

AMERICA'S INSTITUTE OF TRADITIONAL MEDICINE

2712 San Gabriel Blvd., Rosemead, CA 91770

Tel.: (626) 288-1199 Fax: (626) 288-4199

CATALOGUE (February 2012 ~ January 2013)

Mission of the Institute:

The America's Institute of Traditional Medicine is a private institution and that it is approved to operate by the Bureau for Private Postsecondary Education (former name: Bureau for Private Postsecondary and Vocational Education).

The America's Institute of Traditional Medicine offers educational programs in Basic Massage Therapy, Intermediate Massage Therapy, Advanced Massage Therapy; Reflexology Massage Therapy, Continuing Education Seminar, Combination of Basic Massage Therapy and Intermediate Massage Therapy, Combination of Basic Massage Therapy, Intermediate Massage Therapy & Advanced Massage Therapy, and Special Combined Courses of Massage Therapy, and in the future will expand into other areas of medical knowledge.

Three distinctive institutional goals have evolved from the many planning sessions and developments. They are:

1. To provide a curriculum designed to train and graduate a limited number of massages therapist to which each student will receive a certificate of completion for each level upon graduation, who will be able to manage accurately and effectively.
2. To exemplify high standards and norms for the development of massage therapies in the United States.
3. To further the personal awareness and intellectual growth of the student's ability to practice effectively within a forum of continuing educational development as well as to further the public's acceptance of massage therapies as an effective and important form of medical techniques.

The America's Institute of Traditional Medicine has established eight courses programs: Basic Massage Therapy, Intermediate Massage Therapy, Advanced Massage Therapy, Reflexology Massage Therapy, Continuing Education Seminar, Combination of Basic Massage Therapy and Intermediate Massage Therapy, Combination of Basic Massage Therapy, Intermediate Massage Therapy & Advanced Massage Therapy, and Special Combined Courses of Massage Therapy. As the school matures, it will expand into other areas of medical knowledge especially in alternative medicine. In the future, we will be applying to the BPPE for the additional courses.

Program Course Descriptions:

Program A: Basic Massage Therapy:

Educational Objectives: This course is designed to teach, train, and graduate students in Basic Massage Therapy.

Occupations/Job Title: Upon successful completion, the student can apply for a license as a Massage Therapist /Technician depending upon each cities ordinance.

Prerequisite: At least, a high school degree, or equivalent.

The Length of the Educational Program: The length of the educational program is 300 hours/ 6 to 15 weeks. The school may make an accommodation to reach some organization's reasonable requirement.

The Sequence and Frequency of Lessons or Class Sessions: The student must take a total of 300 hours, which lasts for 6 to 15 weeks. There will be a total of 50 to 20 hours per week at 12 to 5 lessons per week for 4 to 6 hours per class session. The school may make an accommodation to reach some organization's reasonable requirement.

The Complete List of Textbooks and Other Required Written Materials:

For Class in Chinese:

Compilatory Committee of Textbooks for Higher Learning Institutions of Medicine and Pharmacology: Complete Set of Textbooks for Higher Learning Institutions of Traditional Chinese Medicine and Pharmacology (Latest Edition) (Selected readings). Shanghai Publishing House of Science and Technology, Shanghai, China. This includes Anatomy, Physiology, Massage (Tui-Na), Basis of Western Medicine, Basis of Traditional Chinese Medicine, etc.
Self-Compilations by Instructors.

For Class in English:

Kent M. Van De Graaff, Ph.D. and R. Ward Rhees, Ph.D.: Schaum's Outline of Theory and Problems of Human Anatomy and Physiology (Latest Edition). McGraw-Hill Companies, Inc. This includes Anatomy and Physiology.

Ruth Werner and Ben E. Benjamin: A Massage Therapist's Guide to Pathology (Latest Edition). Baltimore: Williams & Wilkins. This includes Pathology.

Jean E. Loving, BA, LMT: Massage Therapy Theory and Practice. A Pearson Education Company, Appleton & Lange, Stamford, Connecticut. This includes varied Massage Theory and Practice.

ZuoYanfu, General Compiler-in-Chief: A newly Compiled Practical English-Chinese Library of Traditional Chinese Medicine (Selected readings). Publishing House of Shanghai University of Traditional Chinese Medicine, Shanghai, China. This includes Massage (Tui-Na), Basis of Traditional Chinese Medicine, etc.

Cheng Xinnong: Chinese Acupuncture and Moxibustion (Revised Edition). Foreign Languages Press, Beijing, China.

This includes Basis of Traditional Chinese Medicine, etc.

Self-Compilations by Instructors. This includes Basis of Western Medicine, etc.

Detailed, Sequential Outline of Course Names and their Subject Matter:

Anatomy

AN-10 Total 60 hours Lecture – 40 hours Lab – 20 hours

This course covers an overview of the body's organization, the cell structures and their corresponding tissues. The anatomy of the integumentary and musculo-skeletal systems will be touched upon. Other systems overviewed will be the anatomy of the respiratory and cardiovascular systems, the spleen and lymphatic systems, the digestive system including metabolism, the genito-urinary system including water and electrolyte physiology, the reproductive system, the endocrine system, and the autonomic, central and peripheral nervous systems.

Physiology/Kinesiology

PH-10 Total 70 hours Lecture – 60 hours Lab – 10 hours

This course covers physiological knowledge including an overview of the function of the digestive, circulatory, respiratory, excretory and reproductive systems of the human body. The roles of the nervous and endocrine systems in the regulation of these systems are included.

Kinesiology which studies the mechanics and anatomy in relation to human movement is also included.

Massage (TuiNa) Technique I

TN-10 Total 50 hours Lecture – 20 hours Practicum – 30 hours

Massage (Tui-Na) is a comprehensive system of soft tissue manipulation practiced in China for over 10,000 years. It applies the same Traditional Chinese Medical principles as Traditional Chinese Acupuncture except needles are not used. Instead, the massage practitioners use their hands to apply the many and diverse manipulation, acu-pressure, and massage techniques to affect the flow of Qi (life energy) as it courses throughout the acupuncture meridian system of the body. This course covers basic massage techniques. Swinging manipulations, rubbing-scrubbing manipulations, vibrating manipulations, crushing manipulations, knocking-striking manipulations and manipulations with passive movement of joints, foot, head and auricle reflexology, massage related meridians and points as well as hands-on internship are included.

