

“A Career in a Year”



AIMT

American Institute of Massage Therapy

School Catalog

January 15, 2012

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APPROVAL DISCLOSURE STATEMENT

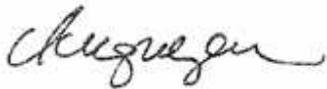
The American Institute of Massage Therapy, Inc. (AIMT) is licensed to operate by the Bureau for Private Postsecondary Education (BPPE) of the State of California and institutionally accredited by the Accrediting Bureau of Health Education Schools. The following courses are approved:

- 1. Massage Therapist - 624 Hours**
- 2. Massage Therapy/Sports Massage Therapist - 1029 Hours**

Instruction is held in a facility that accommodates 36 students at any one time. Maximum enrollment in massage therapy practical classes is 18 students. Since half of the students practice massage methods while the other half receive massage, the functional teacher student ratio in technique classes is 1:10. In lecture style classes, the maximum enrollment is 18 students. We encourage prospective students to visit the school and discuss personal, educational, and occupational plans with us as they consider enrollment in our school.

The institution, the facility 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 codes.

All information in the content of the School Catalog is current and correct and is so certified as true by:



January 1, 2012

Calvin K. Nguyen, Associate Director

Date

1.0 Campus Location

American institute of Massage Therapy (AIMT)
1506 E. Warner Avenue, Suite 110
Santa Ana, CA 92705-5463
Telephone: (714) 432-7879
Fax: (714) 705-0296
Website: www.aimtinc.com
Email: info@aimtinc.com

2.0 Programs and Schedules

AIMT offers two programs:

1. Massage Therapist - 624 Hours/31 Weeks
2. Massage Therapy/Sports Massage Therapist - 1029 Hours/48 Weeks

Except December, new classes start every month. Tentative start and completion dates are:

<u>Start Date</u>	<u>End Date – 624 Hour Program</u>	<u>End Date – 1029 Hour Program</u>
July 19, 2011	March 23, 2012	July 20, 2012
September 20, 2011	May 11, 2012	September 28, 2012
November 14, 2011	June 29, 2012	November 29, 2012
January 23, 2012	August 30, 2012	January 25, 2013
March 19, 2012	October 22, 2012	March 25, 2013
May 21, 2012	January 28, 2013	May 28, 2013
July 23, 2012	March 29, 2013	July 26, 2013
September 24, 2012	May 31, 2013	September 27, 2013
November 26, 2012	July 5, 2013	December 6, 2013

AIMT reserves the right to cancel or reschedule a class to meet the requirements of AIMT business objectives. Students will be notified at least 5 days before the cancellation or schedule change and given options to transfer to another class or receive a refund.

There is a 15-minute break for each morning, afternoon, and evening session. Lunchtime for day classes is from 12:30 pm to 1:30 pm. Class schedules and time are:

1. Day Classes: 9:00 a.m. - 4:30 p.m.
 - Monday and Wednesday (*)
 - Tuesday and Thursday (*)
 2. Evening Classes: 6:45 p.m. - 10:00 p.m.
 - Monday through Thursday (*)
- (*) Open sessions for practicum, clinic, sport events, and non-prerequisite subjects are scheduled either on Friday or Saturday from 9:00am to 5:00pm. Students spend an average of 20 hours, classroom and open session, each week.

3.0 Mission Statement

AIMT's mission is to promote education in order to develop and advance the art, science and practice of massage therapy and to enhance the quality and effectiveness of its graduates.

4.0 Philosophy and Objectives

AIMT is dedicated to providing students the means to achieve proficiency in therapeutic skills and to develop the personal awareness necessary for a successful massage therapy practice. To that end, our curricula and teaching methods integrate the medico-scientific with intuitive and subjective, objective, assessment, and plan (SOAP) techniques. Western and Eastern perspectives and practical skills are intertwined. The overall concept for our program is to prepare our graduates to work in the diversified fields of physical medicine and physical culture.

