

Alexander Training Institute of Los Angeles

SCHOOL CATALOG

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.

The Alexander Training Institute of Los Angeles, Inc. (ATI-LA) offers a three-year program for professional training leading to certification as a teacher of the Alexander Technique. The Course provides a course of study and training in the principles of “psycho-physical re-education of the use of the self” as discovered by Frederick Matthias Alexander: recognition of the force of habit, faculty sensory perception, inhibition, direction, means-whereby and end-gaining

This method of psycho-physical re-education develops an in-depth understanding and a highly refined experience of natural coordination and functioning. Participants learn to identify, evaluate and change habitual somatic patterns in daily life.

Training to become a teacher of the Alexander Technique involves learning to direct others in the discovery and application of the principles.

The course offers the following:

- 1) Teacher Training Course – a three year program of 1620 hours leading to Certification as a teacher of the Alexander Technique.
- 2) Six Week Intensive – an opportunity for serious students to immerse themselves in the work of the Alexander Technique and develop a deeper understanding of the principles. No commitment to the three year training is necessary. The Six week Intensive may be applied to the Teacher Training Course. The Six Week Intensive is not considered teacher training unless the student continues on with the three year training. **The Six Week Intensive does not lead to certification.**
- 3) Post Graduate Studies - a customized program designed for teachers of the Alexander Technique to enhance their teaching skills. This course of study may vary in length of time. The cost of this program will depend on the amount of time spent on the course – prorated according to the cost of the three year teacher training. **The Post Graduate study does not lead to certification.**

SCHEDULE

The School operates on the trimester system consisting of three 12-week trimesters per year. There are 16 vacation weeks per year. The course covers three years - a total of 108 weeks, in nine 12-week trimesters. The current class schedule is available on request.

School Holidays: Christmas, New Year's, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after Thanksgiving, and individual religious holidays.

Hours: The training program meets from 9:30 am to 12:30 pm five days a week. The administrative office is open five days a week, 9:00 am to 1:00 pm.

Important scheduling information (operating hours, holidays, vacations, class schedules, and revisions of them) will be announced to students in advance.

THE ALEXANDER TRAINING INSTITUTE OF LOS ANGELES

School Location: 1526 14th Street, Suite 110
Santa Monica, California 90404
310-395-9170
ATInstituteLA@aol.com
ATInstituteLA.com

This Institute is owned and operated by the California Corporation, The Alexander Training Institute of Los Angeles. Principle shareowners are: Pamela Blanc, Lyn Charlsen, Michael Frederick, Sydney Laurel Harris, Babette Markus, Jean-Louis Rodrigue.

The Alexander Training Institute of Los Angeles is a private institution of learning approved by the California State Bureau of Private Postsecondary Education.

Any questions or problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary Education. A student or any member of the public may file a complaint about this institution with the Bureau by calling (888) 370-7489 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

ADMINISTRATORS

DIRECTOR OF TRAINING: Lyn Charlsen

FACULTY:

COAFS 04-377411 **Lyn Charlsen** received her BA. in English and did post-graduate work in dance at UCLA. She trained as an Alexander Technique teacher at A.C.A.T. San Francisco with Frank Ottiwell and Giora Pinkas, certifying in 1977. Lyn has a private practice in Van Nuys, California, has been a Director of Training at A.T.I.-L.A. since 1991, an Adjunct Assistant Professor at USC School of Theatre from 1979-1996 and has frequently taught in the USC Music Department Opera Division and at California State University, Los Angeles.

COAFS 04-377393 **Frances Marsden** received her BA. in Sociology and Psychology from the University of Liverpool, England, and a Diploma of Education from the University of Leicester, England. She trained as an actress at the Royal Scottish Academy of Music and Drama, Glasgow, Scotland. After completing her training as an Alexander Teacher at the constructive Teaching Centre, London, England, with Walter and Dilys Carrington, she did two years of postgraduate study with Joan and Alex Murray at the Urbana Center for the Alexander Technique, Urbana, Illinois. Frances has been teaching since 1981. She has conducted workshops for the Los Angeles Unified School District, is associated with Bell Physical Therapy in Pasadena and maintains a private practice in Pasadena and in North Hollywood, California.

