

HENDRICKSON METHOD[®] INSTITUTE

PROFESSIONAL CERTIFICATION COURSE CATALOG

388 Colusa Ave., Kensington, CA 94707
www.hendricksonmethod.com
510-524-3107

This Catalog covers the 2010/11 class session(s).

Hendrickson Method Institute has been operating as a California State approved school since 1997. 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.

Any questions a student may have that have not been satisfactorily answered by HMI may be directed to the Bureau for Private Postsecondary Education (BPPE) at 1625 North Market Blvd., Suite S-202 Sacramento, CA 95834, phone (916) 574-7720.

HMI offers 400 hours of advanced professional training to qualified practitioners. These hours are offered via two professional certification courses:

- Hendrickson Method Training: Essentials – 200 hours
- Hendrickson Method Training: Advanced – 200 hours

Hendrickson Method of Orthopedic Massage and Manual Therapy was developed by Dr. Tom Hendrickson beginning in 1974 and tested and refined through thousands of hours of clinical practice and teaching. This unique method incorporates Dr. Hendrickson's trademark *wave mobilization*[®] stroke and synthesizes the most advanced, effective modalities in manual medicine including massage, mobilization, and neuromuscular reeducation. Hendrickson Method maintains its cutting-edge by evolving to reflect the most current research.

As members of the Association for Massage & Bodywork Professionals (ABMP) and the American Massage Therapists Association (AMTA), we are committed to advancing the field of massage and bodywork through expertly crafted clinical programs that skillfully combine state-of-the-art technical developments in the field of orthopedic manual therapy with energy healing.

This Catalog is designed to:

- Present information about school policies
- Provide State required notifications
- Describe each class in detail
- Outline the costs associated with each class
- Profile Hendrickson Method Instructors

Please contact us with any questions or comments you might have. We look forward to being of service and to having you join our classes.

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COURSES OF INSTRUCTION

There are two core courses that provide advanced levels of training in Hendrickson Method. You can choose to take one course and stop or take both courses. After each course, you are professionally certified at a level reflecting your degree of training.

Please note that these advanced classes are designed to enhance the professional skills of those who are already active in massage, manual therapy, or a related profession.

Approval Disclosure Statement

As of June 30, 2007, Hendrickson Method Institute, 388 Colusa Ave., Kensington, CA, 94707, was licensed to operate by the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94311.

Hendrickson Method Institute does not assist in the job placement of its graduates nor does it purport to train students for a specific profession or license. However, some of our classes contain content that might assist students in building a private practice or becoming more attractive, via their new skills, to prospective employers.

Hendrickson Method® Training: Essentials

200 Total Clock Hours

Occupational Title: Hendrickson Method Practitioner¹

Instructor: Faculty

Prerequisite for Hendrickson Method Training: Essentials:

1. Certification as a massage therapist from a California State approved school in which the course of study contains a minimum of 100 hours and adequate anatomy and physiology training, and one year experience in the field, ***or***
2. Health care license (D.C., P.T., etc), ***or***
3. Students who do not meet the above criteria but feel they have equivalent knowledge and experience are invited to request an exception from Hendrickson Method Institute.
 - *Note: In order to gauge the level of prior knowledge needed to be at ease in class, students uncertain of their proficiency in anatomy and physiology are encouraged to review the textbook.*

General Description:

In this course, students learn the science of orthopedic therapy, clinical assessment, fundamentals of pathology, contraindications for massage and manual therapy, and are supervised in the practice of Hendrickson Method. Each lecture includes aspects of clinical anatomy, physiology, kinesiology, the science of injury and repair of soft tissue and joints, and the scientific foundations of massage. Students learn the patterns of soft tissue dysfunction, including the concepts of Lauren Berry, P.T., a legendary healer, physical therapist, mechanical engineer, and Dr. Hendrickson's mentor. Afternoon table work includes assessment and specific treatment protocols of massage, mobilization, and neuromuscular re-education for most orthopedic conditions, including low back pain, cervical whiplash, rotator cuff injuries, plantar fasciitis, and tennis elbow. Students are introduced to wave mobilization®, a new massage stroke developed by Dr. Hendrickson. Modeled after ocean waves, this stroke mobilizes the soft tissue as well as the joints using a gentle oscillating rhythm.

Graduates who successfully meet all course requirements will receive professional certification and the right to use the title: Hendrickson Method *Practitioner*.¹

General Course Composition and Hourly Breakdown:

▪ Anatomy, Physiology, Kinesiology	45 hours
▪ Orthopedic Assessment, Scientific Foundations of Massage and Manual Therapy, Application of Techniques	120 hours
▪ Pathology	15 hours
▪ Ethics	3 hours
▪ Energy healing and self care	12 hours
▪ Contraindications, Communicating with Allied Professionals	<u>5 hours</u>
 Total Hours	 200 hours

In addition to meeting attendance requirements, students are required to:

1. document 25 hours of Hendrickson Method sessions with accompanying clinical notes.
2. maintain a minimum cumulative score of 75% on quizzes.
3. pass a hands-on final exam.
4. required reading: Massage and Manual Therapy for Orthopedic Conditions, by Tom Hendrickson
Color Atlas and Textbook of Human Anatomy, by Werner Platzer
 recommended reading: A Massage Therapist’s Guide to Pathology, 2nd ed., by Ruth Werner
5. complete a written evaluation at the end of class.

Summary of Costs:

Registration (non refundable)	200.00
Tuition	3900.00
STRF (non refundable)	<u>10.00</u>
Subtotal*	\$4210.00
 <u>Massage and Manual Therapy for Orthopedic Conditions</u>	 65.00
<u>Textbook of Human Anatomy</u>	<u>40.00</u>
Total	\$4315.00

There is an additional \$140 finance fee if students choose the payment plan option.

Three Payment Options From Which You Can Choose

1. Regular Enrollment Tuition:
 - **\$4210 due in two installments:**
 - \$1926 before 1st day of class
 - \$2284 before 1st class meeting in January 2011
2. “Student Option” Early Enrollment Tuition:
 - \$3910 by Aug. 10, 2010 (discount if paid in full)

3. Payment Plan:

• **\$4350 due in 9 installments:**

- \$940 before 1st day of class
- 3 payments of \$375 due before first day of class in Oct., Nov., Dec.
- 5 payments of \$457 due before first day of class in Jan., Feb. Mar, Apr., May
- includes \$140 finance fee

Students who wish to audit Essentials Training pay \$3000.

Syllabus for Hendrickson Method Training: Essentials

This syllabus is a typical outline of the course materials. The sequence and rhythm of presentation may vary from session to session.

Weekend 1: Soft Tissue, The Nervous System, and Wave Mobilization®

1. The theoretical foundations of Hendrickson Method.
2. Anatomy and physiology of connective tissue, including the neurosensory role of connective tissue
3. The insights of Lauren Berry and the concepts of positional dysfunction
4. Impaired neurological function in soft tissue-the work of Vladimir Janda
5. Soft tissue: mechanism of and reactions to dysfunction and injury, pain and differentiation from joints and nervous system.
6. Stages of inflammation and repair.
7. Treatment protocol for acute, sub-acute, and chronic phases of injury.
8. Lecture on the nervous system
9. Wave Mobilization – a new form of manual therapy: Tai chi and the study of ocean waves, learning to use chi.
10. Instruction in body mechanics and ergonomics.
11. The science and practice of muscle energy technique (MET) and how to re-educate the nervous system.
12. Review and Practice of wave mobilization, MET and Hendrickson Method for the lumbar spine.

Weekend 2: Lumbosacral and Thoracic Spine

1. Written test on previous week-end's material
2. Anatomy of lumbosacral region, including major bony landmarks, the muscles and ligaments of the trunk, and kinesiology of trunk motion.
3. Differential signs and symptoms of low back pain (LBP).
4. Six common types of low back pain including muscles strains, herniated discs, and arthritis.
5. Demonstration and practice of MET and 21 strokes of Hendrickson Method for LBP.
6. Anatomy of bony landmarks and thoracic musculature.
7. Four most common lesions of the thoracic spine including rib strains, hypomobility syndrome, and subluxations.
8. Review, Demonstration, and practice of Hendrickson Method and MET.