AIMT has structured its courses to meet and exceed the requirements from national certification examination as well as licensing of surrounding cities, some of which require 1000 hours of education. AIMT programs also prepare students for membership in a professional association, such as the American Massage Therapy Association (AMTA) and the Associated Bodywork and Massage Professionals (ABMP), and help them to:

1. Understand the various dimensions of massage therapy
2. Develop confidence, knowledge and skills in a wide range of massage therapy disciplines and hands-on applications
3. Develop efficient body mechanics in order to optimize practitioner performance and longevity
4. Develop a working knowledge of anatomy and physiology as applied to massage theory and practice
5. Learn fundamental concepts of wellness and the ability to interface with other health care professionals
6. Develop confidence and practical skills at introductory levels in shiatsu, acupuncture, and reflexology, neuromuscular, and myofascial techniques
7. Develop skill in the application of strain and counter-strain
8. Develop skill in four phases of sports massage: pre-event, post-event, restoration/rehabilitation and training/conditioning
9. Develop fundamental palpatory skills

Graduates of the Massage Therapist – 624 Hour-program will be equipped with the knowledge and skills that enable them to become professional massage therapists.

Graduates of the Massage Therapy/Sports Massage Therapist – 1029 Hour-program will be able to demonstrate a more thorough knowledge, including additional massage therapy techniques.

Graduates from both programs will be able to work in private practice, other diversified fields (i.e., hospitals, spas, cruise ships, chiropractors, physical therapists, exercise physiologists etc.) or with other professionals.

4.1 Instructional Strategies

Teaching methods at AIMT include presentations, lectures, class discussions, filmstrips, and audio-visual media, student experimentation, and hands-on practice (also referred to as lab). Textbooks, lab-books, clinics, internship/externship, and field trips are also parts of the program.

Testing of student performance is accomplished through tests, written and practical exams. In addition, there are various homework assignments and research projects. Test reviews are provided prior to test time for study during the course. Final exams may be retaken within a two-week period if necessary.

The development of students' skills and broadening of their resources is a process unique to each individual. This process is supported and encouraged by the careful supervision and guidance by the instructors, as well as by group interactions within the classroom setting. AIMT enables students to perform professional massage therapy through skills and understanding.

4.2 Leadership

AIMT aims to be a leader in the profession. AIMT endeavors to promote massage therapy with quality educational programs. AIMT programs have been recognized for exceptional values through community outreach programs, low cost tuitions, as well as local events participation. We strive to achieve our mission, guided by the following principles:

1. Respect, compassion and appreciation in our interactions
2. Cooperation and mutual support
3. Open, ethical and caring conduct
4. Active participation and volunteerism
5. Personal health and self care
6. Respect for diversity

4.3 Performance Objectives

Students are evaluated based on their ability to:

1. Understand the various dimensions of massage therapy
2. Use the scientific method in massage therapy and sports massage
3. Recognize the importance of sports massage and its benefits for clients, patients, professionals, and athletes
4. Engage in professional performance standards, thinking and behavior
5. Target specific problem areas and use specific technology of massage therapy

4.4 Student Body

AIMT attracts a student body rich in diverse personal and professional backgrounds. Educational experiences of our students may vary from the Ph.D. to the G.E.D. People enroll in our program to prepare for a full-time or part-time career in massage therapy, to enhance an existing professional practice, or to gain valuable skills for helping family, friends and self. Licensed massage therapists enroll in our program to attain more satisfaction from their work and to learn the detailed assessment skills and treatment techniques needed to improve their practice. Characteristics common to our students include a sincere interest in natural healing, a sense of caring about others, and a commitment to the time, energy and focus necessary for the completion of this intensive training program.

In addition to doing the work they love, students find the experience and awareness gained through the education process at AIMT enriches and enlivens other aspects of their lives and relationships.

5.0 Accreditation, Approval, and Membership

AIMT is licensed to operate by the Bureau for Private Postsecondary Education (BPPE) and licensed by the cities of Santa Ana. AIMT is also approved by the BPPE to train veterans and eligible persons.

AIMT received institutional accreditation from the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043, phone number (703) 917-9503. AIMT curriculum, adhered to strict medical standards, is approved by the American Medical Massage Association (AMMA).

AIMT is a member of the American Massage Therapy Association (AMTA), American Bodywork & Massage Professionals (ABMP), International Sports Massage Federation (ISMF), and International Myomassethics Federation (IMF).

6.0 History

AIMT was founded by Dr. Marquetta K. Hungerford, May 1983, in Costa Mesa, California. In more than 25 years, AIMT has expanded its educational programs which adhere to strict medical standards.

