines in NYC to the Fashion Institute of Design and Merchandising; consulting work in ESL curriculum to teaching ESL and high school academics in adult education to writing. Certified as a yoga instructor from Dancing
Shiva in West Hollywood and as a yoga therapist from Loyola Marymount University's Yoga RX program, Patty teaches yoga/Reiki in South Gate weekly. It is her commitment to bring healing arts to low income areas. In addition, she has a Reiki practice in Long Beach.

Classes: Reiki I, Reiki II, Reiki III and Reiki Master

SCHOOL GOVERNING BODY, ADMINISTRATORS AND FACULTY

Owner:
California College of Physical Arts, Inc.
(A California Corporation)

Board Members: CalCopa Inc.
Emily B. Cohen – President, Treasurer
Michelle M. Mangano – Vice-President, Secretary
Christopher Geck – Member

Administrative Officials:
Emily B. Cohen – Director (VA Certifying Official)
Michelle M. Mangano – Director (VA Certifying Official)
Christopher Geck – Assistant Director (VA Certifying Official/Veterans Record Clerk)

California College of Physical Arts, Inc.
18582 Beach Blvd, Suite 11
Huntington Beach, CA 92648

NOTICE OF WITHDRAWAL

Student Name & Student Number _____
Enter Date of class and class level _____

You may withdraw from a course after instruction has started and receive a pro-rated refund for the unused portion of the tuition and other refundable charges if you have completed 60% or less of the instruction by using this "Notice of Withdrawal" form.

If a student withdraws from the course of instruction within the period allowed for cancellation, the school will remit a full refund, less the $150.00 Registration and Material fees. Refund is made within 45 days following the student's Written Notice as per State Regulations. The student is obligated to pay only for educational services rendered and for unreturned equipment (including textbooks). (If a student withdraws, per California Education Code Section 94920 prior to completion of the course he/she is enrolled in, a refund will be made of the unused portion of the tuition.) The amount charged to the student shall not exceed the pro rata portion of the total charges for tuition.

For courses longer than 1-year (12 months) in length, the cancellation and refund policy shall apply to the stated course price of the contract.

Remember, you must cancel in writing by using this form or your own written statement of withdrawal. You do not have the right to cancel by just telephoning the school or by not coming to school. If you have any complaints, questions or problems which cannot be worked out with the school, call or write to:

Bureau for Private Postsecondary and Vocational Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: (916) 574-7720
Fax: (916) 574-8650

_____ _____
Student Signature Date