



# *Holistic Life Institute*

## *School of Massage and Natural Health*

### *Catalog of Courses*

### *2016*

**Holistic Life Institute**  
**School of Massage and Natural Health**  
**730 East F Street, Suite G**  
**Oakdale, CA 95361**

**(209) 918-0647 cell**  
**(209) 848-8382 mobile**

**[www.holisticlifeinstitute.com](http://www.holisticlifeinstitute.com)**

## Table Of Contents

<i>Mission &amp; Objectives</i> .....	3
<i>Privacy Act, Student Records and Transcripts</i> .....	3
<i>Tuition and Fees</i> .....	4
<i>STRF Fee, Students Rights and Responsibilities with respect to the Student Tuition Recovery Fund</i> .....	4-5
<i>Library Resources</i> .....	5
<i>School Location</i> .....	5
<i>Effective Dates of this Catalog</i> .....	5
<i>School Ownership</i> .....	6
<i>Location Where Classes are Held</i> .....	6
<i>Policies and Procedures Regarding Financial Aid and Loan Repayment</i> .....	6-7
<i>Students Right to Cancel and Refund Policy</i> .....	7
<i>Cancellation of Enrollment Agreement</i> .....	7
<i>Withdrawal From the Program</i> .....	8
<i>Notice Concerning Transferability of Credits</i> .....	9
<i>Student Grievance Procedures</i> .....	9
<i>Leave of Absence</i> .....	10
<i>Academic Probation- Dismissal Policy</i> .....	10
<i>Length of Terms</i> .....	10
<i>Attendance Policy – All Programs</i> .....	10
<i>Hygiene, Dress Code and Draping Procedures</i> .....	11
<i>Acceptance of Transfer Credit Policy</i> .....	11
<i>Challenge Exam Credit Policy</i> .....	11
<i>Admissions Policy – All Programs</i> .....	11
<i>Ability to benefit Students</i> .....	11
<i>Articulation Agreements</i> .....	11
<i>Student Conduct</i> .....	12
<i>Grades and Standards for Student Achievement – Satisfactory Progress</i> .....	12
<i>Student Housing</i> .....	13
<i>Administration</i> .....	13
<i>Faculty</i> .....	13-14
<i>Nondiscrimination Policy</i> .....	15
<i>Student Services</i> .....	15
<i>Description of Facilities</i> .....	15
<i>Types of Equipment and Materials Used for Instruction</i> .....	15
<i>Descriptions of Programs</i> .....	16-17
<i>Academic Freedom</i> .....	18
<i>Sexual Harassment</i> .....	18
<i>English as a Second Language Instruction</i> .....	18
<i>Achievement Tests Credit Policy</i> .....	18
<i>Title IV Participation</i> .....	18
<i>Accreditation and State Financial Aid Participation</i> .....	19
<i>Special Notice of Financial Status</i> .....	19
<i>Placement Services</i> .....	19
<i>Licensing - Requirements for Licensure</i> .....	19
<i>Disclosure Statement</i> .....	19
<i>CAMTC Certification</i> .....	20

**Revised: 1-2016** -This catalog is revised yearly each January - This school catalog is provided to each prospective student when discussing enrollment with our Director, Jan Noble. Catalogs are also available on the institute's web site, [www.holisticlifeminstitute.com](http://www.holisticlifeminstitute.com) and in the institute's waiting area. Catalogs are also given to the general public at community events, i.e...Wellness Fairs, Information Booths, Open Houses...etc.

## **Mission Statement & Objectives**

### **Mission Statement**

Holistic Life Institute's mission is to educate and thereby develop skilled and knowledgeable therapists rooted in the traditions of natural healing, and to train specialists in massage techniques and methods of massage therapy. The institute provides an academic environment for faculty, students and graduates to further their studies in their respective fields.

Part of our mission is to convey to students the importance of continuing education. We endeavor to sustain these course offerings by developing an operational environment that is professionally managed, competently supervised, continually evaluated and appropriately modified and therefore kept current.

### **Objectives**

The Holistic Life Institute seeks to provide its graduates with the knowledge and abilities required to meet the following criteria:

To possess the knowledge and skills necessary to provide competent and professional massage services in the respective massage specialties pursued at this institution.

To be capable of determining an appropriate treatment plan and to formulate a proper treatment strategy based upon all information obtained.

To possess the ability to communicate effectively with clients and the public in order to serve the community more effectively with quality massage therapy services.