The school has been recognized by the quality of its training programs and reputation of being an outstanding leader in the field of sports massage. AIMT programs are based on curriculum developed by Dr. Hungerford, who has over 40 years of experience in physical and rehabilitation therapy, shiatsu and massage therapy, sports massage therapy, nutrition, and healthology. She was instrumental in getting sports massage accepted at the 1984 Olympics in Los Angeles. Olympic athletes continue to benefit from her endeavors, including the 2002 Olympic games in Utah. Dr. Hungerford retired in 2003. The school's ownership was transferred to Ms. My-Trang Nguyen, an entrepreneur with more than 20 years of experience in sale, marketing, and management.

In 2003, AIMT moved to Santa Ana to expand its operation and to better serve the students. The school, with a dynamic management team, advisory board members, and faculty, who have experience and established reputation in the industry, continues to strengthen its leadership in providing quality education designed to meet the needs of its students.

7.0 Facility

AIMT is located in an executive office building. The entire building, including AIMT facility, is periodically checked for safety and fire protection by the City of Santa Ana Fire Department. The school, conveniently located near CA 55 Freeway and I-405 (one-mile North of Orange County airport), has several Orange County Transit District bus stops nearby. The facility is handicapped-accessible. There are separate public restrooms. The building has a large parking lot that can accommodate several hundred cars at the same time.

The total area of AIMT's facility is 3,500 square feet. The facility includes 2 classrooms with a capacity of 20 students each, break area, library, reception area, clinic rooms, storage room, and offices. The teaching area creates a medical yet comfortable atmosphere. Among the myriad of anatomy charts, skeletal structures, massage equipment, bulletin and white boards, video equipment are plants, and a lounge area. The facility is expandable if needed.

AIMT has a comprehensive library that includes several hundred videotapes and books about massage and related subjects such as nutrition, health and wellness programs. New materials are regularly added to the library to ensure its content is up to date. Office equipment, massage therapy training equipment, audio and video equipment, and computers with internet access are available to students.

8.0 Corporate Officers, Administrative Staff, and Faculty

8.1 Corporate Officers

My-Trang, President: Ms. My-Trang, AIMT's majority owner, has more than 20 years of experience that includes 8 years' dynamic sales career reflecting pioneering and record-breaking performance in the residential and commercial title industry. She possesses an exceptional ability to develop strategic relationships to well-established businesses that result in revenue increase and cost reduction.

Thanh Hoang, Chief Operating Officer: Mr. Thanh Hoang is an entrepreneur with more than 28 years of experience in providing technical and management services. He has worked as a technical leader for many projects in semiconductor industry; provided services in environmental engineering, project management, safety, corporate and business development, information technology training and support, marketing, and cost and financial analysis.

Calvin K. Nguyen, Director: Mr. Nguyen's experience includes over 20 years of management, administration, training, teaching, testing, and research in elementary, secondary, and higher education levels. His strength is in facilitating relationships between schools and local, state, and federal agencies to implement effective educational programs. Mr. Nguyen is committed to promote academic excellence and student performance, improve student retention and graduation rates, and increase minority student enrollments.

My-Phuong, Secretary and Treasurer: Ms. My-Phuong has more than 18 years of experience in office management, corporate administration, human resources, marketing, and financial support.

Mindy Phung, Office Manager: Ms. Mindy Phung has more than 20 years of experience in technical, administration, financial aid administration, and management. Her work in the educational field includes management, administration, training, teaching, in elementary and middle school education levels. She is responsible for receivable and billable, bookkeeping, personnel, client service, and financial aid administration as needed. She Ms. Mindy Phung is also a licensed massage therapist with several years of experience in practice and teaching massage therapy.

Jeannie Kim, Financial Aid Administrator: Ms. Kim has more than 18 years of experience in financial services. She was a Chief Financial Officer for different companies from 1992 to 2002. Ms. Kim has worked as a volunteer to help and counsel high school graduates on the Federal Financial Aid for the Korean Community in Orange County since 1994. Ms. Kim is responsible for financial aid administration including other financial assistance and plans.

8.2 Faculty

Currently, all AIMT instructors are employed as consultants. This arrangement gives AIMT more flexibility in providing quality training while meeting other business objectives.