Weekend 3: Cervical Spine and Shoulder

1. Written test on previous week-end's material
2. Anatomy of bony landmarks and eleven cervical muscles, and kinesiology of cervical motion.
3. Five most common soft-tissue lesions, including whiplash.
4. Demo and practice of MET and 16 strokes of Hendrickson Method, including mobilization of the cervical spine, and advanced treatment for whiplash, and 15 strokes for the shoulder.
5. Anatomy of bony landmarks and 13 muscles of the shoulder.
6. Kinesiology of gleno-humeral and scapulo-thoracic joints.
7. Eight common lesions of the shoulder including bicipital tendinitis, and the most common rotator cuff injury, supraspinatus tendonitis.
8. Demo, review, and practice of MET and Hendrickson Method Strokes.

Weekend 4: Hip and Knee

1. Written test on previous week-end's material
2. Anatomy of bony landmarks knee and 20 muscles of the hip.
3. Kinesiology of the hip and knee.
4. Eight common lesions of the hip including arthritis, psoas tendinitis, and snapping hip syndrome.
5. Eight common lesions of the knee including patellar tracking dysfunction, chondromalacia patellae, and anterior cruciate ligament injuries.
6. Demo, review, and practice of MET, Hendrickson Method strokes, and mobilization of the knee.

Weekend 5: Leg, Ankle and Foot; Elbow, Wrist, and Hand

1. Written test on previous week-end's material
2. Anatomy of bony landmarks and kinesiology of the ankle, foot, elbow, wrist, and hand.
3. Eight common lesions, including carpal tunnel syndrome.
4. Demo, review, and practice of MET, Hendrickson Method strokes, and mobilization.

Weekend 6: Lumbosacral and Thoracic Spine: Level Two

1. Written test on previous week-end's material
2. Anatomy through palpation and isometric testing of origins and insertions of lumbosacral musculature.
3. Assessment of the lumbosacral spine, and how to differentiate between six common low back complaints, and 14 new Hendrickson Method strokes for lumbosacral spine.
4. Anatomy through palpation and isometric testing, including emphasis on the seven layers of muscles and angle of the fibers of the thoracic spine.
5. Assessment of the thoracic spine, and how to differentiate between soft tissue and joint problems, and 20 new Hendrickson Method strokes for thoracic spine.
6. Review and Practice of Assessment and Hendrickson Method Strokes.

Weekend 7: Cervical Spine and Shoulder: Level Two

1. Written test on previous week-end's material
2. Anatomy of suprahyoid, infrahyoid, prevertebral, and TMJ muscles.
3. Assessment of the cervical spine and TMJ.
4. Demo and practice of 15 new Hendrickson Method strokes.

5. Anatomy of shoulder muscle origin and insertions through palpation and isometric testing.
6. Assessment of the shoulder, and 23 new Hendrickson Method strokes for the shoulder.
7. Review and Practice of Assessment and Hendrickson Method strokes.

Weekend 8: Hip and Knee: Level Two

1. Written test on previous week-end's material
2. Anatomy of the hip musculature through palpation and isometric testing.
3. Discussion of 6 additional lesions including capsulitis.
4. Assessment of the hip, and how to differentiate between degeneration and soft tissue problems, and 20 new Hendrickson Method strokes for the hip.
5. Anatomy of the muscles and ligaments of the knee through palpation and isometric testing.
6. Six additional lesions including coronary ligament lesions.
7. Assessment of the knee and 20 additional Hendrickson Method strokes.
8. Review and Practice of Assessment and Hendrickson Method Strokes.

Weekend 9: Leg, Ankle, and Foot; Elbow, Wrist, and Hand: Level Two

1. Written test on previous week-end's material
2. Anatomy through palpation and isometric testing of origins and insertions of leg, ankle, and foot musculature and ligaments, and elbow, wrist, and hand.
3. Discussion of eight additional lesions.
4. Assessment of the leg, ankle, foot, elbow, wrist, and hand, and additional Hendrickson Method strokes, including mobilization of the elbow and hand.
5. Review and Practice of Assessment and Hendrickson Method Strokes.

Hendrickson Method® Training: Advanced

200 Total Clock Hours

Occupational Title: Hendrickson Method Therapist¹

Instructor: Faculty

Prerequisite: Successful completion of Hendrickson Method Training: Essentials.

General Description:

This course is a continuation of Hendrickson Method Training: Essentials and focuses on helping students deepen their knowledge of the science of orthopedic therapy and clinical assessment. Advanced students are given a separate study guide for each chapter, which covers new material from the Essentials course. Students attend the same lectures as the Essentials students, but are responsible for knowing an advanced level of understanding of both the science and practice of Hendrickson Method. Lectures include: a review of the anatomy and physiology of joints and soft tissue of a particular region of the body, the neurological effects of joint dysfunction; the patterns of soft tissue dysfunction, including the concepts of Vladimir Janda M.D., a pioneer in manual medicine with whom Dr. Hendrickson trained. Table work includes advanced assessment skills, including differential assessment, and how to communicate with other health care providers. One half of classroom hours are devoted to learning specific treatment protocols including massage, mobilization, and neuromuscular re-education. Advanced levels of muscle energy technique are presented. Students are also instructed in how to deepen their internal energy.

Graduates who successfully meet all course requirements will receive professional certification and the right to use the title: Hendrickson Method *Therapist*.¹

General Course Composition and Hourly Breakdown:

▪ Anatomy, Physiology, Kinesiology	55 hours
▪ Orthopedic Assessment, Scientific Foundations of Massage and Manual Therapy, Application of Techniques	106 hours
▪ Pathology	25 hours
▪ Ethics	3 hours
▪ Energy healing and self care	6 hours
▪ Contraindications, Communicating with Allied Professionals	5 hours
Total Hours	200 hours

In addition to meeting attendance requirements, students are required to:

1. document 25 hours of Hendrickson Method sessions with accompanying clinical notes.
2. maintain a minimum cumulative score of 75% on quizzes.
3. pass a hands-on final exam.
4. required reading: Massage and Manual Therapy for Orthopedic Conditions, by Tom Hendrickson
Color Atlas and Textbook of Human Anatomy, by Werner Platzer
recommended reading: A Massage Therapist's Guide to Pathology, 2nd ed., by Ruth Werner

5. complete a written evaluation at the end of class.

Summary of Costs:

Registration (non refundable)	200.00
Tuition	3900.00
STRF (non refundable)	10.00
Subtotal*	\$4210.00
<u>Massage and Manual Therapy for</u>	
<u>Orthopedic Conditions</u>	65.00
<u>Textbook of Human Anatomy</u>	40.00
Total	\$4315.00

There is an additional \$140 finance fee if students choose the payment plan option.

Three Payment Options From Which You Can Choose

1. Regular Enrollment Tuition:

• **\$4210 due in two installments:**

- \$1926 before 1st day of class
- \$2284 before 1st class meeting in January 2011

2. “Student Option” Early Enrollment Tuition:

• \$3910 by Aug. 10, 2010 (discount if paid in full)

3. Payment Plan:

• **\$4350 due in 9 installments:**

- \$940 before 1st day of class
- 3 payments of \$375 due before first day of class in Oct., Nov., Dec.
- 5 payments of \$457 due before first day of class in Jan., Feb. Mar, Apr., May
- includes \$140 finance fee
-

Students who wish to audit Advanced Training pay \$3000.

Syllabus for Hendrickson Method Training: Advanced

This syllabus is a typical outline of the course materials. The sequence and rhythm of presentation may vary from session to session. A detailed syllabus for each class session will be distributed at each class or may be obtained from our administrative office or on our website.

Weekend 1: Science of Massage

1. A deepening of the theoretical foundations of Hendrickson Method® including discussion of the zero point field and electromagnetic healing
2. The science of ocean waves and the importance of re-establishing rhythmic waves within the body
3. Anatomy, physiology and neurosensory role of a joint capsule, its injury and dysfunction and protocols for therapy.
4. The two types of cartilage in a synovial joint. What types of injuries and dysfunctions occur and what are the implications for the therapist.