Alternatively, to possess the knowledge of therapeutic massage techniques and to demonstrate competent skills in the delivery of those techniques.

To pursue lifelong learning and professional practices to better serve the healthcare consumer.

### **Privacy Act, Student Records and Transcripts**

Student transcripts and the certificate(s) attained are maintained indefinitely and all other records are maintained for five years. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic, and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

## Tuition and Fees

All fees are subject to change from time to time, without notice. The tuition schedule below is the total charge for each period of attendance and the estimated schedule of charges for the entire educational program.

### FEES (Includes class binders and text handouts)

Program Name	Hours	Tuition
Western Massage Therapist Acupressure/Reflexology (CMT)	250	\$3995.00
	<u>250</u>	<u>\$3995.00</u>
	500 Total Hours	\$7990.00
Holistic Health Consultant Holistic Health Practitioner (HHP)	250	\$3995.00
	<u>250</u>	<u>\$3995.00</u>
	500 Total Hours	\$7990.00

**STRF Fee** (California Residents, Non refundable, \$0 per \$1000.00 of tuition)

## Student's Rights and Responsibilities with respect to the Student Tuition Recovery Fund

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
  1. You are not a California resident, or are not enrolled in a residency program, or
  2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**Note:** No grades or documents will be released if there is an outstanding balance. The institution may refuse any type of service to students who have an outstanding balance. The institution may also refuse re-admission to a student who has left the institution with an outstanding balance that has not been paid in full. All fees are subject to change.

## **Library Resources**

No library is needed to meet the instructional needs of the students. Library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on skills are the critical elements for completion of this massage program.

## **School Location**

Holistic Life Institute  
730 East F. Street, Suite G, Oakdale, CA 95361  
Phone: (209) 848-8382  
[www.holisticlifeinstitute.com](http://www.holisticlifeinstitute.com)

## **Effective Dates of this Catalog:**

January 1, 2016 to December 31, 2016  
(Revised yearly)

## **School Ownership**

Holistic Life Institute is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by this institution may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337

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 by contacting the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

A student or any member of the public may file a complaint about this institution by contacting the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.

### **Location Where Classes Are Held**

All classes are delivered at the Holistic Life Institute, 730 East F. St., Suite G., Oakdale, CA 95361. The school and the institution address are the same.

### **Policies and Procedures Regarding Financial Aid and Loan Repayment**

This school does not provide either State or Federal 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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

## **Students Right to Cancel**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

## **Refund Policy**

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

## **Cancellation of Enrollment Agreement**

1. Cancellation may occur when the student provides a written notice of cancellation at the following address: HOLISTIC LIFE INSTITUTE, 730 East F. St. Suite G, Oakdale, CA 95361. This can be done by mail or hand delivery.
2. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
3. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
4. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she has paid, less a registration or administrative fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

## **Withdrawal From the Program**

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

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/ or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divides by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits. in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.



## **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

The transferability of credits you earn at Holistic Life Institute 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 are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution would meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Holistic Life Institute to determine if your certificate(s) will transfer.

### **Student Grievance Procedures**

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator using the following internal process. However, this internal process is not required, and you may contact the Bureau at any time. The Bureau contact information is: Bureau for Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897. The internal complaint process involves three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter chose to file a written complaint directly with the institution's Chief Academic Officer who will work to resolve the matter. The Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve: 1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred. 2. The student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution. 3. The Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified. A timeline for resolution will be delivered to the principles by the Chief Academic Officer. 5. Interested parties will communicate with the CAO in order to make recommendations to resolve the grievance. 6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA. (contact information is provided above).

## **Leave of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his / her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

## **Academic Probation-Dismissal Policy**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should the GPA fall below that required for graduation, a student might be placed on academic probation. This will result in a formal advisory, which will be sent to the student, indicating the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should the student request such service.

## **Attendance Policy – All Programs**

This institution requires that a student attend a minimum of 80% of scheduled class, laboratory and other such assigned hours. Students may arrange to make up missed hours with the Chief Academic Officer by receiving private instruction from an institute instructor, or by attending a class or classes that are running on a concurrent schedule; (example; attending the Saturday class or the Wed./Thursday class if Mon./Tues. is the student's regularly scheduled class time).