Susan Kalchman, LMT, NCBTMB, CAMTC: Ms. Kalchman graduated from the Canadian College of Massage and Hydrotherapy with 2200 hours. She also trained for 18 months in Aesthetics at the Elmcrest College of Applied Health Sciences. Ms. Kalchman specializes in European hydrotherapy, balneotherapy, and thalassotherapy. She has been developing curriculum, teaching, and practice massage therapy since 1998. Ms. Kalchman obtained her Certificate of Authorization for Service as Instructor from BPPVE for Massage Therapy/Therapeutic Massage.

Tina Sharif, LMT, NCBTMB: Ms. Sharif is teaching the Massage Therapist and Massage Therapy/Sports Massage Therapist programs. She has more than 10 years of experience in teaching massage therapy and management of health clubs and spas. She owned Body Works Massage Therapy in Mammoth Lakes, CA and Southern California Massage Group in Placentia, CA. She was a general manager at Eureka Health Club and Spain Eukera, CA, where subsequently, she created Agape School of Massage. Ms. Sharif specializes in acupressure, deep tissue, reflexology, and sports massage. She obtained her Certificate of Authorization for Service as Instructor from BPPVE for Massage Therapy.

Terry Solomon, LMT, NCBTMB: Mr. Solomon has been in private practice since graduating from the Western Institute of Neuromuscular Therapy in 1996. He was the President of the AMTA Orange County Unit, and is currently the Executive Director of the Touch Foundation, a non-profit organization that provides massage free-of-charge to those in need at abused shelters and convalescent homes. Mr. Solomon obtained his Certificate of Authorization for Service as Instructor from BPPVE for Anatomy, Hydrotherapy, Physiology, Human and Animal Massage Therapy/Therapeutic Massage.

Don Coleman, CMT: Mr. Coleman has more than 20 years of experience in management and marketing operations. He graduated from AIMT's Massage Therapy/Sports Massage Therapist Program in 2001. He has held private massage therapy practice since 2002. From 2004 to 2006, Mr. Coleman attended AIMT as a teacher assistant. Mr. Coleman specializes in sports massage, Proprioceptive Neuromuscular Facilitation (PNF) and Dr. Hungerford's techniques.

8.3 Administrative Staff

Greta Elliot: Ms. Elliot is a licensed massage therapist. She graduated from the Massage Therapy/Sport Massage Therapist – 1029-hour program. She oversees massage clinic operation; assists in instruction, curriculum development, and lesson preparation; maintains student records, teacher assistant, and educational training materials. Ms. Elliot has more than 30 years of experience in marketing, customer services, record keeping, filing, and documentation.

Brenda Pina: Ms. Pina is a licensed massage therapist. She graduated from the Massage Therapy/Sport Massage Therapist – 1029-hour program. Ms. Pina assists in communicating with prospective students and clients. Her work also includes documentation, filing, record maintaining/keeping, and inventory. Ms. Pina has more than 2 years of experience in administration, communication, and documentation.

9.0 Program Descriptions

9.1 Massage Therapist – 624 Hours/31 Weeks

Massage Therapist: This 624-hour program is designed to teach students the basic skills necessary for employment as a massage therapist. Massage therapy involves the scientific application of Swedish massage strokes and other massage techniques to create specific effects throughout the body. In order to achieve such a goal, a student must complete 200 hours of massage therapy fundamental, musculoskeletal systems, basic massage, and business law and ethics. The following 160 hours include individual muscles, sports massage, and hydrotherapy. Systems of the body and advanced and complementary techniques entail another 160 hours. The program is rounded out with an additional 24 hours for review and testing and 80 hours for clinical practicum at athletic events. Students are encouraged to complete CPR/First Aid training and receive a certification before graduation. This encompasses the basic minimum amount of training that is necessary to enable a student to work in the field as a massage therapist. It is important to understand that all 624 hours of this program must be completed under supervision at AIMT or AIMT's designated sites.

Classes are divided into academic and practicum classes. Academic classes are lecture-style classes wherein the students sit at desks and study the different systems of the body, nutrition, pathology, etc., especially as it relates or pertains to the practicum side of the massage profession.

Massage tables and/or chairs are set up in the classroom for practicum classes, which involve hands-on study. As the instructor explains the mechanics of each massage stroke, she/he will intertwine the academic lessons relevant to that stroke, the effects it will have on the various systems of the body, the names of the muscles and tissues affected, the contraindications, etc. Proper draping to protect the client's modesty is required. The use of good body mechanics is always stressed in an effort to ensure the longevity of each graduate's practice.