5. The anatomy and physiology of the motor nerves and muscle spindles that supply each muscle, and the length and tension relationship.
6. Deepening insights of Lauren Berry and Vladimir Janda
7. The physiological effects of joint mobilization
8. Understanding the five functional grades of tendonitis and three grades of ligament sprain.
9. Essentials of pathology. Pain in the body, and how to differentiate between problems of function and pathological problems that require a referral
10. Wave mobilization®- and Neuromuscular re-education
11. Deepening the practice of wave mobilization through energy exercises and techniques of energy healing
12. Deepening the practice of learning to use chi, (internal energy), in your massage, and how to make your massage work even more effortless
13. Corrections in body mechanics and ergonomics, including the efficient use of the body's mass to minimize the use of the hands
14. The fundamentals of kinesiology and its applications to joint mobilization and neuromuscular reeducation
15. The indications and contraindications of neuromuscular reeducation (muscle energy technique (MET) and advanced methods of MET to help restore normal range of motion in the joints
16. Supervised instruction in wave mobilization and muscle energy technique and review of pathological conditions in which these techniques are contraindicated
17. Review of scientific foundations of massage, mobilization, and neuromuscular re-education and supervised practice of techniques

Weekend 2: Lumbosacral and Thoracic Spine

1. Written test on previous week-end's material plus questions on material from Essentials training
2. Anatomy and physiology of lumbosacral and thoracic spine
3. Lower crossed syndrome and patterns of strength and weakness
4. Kinesiology of trunk motion
5. Demonstration and practice of how to rehydrate a degenerated intervertebral disc, and how to help to promote healthy repair of a sprain of the facet joint capsule
6. Theoretical effects of wave mobilization on the thoracic intervertebral discs
7. Eight factors predisposing to dysfunction and injury
8. Dysfunction and injury of the costovertebral joint and the implications
9. Supervised practice of wave mobilization and MET
10. Review and Practice of MET and wave mobilization for the thoracic region

Weekend 3: Cervical Spine and Shoulder

1. Written test on previous week-end's material plus on any material previously presented in the Advanced and Essentials course
2. Anatomy, physiology of cervical spine and shoulder
3. Kinesiology of cervical motion, and gleno-humeral and scapulothoracic joints
4. The most common causes of dysfunction and injury to the facets of the cervical spine and arthritis in the cervical spine
5. The brachial plexus and the myotomes of the cervical spine
6. Review of pathology, signs and symptoms of disc herniation and contraindications
7. Demonstration and supervised practice of MET and wave mobilization

8. The factors which predispose the client to shoulder pain and common tightness/weakness patterns of the shoulder complex
9. The common causes of referral into the shoulder region and how to differentiate them from local conditions
10. Supervised practice of advanced techniques of MET and wave mobilization for the shoulder
11. Supervised practice of MET and wave mobilization strokes

Weekend 4: Hip and Knee

1. Written test on previous week-end's material plus on any material previously presented in the Advanced and Essentials course
2. Anatomy and physiology of the hip and knee
3. Kinesiology of the hip and knee
4. Differentiation of the basic differences between a bursitis, capsulitis, and arthritis
5. Supervised practice of advanced techniques of MET and wave mobilization of the hip and knee, mobilization of the joints
6. The analysis of the functions of the ligaments and cartilage of the knee
7. Review and Practice of MET, joint mobilization, and wave mobilization strokes

Weekend 5: Leg, Ankle, Foot, Elbow, Wrist, and Hand

1. Written test on previous week-end's material plus on any material previously presented in the Advanced and Essentials course
2. Anatomy and physiology of the leg, ankle, foot and elbow, wrist, and hand
3. Kinesiology of the leg, ankle, foot and elbow, wrist, and hand
4. Discussion of the factors which predispose the leg, ankle, and foot to pain
5. The muscles that attach to the joint capsule of the elbow, and describe their function, and the therapy to the ligaments and joint capsule of the elbow
6. The causes of degenerative arthritis and what happens to the soft tissue and cartilage in arthritis and the therapy protocol for arthritis of the hand
7. Supervised practice of advanced MET, joint mobilization and wave mobilization

Weekend 6: Lumbosacral and Thoracic Spine: Level 2

1. Written test on previous week-end's material plus on any material previously presented in the Advanced and Essentials course
2. Anatomy, physiology, and kinesiology of the lumbosacral and thoracic spine
3. Differential assessment of sciatica and how to differentiate nerve root pain from somatic referred pain from the muscles, ligaments, and joints
4. Review of pathology related to the low back
5. The most common disc condition of the thoracic spine
6. Muscle imbalances and therapy implications related to scoliosis
7. Assessment of the thoracic spine, and how to differentiate between conditions which refer into the thoracic spine and local conditions
8. Supervised practice of advanced MET, joint mobilization wave mobilization
9. Review and supervised practice of assessment, MET, joint mobilization, and wave mobilization strokes

Weekend 7: Cervical Spine and Shoulder: Level 2

1. Written test on previous week-end's material plus on any material previously presented in the Advanced and Essentials course

2. Anatomy, physiology, and kinesiology of the cervical spine, shoulder, and temporomandibular joint
3. The two fundamental types of referred pain, and differentiation between a disc herniation and disc degeneration
4. Six predisposing factors to shoulder pain
5. Differential assessment
6. Supervised practice of advanced MET and wave mobilization strokes
7. Review and supervised practice of assessment of the shoulder, advanced MET, joint mobilization, and wave mobilization strokes

Weekend 8: Hip and Knee: Level 2

1. Written test on previous week-end's material plus on any material previously presented in the Advanced and Essentials course
2. Anatomy, physiology, and kinesiology of the hip and knee
3. Discussion the common entrapment sites for the genitofemoral nerve, femoral, obturator, and lateral femoral cutaneous nerves
4. Assessment and therapy
5. How to differentiate between anteverted and retroverted hip
6. Symptoms and assessment findings of an injury to the meniscus and Hendrickson Method therapy for this condition
7. Supervised practice of advanced MET and wave mobilization

Weekend 9: Leg, Ankle, Foot, Elbow, Wrist, and Hand: Level 2

1. Written test on previous week-end's material plus on any material previously presented in the Advanced and Essentials course
2. Anatomy, physiology, and kinesiology of the leg, ankle, foot and elbow, wrist and hand
3. The myotomes of the leg, ankle, foot and how do you differentiate peripheral nerve entrapment in the leg, ankle, foot from irritation generated by lumbosacral nerve root irritation
4. Therapy protocol for nerve entrapment
5. Discussion of: hallux valgus, and arthritis of the great toe and appropriate therapy for these conditions; post-traumatic injuries of the elbow, wrist and hand and the therapy for a healed Colle's fracture and arthritis of the thumb
6. Assessment of the leg, ankle, and foot
7. Differential assessment of the elbow, wrist and hand to rule out referral from the cervical spine
8. Supervised practice of advanced MET, joint mobilization, and wave mobilization. Review and supervised practice of assessment, advanced MET, joint mobilization, and wave mobilization.

ADMISSIONS

Admissions Policy

Applicants must be 18 years or older and have completed high school or equivalency. Students must also have met specific prerequisites for each class in which they enroll. Prospective students are invited to call our administrative offices and meet with school representatives to discuss their goals and the requirements of Hendrickson Method classes. We reserve the right to refuse enrollment to anyone.

Due to the unique nature of Hendrickson Method Trainings, we do not accept transfer credits from any other educational institution.

Prerequisites

Hendrickson Method Training: Essentials:

1. Certification as a massage therapist from a California State approved school in which the course of study contains a minimum of 100 hours and adequate anatomy and physiology training, and one year experience in the field, **or**
2. Health care license (D.C., P.T., etc), **or**
3. Students who do not meet the above criteria but feel they have equivalent knowledge and experience are invited to request an exception from Hendrickson Method Institute.
 - *Note: In order to gauge the level of prior knowledge needed to be successful in class, students uncertain of their proficiency in anatomy and physiology are encouraged to read the first two chapters in the text book: Massage and Manual Therapy for Orthopedic Conditions by Tom Hendrickson. If you are comfortable with that level of science, you are intellectually prepared for class.*

Hendrickson Method Training: Advanced:

- Successful completion of Hendrickson Method Training: Essentials

How to Enroll

Please see “Reserving a Space in Class” under the Financial Information section of this catalog. Enrollment in any Hendrickson Method class for which the student is qualified requires completion of the Enrollment Agreement and payment in full or part, as outlined in the Agreement. Signing the Enrollment Agreement also means that the student has received and signed the School Performance Fact Sheet and has received this catalog and is familiar with and agrees to Hendrickson Method Institute’s policies.