COAFS 04-377394 **Babette Markus** received a BA. From the University of California, Berkeley and completed her training as an Alexander Technique Teacher at the American Center for the Alexander Technique in New York City in 1979. Babette teaches at UCLA Extension where she introduces the Technique in a group setting. She has a private practice in West Los Angeles.

Michael Frederick an internationally recognized teacher in the field of Psycho=physical re=education. He trained as an Alexander teacher in England with Walter Carrington (certifying in 1978) and in America with Marjorie Barstow. He is an organizer of workshops in the United States and abroad. Michael has a practice in Los Angeles specializing in working with performers, particularly actors.

Sydney Harris, educated as an actor and creative drama teacher, was certified at the American Center for the Alexander Technique in San Francisco in 1977. She continued as an assistant trainer in the training course until 1984. Although her primary teachers were Frank Ottiwell and Giora Pinkas, she had the opportunity to do post-graduate work with Marjorie Barstow Patrick Macdonald and Walter and Dylis Carrington. In addition to her private practice, Sydney has taught the Technique in pain clinics in San Francisco and Oxnard, CA and numerous academic and arts institutions including the music department of the University of California at Santa Barbara and The Music Academy of the West.

PHYSICAL FACILITIES

The school is located at 1526 14th Street, Suite 110, Santa Monica, California. The cross street is Broadway. Parking is available on the street. The classroom is one large room with a private patio.

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

No student housing is available and the Institute does not provide assistance to prospective students for finding housing.

COURSE INFORMATION

Course Title: Alexander Technique Teacher Training - 1620 hours

Max occupancy: 20

Though it is presented in a group setting, the training is individual. Scheduling is determined by the individual level of each trainee, and we are therefore unable to present a Monday through Friday, hour-by-hour schedule for the full scope of the program. However, the following is a list of topics covered in the course of each individual's training:

Breakdown of Clock Hours:

Daily personal instruction in the Alexander Technique	342	
Understanding postural efficiency at rest and in movement	108	
Observation and diagnosis of postural inefficiency	108	
Applying the Alexander Technique to skills and activities	234	
Use of the self while conveying the Technique to others	288	
Communication between teacher-trainee and "student"	162	
Anatomy and movement		144
Practice teaching		234

In addition, there is continuing discussion of the Alexander principle and of the body of literature by F. M. Alexander and others about the Technique.

The Institute has a library on location and all books used in class will be available through this library.

STUDENT PROGRESS

The first twelve weeks are probationary and appraisal will be made at the end of that time to consider the student's suitability for continued training. If commitment is made to continue the course, dismissal will occur only in the case of unsatisfactory work or conduct as determined by the Director(s) of Training of the school with the advice of faculty.

State Law requires that progress reports be kept. A.T.I.-L.A. will prepare no hard letter or number grade, but progress reports will be written at least three times a year, and these will be available to the student for perusal and discussion. Students are cautioned that State Law requires this institution to maintain students' records for only five years.

Issuance of Certificate of Completion will depend on the completion of a minimum of 1620 hours and the satisfaction of the Director(s) of Training in concurrence with the other teachers, that a satisfactory level of proficiency has been obtained. The student will receive a certificate signed by the Director of Training.

Student records will be kept for a minimum of five years.

STUDENT CONDUCT

The American Society for the Alexander Technique (AmSAT) is the professional organization of Alexander Technique teachers in the United States. Becoming a trainee on an AmSAT approved training course, which ATI-LA is, automatically confers AmSAT student membership on the trainee. If a fee is required, the trainee will pay it.

As trainees of ATI-LA and student members of AmSAT, trainees are expected to abide by AmSAT's Code of Professional Conduct during their time on the training course. If a trainee's conduct violates the Code as determined by the Director, faculty and, if necessary, AmSAT's Professional Conduct Committee, the trainee may be dismissed from the course. Document attached.