Students graduating from this 624-hour program are equipped with the knowledge and skills that enable them to become professional massage therapists and have enough educational hours to meet the requirements for taking the National Certification Exam and to obtain a Massage Therapy License from most cities in California or other states in the USA.

9.2 Massage Therapy/Sports Massage Therapist – 1029 Hours/48 Weeks

Massage Therapy/Sports Massage Therapist: This is a 1029-hours program. Basically, this program covers all subjects of the 624-hour program with more details plus comprehensive and advanced techniques. The 1,029 hour program includes 216 hours of massage therapy fundamental, musculoskeletal systems, basic massage, and business law and ethics. The following 172 hours include individual muscles, sports massage, and hydrotherapy. Systems of the body and advanced and complementary techniques entail another 172 hours. The big difference between this program and the 624-hour program is the addition of 292 hours in assessment, advanced sports massage, clinical pathologies, specialty massage techniques, Asian bodywork methods, aromatherapy, and reflexology. This program is rounded out with an additional 29 hours for review and testing and 148 hours for clinical practicum at athletic events. Students are encouraged to complete CPR/First Aid training and receive a certification before graduation. It is important to understand that all 1029 hours of this program must be completed under supervision at AIMT or AIMT's designated sites.

Participation at athletic events is an exceptionally good form of study/practice for the students. In one day, a student may work on 10 to 20 different people. The events therefore provide intense, repeated supervised exposure to particular problems/solutions. Participation at running, cycling and swimming events allows the students to practice techniques learned in classroom and gain valuable real life experiences.

Students graduating from this 1029-hour program have knowledge and skill to become professional massage therapist and may specialize in sports massage or other advanced techniques; they have enough educational hours to meet the requirements for taking the National Certification Exam and to obtain a Massage Therapy License from all cities in California or any states in the USA.

The graduates from this program have a definite advantage in the work field because their training is based in medical expertise. Not only do they have a plethora of techniques to choose from, but they also know the physiological effects of the strokes, which add credibility to their profession. Their knowledge and experience greatly serve their clients and develop client loyalty.

9.3 Hours Breakdown

Subjects		Massage Therapist (Hours)	Massage Therapy/ Sports Massage Therapist (Hours)
Unit 1 Fundamentals	Fundamentals	25	27
	Musculo-Skeletal Systems	75	80
	Basic Massage	90	96
	Business, Law and Ethics	13	13
Unit 2 Essential I	Individual Muscles	79	86
	Sports Massage	40	43
	Hydrotherapy	40	43
Unit 3 Essential II	System of the Body	94	103
	Adv. and Complementary Techniques	62	69
Unit 4 Advanced Procedures	Assessments		39
	Advanced Sports Massage		47
	Clinical Pathologies		69
	Specialty Massage Techniques		17
Unit 5 Complementary Bodywork Systems	Asian Bodywork Methods		86
	Aromatherapy		8
	Reflexology		26
Clinic		80	148
Review/Testing		26	29
Total		624	1,029

Note: Hours for externship, sports events, and open studies are included in the Units.

10.0 Tuition and Other Expenses

Tuition and other costs, subjected to change without prior notice, for AIMT programs are detailed below:

Cost Items	Massage Therapist	Massage Therapy/ Sports Massage Therapist
Enrollment Fee	\$25.00	\$25.00
Tuition (*)	\$6,875.00	\$9,875.00
Books	\$400.00	\$400.00
Massage Table/Linens (**)	\$300.00	\$300.00
Oils/Uniform/Polo-Shirt	\$300.00	\$300.00
Student Liability Insurance	<u>\$65.00</u>	<u>\$65.00</u>
Total	\$7,200.00	\$10,200.00

(*) As required by BPPE, Student Tuition Recovery Fund (STRF) fee of 0.25% if applicable

(**) Estimated cost. AIMT will assist student to enroll for CPR/First Aid training.