FINANCIAL INFORMATION

Reserving Space in Class

Students should download and submit an application and be accepted for enrollment by the Institute (or call the school to receive an application by mail at 510-524-3107). Upon acceptance the student will receive a course catalog and School Performance Fact Sheet. After reading these documents thoroughly, the student should contact the Institute to specify which payment option they are electing (see below) so an Enrollment Agreement can be sent to them. In order to be assured of having a space in class, students must complete and sign an Enrollment Agreement and submit it with the payment amount due before the first day of class, as indicated on the enrollment agreement. Please note that registration fees are non-refundable.

Payment Options

1. Regular Enrollment Tuition:

• **\$4210 due in two installments:**

- \$1926 before 1st day of class
- \$2284 before 1st class meeting in January 2011

2. “Student Option” Early Enrollment Tuition:

- \$3910 by Aug. 10, 2010 (discount if paid in full)

3. Payment Plan:

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- 5 payments of \$457 due before first day of class in Jan., Feb. Mar, Apr., May
- includes \$140 finance fee

Your Enrollment Agreement details your payment amounts, due dates, and finance fees.

Making Class Payments

If an Enrollment Agreement has been signed, your copy will provide the dates payments are due. Please call the Institute with a credit card, or hand deliver or mail in your payments so that they arrive **on or before** the due date. Include your name, phone number, and the title of the class in which you are enrolled with your payment. **It is your responsibility to make payments on time. No notices will be sent. Students may not attend classes for which they have not paid. There will be a \$10 late fee charged for each late payment.**

Financial Aid

Hendrickson Method Institute does not participate in any state or federal financial aid programs. However, if you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest.

Bankruptcy Disclosure

The Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor have we filed a petition within the preceding 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.

Student Tuition Recovery Fund (STRF)

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if he/she prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. To be eligible you must be a California resident and reside in California at the time the enrollment agreement is signed, or receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident. The Bureau for Private Postsecondary Education requires that we collect a separate fee of \$2.50 per \$1000 in tuition from each student for

each professional course in which the student enrolls. If the student is a recipient of third-party payer tuition, then the student is not eligible for protection under the STRF. This fee is not part of your tuition and is remitted to the State. To file a claim, download an application at the Bureau's website: <http://bppe.ca.gov/students/> or contact the BPPE at (888) 370-7589.

Withdrawal

A withdrawal is when the student formally cancels their enrollment *before* the first day of class. The school is entitled to the registration fee but will refund tuition and materials fees, if any. Withdrawal notification must be made in writing and is considered official on the date the written notification is received by the administrative office.

Student's Right to Cancel

The student has a right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The school is entitled to the \$200 Registration Fee but will refund all other tuition money paid if cancellation occurs prior to the first day of instruction. Requests for cancellation must be made in writing. The date of cancellation is the date the written notice is received by Hendrickson Method Institute.

Drop & Refund Policy

A student has the right to drop a course *after* instruction has begun. If 60% or less of the course has transpired, the student will receive a pro rated refund. Students must notify administration in writing that they will be dropping the course and the official drop date will be the date administration receives the written notice. The school is entitled to the registration fees, finance fees (if applicable) and non-refundable materials fees. STRF fees will not be refunded. All refunds will be paid within 30 days. The refund amount is derived by determining the hourly charge for the class by taking the course tuition and dividing by the number of hours in the program. The total number of class hours held prior to receipt of the drop slip is multiplied by the hourly charge for instruction (as computed above). The refund shall be the amount paid in excess of the amount due.

Example: The tuition for Hendrickson Method Essentials is \$4000 for 200 hours of class (early enrollment tuition is \$3700). Note that this amount does not include the \$200 non-refundable registration fee, STRF fee or finance fee (if applicable). The hourly charge for this class would be \$20.00 ($\$4000 \div 200 \text{ hrs}$). If a student drops after 14 hours of class time, the amount they would owe is $\$20 \times 14 \text{ hours} = \280 . Hendrickson Method Institute would refund the difference: $\$4000 - \$280 = \$3720$.

Class Cancellation

If Hendrickson Method Institute is forced to cancel a course for any reason students will receive a 100% refund of any enrollment fees paid.

FACILITIES

Administrative Office

Hendrickson Method Institute's administrative office is located at 388 Colusa Ave., in Kensington, California – on the border of Berkeley. It is approximately 25 minutes from San Francisco, 45 minutes from San Francisco International Airport, and 30 minutes from

Oakland, CA International Airport. Classes are typically held in a rented space at 825 Bancroft Way, Berkeley, CA. Please call us for driving directions or send a request to school@hendricksonmethod.com.

Class Location

Classes are held within a short distance of our administrative office. Parking is available nearby.

Massage Tables

Please check with administration at the time you enroll to confirm if tables will be provided or if you will need to bring your own table to class.

Office Hours

School office hours vary according to course schedules but average 40 open hours per week, Monday-Friday. Messages may be left 24 hours a day, 7 days a week at 510-524-3107.

CLASSROOM POLICIES

Completion Requirements

Students will receive a certificate when they have met the following completion requirements:

Students will receive a certificate when they have met the following completion requirements:

1. 90% attendance (make-ups permitted)
2. Completion of required reading
3. If the class has a hands-on final, a passing mark
4. Completion of all homework assignments
5. Completion of the financial agreement
6. Supply clients for clinical courses, if required
7. Completion of any required practice massages
8. Supply massage table & pillows for class, if required
9. Minimum cumulative score of 75% on quizzes given
10. Completion of course evaluation

Except for the Financial Agreement which must be completed by each payment due date, students enrolled in certification courses must complete all requirements within 1 month of the class ending date. If course requirements change during the student's time frame for completion, the most current requirements will be used in determining pass/fail status.

Progress and Grading System

All courses at Hendrickson Method Institute are pass/fail. Students must successfully meet all completion requirements to become certified.

Notice of Transferability of Credits Earned at Our Institution

The transferability of credits you earn at Hendrickson Method Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Hendrickson Method Essentials or Advanced 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 will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Hendrickson Method Institute to determine if your certificate will transfer.

Student Conduct

We encourage and expect students to behave respectfully toward other students, faculty, and clients, and to help create an emotionally and physically safe environment for everyone in our learning community. Any student who experiences a problem with any other student, faculty, school personnel, client or with any other aspect of the school program, is encouraged to bring this to the attention of their instructor or administration. A written complaint log will be maintained. At the discretion of the Institute, a student may be dismissed from class for unsatisfactory progress, late financial payments, disrespectful or lascivious behavior, for incidents of an intoxicated or drugged state of behavior, for behavior creating a safety hazard to other persons at the school, for ethical infractions, or any determined disruption, or infraction of conduct, as solely determined by the Institute. Students dismissed at the discretion of the Institute are not eligible for refunds of tuition or fees.

Please note that:

- Sexually charged or inappropriate language or actions are not permitted at any time.
- When students are working on one another in class their peer relationship transitions into a therapist/client relationship and it is the later role that should guide behavior. The NCBTMB Code of Ethics states this as follows: Therapists will “refrain, under all circumstances, from initiating or engaging in any sexual conduct, sexual activities, or sexualizing behavior involving a client, even if the client attempts to sexualize the relationship.”

Inappropriate behavior should be reported to the instructor or to Rachel McMullin in the administrative office (510-524-3107). If you have any questions regarding the above policies, please ask your instructor or Ms. McMullin to discuss them with you.

Attendance Requirements, Tardiness and Leave of Absence

Students must attend at least 80% of the originally scheduled classes and make up enough of the missed classes to meet the 90% attendance requirement. Students who are more than 30 minutes late to class are considered tardy. Three tardy marks will be considered one absence. Students missing more than 20% of class time will not receive credit for the class. If a student is required to take a leave of absence from the training program under extenuating circumstances, refunds will be given according to school policy unless a mutually agreed upon plan to continue training at a different time is determined and an addendum to the enrollment agreement is signed.