This course also covers a study of Chinese massage therapy to manage internal, gynecological, pediatric, 'five sense organs' disorders, and traumatic injuries. Including basic principles of massage therapy dealing with Yin and Yang, Qi, blood and internal organs using the basic evaluative skills and basic techniques of Tui-Na.

Pathology Related Basis of Western Medicine

WM-10 Total 50 hours Lecture - 44 hours Practicum –6 hours

This course studies the basic pathology, signs, symptoms, health, hygiene and Western medical management for major disorders of the body, such as headaches, back pain, arthritis, and insomnia, including common symptoms, syndromes and diseases. The course is designed to give the student an overview and basic understanding of the pathology, health, hygiene as well as related Western medical approach to diseases or disorders.

Massage and Bodywork Related Basis of Traditional Chinese Medicine

TM-10 Total 30 hours Lecture - 20 hours Lab – 4 hours Practicum – 6 hours

This course studies the basic principles and theories of Traditional Chinese Medicine that related to Yin-Yang concepts, the Five Elements, Eight Principles, Etiology, Qi, Blood, Body Fluids and the Zang Fu organs with references to the Nei Jing and other classic texts.

Business and Ethics

BE-10 Total 10 hours Lecture - 10 hours

This course studies the principle way and the management in business and the ethical issues that relate to the practitioners when they conduct the massage therapy and massage business.

This section covers medical ethics and the standard of practice.

Therapeutics of Common Diseases I

CD-10 Total 30 hours Lecture - 10 hours Practicum - 20 hours

- Principles of Management:

This section covers the basic problem-solving approach to disease and disorders integrating etiology, and appropriate management methods including warming, clearing, supplementing, and constraining by correct evaluation. The course also includes the proper evaluation and effectiveness of a management plan.

- Composite Evaluation:

This section is designed to assist the student in developing the skills necessary to draw correlations between Western assessment and T.C.M. syndromes. Management methods are formulated through the integration of T.C.M. evaluative philosophies. Including Zang-Fu, Five Elements, Secondary Vessels, and others.

- Traditional Chinese Internal Medicine:

This section prepares the student for an analysis of the pathology, symptom complex, acu-point combinations, and management of specific syndromes, and the brief introduction of massage formulae.

The Instructional Mode or Methods: These include classroom lecture, watching a videotape or DVD, etc., and

clinical observation and internship.

Program B: Intermediate Massage Therapy:

Educational Objectives: This course is designed to teach, train, and graduate students in Intermediate Massage Therapy.

Occupations/Job Title: Upon successful completion, the student can apply for a license as a Massage Therapist /Technician depending upon each cities ordinance.

Prerequisite: Certificate of Basic Massage Therapy, or equivalent.

The Length of the Educational Program: The length of the educational program is 200 hours/ 4 to 10 weeks. The school may make an accommodation to reach some organization's reasonable requirement.

The Sequence and Frequency of Lessons or Class Sessions: The student must take a total of 200 hours, which lasts for 4 to 10 weeks. There will be a total of 50 to 20 hours per week at 12 to 5 lessons per week for 4 to 6 hours per class session. The school may make an accommodation to reach some organization's reasonable requirement.

The Complete List of Textbooks and Other Required Written Materials:

For Class in Chinese:

Compilatory Committee of Textbooks for Higher Learning Institutions of Medicine and Pharmacology: Complete Set of Textbooks for Higher Learning Institutions of Traditional Chinese Medicine and Pharmacology (Latest Edition) (Selected readings). Shanghai Publishing House of Science and Technology, Shanghai, China. This includes Anatomy, Physiology, Massage (Tui-Na), Basis of Western Medicine, Basis of Traditional Chinese Medicine, etc.

Self-Compilations by Instructors.

For Class in English:

Jean E. Loving, BA, LMT: Massage Therapy Theory and Practice. A Pearson Education Company, Appleton & Lange, Stamford, Connecticut. This includes varied Massage Theory and Practice.

ZuoYanfu, General Compiler-in-Chief: A newly Compiled Practical English-Chinese Library of Traditional Chinese Medicine (Selected readings). Publishing House of Shanghai University of Traditional Chinese Medicine, Shanghai, China. This includes Massage (Tui-Na), Basis of Traditional Chinese Medicine, etc.

Cheng Xinnong: Chinese Acupuncture and Moxibustion (Revised Edition). Foreign Languages Press, Beijing, China. This includes Basis of Traditional Chinese Medicine, etc.

Self-Compilations by Instructors.

Detailed, Sequential Outline of Course Names and their Subject Matter:

Massage (Tui-Na) Technique II

TN-20 Total 80 hours Lecture - 10 hours Practicum– 70 hours

Massage (Tui-Na) is a comprehensive system of soft tissue manipulation practiced in China for over 2,000 years. It applies the same Traditional Chinese Medical principles as Traditional Chinese Acupuncture except needles are not used. Instead, the massage practitioner uses their hands to apply the many and diverse manipulation, acu-pressure, and massage techniques to affect the flow of Qi (life energy) as it courses throughout the acupuncture meridian system of the body. This course covers massage techniques in intermediate level. Brief introduction to compound massage manipulations, hand reflexology, baguan (cupping), guasha (scraping method), Swedish, Thai, Japanese style massage techniques, children's massage, Chinese massage medium, hydrotherapy, massage in cosmetology, acupuncture and moxibustion as well as hands-on internship are included.

This course also covers a more in-depth study of Chinese massage therapy to manage internal, gynecological, pediatric, five sense organs, and traumatic injuries. Including principles of massage therapy dealing with Yin and Yang, Qi, blood and internal organs using the evaluative skills and techniques of Tui-Na in intermediate level.

This course also covers techniques of varied massage schools.

Therapeutics of Common Diseases II

CD-20 Total 120 hours Lecture –40 hours Practicum – 80 hours

- Principles of Management:

This section covers the more in-depth problem-solving approach to disease and disorders integrating etiology, correct evaluation and appropriate management methods including warming, clearing, supplementing, and constraining. The course includes the proper evaluation of the effectiveness of a management plan.

