Monterey Institute of Touch

Quality Education in the Healing Arts

2011 Catalog

MONTEREY INSTITUTE OF TOUCH

“The teacher opens the door,
But you must enter by yourself.”
-Unknown Author

Monterey Institute Of Touch

An Introduction

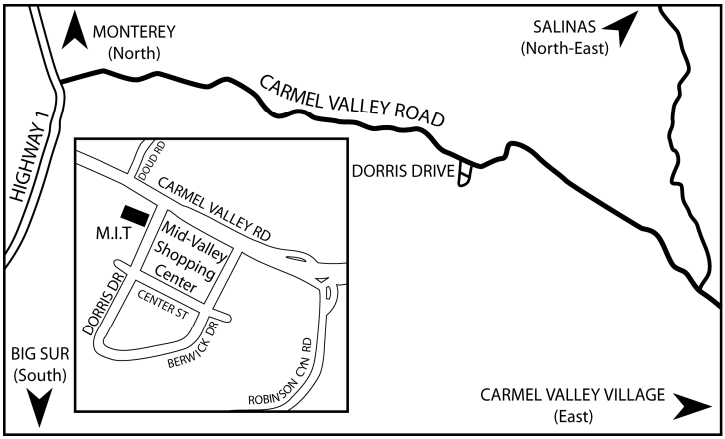
Massage as a profession has gained increasing recognition within the last decade, both from the general public and the medical community. In order to play our part in maintaining this valid acknowledgment, we at the Monterey Institute of Touch strive to provide our students with in-depth massage technique training and a solid foundation of anatomy and physiology. And that is where we begin. In addition, the methods and practices of various healing modalities and the skills of successful body workers are collectively examined and applied as a broad basis for learning. The best procedures are selected and combined to create a base from which students are encouraged to build an individual style. This leads to the discovery within each student of true personal power and the recognition that therapeutic effectiveness makes massage a healing art.

Inspired by this belief the Monterey Institute of Touch was founded in 1983. Over the years a continuing series of advanced workshops and seminars were added to the basic curriculum to create a program which offered the advances in the holistic health care field. MIT is well known for providing hands-on training in a variety of courses that range from basic introductory massage to advanced programs for the professional body-worker. The program continues to grow and offers two tiers, consisting of a 250 hour Massage Practitioner program, and a 500 hour Massage Therapist program. In addition, MIT offers many unique specialization opportunities attracting students and teachers worldwide. The Monterey Institute of Touch is an approved provider of continuing education by the National Certification Board for Therapeutic Massage and Bodywork and the State of California Board of Registered Nurses.

Those considering a course of study at MIT are invited to visit the facility and to discuss their objectives and study plans with the administrative staff. Whether the education is to be used for entering into the field of Massage, or for personal growth, family health care or as a stepping stone into another health-related career, the techniques and processes taught will be valuable life skills which will continue to benefit you and those you touch throughout your lives. Prospective students are encouraged to review this catalog and School Performance Fact Sheet prior to signing an enrollment agreement.

ABOUT THE INSTITUTE

THE MONTEREY INSTITUTE OF TOUCH is a private institution located just six miles from Highway 1 (15 minutes from Monterey) in sunny mid-Carmel Valley, with classrooms overlooking blue skies and rolling hills. We offer easy access by bus or car with ample parking. Housing, not associated with the school, is available in the nearby community for out-of-town students. A library of textbooks on related subjects are available for purchase, as well as massage supplies, i.e. lotions, oils and creams.



ADMISSION

Students are encouraged to visit the facilities and may enroll any time in advance of each term, provided the class has not been filled. To be admitted a student must:

* be at least 18 years of age.
* be a High School graduate or equivalent.
* be able to read and write English language
* be physically capable of performing and receiving massage techniques as taught in the program.
* complete a personal interview with the administrative staff to assess academic and financial readiness, as well as personal philosophy, motivation and goals.
* complete MIT's Discover Massage workshop or equivalent.
* complete the application found in the middle of this catalog and submit all requested documentation, i.e. autobiography, two letters of personal character reference and a recent photograph

NON-DISCRIMINATION POLICY

Enrollment is open to all students who demonstrate a desire to receive an education in the healing arts regardless of sex, race, religion or national origin.