Making Up Classes

Students must make up all missed classes within 1 month of the class end date. Make up classes must be for the specific class topic originally missed according to these rules:

1. Students may make up missed classes by scheduling a private tutorial with one of the designated instructors.
2. A one-hour tutorial is equivalent to 3 1/2 hours of class time.
3. Tutorials are considered extra-curricular and are not included in the tuition. Fees range from \$40-60 per hour depending on the number of students attending and the instructor's fee. The individual cancellation policy of the instructor applies (late cancellations may be charged to the student).

4. Each student must arrange tutorial appointments with the instructor directly and make payments directly to them.
5. Students must return a tutorial form signed by the make-up teacher, to the current instructor in order to get attendance credit.

Please bring your questions to the attention of the school administration.

RECORDS

Records Retention

State law requires this school to maintain student records for a minimum five-year period at its principal place of business.

Transcripts

Requests for transcripts should be made in writing and include your name, current address, phone number, and the class title and year in which you were enrolled. A \$20 transcript fee will apply.

LEGAL NOTICES

Compliance

This institution, the facilities it occupies, and the equipment it utilizes fully complies with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

ESL Programs & Class Language

The Institute does not currently offer an ESL program. Classes are taught in English only.

Student Complaint Procedure and Conflict Resolution

Any students may submit an oral or written complaint to any teacher, assistant, or school employee. All complaints will be referred to Rachel McMullin the School Director, and will be addressed within 10 days of receipt of a written complaint. Persons seeking to resolve problems or complaints should first contact the instructor in charge or Director.

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

Proprietary Information

Hendrickson Method Institute owns and retains proprietary rights in the copyrighted material, trademarks, course design, and other information pertaining to all Hendrickson Method courses and those held by its licensees. Except for that information which is in the public domain or for which you have been given specific written permission, students may not copy, modify, publish, transmit, distribute, teach, display, or sell any such proprietary information.

Hendrickson Method® and *wave mobilization*® are registered trademarks belonging to the Hendrickson Method Institute, Inc. You may use the trademarks only according to the normal rules of usage which can be found in detail on our website or upon request from administration.

Policy for Promotional Use of Photographs

From time to time, promotional photographs are taken inside or around classrooms while class is in session, but never when students are disrobed. By signing the Enrollment Agreement, the student agrees to allow Hendrickson Method Institute to use without limit any promotional photographs taken which may contain the student's image.

ADDITIONAL INFORMATION

Hendrickson Method Association

The Hendrickson Method graduate's professional status is protected and supported through the Hendrickson Method Association. HMA provides members with discounts on C.E. classes, access to members-only classes with Dr. Tom Hendrickson, provides exposure to clients and employers via a locator referral service, protects the trademark, publishes an informative newsletter, and is required membership for anyone wishing to use the Hendrickson Method trademark as part of their professional title or designation.

Lost & Found

Hendrickson Method Institute is not responsible for lost or stolen items. Please check with your instructor or call the school office at 510-524-3107 to see your lost item has been found.

Auditing

Students may elect to take Hendrickson Method classes for no credit or certification. They may pay the reduced audit fee and attend any or all classes and elect to take quizzes for their own purposes. Students who register to audit a class are not entitled to any refund of fees should they cease to attend. Space in class is first given to those students wishing to enroll for credit, and then to those students wishing to audit.

Teaching Staff

Dr. Tom Hendrickson

Tom Hendrickson D.C. is the founder and President of Hendrickson Method Institute in Kensington, California where he has been teaching his unique method of orthopedic massage and manual therapy since 1982. Dr. Hendrickson is also in private practice as a Chiropractor, specializing in soft tissue injuries.

Dr. Hendrickson began studying the healing arts in 1972. He trained with Zen priest and Shiatsu Master Riuho Yamada, studied Lomi Bodywork, a system of therapy combining deep tissue massage and breath work from Robert Hall M.D. et al, and trained in Reichian Bodywork under Phil Curcuruto D.C., Ed Jackson M.D. and Peter Levine PhD. He has also studied yoga, Tai Chi, and meditation, which he practices on a daily basis. Dr. Hendrickson has a deep interest in the interface of healing and modern science and has trained with healers Rosalyn Bruyere and Muriel Chapman D.O. In 1982, Dr. Hendrickson completed a one-year apprenticeship and four-year training program under the legendary Lauren Berry,

RPT, a mechanical engineer and physical therapist who made significant contributions to the field of soft tissue therapy. Dr. Hendrickson then completed his chiropractic studies and graduated magna cum laude in 1986. Hendrickson Method of Orthopedic Massage and Manual Therapy arises from this extensive training and Dr. Hendrickson's clinical experience treating over 100,000 patients. In his recently published book *Massage for Orthopedic Conditions* (LW &W, 2003), he synthesizes his insights of energy medicine with the latest scientific research in orthopedics. *Massage for Orthopedic Conditions* is now published in five languages and is required reading in many massage courses.

Giles Gamble

Native to the Bay Area, Giles pursued his education in massage initially in Marin, obtaining his CMT, advanced bodywork and acupressure certification before becoming involved with Hendrickson Method. He practices Hendrickson Method at the Hendrickson Method Clinic and in his private practice in Marin. He became a certified teacher in the Method in 2005. Giles enjoys the uniqueness of this work and the way it benefits people. He likes to incorporate these philosophies in his favorite things - family, biking, and hiking.

Frank Haseloff

Frank has been a bay area resident since 1988, has been doing bodywork for 19 years. His training began in San Francisco's Japantown where he studied Shiatsu and honed his skills for 11 years at the Kabuki Hot Springs. Over the years he has also worked at a senior care facility as well as several chiropractic clinics. As his interest in orthopedic massage grew, he discovered the Hendrickson Method Institute. He has studied and practiced the Hendrickson Method® for 9 years and has been a certified teacher of the Hendrickson Method since 2006. Frank is the owner of Walnut Creek Manual Therapy in Walnut Creek, providing Hendrickson Method manual therapy to the east bay communities for the past 8 years.

Certified Hendrickson Method Teaching Assistants

Hendrickson Method Teaching Assistants are training to become certified teachers. They are essential ingredients to our successful programs. Members of the training program are responsible for presenting lecture material or demonstrating strokes from time to time under direct supervision of a certified teacher.

HENDRICKSON METHOD[®] INSTITUTE

PROFESSIONAL CERTIFICATION COURSE CATALOG

388 Colusa Ave., Kensington, CA 94707
www.hendricksonmethod.com
510-524-3107

2011/12 Hendrickson Method Training Information

Hendrickson Method Institute has been operating as a California State approved school since 1997. As a prospective student, please 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.

Any questions you have that have not been satisfactorily answered by HMI may be directed to the Bureau for Private Postsecondary Education (BPPE). Phone: (916) 431-6959. Mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818. Physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA, 95833.

HMI offers 526 hours of advanced professional training to qualified practitioners. These hours are offered via three professional certification courses:

- Hendrickson Method Training: Fundamentals – 126 hours
- Hendrickson Method Training: Essentials – 200 hours
- Hendrickson Method Training: Advanced – 200 hours

Hendrickson Method was developed by Dr. Tom Hendrickson beginning in 1974 and tested and refined through thousands of hours of clinical practice and teaching. This unique method incorporates Dr. Hendrickson's trademark *wave mobilization*[®] stroke and synthesizes the most advanced, effective modalities in manual medicine, including massage, joint mobilization, and muscle energy technique. Hendrickson Method maintains its cutting-edge by evolving to reflect the most current research.

As members of the Association for Massage & Bodywork Professionals (ABMP) and the American Massage Therapists Association (AMTA), the Hendrickson Method Institute is committed to advancing the field of massage and bodywork through expertly crafted training courses that skillfully combine state-of-the-art technical developments in the field of orthopedic manual therapy with energy healing.

This Catalog is designed to:

- Present information about school policies
- Provide State required notifications
- Describe Hendrickson Method Training Courses
- Outline the costs associated with each course
- Introduce Hendrickson Method Instructors

Please contact us with any questions or comments. We look forward to being of service and to having you participate in our training program.

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COURSES OF INSTRUCTION

There are three courses that provide training in Hendrickson Method. After each course, you are professionally certified at a level reflecting your degree of training. You are invited to repeat courses to deepen your skills over time. Courses are taught at the Rudramandir Center, 830 Bancroft Way, Berkeley, CA 94710.