1. **Enrollment Fee:** A \$25 fee paid upon submission of an Application for Enrollment form.
2. **Tuition:** Tuition for each program is listed in the above table.
3. **Books:** AIMT workbook and following textbooks:
 - a. Sandy Fritz, MS. Fundamentals of Therapeutic Massage, 3rd Edition, Mosby's, 2004.
 - b. Sandy Fritz and M. James Grosenbach. Essential Sciences for Therapeutic Massage, 2nd Edition, Mosby's, 2003.
4. **Supplies**
 - a. **Massage Table:** Students must have a portable massage table. Students may purchase a new or used table, as long as it is in good working condition.
 - b. **Linens and Oils/Lotions:** Students are required to provide their own linens, oils, lotions, paper towels, cleaning solutions, and any other supplies they prefer to use (as long as they are not offensive to others). \$100.00 is an estimated amount for the basic supplies necessary to complete the course.
 - c. **Uniform and Polo Shirts:** Students are required to wear uniform or polo shirt in class and at scheduled athletic events. Cost for uniform and polo shirt is \$100.00. Additional scrubs or polo shirts can be purchased from the school.
5. **ABMP Membership:** This fee entitles students to insurance coverage when practicing massage therapy, a subscription to *Massage and Bodywork Magazine*, and an Associated Bodywork and Massage Professionals student membership.
6. **CPR/First Aid:** Students are encouraged to complete CPR/First Aid training and receive a certification before graduation. The listed price is an approximate amount and is subject to availability. AIMT will assist students to enroll for the CPR/First Aid training during the program.
7. **Additional Costs:** Additional costs may be incurred for optional equipment and supplies purchased at the discretion of the students. Students are also responsible for their own travel expenses related to athletic events. Car-pooling is suggested to defray such additional travel expenses.

Other costs include following fees:

- a. A fee of \$25.00 per hour will be charged for additional private tutoring.
- b. A fee of \$50.00 will be charged for each challenge test taken.
- c. A fee of \$25.00 will be charged for rescheduling tests that were missed or failed and not retaken within one week.
- d. A fee of \$25.00 will be charged for replacement copies of transcripts.
- e. A fee of \$10.00 will be charged for requests for compilation of hours.
- f. A fee of \$30.00 will be charged for each returned check.

11.0 Financial Aid, Loans, and Payment Plans

AIMT is an eligible participant under the U.S. Department of Education's Federal Financial Aid Programs. AIMT makes available to students financial aid in form of grants, student loans, as well as different monthly payment plans. During the first visit, a financial administrator will discuss and provide the students with all available options to pay for the program's cost. The financial administrator will help

the students to complete or update appropriate financial applications if needed. Qualified students may use any of the following plans or their combination to pay for the program:

1. Federal Student Aid (FSA)
2. Workforce Investment Act (WIA)
3. Employment Development Department (EDD)
4. Trade Act Program (TRA)
5. Social Security Disability (SSD)
6. Veterans and Eligible Persons (VA)
7. Monthly payment plans
8. Student loans - Sallie Mae: Tuition and expenses, low interest rates and fees, high loan limits, and extended repayment terms)

12.0 Policies and Procedures

12.1 Admission Requirements

Prerequisites for the Massage Therapist and Massage Therapy/Sports Massage Therapist programs are:

1. High School Diploma or equivalent, and
2. 18 years of age or permission from the Director.

AIMT reserves the right to admit only those students who are physically, mentally, and emotionally qualified to pursue the rigorous training program necessary to become a professional massage therapist, without regard to religion, race, color, sex, disability or national origin.

12.2 Application Process

1. Complete an Application for Enrollment Form.
2. Submit an enrollment fee of \$25.00 along with the Application for Enrollment form to AIMT.
3. Provide documentation of High School Diploma, or General Educational Development Diploma.
4. Provide documentation of any higher learning pertinent to the course to be taken.
5. Submit 2 letters of character recommendation from non-family members.
6. Visit the school (optional).
7. Schedule an interview with a school Administrator.

12.3 Student Conduct Policy

A student may be dismissed from school for a serious incident or repeated incidents of intoxication, drug abuse, moral infractions, insubordination, and/or rudeness to a teacher. Possession of drugs, alcohol, or weapon on school premises; behavior creating a safety hazard to other persons at school; disobedience or disrespect to another student, administrator or faculty member; or any other stated or determined infraction of conduct may be grounds for dismissal.

Committed to serious or repeated dishonest activities such as stealing or cheating on a test will be cause for immediate dismissal.

12.4 Time Commitment

All AIMT courses are intensive courses. Besides classroom hours, students are expected to spend many

additional hours for homework and practice clinic. In order to become proficient at massage, students must practice diligently. The athletic events made available to AIMT students are an integral part of the training/practicing process. AIMT graduates excel in the field because their training includes repeated exposure to the situations they can expect to encounter during their practice. Thus, when students commit to a course at AIMT, they must also commit to attending as many of the clinical practice and athletic events offered as is feasible, above and beyond those events that are mandatory for all students.