- Composite Evaluation:

This section is designed to assist the student in developing the more in-depth skills necessary to draw correlations between Western assessment and T.C.M. syndromes. Management methods are formulated through the integration of T.C.M. evaluative philosophies. Including Zang-Fu, Five Elements, Secondary Vessels, and others.

- Traditional Chinese Internal Medicine:

This section prepares the student for an analysis of the more in-depth pathology, symptom complex, acu-point combinations, evaluation and management of specific syndromes, and the brief analysis of massage formulae.

This course studies the more in-depth principle way and the management in business and the ethical issues that relate to the practitioners when they conduct the massage therapy and massage business. This section covers the more in-depth medical ethics and the standard of practice.

The Instructional Mode or Methods: These include classroom lecture, watching a videotape or DVD, etc., and clinical observation and internship.

Program C: Advanced Massage Therapy:

Educational Objectives: This course is designed to teach, train, and graduate students in Advance Massage Therapy.

Occupations/Job Title: Upon successful completion, the student can apply for a license as a Massage Therapist /Technician depending upon each cities ordinance.

Prerequisite: Certificate of Intermediate Massage Therapy, or equivalent.

The Length of the Educational Program: The length of the educational program is 500 hours / 10 to 25weeks. The school may make an accommodation to reach some organization's reasonable requirement.

The Sequence and Frequency of Lessons or Class Sessions: The student must take a total of 500 hours, which lasts for 10 to 25 weeks. There will be a total of 50 to 20 hours per week at 6 to 5 lessons per week for 4 to 10 hours per class session. The school may make an accommodation to reach some organization's reasonable requirement.

The Complete List of Textbooks and Other Required Written Materials:

For Class in Chinese:

Compilatory Committee of Textbooks for Higher Learning Institutions of Medicine and Pharmacology: Complete Set of Textbooks for Higher Learning Institutions of Traditional Chinese Medicine and Pharmacology) (Latest Edition) (selected reading), Shanghai Publishing House of Science and Technology, Shanghai, China. This includes Anatomy, Physiology, Massage (Tui-Na), Basis of Western Medicine, Basis of Traditional Chinese Medicine, etc.

Compilatory Committee of Series of Massage (Tui-Na): Series of Massage (Tui-Na) (Latest Edition). Publishing House of Shanghai College of Traditional Chinese Medicine, Shanghai, China. These include Basis of Chinese Massage, Exercises of Chinese Massage, Manipulation Techniques of Chinese Massage, Therapeutics of Chinese Massage, Pediatrics of Chinese Massage, Literature of Chinese Massage, etc. or

Jin Hongzhu: Tuinaxuejichu and Tuinaxuelinhuang. Publishing House of Shanghai University of Traditional Chinese Medicine, Shanghai, China. These include Basis of Chinese Massage, Exercises of Chinese Massage, Manipulation Techniques of Chinese Massage, Therapeutics of Chinese Massage, Pediatrics of Chinese Massage, Literature of Chinese Massage, Schools of Massage Therapy, etc.

Self-Compilations by Instructors. These include Scientific Research on Massage Therapy etc.

For Class in English:

Jean E. Loving, BA, LMT: *Massage Therapy Theory and Practice*. A Pearson Education Company, Appleton & Lange, Stamford, Connecticut. This includes varied Massage Theory and Practice.

ZuoYanfu, General Compiler-in-Chief: *A newly Compiled Practical English-Chinese Library of Traditional Chinese Medicine (Selected readings)*. Publishing House of Shanghai University of Traditional Chinese Medicine, Shanghai, China. This includes *Massage (Tui-Na)*, *Basis of Traditional Chinese Medicine*, etc.

Cheng Xinnong: *Chinese Acupuncture and Moxibustion (Revised Edition)*. Foreign Languages Press, Beijing, China. This includes *Basis of Traditional Chinese Medicine*, etc.

Self-Compilations by Instructors. These include *Basis of Chinese Massage*, *Exercises of Chinese Massage*, *Manipulation Techniques of Chinese Massage*, *Therapeutics of Chinese Massage*, *Pediatrics of Chinese Massage*, *Literature of Chinese Massage*, *Schools of Massage Therapy*, *Scientific Research on Massage Therapy* etc.

Detailed, Sequential Outline of Course Names and their Subject Matter:

Basis of Chinese Massage

BC-10 Total 50 hours Lecture - 20 hours Practicum – 30 hours

This course continues the material from *Basis of Traditional Chinese Medicine* with a more detailed and advanced study of each of the principles and theories of Traditional Chinese Medical Massage.

Exercises of Qi with Chinese Massage

EC-10 Total 50 hours Lecture - 10 hours Practicum – 40 hours

This course continues the material from *Basis of Traditional Chinese Medicine* with a more detailed and advanced study of each of the principles and theories of Traditional Chinese Medical Massage. The methods of Chinese massage combining with manipulate of Qi, include maneuvers of Qi during the Chinese massage manipulation. The training Qi, conducting Qi, emitting Qi also will be introduced.

Manipulation Techniques of Chinese Massage

MT-10 Total 80 hours Lecture - 20 hours Practicum – 60 hours

This course offers a more in-depth and advanced presentation of the previous material from *Massage (Tui-Na) Technique*. The more skilled and advanced manipulation methods will be trained in this course.

Therapeutics of Chinese Massage

TC-10 Total 120 hours Lecture - 20 hours Practicum – 100 hours

This course offers a more in-depth and advanced presentation of the previous material from *Therapeutics of Common Diseases*.

And includes:

A study of Chinese massage therapy to manage internal, gynecological, five sense organs, and traumatic injuries. Including principles of massage therapy dealing with Yin and Yang, Qi, Blood and internal organs, and the evaluative skills and techniques of manipulation using Tui-Na in advanced level.

Pediatrics of Chinese Massage

PC-10 Total 80 hours Lecture - 20 hours Practicum – 60 hours

This course offers a more in-depth presentation of the previous material from Therapeutics of Common Diseases.

And includes:

A study of Chinese massage therapy to manage pediatric problems. Including principles of massage therapy dealing with Yin and Yang, Qi, Blood and internal organs, and the evaluative skills and techniques of manipulation using Tui-Na in pediatrics.