Approval Disclosure Statement

Hendrickson Method Institute, 388 Colusa Ave., Kensington, CA, 94707, is licensed to operate by the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94311.

Hendrickson Method Institute does not assist in the job placement of its graduates nor does it purport to train students for a specific profession or license. However, some of our classes contain content that might assist students in building a private practice or becoming more attractive, via their new skills, to prospective employers.

Dates and Times

2011: September 17-19, October 15-17, November 12-14, December 10-12

2012: January 14-16, February 11-13, March 10-12, April 14-16, May 12-14

9:30am – 5:30pm on Saturdays and Sundays (Fundamentals, Essentials, and Advanced)

9:00am – 5:30pm on Mondays (Essentials and Advanced)

Hendrickson Method® Training: Fundamentals (126 Total Clock Hours)

Instructors: Giles Gamble, Frank Haseloff

General Description:

Class is held once each month for two days (Saturday and Sunday) for nine months. Students will be in the same class with the Essentials and Advanced Training students, will study the same material as the 200-hour Essentials Training, but will not attend the Monday class, which is devoted to clinical application of the weekend's material. Students learn the science of orthopedic therapy, clinical assessment, fundamentals of pathology, contraindications for massage and manual therapy, and are supervised in the practice of Hendrickson Method. Each lecture includes aspects of clinical anatomy, physiology, kinesiology, the science of injury and repair of soft tissue and joints, and the scientific foundations of massage. Students learn the patterns of soft tissue dysfunction, including the concepts of Lauren Berry, P.T. Two-thirds of the class is table work and includes specific treatment protocols of massage, joint mobilization, and muscle energy technique for common orthopedic conditions. This course is taught by Giles Gamble and Frank Haseloff, except for the first weekend, which is taught by Dr. Hendrickson.

General Course Composition and Hourly Breakdown:

- | | |
|-------------------------------------|----------|
| ▪ Anatomy, Physiology, Kinesiology | 35 hours |
| ▪ Orthopedic Assessment, Scientific | 67 hours |

Foundations of Massage and Manual Therapy, Application of Techniques	
▪ Pathology	15 hours
▪ Ethics	2 hours
▪ Energy Healing and Self Care	4 hours
▪ Contraindications, Communicating with Allied Professionals	<u>3 hours</u>
Total Hours	126 hours

In addition to meeting attendance requirements, Fundamentals students are required to:

1. Document 10 hours of Hendrickson Method sessions with accompanying clinical notes.
2. Maintain a minimum cumulative score of 75% on quizzes.
3. Pass a hands-on final exam.
4. Complete a written evaluation at the end of class.

Required reading: *Massage and Manual Therapy for Orthopedic Conditions*, by Thomas Hendrickson

Recommended reading: *Color Atlas and Textbook of Human Anatomy*, by Werner Platzer

Hendrickson Method® Training: Essentials (200 Total Clock Hours)

Occupational Title: Hendrickson Method Practitioner

Instructors: Giles Gamble, Frank Haseloff, and Tom Hendrickson

General Description:

Class is held once each month for three days (Saturday, Sunday, and Monday) for nine months. Students learn the science of massage therapy, clinical assessment, contraindications for massage and manual therapy, and are supervised in the practice of Hendrickson Method. Each lecture includes clinical anatomy, physiology, kinesiology, the science of injury and repair of soft tissue and joints, as well as the patterns of soft tissue dysfunction, including the concepts of Lauren Berry, P.T., a legendary healer, and Dr. Hendrickson's mentor. Two-thirds of the class is table work and includes specific treatment protocols of massage, joint mobilization, and muscle energy technique for common orthopedic conditions. Students are introduced to wave mobilization®, a new massage stroke developed by Dr. Hendrickson. Modeled after ocean waves, this stroke mobilizes the soft tissue as well as the joints using a gentle oscillating rhythm. Weekend classes are taught by Giles Gamble and Frank Haseloff. Monday classes, called "Clinical Applications", are led by Dr. Hendrickson who teaches how the techniques learned over the weekend are applied in the clinical setting. History, assessment, and treatment methods are demonstrated and practiced. Graduates who successfully meet all course requirements receive professional certification and the right to use the title: Hendrickson Method *Practitioner*.

General Course Composition and Hourly Breakdown:

▪ Anatomy, Physiology, Kinesiology	45 hours
▪ Orthopedic Assessment, Scientific Foundations of Massage and Manual Therapy, Application of Techniques	120 hours
▪ Pathology	15 hours
▪ Ethics	3 hours

▪ Energy Healing and Self Care	12 hours
▪ Contraindications, Communicating with Allied Professionals	5 hours
Total Hours	200 hours

In addition to meeting attendance requirements, Essentials students are required to:

1. Document 25 hours of Hendrickson Method sessions with accompanying clinical notes.
2. Maintain a minimum cumulative score of 75% on quizzes.
3. Pass a hands-on final exam.
4. Complete a written evaluation at the end of class.

Required reading: *Massage and Manual Therapy for Orthopedic Conditions*, by Thomas Hendrickson

Recommended reading: *Color Atlas and Textbook of Human Anatomy*, by Werner Platzer

Hendrickson Method® Training: Advanced (200 Total Clock Hours)

Occupational Title: Hendrickson Method Therapist

Instructors: Giles Gamble, Frank Haseloff, and Tom Hendrickson

General Description:

Class is held once each month for three days (Saturday, Sunday, and Monday) for nine months. This course is a continuation of Hendrickson Method Training: Essentials and focuses on helping students deepen their knowledge of the science of orthopedic therapy and clinical assessment. Advanced students are given a separate study guide for each chapter, which covers new material from the Essentials course. Students attend the same lectures as the Essentials students, but are responsible for knowing an advanced level of understanding of both the science and practice of Hendrickson Method. Lectures include: a review of the anatomy and physiology of joints and soft tissue of a particular region of the body, the neurological effects of joint dysfunction; the patterns of soft tissue dysfunction, including the concepts of Vladimir Janda M.D., a pioneer in manual medicine. Table work includes assessment skills, including differential assessment, and how to communicate with other health care providers. Two-thirds of classroom hours are devoted to learning specific treatment protocols including massage, joint mobilization, and muscle energy technique. Advanced levels of muscle energy technique are presented. Students are also instructed in how to deepen their internal energy. The weekend classes are taught by Giles Gamble and Frank Haseloff. Monday classes, called "Clinical Applications", are led by Dr. Hendrickson who teaches how the techniques learned over the weekend are applied in the clinical setting. History, assessment, and treatment methods are demonstrated and practiced. Graduates who successfully meet all course requirements will receive professional certification and the right to use the title: Hendrickson Method *Therapist*.

General Course Composition and Hourly Breakdown:

▪ Anatomy, Physiology, Kinesiology	55 hours
▪ Orthopedic Assessment, Scientific Foundations of Massage and Manual Therapy, Application of Techniques	106 hours
▪ Pathology	25 hours
▪ Ethics	3 hours

▪ Energy Healing and Self Care	6 hours
▪ Contraindications, Communicating with Allied Professionals	<u>5 hours</u>
Total Hours	200 hours

In addition to meeting attendance requirements, Advanced students are required to:

1. Document 25 hours of Hendrickson Method sessions with accompanying clinical notes.
2. Maintain a minimum cumulative score of 75% on quizzes.
3. Pass a hands-on final exam.