12.5 English As-a-Second Language

All classes at AIMT are taught primarily in English. However, for students whose English proficiency is limited, AIMT offers classes with instruction provided in Spanish or Vietnamese on an as-needed basis. This approach assists ESL students in understanding classroom materials while encouraging them to acquire a high level of English comprehension. This approach is especially beneficial for ESL students because all AIMT programs require students to learn several new unfamiliar words in anatomy and physiology before they graduate. By providing instruction in both English and student's native language, AIMT aims to provide an optional educational experience for ESL students in which they can maximize their understanding while acquire an English proficiency level necessary for a successful career in massage therapy.

English proficiency may be determined by a satisfactory score (450+) on the Test of English as a Foreign Language (TOEFL), which is administered worldwide by the Educational Testing Service, P.O. Box 899, Princeton, New Jersey 05840.

12.6 Clock Hours

All AIMT programs are awarded in clock hours. The graduation certificate and transcripts list the awarded clock hour of the programs.

12.7 Requirements for Graduation

At the end of the course, students who satisfactorily passed all tests and examinations, both written and practical; completed all required projects and clinical hours; made-up all missed hours; paid all tuition, fees and other expenses; and returned all library books and borrowed equipment, will receive a certificate and two copies of the transcript, which has a breakdown of hours for each subject studied and the corresponding grade. A GPA of C is required for graduation from any program.

Students who have incomplete program hours on their projected date of graduation, and have not requested a Leave of Absence, shall have a time limit to complete the remaining hours as follow:

1. Massage Therapist – 624 Hour Program: 16 weeks from the projected date for graduation. Students must complete at least $\frac{1}{4}$ of the total remaining hours every 4 weeks. Students are evaluated every 4 weeks.
2. Massage Therapy/Sports Massage Therapist – 1029 Hour Program: 24 weeks from the projected date for graduation. Students must complete at least $\frac{1}{4}$ of the total remaining hours every 6 weeks. Students are evaluated every 6 weeks.

Students that fail to complete their program hours as required will not receive a certificate and/or transcript, and will not be eligible for a refund. Students that fail to complete must re-enroll to complete the program. Requirements for completion will be determined by the Director.

12.8 Grading System

Written and practical examinations will be scored as follows:

A = 90 to 100%.....	Superior
B = 80 to 89%.	Above Average
C = 71 to 79%.	Average
D = 63 to 70%.....	Passing, Less than Satisfactory
F = 62% and below.....	Failing
W.....	Withdrew
INC.....	Incomplete

To complete the entire course, the student will be evaluated on the following:

Attendance	10%
Class Participation	10%
Tests	80%
	<hr/>
	100%

The grade given to each student shall be the grade determined by the instructor(s). This grade, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.

Grade Point Average (GPA) is calculated by multiplying the number of credit hours by points per credit hour, then dividing the total points by the total credit hours. A GPA of C is required for graduation from any program.

12.9 Exams and Tests

Exams are given to test student understanding at the end of each segment of study completed, i.e., cells, skeletal system, muscular system, circulatory system, lymphatic system, nervous system, digestive system and endocrine system, etc. Tests are given periodically in class to ensure student comprehension of the material covered. Some class projects and term papers are required to complete the course.

Any missed or failed written or practicum test **must be made-up within one week from the original date of the test.** Unless excuse for taking the make-up test has been approved, a 10% deduction of the test's score will be applied. If a make-up test is not taken within one week, arrangements must be made with the school administrator to reschedule time for the test, which may include a rescheduling fee of \$25.00. If the test has not been taken after rescheduled time, student will receive a score of 0 for the test. Student is responsible for reschedule the make-up test.

12.10 Satisfactory Progress

Students who do not achieve specific competencies/course objectives will be expected to repeat that material until a level of proficiency is achieved.