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 Dr, Suite 400, Sacramento, CA 95833

MASSAGE PRACTITIONER PROGRAM
250 Hours

THIS CERTIFICATION COURSE includes instruction in basic Swedish massage, Shiatsu, Reflexology, Polarity, Sports Massage, Range of Motion, Self-Care and Movement Awareness, Business & Professional Ethics, Anatomy and Physiology, as well as 30 individual internship practice massages. Required clinic hours provide a portion of these documented practicum hours, offering the hands-on experience that is required of all students prior to certification completion. Instruction is in residence with class sizes limited to 20 students to maximize educational opportunities.

MASSAGE INTERNSHIP/PRACTICE SESSIONS provide students with practical experience and documented evaluations that enable the student and their instructor to observe their progress, as well as note areas where additional instruction is necessary. The variety of training includes work with classmates, graduates, and persons with special needs. The Massage Practitioner Program enrollee learns how to properly document each massage session using a client intake form and is introduced to clinical style "SOAP" notes. Students emerge with a solid foundation of training.

THE PURPOSE of the core program is to provide students with viable techniques to use in community health care by encouraging self-confidence and an integrated understanding of life and health. The directors of the institute hold that education at its best should allow students to draw from within themselves in order to manifest their own potential. This is accomplished by teaching both the technology of bodywork and an introduction to knowledge of the life force.

COURSE APPROVAL is granted by the Bureau for Private Postsecondary Education. The Bureau's approval means the Institute and its operation comply with the minimum standards established under law for occupational instruction by private postsecondary educational institutions. MIT has approval from the Bureau to grant a Certificate of Completion upon successful completion of the course.

THE MASSAGE PROFESSION provides an opportunity to offer service to our communities through safe and compassionate touch. Massage training also offers a profound opportunity for the practitioner to experience continuing personal growth and awareness. Whether you enter this field in search of a new career, or to add to your existing skills, our program can help you successfully attain these goals.

COURSE SCHEDULE

Please see enclosed flyers for current certification classes

This catalog covers the time period from January 1st, 2011 to December 31st, 2011. The school will be closed on the following days: New Year, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. At this time we do not offer English as a second language instruction.

fees and schedule subject to change

COURSE CONTENT AND TUITION

SUBJECTS	**HOURS**
Discover Massage Workshop	PRE-REQUISITE
Therapeutic Massage Techniques	80
Adjunct Modalities:	
Polarity	12
Shiatsu	16
Reflexology	16
Sports Massage	12
Anatomy & Physiology	44
Kinesiology with Movement Awareness	20
Pathology	8
Hand, Wrist & Forearm	2
Business Practice & Ethics	10
Supervised Internship Sessions	30
Total Class Hours	**250**

(Nurses receive 30 C.E.U.s)

TUITION and FEES:

Discover Massage workshop	$ 85.00

250 hr Certification Course

Registration Fee (non refundable) includes a $10 STRF Fee	$ 100.00
Tuition Fee	2,600.00
Student Liability Insurance	65.00
Books & Supplies	160.00 includes tax
Total Cost for 250 Hour Course	**$2,925.00**

In addition there is a Final Examination fee of $80 which is paid directly to the examiner.

COURSE DESCRIPTION - MASSAGE PRACTITIONER

MASSAGE AS A CAREER - DISCOVER MASSAGE WORKSHOP:

This class is for people with no massage experience who are exploring this growing field for a possible career in the healing arts or who wish to learn how to massage friends and loved ones. We will explore the fundamental techniques of Swedish massage using effleurage, petrissage, stretching, and connecting strokes. Appropriate draping is emphasized as well as proper body posture. This class is easy and fun. A great class for couples! This class is the pre-requisite for entrance into the massage practitioner program.

THERAPEUTIC MASSAGE TECHNIQUES:

Students will be taught the basic foundation of massage as needed for a professional practice. A variety of strokes and styles will be introduced based on the theory of Swedish Massage (effleurage, petrissage, kneading and percussion) as well as stretches, joint mobilization and long connecting strokes. In addition to technical expertise, these classes focus on developing the students sensitivity and ability to tune in, be present and grounded and how to handle emotional content which may come up in a practice.