Required reading: *Massage and Manual Therapy for Orthopedic Conditions*, by Thomas Hendrickson

Recommended reading: *Color Atlas and Textbook of Human Anatomy*, by Werner Platzer

Summary of Costs and Payment Options

Summary of Costs for the Fundamentals Training:

Registration (non refundable)	200.00
Tuition	2790.00
STRF (non refundable)	<u>10.00</u>
Subtotal*	\$3000

Required Reading:

*Massage and Manual Therapy for
Orthopedic Conditions*

	<u>65.00</u>
Total	\$3065.00

Three Payment Options From Which You Can Choose:

1. Regular Enrollment:

- \$3000 due in two installments:
 - \$1500 before 1st day of class
 - \$1500 before 1st class meeting in January 2012

2. Early Enrollment:

- \$2800 by Aug.15, 2010 (must be paid in full to receive this discount)

3. Monthly Payment Plan:

- \$3200 due in 9 installments:
 - \$1000 before 1st day of class
 - 3 payments of \$300 due before first day of class in Oct., Nov., Dec.
 - 5 payments of \$260 due before first day of class in Jan., Feb. Mar, Apr., May
 - Note: Payment Plan includes \$200 finance fee

Summary of Costs for the Essentials or Advanced Training:

Registration (non refundable)	200.00
Tuition	4290.00
STRF (non refundable)	<u>10.00</u>
Subtotal*	\$4500

Required Reading: <i>Massage and Manual Therapy for Orthopedic Conditions</i>	<u>65.00</u>
Total	\$4565.00

Three Payment Options From Which You Can Choose:

1. Regular Enrollment:
 - \$4500 due in two installments:
 - \$2250 before 1st day of class
 - \$2250 before 1st class meeting in January 2012
2. Early Enrollment:
 - \$4200 by August 15, 2011 (must be paid in full to receive this discount)
3. Monthly Payment Plan:
 - \$4700 due in 9 installments:
 - \$1000 before 1st day of class
 - 3 payments of \$400 due before first day of class in Oct., Nov., Dec.
 - 5 payments of \$500 due before first day of class in Jan., Feb. Mar, Apr., May
 - Note: Payment Plan includes \$200 finance fee

Auditing Essentials or Advanced Training:

Students may elect to audit Hendrickson Method Essentials or Advanced Training to deepen their skills and competence. There is no credit or new certification. Students pay a reduced audit fee and attend any or all classes and may elect to take quizzes to test their proficiency. Students who register to audit a class are not entitled to any refund of fees should they cease to attend. Fundamentals Training does not offer an audit option.

Audit Tuition: \$3200

ADMISSIONS

Admissions Policy

Applicants must be 18 years or older and have completed high school or equivalency. Students must also have met specific prerequisites for each class in which they enroll. Prospective students are invited to call our administrative offices and meet with school representatives to discuss their goals and the requirements of Hendrickson Method classes. We reserve the right to refuse enrollment to anyone.

Due to the unique nature of Hendrickson Method Trainings, we do not accept transfer credits from any other educational institution.

Prerequisites

Hendrickson Method Training: Fundamentals and Essentials

1. Certification in massage therapy. We also suggest 25 hours of anatomy and physiology training, and one year experience in the field, **or**
2. Health care license (D.C., P.T., etc.), **or**
3. Students who do not meet the above criteria but feel they have equivalent knowledge and experience are invited to request an exception from Hendrickson Method Institute.

*Note: In order to gauge the level of prior knowledge needed to be successful in class, students uncertain of their proficiency in anatomy are encouraged to read the first two chapters of *Massage and Manual Therapy for Orthopedic Conditions* by Thomas Hendrickson and take the "Anatomy Self Assessment" found on our website. Students who want to strengthen their anatomy knowledge can enroll simultaneously in our Anatomy class. See the "continuing education" page on our website for more information.*

Prerequisites

Hendrickson Method Training: Advanced

- Successful completion of Hendrickson Method Training: Essentials

How to Enroll

Enrollment in any Hendrickson Method class for which the student is qualified requires completion of the Enrollment Agreement and payment in full or part, as outlined in the Agreement. Signing the Enrollment Agreement also means that the student has received and signed the School Performance Fact Sheet and has received this catalog and is familiar with and agrees to the Hendrickson Method Institute's policies.

FINANCIAL INFORMATION

Reserving Space in Class

In order to be assured of having a space in class, students must complete and sign an Enrollment Agreement and submit it with the payment amount due before the first day of class, as indicated on the enrollment agreement. Please note that registration fees are non-refundable. See page 6 and 7 for payment options.

Making Class Payments

Please call the Hendrickson Method Institute with a credit card, or hand deliver or mail in your payments so that they arrive **on or before** the due date. Include your name, phone number, and the title of the class in which you are enrolled with your payment. **It is your responsibility to make payments on time. No notices will be sent. Students may not attend classes for which they have not paid. There will be a \$10 late fee charged for each late payment.**

Financial Aid

Hendrickson Method Institute does not participate in any state or federal financial aid programs. If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest.

Bankruptcy Disclosure

Hendrickson Method Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor has it filed a petition within the preceding 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.

Student Tuition Recovery Fund (STRF)

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if he/she prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. To be eligible you must be a California resident and reside in CA at the time the enrollment agreement is signed, or receive lessons at a CA mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in CA for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a CA resident. The Bureau for Private Postsecondary Education requires that we collect a separate fee of \$2.50 per \$1000 in tuition from each student for each professional course in which the student enrolls. If the student is a recipient of third-party payer tuition, then the student is not eligible for protection under the STRF. This fee is not part of your tuition and is remitted to the State. To file a claim, download an application at the Bureau's website: <http://bppe.ca.gov/students/> or contact the BPPE at (888) 370-7589.

Withdrawal

A withdrawal is when the student formally cancels their enrollment *before* the first day of class. Students receive a full refund minus the \$200 Registration Fee. Withdrawal notification must be made in writing and is considered official on the date the written notification is received by the HMI administrative office.

Cancellation and Refund Policies

The student has the right to cancel the enrollment agreement on or before the first day of instruction and receive a full refund minus the \$200 Registration Fee. After the first day of instruction, refunds are prorated for up to 60% of the education hours, beyond which there is no refund for the unused portion of tuition. All refunds will be paid within 30 days. The refund amount is derived by determining the hourly charge for the class by taking the course tuition and dividing by the number of hours in the program. The total number of class hours held prior to receipt of the cancellation notification is multiplied by the hourly charge for instruction (as computed below).

Example: The tuition for Hendrickson Method Training: Essentials is \$4290 for 200 hours of class. Note that this amount does not include the \$200 non-refundable registration fee, STRF fee or finance fee (if applicable). The hourly charge for this class would be \$21.45 ($\$4290 \div 200 \text{ hrs}$). If a student drops after 14 hours of class time, the amount they would owe is $\$21.45 \times 14 \text{ hours} = \300.30 . Hendrickson Method Institute would refund the difference: $\$4290 - \$300.30 = \$3989.70$.

Requests for cancellation must be made in writing. The date of cancellation is the date the written notice is received by Hendrickson Method Institute. Students do not have the right to cancel by telephoning the school or by not coming to class.

Class Cancellation by HMI

If Hendrickson Method Institute is forced to cancel a course for any reason students will receive a 100% refund of any enrollment fees paid.

FACILITIES

Administrative Office

Hendrickson Method Institute's administrative office is located at 388 Colusa Ave., in Kensington, California – on the border of Berkeley. It is approximately 25 minutes from San Francisco, 45 minutes from San Francisco International Airport, and 30 minutes from Oakland, CA International Airport.

Office Hours

School office hours vary according to course schedules but average 20 open hours per week, Monday-Friday. Messages may be left 24 hours a day, 7 days a week at 510-524-3107.

Class Location

Rudramandir Center, 830 Bancroft Way, Berkeley, CA 94710. Parking is available nearby.

Massage Tables

Please check with administration at the time you enroll to confirm if tables will be provided or if you will need to bring your own table to class.

CLASSROOM POLICIES

Completion Requirements

Students will receive a certificate when they have met the following completion requirements:

1. 90% attendance (make-ups permitted)
2. Completion of required reading
3. Passing a hands-on final
4. Completion of all homework assignments
5. Completion of the financial agreement
6. Minimum cumulative score of 75% on quizzes
7. Completion of any required practice massages
8. Completion of course evaluation

Students enrolled in certification courses must fulfill all completion requirements within 3 months of the class ending date. If course requirements change during the student's time frame for completion, the most current requirements will be used in determining pass/fail status. Financial obligations must be completed by payment due dates.

Progress and Grading System

All courses at Hendrickson Method Institute are pass/fail. Students must successfully meet all completion requirements to become certified.

Notice of Transferability of Credits Earned at Hendrickson Method Institute

The transferability of credits you earn at Hendrickson Method Institute is at the complete discretion of the institution to which you seek to transfer. Acceptance of the certificate you earn in Hendrickson Method Essentials, Advanced or Fundamentals Training is also at the complete discretion of the institution to which you seek to transfer. If the certificates that you earn at HMI 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 HMI will meet your educational goals. This may include contacting the institution to which you seek to transfer to determine if your certificate will transfer.