- Principles of Management:

This course covers a problem-solving approach to disease and disorders integrating etiology, correct evaluation and appropriate management methods including warming, clearing, supplementing, and constraining. The course includes the proper evaluation of the effectiveness of a management plan.

- Composite Evaluation:

This course is designed to assist the student in developing the skills necessary to draw correlations between Western assessment and TCM syndromes. Management methods are formulated through the integration of TCM evaluation philosophies, including: Zang-fu, Five Elements, Secondary Vessels, and others.

- Traditional Chinese Pediatrics:

An analysis of the pathology, symptom complex and management of specific syndromes, utilizing specific manipulation techniques, combinations of methods.

Literature of Chinese Massage

LC-10 Total 40 hours Lecture - 10 hours Practicum – 30 hours

This course covers a brief history of the Chinese massage therapy and the literature of Chinese massage. The principal historical documents will be selected to read.

Schools of Massage Therapy

SM-10 Total 40 hours Lecture - 10 hours Practicum – 30 hours

This course covers historical and modern schools of massage therapy. The all schools of Chinese massage and the various schools of massage in the world will be introduced in the course.

Scientific Research on Massage Therapy

SR-10 Total 40 hours Lecture - 10 hours Practicum – 30 hours

This course covers modern researches on massage therapy. The influence of massage on the various systems of body,

scientific research achievement will be introduced in the course.

The Instructional Mode or Methods: These include classroom lecture, watching a video tape or DVD, etc., and clinical observation and internship.

Program D: Reflexology Massage Therapy:

Educational Objectives: This course is designed to teach, train, and graduate students in Reflexology Massage Therapy.

Occupations/Job Title: Upon successful completion, the student can apply for a license as a Reflexology Massage Therapist /Technician depending upon each cities ordinance.

Prerequisite: At least, a high school degree, or equivalent.

The Length of the Educational Program: The length of the educational program is 250 hours/ 5 to 13 weeks. The school may make an accommodation to reach some organization's reasonable requirement.

The Sequence and Frequency of Lessons or Class Sessions: The student must take a total of 250 hours, which lasts for 5 to 13 weeks. There will be a total of 50 to 20 hours per week at 12 to 5 lessons per week for 4 to 6 hours per class session. The school may make an accommodation to reach some organization's reasonable requirement.

The Complete List of Textbooks and Other Required Written Materials:

For Class in Chinese:

Compilatory Committee of Textbooks for Higher Learning Institutions of Medicine and Pharmacology: Complete Set of Textbooks for Higher Learning Institutions of Traditional Chinese Medicine and Pharmacology (Latest Edition) (Selected readings). Shanghai Publishing House of Science and Technology, Shanghai, China. This includes Anatomy, Physiology, Massage (Tui-Na), Basis of Western Medicine, Basis of Traditional Chinese Medicine, etc.

Barbara Kunz & Kevin Kunz: Reflexology (Chinese edition), (Latest Edition). Dorling Kindersley Publishing Inc., 375 Hudson Street, New York, NY 10014. This includes theories and methods of practicum of reflexology, etc. or Fr. Josef Eugster et al.: New Foot Health Way. Culture & Economics Publishing House, Taiwan(Latest Edition). This includes theories and methods of practicum of reflexology, etc.

Self-Compilations by Instructors.

For Class in English:

Kent M. Van De Graaff, Ph.D. and R. Ward Rhees, Ph.D.: Schaum's Outline of Theory and Problems of Human

Anatomy and Physiology (Latest Edition). McGraw-Hill Companies, Inc. This includes Anatomy and Physiology.
Ruth Werner and Ben E. Benjamin: A Massage Therapist's Guide to Pathology (Latest Edition). Baltimore: Williams & Wilkins. This includes Pathology.

Jean E. Loving, BA, LMT: Massage Therapy Theory and Practice. A Pearson Education Company, Appleton & Lange, Stamford, Connecticut. This includes varied Massage Theory and Practice.

ZuoYanfu, General Compiler-in-Chief: A newly Compiled Practical English-Chinese Library of Traditional Chinese Medicine (Selected readings). Publishing House of Shanghai University of Traditional Chinese Medicine, Shanghai, China. This includes Massage (Tui-Na), Basis of Traditional Chinese Medicine, etc.

Cheng Xinnong: Chinese Acupuncture and Moxibustion (Revised Edition). Foreign Languages Press, Beijing, China. This includes Basis of Traditional Chinese Medicine, etc.

Barbara Kunz & Kevin Kunz: Reflexology(Latest Edition). Dorling Kindersley Publishing Inc., 375 Hudson Street, New York, NY 10014. This includes theories and methods of practicum of reflexology, etc.

Self-Compilations by Instructors. This includes Basis of Western Medicine, etc.

Detailed, Sequential Outline of Course Names and their Subject Matter:

Anatomy

AN-10 Total 60 hours Lecture - 40 hours Lab - 20 hours

This course covers an overview of the body's organization, the cell structures and their corresponding tissues. The anatomy of the integumentary and musculo-skeletal systems will be touched upon. Other systems overviewed will be the anatomy of the respiratory and cardiovascular systems, the spleen and lymphatic systems, the digestive system including metabolism, the genito-urinary system including water and electrolyte physiology, the reproductive system, the endocrine system, and the autonomic, central and peripheral nervous systems.

Physiology/Kinesiology

PH-10 Total 70 hours Lecture – 60 hours Lab – 10 hours

This course covers physiological knowledge including an overview of the function of the digestive, circulatory, respiratory, excretory and reproductive systems of the human body. The roles of the nervous and endocrine systems in the regulation of these systems are included.

Kinesiology which studies the mechanics and anatomy in relation to human movement is also included.

Massage (Tui-Na) Technique I

TN-10 Total 50 hours Lecture - 20 hours Practicum – 30 hours

Massage (Tui-Na) is a comprehensive system of soft tissue manipulation practiced in China for over 2,000 years. It applies the same Traditional Chinese Medical principles as Traditional Chinese Acupuncture except needles are not used. Instead, the massage practitioners use their hands to apply the many and diverse manipulation, acu-pressure, and

massage techniques to affect the flow of Qi (life energy) as it courses throughout the acupuncture meridian system of the body. This course covers basic massage techniques. Swinging manipulations, rubbing-scrubbing manipulations, vibrating manipulations, crushing manipulations, knocking-striking manipulations and manipulations with passive movement of joints, foot, head and auricle reflexology, massage related meridians and points as well as hands-on internship are included.