ANATOMY & PHYSIOLOGY:

ANATOMY: This basic Anatomy class is a unique hands-on approach to the neuro-muscular-skeletal system and its supportive and integrative systems. Students learn to feel, visualize and understand the body's interrelationships, in an integrated way and will be able to approach massage with a working knowledge of structure and function of the body.

PHYSIOLOGY: This is a basic introduction to the science of the functions of the living organism and its components and of the chemical and physical process involved. Instruction will include study of the systems of the body and how the art of massage impacts the entire body.

KINESIOLOGY WITH MOVEMENT AWARENESS:

Kinesiology, the study of motion, plays a critical role in understanding patterns of movement and structure in the human body. Students are taught how to move and work without stressing their own bodies. They learn that the massage must be an exchange and healing experience for both giver and receiver. (These principles are emphasized throughout the program by all the teachers). Included are exercises and stretches for self care.

PATHOLOGY:
Pathology is the study of anatomic and functional manifestation of disease. Students are given instruction in order to begin to recognize various pathologies; and when massage therapy is indicated or contraindicated.

SHIATSU:
Shiatsu is a classic oriental form of body therapy which uses connecting stretches and finger pressure on acupuncture points along the body meridians.

POLARITY THERAPY:
Polarity is a subtle, yet powerful bodywork technique which relaxes, revitalizes and balances the body and mind energies. By using the natural currents that flow through the hands, blockages of energy that accompany symptoms of illness can be released, so that massage recipients feel connected and energized; thus better health is promoted.

REFLEXOLOGY:
Reflexology is a healing art built on the principle that certain areas (reflexes) in the hands and feet correspond to all of the glands, organs and parts of the body. An increase the flow of vital energy and blood throughout the body is obtained by locating appropriate reflex areas, applying pressure, then massaging these reflexes.

SPORTS MASSAGE:
This class provides a brief introduction to this growing field. Students will become familiar with the differences between pre and post event massage and learn compression techniques and stretches.

BUSINESS PRACTICES AND ETHICS:
Students are taught marketing strategies and self promotion in order to create a successful massage practice. Business ethics and the responsibilities of operating a business are taught, as well as record keeping and professional conduct.

FINAL PRACTICUM EXAM: Student will select an instructor (list provided) and perform a minimum of 1 hour practicum massage. Students are evaluated on their ability to skillfully demonstrate the variety of techniques learned in class and be able to discuss their uses, applications and contraindications. (Final Exam Fee is paid directly to instructor)

SCHEDULE OF PAYMENTS

A registration fee of $100.00 is due at the time of your personal interview and is non-refundable. This fee includes the STRF fee. At that time, a payment schedule will be arranged with the full payment or first installment due no later than the first day of class. Payment in full must be received by the final day of class. An enrollment agreement detailing the payment arrangements must be signed at the time of the personal interview. Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Refund rights are described on the application form in this catalog and on your enrollment agreement.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

California law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition. This fee supports the Student Tuition Recovery Fund (STRF), a special fund established by the California legislature to reimburse California resident students who might otherwise experience a financial loss as a result of untimely school closure. Institutional participation is mandatory. It is important that students keep a copy of any agreement, contract or application to document enrollment, tuition receipts or canceled checks to document the total amount of tuition paid, and records which will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from STRF, which, to be considered must be filed within one year following school closure. For further information or instruction contact: the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr, Suite 400, Sacramento, CA 95133.

ADVANCED CLASSES AND CONTINUED EDUCATION

These courses represent an ongoing commitment by MIT to provide continuing support for massage practitioners interested in advancing their education. They are continually updated and augmented to reflect the ever-changing demands of the industry. The pace and format of our advanced course work allows the student time to work with clients, integrate new material into their private practice and complete the 500 hour massage therapist program. These classes are also acceptable for continuing education credit. MIT has been awarded the designation of NCBTMB, National Certification Board for Therapeutic Massage and Bodywork, approved provider for continuing education. For detailed information concerning individual course content and cost, please contact the administrative office. A massage practitioner status is the prerequisite for most advanced course work.