Student Conduct

We encourage and expect students to behave respectfully toward other students, faculty, and clients, and to help create an emotionally and physically safe environment for everyone in our learning community. Any student who experiences a problem with any other student, faculty, school personnel, client or with any other aspect of the school program, is encouraged to bring this to the attention of their instructor or the HMI administration. A written complaint log will be maintained. At the discretion of the Institute, a student may be dismissed from class for unsatisfactory progress, late financial payments, disrespectful or lascivious behavior, for incidents of an intoxicated or drugged state of behavior, for behavior creating a safety hazard to other persons at the school, for ethical infractions, or any determined disruption, or infraction of conduct, as solely determined by the Institute. Students dismissed at the discretion of the Institute are not eligible for refunds of tuition or fees.

Please note that:

- Sexually charged or inappropriate language or actions are not permitted at any time.
- When students are working on one another in class, their peer relationship transitions into a therapist/client relationship and it is the later role that should guide behavior. The NCBTMB Code of Ethics states this as follows: Therapists will “refrain, under all circumstances, from initiating or engaging in any sexual conduct, sexual activities, or sexualizing behavior involving a client, even if the client attempts to sexualize the relationship.”

Inappropriate behavior should be reported to the instructor or to Gretchen Dunn in the administrative office (510-524-3107). If you have any questions regarding the above policies, please ask your instructor to discuss them with you.

Attendance Requirements, Tardiness and Leave of Absence

Students must attend at least 80% of the originally scheduled classes and make up enough of the missed classes to meet the 90% attendance requirement. Students who are more than 30 minutes late to class are considered tardy. Three tardy marks will be considered one absence. Students missing more than 20% of class time will not receive credit for the class. If a student is required to take a leave of absence from the training program under extenuating circumstances, refunds will be given according to school policy unless a mutually agreed upon plan to continue training at a different time is determined and an addendum to the enrollment agreement is signed.

Making Up Classes

Students must make up all missed classes within 1 month of the end of the school year (by June 14, 2012). Make up classes must be for the specific class topic originally missed according to these rules:

1. Students may make up missed classes by scheduling a private tutorial with one of the designated instructors.
2. A one-hour tutorial is equivalent to 3 1/2 hours of class time.
3. Tutorials are considered extra-curricular and are not included in the tuition. Fees range depending on the number of students attending and the instructor's fee. 24-hour cancellation notification is required in order to avoid a cancellation fee.
4. Each student must arrange tutorial appointments with the instructor directly and make payments directly to them.

5. Students must return a tutorial form signed by the make-up teacher to the current instructor in order to get attendance credit.

Please bring any questions to the attention of the school administration.

RECORDS

Records Retention

State law requires Hendrickson Method Institute to maintain student records for a minimum five-year period at its principal place of business.

Transcripts

Requests for transcripts are to be made in writing and include your name, address, phone number, and the class title and year in which you were enrolled. There is a \$20 transcript fee.

LEGAL NOTICES

Compliance

This institution, the facilities it occupies, and the equipment it utilizes fully complies with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

ESL Programs & Class Language

The Institute does not currently offer an ESL program. Classes are taught in English only.

Student Complaint Procedure and Conflict Resolution

Students may submit an oral or written complaint to any teacher, assistant, or school employee. All complaints will be referred to Gretchen Dunn the School Administrator, and will be addressed within 10 days of receipt of the complaint. Persons seeking to resolve problems or complaints should first contact the class instructor.

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

Proprietary Information

Hendrickson Method Institute owns and retains proprietary rights in the copyrighted material, trademarks, course design, and other information pertaining to all Hendrickson Method courses and those held by its licensees. Except for that information which is in the public domain or for which you have been given specific written permission, students may not copy, modify, publish, transmit, distribute, teach, display, or sell any such proprietary information.

Hendrickson Method[®] and *wave mobilization*[®] are registered trademarks belonging to the Hendrickson Method Institute, Inc. You may use the trademarks only according to the normal rules of usage which can be found in detail on our website or upon request from administration.

Indemnification

By signing the Enrollment Agreement, each student hereby agrees to indemnify Hendrickson Method® Institute (HMI), and its officers, agents, employees and consultants and hold them harmless from any costs, liabilities, or losses they incur as a result of any claim, penalty, demand for compensation or lawsuit which may arise from the student's participation in any Hendrickson Method Class, or which may be asserted by a third party which occurs (whether directly or indirectly) because of anything the student does or fails to do in the course of his or her training and practice of Hendrickson Method, or after the student is certified as a result of the use of Hendrickson Method in his or her practice. The student agrees that any attorney's fees incurred by HMI in enforcing this agreement to indemnify shall be included in expenses paid to HMI in any related legal action.

Policy for Promotional Use of Photographs

From time to time, promotional photographs are taken inside or around classrooms while class is in session, but never when students are disrobed. By signing the Enrollment Agreement, the student agrees to allow Hendrickson Method Institute to use without limit any promotional photographs taken which may contain the student's image.

ADDITIONAL INFORMATION

Hendrickson Method Association

The Hendrickson Method graduate's professional status is protected and supported through the Hendrickson Method Association. HMA provides members with discounts on C.E. classes, access to members-only classes with Dr. Tom Hendrickson, provides exposure to clients and employers via a locator referral service, protects the trademark, publishes an informative newsletter, and is required membership for anyone wishing to use the Hendrickson Method trademark as part of their professional title or designation.

Lost & Found

Hendrickson Method Institute is not responsible for lost or stolen items. Please check with your instructor or call the school office at 510-524-3107 to see if lost items have been found.

Teaching Staff

Dr. Tom Hendrickson

Tom Hendrickson D.C. is the founder and president of Hendrickson Method Institute in Kensington, California where he has been teaching his unique method of massage and manual therapy since 1982. Dr. Hendrickson is also in private practice as a Chiropractor, specializing in soft tissue injuries.

Dr. Hendrickson began studying the healing arts in 1972. He trained with Zen priest and Shiatsu Master Riuho Yamada, studied Lomi Bodywork with Robert Hall M.D. et al, and trained in Reichian Bodywork under Phil Curcuruto D.C., Ed Jackson M.D. and Peter Levine PhD. and has trained with healers Rosalyn Bruyere and Muriel Chapman D.O. In 1982, Dr. Hendrickson

completed a one-year apprenticeship and four-year training program under the legendary Lauren Berry, RPT, a mechanical engineer and physical therapist, who made significant contributions to the field of soft tissue therapy. He then went on to graduate from Life Chiropractic College in 1986. Hendrickson Method evolved out of Dr. Hendrickson's extensive training with these master teachers and has been refined in the course of his clinical experience treating over 150,000 patients in chiropractic and soft tissue therapy. It also reflects his extensive study and practice of yoga, Tai Chi and meditation, which he practices on a daily basis.

Giles Gamble

Native to the Bay Area, Giles pursued his education in massage initially in Marin, obtaining his CMT, advanced bodywork and acupressure certification before becoming involved with Hendrickson Method. He practices Hendrickson Method at the Hendrickson Clinic and in his private practice in Marin. He became a certified teacher in Hendrickson Method in 2005. Giles enjoys the uniqueness of this work and the way it benefits people. He likes to incorporate these philosophies in his favorite things - family, biking, and hiking.

Frank Haseloff

Frank has been a bay area resident since 1988 and has been doing bodywork for 19 years. His training began in San Francisco's Japantown where he studied Shiatsu and honed his skills for 11 years at the Kabuki Hot Springs. Over the years he has also worked at a senior care facility as well as several chiropractic clinics. As his interest in orthopedic massage grew, he discovered the Hendrickson Method Institute. He has studied and practiced Hendrickson Method® for 9 years and has been a certified teacher of Hendrickson Method since 2006. Frank is the owner of Walnut Creek Manual Therapy in Walnut Creek, providing Hendrickson Method manual therapy to the east bay communities for the past 8 years.

Certified Hendrickson Method Teaching Assistants

Each class includes Hendrickson Method Teaching Assistants who are training to become certified teachers. Teaching Assistants work closely with the students to help them understand and perform Hendrickson Method correctly. They are also responsible for presenting lecture material and demonstrating strokes from time to time under direct supervision of a certified teacher.