This course also covers a study of Chinese massage therapy to manage internal, gynecological, pediatric, 'five sense organs' disorders, and traumatic injuries. Including basic principles of massage therapy dealing with Yin and Yang, Qi, blood and internal organs using the basic evaluative skills and basic techniques of Tui-Na.

Business and Ethics

BE-10 Total 10 hours Lecture - 10 hours

This course studies the principle way and the management in business and the ethical issues that relate to the practitioners when they conduct the massage therapy and massage business.

This section covers medical ethics and the standard of practice.

Application of Reflexology Massage Therapy

AR-10 Total 60 hours Practicum - 60 hours

This course studies the principle way to apply reflexology massage therapy to the patients in various settings when the practitioners conduct the reflexology massage therapy.

The Instructional Mode or Methods: These include classroom lecture, watching a videotape or DVD, etc., and clinical observation and internship.

Program E: Continuing Education Seminar:

Educational Objectives: This course is designed to teach and train students with additional hours of continuing education in Massage Therapy.

Occupations/Job Title: Upon successful completion, the student can renew the license as a Massage Therapist /Technician depending upon each cities ordinance.

Prerequisite: At least, licensed massage therapy practitioner.

The Length of the Educational Program: The length of the educational program is 6 to 50 hours/ 1 to 4 weeks. The

school may make an accommodation to reach some organization's reasonable requirement.

The Sequence and Frequency of Lessons or Class Sessions: The student has an option to choose from a minimum of 6 to a maximum of 50 hours to attend class/classes depending upon each city's ordinance. The course might last for 1 to 4 weeks. There will be a total of 6 to 50 hours per week at 1 to 8 lessons per week for 2 to 8 hours per class session. The school may make an accommodation to reach some organization's reasonable requirement.

The Complete List of Textbooks and Other Required Written Materials:

For Class in Chinese:

Self-Compilations by Instructors.

For Class in English:

Self-Compilations by Instructors.

Detailed, Sequential Outline of Course Names and their Subject Matter:

Recent Trend of Massage Therapy Techniques

RT-10 Total 6 hours Lecture – 4 hours Practicum – 2 hours

This course covers an overview of some of the recent achievements and progresses in the field of massage techniques. This course also covers some of the unique or special massage techniques, which some of the therapists have developed. The course also introduces some of the popular massage techniques, which are being practiced broadly in nowadays.

Updated Regulations and Policies in the Massage Therapy Field

UR-10 Total 6 hours Lecture – 6 hours

This course covers some of the important regulations and policies that have already adjusted or changed lately in the field of massage therapy.

Recent Progress of Scientific Research for Massage Therapy

RP-10 Total 6 hours Lecture – 6 hours

This course introduces some of the recent findings and research that have been done scientifically in the massage therapy field in recent times.

Literature Review of Massage Therapy

LR-10 Total 6 hours Lecture – 6 hours

This course covers some of the famous massage issues and discoveries in the history. This course also introduces some

of the massage manuscripts/publications, which were written by those famous massage therapists.

Dietary Supplements

DS-10 Total 6 hours Lecture – 6 hours

This course provides the definition, scope, safety, method of application of dietary supplements; and the course also informs the special attention that the therapist need to know about if the patients take dietary supplements while coming to the massage sessions. As practitioners, it is necessary to understand some basic knowledge of dietary supplements in order to provide better massage sessions for the patients. The practitioners should also know how to incorporate the dietary supplements with massage therapy for the patients.

Qi-gong Exercise

QG-10 Total 6 hours Lecture – 2 hours Practicum – 4 hours

This course studies the way to incorporate Qi-gong into the current massage therapy practice. In this course, the instructor will also explain the ways that Qi-gong is able to assist healing for chronic illnesses such as insomnia, high blood pressure, stress, etc. Whether you are practicing Qi Healing or not, this course will help to provide a deeper understanding and experience of Qi-gong that will benefit the therapist and the people for whom the therapist do Qi Healing and give the therapist more insight into classical Chinese medicine practices, and will find this information helpful in explaining and educating the clients.

Tai-ji Quan Exercise

TJ-10 Total 6 hours Lecture – 2 hours Practicum – 4 hours

This course studies the way to incorporate Tai-ji Quan into the current massage therapy practice. The simplified 24 movement form is characterized by slow, relaxed, and evenly paced movement. This particular form is probably the most widely practiced type of Tai-ji Quan. This course also introduces the relationship between Tai-ji Quan and massage (the practice of Tai-ji Quan affects the quality of massage).

Case Studies

CS-10 Total 8 hours Lecture – 8 hours

This course covers some of the real cases and actual experiences of the patients have about massage therapy. This course requires students to participate the class discussions.

The Instructional Mode or Methods: These include classroom lecture, watching a videotape or DVD, etc., and clinical observation and internship.

Program F: Combination of Basic Massage Therapy and Intermediate Massage Therapy:

This program is combination of Basic Massage Therapy and Intermediate Massage Therapy. The courses cover all courses of both Program A and Program B.

Program G: Combination of Basic Massage Therapy, Intermediate Massage Therapy and Advanced Massage Therapy:

This program is combination of Basic Massage Therapy, Intermediate Massage Therapy and Advanced Massage Therapy. The courses cover all courses of Program A, Program B and Program C.

Program H: Special Combined Courses of Massage Therapy:

This program is designed for students practicing in some states or cities that require special hours and subjects. The students can select specific courses from our varied programs to combine for a special massage therapy program. This program will cover the relevant courses to meet the special requirements of certain states or cities.