## **Length of Terms**

The term length for the Certified Massage Therapy (CMT) program is 32 weeks. This institution offers 2 day a week programs. Hours of classes are 10:00AM to 5:30PM. Terms begin in the Fall and the Spring of each year. Saturday CMT classes (when scheduled) are 64 weeks long, 8 hours, each Saturday from 9:00AM to 5:00PM.

## **Hygiene, Dress Code and Draping Procedures**

Students will practice proper hygiene while attending class. Hand washing procedure and good personal hygiene will be taught in the first class.

Scrubs are the preferred clothing when attending class. If scrubs are not available, students may wear sweats in cool weather or casual dress. Tank tops, bare midriffs or revealing clothes are prohibited.

Full draping techniques are taught in the first classes, which prevents exposure and preserves modesty.

## **Acceptance of Transfer Credit**

No transfer of credit is available.

## **Challenge Exam Credit Policy**

No credit based on the taking of challenge exams is available.

## **Admissions Policy – All Programs**

For each of the programs offered, the applicant must be at least 18 years of age and a high school graduate or have earned a GED certificate. No prior education or training in massage or massage therapy is required. This institution does not admit students from other countries.

## **Ability to Benefit Students**

No ability to Benefit students will be admitted. High school graduation or its equivalent is required.

## **Articulation Agreement**

No articulation agreements with other institutions are established

## **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration, a student may be dismissed from school for reasons including, but not limited to:

- Coming to school in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to another person(s).
- Disobedience or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any student found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

## **Grades and Standards for Student Achievement – Satisfactory**

### **Progress**

Grades are awarded on a traditional A, A-, B, B-,... F system. The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0. In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade Points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade Points
D+	1.33 Grade Points	D	1 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades:

**I Incomplete** If the course has not been completed, the instructor may grant a one or two month extension of the term, at no additional tuition cost, when the student is making satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

## **Student Housing**

Holistic Life Institute does not have dormitory facilities under its control and we do not provide assistance to the student in finding housing. The availability of housing near the institution is favorable with the average cost of a home in the area around \$240,000 and rent for a one-bedroom apartment is approximately \$575.00.

All instruction is offered at the institution campus located at: 730 East F. Street, Suite G, Oakdale, CA 95367

### **Administration**

Chief Executive Officer

Janet Noble

Chief Operations Officer

Janet Noble

Chief Academic Officer

Janet Noble

### **Faculty**

<u>Name of Instructor</u>	<u>College or Work Qualifications</u>
Jan Noble, ND, HHSced	B.A. Creative Writing and Journalism Palmer Writer's School, Minn. 1969-1971 B.A. Nutripathic Sciences, Internship American College of Nutripathy, Scottsdale, AZ, 1985-1989 B.S. Metaphysical Sciences University of Metaphysical Sciences, Studio City, CA, 1990-1994 Reiki Master / Instructor, 1994-1995 Center for Reiki Training, Springfield, MI Science pre-requisites for acupuncture training, 1995-1997 California State University-Turlock, CA
Mandy Sahota, HHP	Hidden Valley Acres, Escondido, CA – Iridology Certificate under Br. Bernard Jensen Holistic Health Practitioner, Holistic Life Institute, Oakdale, CA 1999 Chopra Center for Wellness, La Jolla, CA-Ayurvedic Medicine under Dr. Deepak Chopra

**Sandra Worthington  
CMT, HHScEd**

**Holistic Health Practitioner, Certified Massage  
Holistic Health Science Educator, Holistic Life  
Institute, Oakdale, CA  
Outcome-based Massage, Teaching Massage  
Fundamentals for ABMP, Nurturing Massage  
for Pregnancy, Deep Tissue Massage, Online  
Courses by Wolters, Kluwer, Lippincot,  
Williams, and Wilkens**

**Debbie Libhart,  
CMT, RT**

**Biology, Zoology, Science, Delta College  
Holistic Health Practitioner  
Raindrop Therapy, Vita Flex Therapy, Care  
Institute, Deep Tissue, Body Spa Treatments,  
Healing Arts Institute, Hot Stone Therapist  
Young Living Oils, Skin Care, Aveda Institute,  
Dermatological Institute**

**Darleen Clark  
Administrative Assistant,  
Associate Teacher**

**Master Teacher Permit, California Commission  
on Teacher Credentialing, Stanislaus County  
Office of Education Employee 1984-2012,  
Ethics Course Completion, Adawehr Institute**