Trainees are expected to conduct themselves as students in an environment of positive learning. Any marked departure in the form of conduct detrimental to this environment, as determined by the Director and/or faculty, could result in dismissal.

TUITION AND FEES

Tuition is \$22,800 as follows: \$2533.33 upon acceptance to the program for the first trimester and \$2533.33 due two weeks period to the start of each of the remaining eight trimesters. This totals \$22,800.00 in nine equal payments of \$2533.33 each.

The tuition quoted above is the cost of the program at the time you receive this catalog. If your entry to the program is delayed, the cost may have increased by the time you enter. The final and definite tuition quoted for your training will be the one presented to you with your letter of acceptance. Once accepted to the program, only on 10% increase may be imposed during the course of your training, and that only after completion of the first year.

There are no additional fees or charges. Reading material required during the course may be obtained from the course library or bought at the student's personal expense. The Institute will provide materials for other course study.

There is a \$25 non-refundable registration fee for each application to the training program.

Refunds: In the event an applicant notifies the school in writing of withdrawal within three business days of having signed an enrollment agreement and before classes have started, all money paid will be refunded. After classes have started, refunds will be made according to the following formula:

The student has a right to a full refund of all charges according to the above cancellation policy. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. The formula below applies:

$$\begin{array}{rcl} \$2533.33 & \times & 90 \text{ clock hours of instruction} \\ \text{Amount paid for} & & \text{paid for but not received} \\ \text{Instruction} & & 180 \text{ clock hours of instruction} \end{array} = \$1266.66$$

for which the student has paid

If a student has attended 60% or more of the Trimester and withdraws, there will be no refund.

<u>% of attendance time</u>	<u>Amount of Refund</u>
Up to 10% of course	90%
25%	75%
50%	50%
60% or more	No refund

Registration fee of \$25.00 deducted from Term fee of \$2533.33. Total hourly charge for the program is \$14.97 per hour. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the registration fee. The refund shall be any amount paid in excess of the figure derived from the previous calculation.

The effective date of notice of withdrawal will be the date on which the notice of withdrawal is delivered to the school by the student.

The Institute does not participate in any Federal or State financial aid programs.

ENROLLMENT REQUIREMENTS

The Institute is not eligible for student visas and does not provide services related to visas. The Institute does not vouch for student status and will not be responsible for any charge related to student status.

Students may enroll at the beginning of each trimester that there is an opening.

Prerequisite: It is required that at least 30 private lessons have been taken before being admitted to the training program. Of these, a minimum of six lessons must be with the teachers of A.T.I.-L.A.

A letter of recommendation from the applicant's Alexander Teacher(s) is required.

Upon application to the course, the student will be asked to list any previous education, training, or experience in the Alexander Technique as well as any other educational experience. There is no previous educational experience required other than the requirement regarding lessons in the Alexander Technique. If the student has had previous training at an AmSAT approved, S.T.A.T. approved or Affiliated Society approved training institute, appropriate credit may be allowed at the discretion of the school administration. The course length may be shortened and the fees proportioned. The student records will document any such action taken.

The transferability of credits you earn at The Alexander Training Institute of Los Angeles is at the complete discretion of institution to which you may seek to transfer. Acceptance of the certificate you earn in any other F.M. Alexander Teacher Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution (ATI-LA) is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ATI-LA to determine if your certificate will transfer.

Attendance is mandatory. State Law requires that absences be recorded. A.T.I.-L.A. trainees are allowed to be absent from the training program two days per trimester; additional days missed more than the two days allowed, must be made up. One private lesson with a current training teacher can substitute for one missed day (limit of ten lessons per year for the purpose of make up). The administrator will counsel students failing to maintain satisfactory attendance.

Tardiness: Students arriving in class later more than 15minutes after the beginning of class will be marked for tardiness according to the amount of time missed. This missed class time will be recorded cumulatively at the end of the term.

If attendance fails to improve, the school administrator, acting at the discretion of school management, may dismiss a student for unsatisfactory attendance. Re-admittance may be permitted if the cause for unsatisfactory attendance has been corrected.