CONTINUING EDUCATION FOR NURSES

The MIT curriculum is approved by the Board of Registered Nurses (provider #5333). Training provided in advanced workshops allows nursing professionals an opportunity to expand their effectiveness as caregivers. A copy of the Nurses ID card - proof of licensure is required to obtain proof of completed CEU's. A $10.00 fee will be assessed for duplicate certificates.

STUDENT CONDUCT POLICY

All students are expected to comply with accepted standards of professional conduct and ethics. Any student may be dismissed at the discretion of the Director for the following behavior: (1) student under the influence of alcohol or illegal drug on school premises (2) possession or distribution of alcohol or any federally controlled substances on school premises (3) MIT is a non-smoking environment. Smokers must refrain from smoking 1 hour before class and during the duration of class (including breaks and lunch). No smoking is permitted on school grounds (4) behavior creating a safety hazard to other persons, and (5) any other stated or determined infraction of the rules of conduct.

ATTENDANCE

Our Certificate is based on clock hours, all classes must be attended. As the Institute and its programs are directed towards professional training, attendance reflects a professional attitude. All classes begin promptly, tardiness is defined as missing five minutes or more of any class. Tardiness of fifteen minutes or more are logged and make up time is accumulated in hour increments. Leaving early or tardiness after a break is counted the same. Students failing to maintain satisfactory attendance will be counseled by the Director. A $20 fee will be charged for each make-up class. All material and equipment required e.i. massage tables, chairs, stools, and other furnishings are provided at no extra cost.

STANDARDS OF SATISFACTORY PROGRESS

Each student is required to maintain satisfactory progress in order to remain enrolled at MIT. Student progress will be monitored throughout the course. Records will be reviewed at a minimum of 33%, 66%, and completion of the course. Failure to maintain the following standards is reason for dismissal, suspension or probation: (1) students must pass all tests with a minimum score of 60% (2) all 30 internship massage practice sessions must be completed during the course of the program and scheduled clinic practicum hours. (4) all homework assignments must be completed in accordance with the teachers' instructions. (5) students must make tuition payments on time. (6) weekly reports must be submitted and classroom student file maintained. Each student is required to submit a schedule of completion to her/his teacher on the last day of class.

GRADUATION REQUIREMENTS

Students will be evaluated both in the various massage techniques learned as well as written examination for the anatomy and physiology classes, massage theory and contraindications. Practical evaluation will be conducted during the massage portion of each class. For all examinations a score of 60% or above will be considered passing. In addition, prior to each student receiving her/his *Certificate of Completion* all students must: (1) complete all required course homework and makeup any absences, (2) complete the required documented internship sessions, (3) give a passing final practicum massage to an instructor and (4) pay all tuition and fees in full.

STUDENT COMPLAINT PROCEDURES

From time to time differences in interpretation of school policies may arise, usually due to a miscommunication or misunderstanding. We urge both students and staff to communicate directly to the individual(s) involved. Any grievance that cannot be resolved should be reported directly to the office staff, either orally or in writing, Monday through Friday between 11:00 AM and 6:00 PM, or Saturdays between 9:00 AM and 1:00 PM. Investigation of a complaint will be completed by the school Director and presented to the student either verbally or in writing within ten days. In the unlikely situation that the issue cannot be resolved through these measures, the student may file a complaint with the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr, Suite 400, Sacramento, CA 95833 (916)431-6959 or call toll free 1-888-370-7589 fax (916)263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary Education by calling the toll free number 1-888-370-7589, or by completing a complaint form, which can be obtained on the bureau's website www.bppe.ca.gov .

SUSPENSION, DISMISSAL AND PROBATION POLICY

In the event of suspension, dismissal or probation, students will be notified in writing, including the reasons for such action. Length of probation/ suspension and deficiencies and/or behaviors that must be displayed in order to regain regular student status will also be included. A student will be allowed ONE probation during her/his enrollment. In the case of student suspension a formal hearing between the students' instructor and the Director must be held to determine eligibility for reinstatement. Students will be notified in writing of dismissal from MIT and the reasons for such action. In the case of student dismissal a formal hearing between the students teacher and the Director must be held to consider reinstatement. A student who has been dismissed from enrollment by decision of the Director may not reapply for one calendar year. A student may appeal the Director's decision of probation, suspension or dismissal, and must be submitted in writing to the Director within 10 days of the dismissal action.