**Barbara Brown CNRT  
Reflexology Instructor**

**Certified Neuro-Reflex Therapist, CNRT  
Neuro-Therapy Institute, CA 2003  
Jenny Rose School of Aromatherapy and Herbal  
Studies, San Francisco, CA  
HHP, Reiki Master, Nutri-Escience Practitioner,  
Holistic Life Institute, Oakdale, CA**

**Deborah Lazarri MA, BCBA,  
CMT, HHP, Yoga Instructor**

**CMT, HHP, Reiki Master, Holistic Life Institute,  
Oakdale, CA  
Retired Public School Teacher and Administrator  
Stanislaus County Schools, Kriya Yoga Certificate,  
Paramahansa Yogananda Self-Realization Fellowship  
Masters of Arts Degree in Education, CSU Stanislaus  
Post Graduate certificate in Applied Behavior Analysis,  
University of North Texas, National Board  
Certification in Behavior Analysis**

**Claudia Newcorn MBA  
Business Mastery Instructor**

**MBA in Marketing and International Business  
Northeastern University, MA  
English & Psychology Degree from Wellesley  
College, MA.  
Professor at St. Mary's College, Moraga, CA**

## **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## **Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

## **Description of Facilities**

The Institution is located in a single story professional office building, approximately 25 years of age. The facility serves as both a massage clinic and a massage therapy school. The facility is therefore supplied with items standard in the delivery of massage therapy treatments.

## **Types of Equipment and Materials Used for Instruction**

The institution uses the following equipment and materials in the classroom: Instructors may utilize an overhead projector and screen during the lecture and theory portion of class. The Instructors may use DVD's and Videos on different massage modalities and techniques such as Deep Tissue, Shiatsu, Trigger Point, Myo-Fascial Release, Advanced Pregnancy and Infant Massage, etc. The institute's Resource Library includes books and charts on The Human Anatomy, Healthy Eating, Nutritional Healing and Encyclopedia's on Homeopathy, Food and Herbal Medicine. The Institute also has books on Ethics including The Ethics of Touch and The Educated Heart. The Instructors will perform physical demonstrations of all massage techniques on each part of the body for student observation. The Instructors will assign students quizzes and homework on each course of study. The student will receive handouts and massage sequences on each massage modality, along with a binder to contain all classroom materials. The student will have access to flashcards covering such areas as Anatomy and Physiology, Business Practices, Ethics, Boundaries, Muscles and Tendons, etc. The Instructors may use a Dry Erase Board to display information on during lecture. The Institute uses an adult-sized replica of a Human Skeleton during class for the student to study. The Institute uses standard Massage Tables, Massage Chairs, Massage Lotions and oils, Sanitizers, Sanitizing Wipes, Sheets, pillows and pillowcases, towels and headrest coverings. The classroom has posters displayed on the walls with detailed diagrams of the Human Muscular System, the Human Nervous System, the Human Myo-Fascial Meridians, the Human Lymphatic System, the Human Skeletal System, and the Human Hand and Foot Reflexology Charts.

**Western Massage Therapist 250 Hours**  
**Acupressure/Reflexology 250 Hours**  
**(CMT)**

### **Program Description –**

This course is designed to enable students to demonstrate the ability to perform a basic Swedish massage. The student will pass a practical and written exam administered at the school and will be prepared to pass the Massage and Bodywork Licensing Exam (MBLEx).

### **Description of Instruction**

500 Hours of training in Swedish Massage, (originating in Europe), Physiology and Anatomy, Health and Hygiene, Myo-Fascial Release, (for Fibromyalgia and other pain syndromes, Deep-Tissue (for sports injuries, etc.), Trigger point (for arthritis pain), Lymph Drainage (for inflammation), Ortho-Bionomy, Pregnancy and Infant Massage, Client Assessment, Reassessment and Treatment Planning; Kinesiology; Contraindications, Pathology, Areas of Caution and Special Populations; Benefits and Physiological effects of Techniques that Manipulate soft tissue; Overview of Massage and Bodywork, History/ Culture/ Modalities; Shiatsu Massage; Ethics, Boundaries, Laws and Regulations; Business Mastery and Guidelines for Professional Practice; Reiki; Cranial Sacral; Reflexology; In addition, you will be trained in Holistic Health Advisor (HHA) courses including; Flower Essences, Doshas, EFT, Chemistry of Man and Aromatherapy.