Licensing:

The completion of the Basic Massage Therapy program, the Intermediate Massage Therapy program, the Advanced Massage Therapy program, or Reflexology Massage Therapy program, etc. does not automatically qualify graduates to begin private practice. Each state, including California, has specific licensing procedures which must be met. There may be a waiting period between the completion of the program and legal recognition to begin practice. The all programs are also designed to conform to the City of Rosemead and the City of Los Angeles municipal requirements for massage therapist/technician/practitioner. For information about licensing procedures in a specific state, please contact the vocational licensing department of your local business license department or police department. If you are in the Rosemead area, please call the Planning Department/Business License Department at (626) 569-2100. If you are in the Los Angeles area, please call the Commission Investigation Division of the Los Angeles Police Department at (213) 485-2102 or (213) 978-1521 for information on each city's licensing requirements.

The following information references the licensing procedures of massage therapist/technicians in local cities:

City	Department	Telephone Number
Alhambra	Finance Dept./Bus. Lic.	626-570-5021
City of Los Angeles	Police Department	213-485-2102
		213-978-1521
		213-996-1210(CE)
Los Angeles County	Business Lic. Dept.	213-974-2165
Monterey Park	Business Lic and Per.	626-307-1338
San Gabriel	Business Lic. Dept.	626-308-2812
South Pasadena	Finance Dept.	626-403-7257
Pasadena	Police Dept.	626-744-4508

Rosemead	City Hall	626-569-2100
El Monte	Business Lic. Dept.	626-580-2031
Temple City	City Hall	626-285-2171

A non-profit organization California Massage Therapy Commission (CAMTC) was created by California state legislation in 2009. CAMTC provides voluntary certification for massage therapists to practice statewide. For more information please visit <https://www.camtc.org>.

Placement Services:

America's Institute of Traditional Medicine provides placement services. A large number of massage therapy establishments are hiring massage certification holders. The institute always refers graduates to apply the opening position.

Faculty of the Institute:

Gerald L. Coy, D.C.

Dr. Gerald L. Coy received his degree of Doctor of Chiropractic from Palmer College of Chiropractic in 1965. Later, he had further training in Parker College of Professional Development in 1967 and Pettibon Biomechanics Institute in 1978. He has been practicing chiropractic since 1970. He has established CHER Foundation and CHER Clinic since 1984. He worked as Vice President of International Chiropractors Association of California from 1984 to 1986

Dr. Coy was instructor in Southern California College of Chiropractic, Pico Rivera, California in 1988, and professor of philosophy in 1989, board of trustees, chairman in 1989, and president in 1990.

Dr. Coy also holds several leading posts in academic and business establishments in USA and China in past years.

Dr. Coy has been an author of numerous books and medical papers, which have been published through out the world.

Dr. Coy is a successful educator, lecturer, philanthropist, artist, producer, developer and motivational trainer.

Kexin Bao, L.Ac., Ph.D.

Dr. Kexin Bao received his medical degree from the Traditional Chinese Medical School in Chengdu, China in 1975. Later, he received his postgraduate medical degree from the China Academy of Traditional Chinese Medicine at Beijing in 1981. He then received his postdoctoral training in neurobehavioral sciences at the Medical University of South Carolina in the U.S.A. in 1990. In recent years, he is appointed as professor of many acupuncture colleges.

Dr. Bao was an assistant professor and an attending physician of Acupuncture and T.C.M. in the Training Center of Acupuncture and T.C.M. in the Medical School of Jinan University in Guangzhou, China. Then, he was an acupuncture teacher and a researcher of behavioral sciences in the Department of Neurology, and the Department of Psychiatry and Behavioral Sciences at the Medical University of South Carolina.

Dr. Bao holds membership and leading posts in academic societies within both the T.C.M. community and the medical psychology community. He has been an editor and writer of numerous texts and medical papers, which have been published through out the world. His name and outstanding medical achievements have been rated in the book “The Renowned Traditional Chinese Medical Doctors of China in the Contemporary Era”. He presently holds a professorship of T.C.M. in the United States and China.

Zhongbin Nie, L.Ac., M.S.

Mr. Zhongbin Nie received his medical radiology degree in Beijing, China in 1978. He had further training in Japan in 1986 and in USA in 1991. Mr. Nie had therapeutic massage training in a massage school in California after he came to USA in 1991. He graduated from Samra University of Oriental Medicine in Los Angeles, USA in 1996 and received Oriental Medical Master Degree.

Mr. Zhongbin Nie has been practicing medicine, therapeutic massage and acupuncture both in China and USA since 1982. He was treating massager therapist/acupuncturist to serve numbers of patients including many notables such as Mr. Hillary Clinton, Mr. Arnold Schwarzenegger and Dr. Judy May Chu.

Mr. Nie has been working as Board Director and Secretary of California Acupuncture Medical Association since 2007.

Academic Policy:

Pre-enrollment Requirements

Students are responsible for reading and understanding the America's Institute of Traditional Medicine Catalog.

Minimum Education or Preparation Required for Admission

For the Basic Massage Therapy program, Combination of Basic Massage Therapy and Intermediate Massage Therapy program, Combination of Basic Massage Therapy, Intermediate Massage Therapy and Advanced Massage Therapy program, as well as Special Combined Courses of Massage Therapy, the minimum education requirement should be at least a high school degree, or equivalent.

For the Intermediate Massage Therapy program, the minimum education requirement should be at least a Certificate

of Basic Massage Therapy, or equivalent.

For the Advanced Massage Therapy program, the minimum education requirement should be a Certificate of Intermediate Massage Therapy, or equivalent.

For the Reflexology Massage Therapy program, the minimum education requirement should be at least a high school degree, or equivalent.

For the Continuing Education Seminar program, the minimum education requirement should be at least licensed massage therapy practitioner.

The institute accepts credits earned at other institutions, however the institute has not entered into an articulation or transfer agreement with any other college or university.

Class Attendance

Students must attend at least 80% of the hours required for any given course or a grade of “Fail” will be assigned, and the course must be re-taken at full tuition rates.

Program Completion and Grading Policy

Academic course work is graded by a standard grading method. Before the grade is made the student must complete relevant program, including required courses, any final tests or examinations, any required internships or externships, and the total number of credit hours, clock hours, or other increments required for completion. In the absence of compelling reasons, the grade determined by the instructor is final. Students must petition for a grade change within one quarter after receiving the final grade. Instructors after the final examination submit grades. Registrar’s Office will post all grades for student reference approximately within 7 days of receiving final grades from instructors. The final tests for each subject will be carried out by written examination after the student completes each class hours of course. Grading System and Grade Points will be:

A	90-100%	4.00GP
B	80-89%	3.00GP
C	70-79%	2.00GP
D	Satisfactory	1.00GP
F	Failure	0.00GP

Notice Concerning Transferability of Credits and Credentials Earned at Our Institute

The transferability of credits you earn at America’s Institute of Traditional Medicine is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in America’s Institute of Traditional Medicine is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or 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 America's Institute of Traditional Medicine to determine if your credits, diploma or certificate will transfer.