Leave of Absence Policy: If it becomes necessary for a student to drop out of class temporarily because of financial reasons or personal emergencies, a new student will fill his/her place and he/she will become eligible to re-enter the class at the first subsequent opening. Alternately, a student may retain her/his place by payment of the regular term fee for the term missed. In this case, the total course fee would increase by that amount, since the student would still be expected to attend and pay for his/her full 108-week training period.

CERTIFICATE OF COMPLETION:

Issuance of a Certificate of Completion will depend on:

- 1) The completion of a minimum of 1600 hours by the trainee.
- 2) _____ The agreement of the Directors and Faculty of the Institute that the trainee has obtained a satisfactory level of proficiency teaching the Alexander Technique
- 3) _____ Trainee has met the requirements for Teacher Certification established by the American Society for the Alexander Technique. Document attached.
- 4) _____ Completed payment of any monies owing.

If all the conditions have been met the trainee will receive a Certificate of Completion signed by the Director/s of the Institute.

In the event that a trainee does not meet the level of proficiency required at the completion of the prescribed 1600 hours, continued course of study will be arranged mutually between the Director/s of the Institute and the trainee.

It is a rule of the Society that all trainees must undertake not to hold themselves out as Alexander Teachers, nor teach the Alexander Technique, except as supervised and permitted by the Training Directors, until they have duly qualified and have received written notification from the Director/s of the Course.

RIGHT TO REFUSE ADMISSION

The Alexander Training Institute of Los Angeles is an educational, nonsectarian, nondiscriminatory teaching institution. However, the Director(s) reserve the right to refuse admission.

Students should be able to participate in the English based course with an ability to comprehend the daily work and to communicate effectively.

The institute does not provide English-as-a-second language instruction.

STUDENT COMPLAINTS

Students may register complaints verbally or in writing to the Director(s) of the school. Director(s) will be regularly available one half hour before and after scheduled class hours. If a complaint is against a Director, a faculty member or Board of Directors member will be appointed by the Board of Directors to fulfill the obligations of investigating a complaint.

Director(s) have the authority:

- 1) To investigate complaints, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint
- 2) To reject the complaint if, after investigation, it is determined to be unfounded, or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund
- 3) To record a summary of the complaint, its disposition, and the reasons; place a copy of the summary, along with any other related documents, in the student's file, and make an appropriate entry in the log of student complaints.
- 4) If the complaint is valid, involves a violation of law, and is not resolved within 30 days after it was first made by the student, to notify the Council, and law enforcement authorities of the complaint, investigation, and resolution or lack of resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of that person's privilege under Section 940 of the Evidence Code.
- 5) If the complaint is valid, to determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students.
- 6) To implement reasonable policies or procedures to avoid similar complaints in the future.
- 7) To communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.

If a student orally delivers a complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the institution shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint procedures.

If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection will be noted.

The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

PLACEMENT ASSISTANCE

The training program offers no placement assistance for graduates. Qualified teachers are eligible to become members of the American Society of Alexander Teachers (AmSAT) and have their names and particulars included in the list of teachers that is circulated nationally in response to requests for information about the Technique.

ENROLLMENT AGREEMENT

Trainees are required to sign an enrollment agreement before entering the training program. This agreement contains a statement that trainees will not undertake to teach the Alexander Technique or to present themselves as teachers until they have received a Certificate of Completion.

State of California

STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recover Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

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

- 1) The school closed before the course of instruction was completed.
- 2) The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

- 3) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- 4) The school's breach or anticipatory breach of the agreement for the course of instruction.
- 5) There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
- 6) The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

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

- 1) You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:

- 1) You are not a California resident,
- 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

It is important that you keep copies of the enrollment agreement, financial aid papers, and receipts of any other information that documents the moneys paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, Post Office Box 980818, West Sacramento, CA 85798-0818.

This Catalogue is produced in March 2012 and will be in effect until revised and dated as such.