### **Requirements for Completion-Required Courses-Final Exam/Test**

To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction, achieve an average score of 80% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in basic techniques here at the school campus. The student is also required to pass the MBLEx (Massage and Bodywork Licensing Exam), a 100 question, multiple choice exam administered through the FSMTB (Federation of State Massage Therapy Boards). More information on this exam can be found at [www.fsmtb.org](http://www.fsmtb.org)

**Notice:** CAMTC certification applicants shall have attended 500 supervised hours total with 100 of those hours satisfying CAMTC specified subjects, (Anatomy and Physiology, Contraindications, Health and Hygiene, Business and Ethics).

**Program Length, 500 Hours**  
**(available only as a complete program)**  
**No Internship or Externship is required**



**Holistic Health Consultant (HHC) 250 Hours**  
**Holistic Health Practitioner (HHP) 250 Hours**  
**(HHP)**

### **Program Description-**

This course is designed to enable the student to demonstrate the ability to perform a basic consultation and evaluation in the following capacities; evaluate the clients specific needs and make recommendations for the use of Aromatherapy, Herbs, Nutrition, Iridology, Homeopathy, Flower Essences, Yoga, Ayurvedic Medicine, EFT, Intuitive Healing and Stress Reduction.

### **Description of Instruction Provided**

500 hours of training, including Nutri-Science, (Holistic nutrition-the science of Essential Nutrition). Aromatherapy, (essential oils and their applications), Herbology, (the study and application of cooking and medicinal herbs), Iridology, (the study of the sclera and pupil of the eye, with focus on stress indicators revealed), Homeopathy, Flower Essences, (Vibrational Medicine), EFT, (Emotional Freedom Technique), Stress Reduction, Yoga Therapy, Intuitive Healing, and Ayurvedic Medicine, (East Indian herbs and nutrition). These modules range in length from 20 to 30 hours each.

### **Requirements for Completion – Required Courses – Final Exam/Test**

To complete the HHP and HHC program a student must attend a minimum of 85% of the scheduled hours of instruction and achieve an average score of 80% or greater on quizzes and exams.

**Program Length 500 Hours (available only as a complete program)**  
**No Internship or Externship is required**

## **Academic Freedom**

Holistic Life Institute is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the institution encourages its faculty members to exercise their individual judgments regarding the content assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those officially sanctioned by the institution; methods for which the institution has received oversight approval.

Holistic Life Institute encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## **English as a Second Language Instruction**

This institution does not provide ESL instruction.  
Instruction will not occur in a language other than English.

## **Language Proficiency Information**

The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED, or passage of the California High School Proficiency exam.

## **Achievement Tests Credit Policy**

No credit based on the taking of achievement exams is available.

## **Title IV Participation**

This institution does not participate in Title IV funding.

## **Accreditation and State Financial Aid Participation**

This institution and its courses are not accredited by an accrediting agency recognized by the United States Department of Education.

This institution does not participate in state or federal financial aid funding.

## **Special Notice of Financial Status**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not 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.

## **Placement Services**

This institution does not provide placement assistance.

## **Licensing – Requirements for Licensure**

Massage Therapists in California are certified by CAMTC. The California Massage Therapy Council is empowered by AB 1147, (Brown, 9-18-2014) to certify Massage Therapists. In addition, CAMTC's law related to unfair business practices as related to massage reads as follows:

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

## **Disclosure Statement;**

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.

None of the educational services offered lead to occupations that require licensure.

## **CAMTC CERTIFICATION**

The California Massage and Therapy Council (CAMTC) is authorized by legislature (AB 1147, otherwise known as The Massage Therapy Act), and California Business and Professions Code section 460, 4600-4621, and Government Code section 51034 to certify applicants in California as Certified Massage Therapists. The voluntary certification is for a two-year period after which the CMT renews her/his certification with CAMTC. Applicants for certification shall have 500 hours of Massage training from CAMTC approved schools including at least 100 hours of training in the core subjects of:

1. Anatomy and Physiology
2. Contraindications
3. Health and Hygiene
4. Ethics and Business

Applicants must meet the educational requirements in the law, have passed a CAMTC approved exam, have a background check, and not violated any provisions of the law. More information can be obtained by visiting CAMTC's web site at [www.camtc.org](http://www.camtc.org) or by calling CAMTC at (916) 669-5336.

More information regarding the required exam (the MBLEx, the Massage and Body workers Licensing Exam) can be found by visiting the Federation of State Massage Therapy Boards at [www.fsmtb.org](http://www.fsmtb.org) or by calling FSMTB at (866) 962-3926.