Language Requirements

For massage courses, classes are primarily conducted in Chinese or English. So, the student must be proficient in listening, speaking, writing, and reading Chinese or English. Each textbook will also be in Chinese or English and the catalogue will be in Chinese or English. Chinese and English will be spoken within the Institute.

Professional Conduct

Students are expected to maintain appropriate professional standards of conduct and appearance at the Institute.

Academic Year and Length of Program

The academic year is divided into four quarters. Each quarter consists of 12 weeks. This catalog covers the 2012-2013 academic years, where the beginning and ending dates will be the first Monday of first Spring Quarter and last Saturday of the last Winter Quarter.

Spring Quarter: February to April

Summer Quarter: May to July

Fall Quarter: August to October

Winter Quarter: November to January

The lengths of programs are varied according to their course hours; please refer to their course description section.

Withdrawal & Leave of Absence, Probation and dismissal policies

Students who discontinue their studies must notify the Registrar's Office immediately by completing a form for a Leave of Absence. A Leave of Absence may be granted for up to one year, after which time the student must apply for re-admission and be admitted through the normal admissions process before re-admission. Re-admitted students are subject to the graduation requirements as stated in the America's Institute of Traditional Medicine at the time of re-admission.

Students who withdraw from all courses or who do not register for the following term without notifying the Institute will be presumed to have dropped the program, and will earn the status of "Unofficial withdrawal from the Program," and must apply for re-admission.

Tardiness Policy

If any student is late to class 3 or less times, then the student receives a first warning. If the student is late to class between 4 to 5 times, then the student receives a second warning. If the student is late more than 6 times, then the

student receives a failing grade. Of course, if there are usual circumstances, then it is up to the instructor to decide the grade.

Record Retention Policy

All application/register forms, academic forms, and attendance forms will be kept as a paper file in the office and digital forms in storage. Students have the right to their written records by request letter only. The institute maintains student records for a minimum of five years.

Tuition and Fees:

(Note: this section will also appear in the student enrollment agreement)

The student is responsible for the following specific fees and charges:

1. Each column represents courses, while each row represents fees or charges.
2. The student is responsible for only the courses enrolled, intersecting with that particular course, see ENROLLMENT AGREEMENT, section D.
3. For each column (the course), the student is responsible only for the last row (the total payment)

Course	Basic Massage Therapy	Intermediate Massage Therapy	Advanced Massage Therapy	Reflexology Massage Therapy	Continuing Education Seminar	Combination of Basic Massage Therapy and Intermediate Massage Therapy	Combination of Bsc. Msge. Therapy, Itmdte. Msge. Therapy & Advcd. Msge. Therapy	Special Combined Courses of Massage Therapy	Remarks
	A.	B.	C.	D.	E.	F.	G.	H.	
Application/register fee(arf):	\$50.00	\$50.00	\$50.00	\$50.00	---	\$50.00	\$50.00	\$50.00	(non-refundable)
Equipment:	---	---	---	---	---	---	---	---	
Lab supplies or kits:	---	---	---	---	---	---	---	---	
Textbooks(tbs) or other learning media:	\$300.00	---	\$300.00	\$200.00	---	\$300.00	\$600.00	\$300.00	(non-refundable)
Uniforms or other special protective clothing:	---	---	---	---	---	---	---	---	
In-resident housing:	---	---	---	---	---	---	---	---	
Tutoring:	---	---	---	---	---	---	---	---	
Assessment fees for transfer of credits:	---	---	---	---	---	---	---	---	
Fees to transfer credits:	---	---	---	---	---	---	---	---	
Deposit fee:	\$400.00	\$200.00	\$600.00	\$300.00	\$10.00/hour	\$700.00	\$1,000.00	\$7.00/hour	Due at confirmation of acceptance
First payment:	\$500.00	\$300.00	\$800.00	\$300.00	---	\$800.00	\$1,500.00	---	Due on or before first day class
Second payment::	\$600.00	\$400.00	\$900.00	\$400.00	---	\$1,000.00	\$2,000.00	---	Due on or before 50 hours class
Third payment:	\$600.00	\$500.00	\$1,200.00	\$750.00	---	\$1,000.00	\$2,500.00	---	Due on or before 80 hours class

Total tuition charge:	\$2,100.00	\$1,400.00	\$3,500.00	\$1,750.00	\$10.00/hour	\$3,500.00	\$7,000.00	\$7.00/hour	
Subtotal payment:	\$2,450.00	\$1,450.00	\$3,850.00	\$2,000.00	\$10.00/hour	\$3,850.00	\$7,650.00	\$7.00/hour	
STRF fee (\$2.5/\$1,000.00):	\$7.50	\$5.00	\$10.00	\$7.50	---	\$10.00	\$17.50	\$2.5/\$1000	(non-refundable)
Total payment:	\$2,457.50	\$1,455.00	\$3,860.00	\$2,007.50	\$10.00/hour	\$3,860.00	\$7,667.50	\$7.00/hour +STRF	

THE TOTAL AMOUNT FOR ALL FEES, PAYMENT, AND SERVICES. THE STUDENT IS OBLIGATED TO PAY FOR THE COURSE OR EDUCATIONAL SERVICES.

Cancellation, Withdrawal, and Refund Policies:

Student has 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 INFORMATION. You, the student, have the right to a full refund or a pro-rata refund of all charges less the amounts of \$50.00 for the non-refundable application/register fee and \$300.00 for the non-refundable textbooks, if you cancel this agreement prior to or up to the 60% pro-rata refund period.

You may cancel your contract with the Institute and receive a full refund, without any penalty or obligation, within (5) five business days after the first day of instruction. If you cancel, any payment you have made will be returned to you within 30 days by check only following the Institute's receipt of your written cancellation notice. (Application / registration and textbooks fees are non-refundable).