DROPOUT/LEAVE OF ABSENCE

Due to the structure and scheduling of each class, no leave of absence will be granted. A student may withdraw/dropout of a class at any time. This must be **stated in writing** and mailed, faxed, or hand delivered to the administration office. Refunds are made according to refund policies outlined in the application form in this catalog and on your student enrollment agreement.

MASSAGE THERAPIST PROGRAM - 500 Hours

The 500 hour program is for the body worker who has successfully completed our 250 hour Massage Practitioner program. This program is ongoing and can be entered each quarter. Although it is possible to be completed in a minimum of 12 months, students are encouraged to take as much time as they wish to complete the program.

The program is designed to give the student an opportunity to continue her/his education with a goal of producing a student with solid, in-depth knowledge of theory and practice in the different subjects offered, in keeping with A.M.T.A. (American Massage Therapy Association) guidelines.

The program blends bodywork techniques with integrated Anatomy and Kinesiology; develops awareness techniques using body/mind metaphors, music, movement, listening and seeing. This advanced training provides body workers with an opportunity to broaden their skills and deepen their insights.

250 hours in the ***Massage Practitioner Program***

172 hours of ***Required Classes***

- *56 hours of Anatomy & Physiology
- *52 hours of Beyond Certification (Massage Level II)
- *36 hours of Pathology with Clinical Application
- *28 hours of Completion Course

78 hours of ***Electives***. A variety of choices are available:

Advanced Anatomy& Physiology
Aromatherapy Raindrop
Ayurvedic Massage
Beyond Certification (Massage II)
Business & Ethics
Chair Massage
Deep Tissue
Fix Pain
La Stone™ Therapy
Lymphatic Massage
Massage for Couples
Myofascial Release
Orthopedic Massage
Pathology w/ Clinical Application
Polarity Therapy II
Prenatal Massage
Reflexology
Scar Tissue Release/Tandem Point Therapy
Shiatsu
Soft Tissue Release
Spa Treatments
Sports Massage
Spiritual Reflexology
Stone Sole™
Thai Massage
Thumbless Therapy

* Detailed information about this program available upon request.
* Not all courses are offered at all times.
* A small library of related books are available for the students. These can be checked out for a short period of time at no cost.

STUDENT RECORDS

Permanent records for all students are maintained in the administrative office and students may view them by appointment. Transcripts are provided along with completion certificates at no charge. Subsequent transcripts are available for a $25.00 fee. Student records are maintained for a period of five years.

CREDIT FOR PREVIOUS TRAINING AND EDUCATION

Credit for equivalent education or training may be approved at the discretion of the Director. A review of documentation and/or practical examinations may be required; it is the responsibility of students to deliver such documentation to the Institute along with application forms.

PLACEMENT SERVICES

MIT DOES NOT OFFER PLACEMENT.

FINANCIAL AID

MIT does not participate in Title IV financial programs. MIT is in the State of California Employment Development Department ETPL, eligible training program list, as part of the WIA Work Force Investment Act. Prospective students can visit etpl.edd.ca.gov for additional information.

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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at MIT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at MIT is also at the complete discretion of the institution you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 MIT to determine if your certificate will transfer. At present, MIT does not have transfer or articulation agreements with any college or university.

LICENSING

Since licensing and working permits may vary from city to city as well as the County of Monterey, it is recommended that students check with their local licensing agency for specific requirements.

MIT INSTRUCTORS

Instructors are carefully chosen for their high level of professionalism, as well as their effectiveness as experienced teachers. To meet the needs of a quality program, we require that our instructors be successful in their own private practices and exceptional in their ability to teach their particular specialty. The Institute, the facility it occupies, and the equipment it utilizes, comply fully with all federal, state, and local ordinances and regulations, including requirements of fire safety, building safety, and health.

TEACHING STAFF

JENNIFER ALEXANDER, CMT, NCMT – Anatomy & Physiology Instructor. An MIT graduate, works for a chiropractor in Pacific Grove, and maintains a private practice in Monterey.