To cancel the contract with the Institute, mail, fax or deliver a signed and dated copy of the notice. You must cancel only in writing. You do not have the right to cancel by just telephoning the school or by not coming to class. All cancellation notices shall be sent to the AMERICA'S INSTITUTE OF TRADITIONAL MEDICINE at 2712 San Gabriel Blvd., Rosemead, CA 91770, USA.

If notice of written cancellation is made prior to or within five business days after the first day of instruction, the refund shall be 100% less the amounts of \$50.00 for the non-refundable application/register fee and \$300.00 for the non-refundable textbooks of the amount paid for instructional charges. The refund of the STRF fee will be determined by the Bureau for Private Postsecondary Education.

If the student withdraws or drops a class after the second week of the class and has completed 60% or less of the course instruction, the refund shall be pro-rata. No refund shall be given for any course dropped after more than 60% of course instruction. The refund shall be the amount the student paid for instruction, less the application/register fee (arf) and textbooks (tbs), then multiplied by a fraction, the numerator of which is the number of hours of instruction which the student has not received, but for which the student has paid, and the denominator of which is the total number of

hours of instruction for which the student has paid. For example, if the student completes only 100 hours on a 300 hour course and paid \$2,100.00 tuition, the student would receive a refund of \$1,400.00.

$$(\$2,450.00 \text{ (subtotal paid for instruction)} - \$50.00 \text{ (apf)} - \$300 \text{ (tbs)}) \times 200 \text{ (paid for clock hours of instruction but not received)} \div 300 \text{ (clock hours of instruction for which the student has paid)} = \$1,400.00 \text{ (total refund)}$$

Written cancellation to the Registrar must be made within the week of the effective drop date

Important: The refund shall be made within 30 days after the date the Institute receives the student's written notice of cancellation. Refunds can be mailed or be picked up in person upon your written request at the time of withdrawal. If no written request is received, then any or all refunds will be mailed.

If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

NOTICE

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

State of California Student Tuition Recovery Fund:

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. California law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse 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 enrollment agreement, contract or application in order to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid; and records which show the percentage of the courses which have been completed. Such records would substantiate a claim for reimbursement from the STRF which, to be considered, must be filed within 60 days following school closure. If a third-party payer funds the student's education, the student will be ineligible for any recovery of payments under the Student Tuition Recovery Fund (STRF).

If the student is not a resident of California, the student is not eligible for protection under and recovery from the Student Tuition Recovery Fund. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold a student visa are not considered California residents.

ACCORDING TO CALIFORNIA CODE OF REGULATION (CCR), SECTION 76215(a):

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

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

ACCORDING TO CALIFORNIA CODE OF REGULATION (CCR), SECTION 76215(b):

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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.

Students when applying to attend the school will be provided with a pre-contract disclosure that provides the most recently required annual report information with regard to completion and placement as required in CEC 94816.

America's Institute of Traditional Medicine will pay the Student Tuition Recovery Fund (STRF) fee for the student and the STRF assessment rate of enrollment agreements is \$2.50 per \$1,000 of tuition paid.

For further information or instructions, contact the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Phone: (916) 431-6959, Toll Free: (888) 370-7589, Fax: (916) 263-1897.

Financial Aid and Loan:

America's Institute of Traditional Medicine has not joined in Federal and States financial aid program. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Statement of Bankruptcy:

America's Institute of Traditional Medicine has no a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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 (11 U.S.C. Sec. 1101 et seq.).

The Student Complaint Procedure:

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, 2535 Capitol Oaks Drive, Suite 400, SACRAMENTO, CA 95833, Phone: (916) 431-6959, Toll Free: (888) 370-7589, Fax: 916) 263-1897.

The school authority appoints a student complaint designee Lingtao Wu, C.F.O. to receive and resolve student complaints.

Student complaint designee shall do all of the following:

1. Investigate the complaint thoroughly, including interviewing all people and reviewing all documents.
2. Reject the complaint if, after investigation, it is determined to be unfounded or resolve the complaint in any reasonable manner, including the payment of refund.
3. Record a summary of the complaint, its disposition, and place in the student's file.
4. Following the student complaint procedure of Code 73770 to furnish all the requirements.

General Information:

Administrative Offices

Office hours are Monday through Saturday, 9:00 a.m. – 6:00 p.m., excluding holidays.

Checklist for Applicants to the Certificate of the Programs

1. Registration fee: \$50.00 (NON-REFUNDABLE) in Cash, Check, Credit Card or Money Order.
2. Completed applications form and photograph attached.
3. You must pay your fees within five (5) business days from the day of your registering.

Emergency Procedures

During periods of emergency, the Administration may implement any course of actions deemed necessary to safeguard both the school and students.

English-as-a-second language (ESL)

There is no provided English-as-a Second language program for the student.

Facilities, Equipment and Materials for Education

The institute has several rooms that can be used for lecture and practice (interning), and has additional rooms for administrative using. The institute also has enough school desks/chairs, massage tables and massage chairs, and massage tools as well as medical/massage charts for the education.

Library and Other Learning Resources and the procedures for Student Access to those Resources

The institute has special rooms to keep teaching materials including books, DVDs or VCDs. There are a numbers of teaching materials that can be used for teaching/learning. The student can borrow the teaching materials upon request and sign on borrowing lists.

Housing and Parking

There is no housing available at America's Institute of Traditional Medicine. We will assist student with information pertaining to cost estimates and housing opportunities in the area. There is ample parking space available.

Location

The Institute is located at 2712 San Gabriel Blvd., Rosemead, CA 91770 where class sessions will be held.

Restaurants

There are more than ten restaurants within easy walking distance of the Institute.

Policy relative to updating institute's Catalog

According to Title 5. California Code of Regulations, Division 7.5. Private Postsecondary Education Bureau Administration (5 CCR 71810 Catalog (a)) the policy relative to updating institute's catalog is drawn up as follows by America's Institute of Traditional Medicine:

The institute will provide a catalog pursuant to section 94909 of the Code (California Private Postsecondary Education Act of 2009), which will be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes will be reflected at the time they are made in supplements or inserts accompanying the catalog.

Specific Statements

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

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

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