DEBORAH ARDELL HILL – Certified La Stone™, Stone Sole™ & Reflexology Instructor, and author of Spiritual Reflexology.

BARBARA BALL TRASK, PA/C – Instructor, M.H.S in Health Science, a Physicians Assistant, certified Rolfer, Rolf Movement Instructor & an MIT grad. She teaches Massage, Movement, Physiology & Anatomy and maintains a private practice in mid-Carmel Valley.

DARCI D'ANNA – Polarity Instructor, has over 16 years experience in the healing Arts as a Massage Therapist and Polarity Practitioner. Darci also completed 675 hours of RPP training at Berkeley Polarity Center. She has integrated Polarity into her practice in clinics, spas and classes.

LINDA DOWNEY – Massage Certification and Kinesiology Instructor. Has 14 years as an NCBTMB certified massage therapist. Also a yoga instructor athletic coach. Works at the Spa at Pebble Beach

DAYA FISCH – Master in Nutrition, Lymphatic Massage instructor. Maintains a private practice specializing in lymphatic massage and eastern therapy, and is the founder of the Breast Health Project.

KENNETH GRISALES, CMT – Owner/Director. Business Principles & Ethics Instructor. An MIT graduate. Maintains a private practice in Carmel.

DR. ERIC HAAG, D.C. – Myofascial Release Instructor. Has over 14 years of experience as a Chiropractor and maintains a private practice in Monterey.

JULIA HUTCHINSON – Ayurveda and Thumbless Therapy instructor. She has studied and practiced Ayurveda for several years. She is certified as a Clinical Ayurvedic Specialist from the California College of Ayurveda and a certified teacher from the International Sivananda Yoga Vedanta Center.

PAULINE KIRBY, R.N., M.S. – Acupressure/Energy Workshop instructor. She has been a healer and teacher for the past 40 years practicing acupuncture since 1977. She combines her knowledge of western medicine with healing practices such as Traditional Chinese Medicine, homeopathy, herbal medicines, gestalt, deep tissue, and emotional release work.

TEACHING STAFF

DR. CHRISTOPHER MONTELLESE, D.C. – Soft Tissue Release instructor, maintains a chiropractic practice in Monterey.

MICHELE NIZZA – Beginning Massage and Prenatal Massage Instructor. Local Birth and Postpartum Doula and Lactation Counselor. Maintains a private practice in Monterey.

CHARLOTTE REDSTONE – Massage, Shiatsu and Prenatal Instructor, has an M.Ed. in Education, a B.A. in Psychology, a B.S. in Chemistry and is an MIT graduate, maintains a private practice in Pacific Grove.

DIANE RUSSELL – Massage instructor and Student Clinic supervisor. Massage Therapist since 1992, specializing in Craniosacral, Intuitive, and Deep Tissue. She is an office manager for MIT and maintains a private practice.

DR. ALAN SAXON B.S, D.C. – A Certified Advanced Instructor of Ortho -Bionomy in addition to being a practitioner and teacher of advanced Chiropractic, Osteopathic, and Homeopathic techniques for over 30 years.

ARIEL SERRE – Thai Massage instructor. She has 15 years experience as a yoga teacher and travels to Thailand every year deepening her knowledge in the ancient art of traditional Thai Massage. She is a Nationally Certified Massage Therapist, a certified Thai Massage instructor and has an Associates Degree in Massage.

JACK STELLA – Advanced Anatomy & Massage Instructor, an MIT grad, maintains a private practice in mid-Carmel Valley specializing in Sports Massage & athletic training.

DARLENE WALLER – Massage Certification Instructor. An MIT graduate. Holds a Massage Therapist position at a local Hotel Spa.

AME WELLS-HARTZELL – Anatomy & Physiology Instructor. MIT graduate, has a BA in Social work and is a Registered Nurse specializing in Multiple Sclerosis and Pediatrics.

KIM YALDA – Reiki Instructor. Has a holistic healing practice in Pacific Grove. and earned credentials as a Holistic Aromatherapist, Reiki Master Teacher, Ayurvedic Practitioner, and Precognition Re-Educator. Also holds a doctorate in Spiritual Studies.

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