A student must maintain a C average throughout the academic year to be considered making satisfactory progress. A student who does not maintain a C GPA or earn at least 71% of credits will be issued a verbal warning and the student's instructor or School Director will draft a plan of action. This period will last for 4 weeks. At the end of this 4-week period, the student will be reassessed. If the situation continues, the student will be issued a written academic warning, which will last for an additional 2 weeks. During this time, the previous plan of action will be reassessed and necessary adjustments will be

made. If academic progress is not met at the end of this extended 2-week period, the student will be placed on academic probation for a period of 4 weeks and a new plan of action and remedial will be scheduled as necessary. At the end of this period, the student will be reassessed. If progress has been made satisfactorily, the probationary period will be lifted. On the other hand, if satisfactory progress is not made, the student's training will be terminated.

AIMT programs consist of units that are grouped into major subjects. The units vary in time and last between 8 to 12 weeks. The student's satisfactory progress will be checked at the end of every unit. Progress reports which reflect grades on subjects, class attendance and participation, and clinic/event participation will be generated and reviewed by the students. Instructor and School Director monitor student progress closely and take a proactive approach to assist students with their learning.

Students are evaluated for satisfactory progress at the end of each unit. The maximum time limit given to students to complete each unit is 1.5 times the normal length of that unit. For example the length of Unit 1 is ten (10) weeks; a student will receive a failing grade if he/she does not complete all the requirements of Unit 1 at the end of the 15th week after the start of Unit 1. Students who have not completed their program in this established time period will be terminated for not making satisfactory progress. Prior to reaching this level, all satisfactory standards must have been exhausted. Re-entry may not take place until three weeks after termination. A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the School Director. The School Director, along with instructors and administrators, will review the appeal and make a determination. The decision of the School Director will be final.

12.11 Evaluations

Student competencies are evaluated based on their performance on exams, tests, projects, practicum, and finals. Students are also graded on attendance and class participation.

Students receive feedback on their performance on a regular basis. After grading the tests and exams, the instructor goes over and discusses every question to ensure student comprehension. The instructor also provides feedback, comments, and suggestions on student projects, clinic, and practicum. Furthermore, the instructor holds a conference with each student individually to review the student progress at the end of every major unit.

12.12 Incomplete and Withdrawal Grades

An "incomplete" grade is issued when a student has too many absences or has failed to complete course requirements satisfactorily. An Incomplete must be made up within 4 weeks after the program has ended. If the student does not complete the requirements as agreed on by the faculty and administration, the student shall receive a failing grade and the course must be retaken. Both grades will appear on the transcripts but only the final grade will be used in calculating the GPA. In order to graduate, a student must arrange make-up work and/or tutorials necessary to fulfill the requirements of the course. Exception may be made with the approval of the School Director if a student demonstrates mitigating circumstances (i.e., illness, death in the family, or similar bonafide excuse). Courses from which a student withdraws will not be included in the GPA calculation and must be retaken. This will delay the student's graduation from a program and may incur additional costs.

Students who withdraw from AIMT must do so in writing to AIMT administrator. An official withdrawal will result in a "W" on the student's academic record. A student who does not withdraw officially from a course or program may receive a failing grade.

AIMT **does not offer** non-credit, advanced, remedial courses, or non-punitive grades.

12.13 Attendance

Punctuality is a desirable trait. Absences and tardiness affect grade and will be recorded, and the administrator will reprimand students for unsatisfactory attendance. If attendance fails to improve, the student may be dismissed. A student must attend 80% of scheduled classes in order to graduate, and is allowed only 10% unexcused absences (3 tardiness equal one absence). A student will be considered tardy 5 minutes after class has started.

If a student finds it necessary to be absent or late to any class session or athletic event, the student should call the instructor before the class or event is due to start. The student must make up all the missing assignments and fill out a Make-Up Form for each absence, which must be accepted by the instructor, in order to graduate. The student may request a tutor for a fee of \$25.00 per hour to assist with make-up work.

12.14 Transfer of Credits

AIMT makes no guarantee of credit transfer either to or from this Institution. Acceptance of credits from one institution to another is at the sole discretion of the receiving institution. AIMT does not imply, promise, or guarantee transferability of credits earned to any other institution.

AIMT will consider credit from other institutions accredited by an agency recognized by the United States Department of Education (ED) or the Council of Higher Education Accreditation (CHEA).

AIMT does accept some transfer credits on a case-by-case basis. Proof of previous education must be submitted in order to be considered, but such previous education must have been completed no earlier than five years prior to enrollment at AIMT. Students demonstrating sufficient proficiency may receive credit for prior training and/or experience. The program's duration may be shortened; the tuition and fees may be pro-rated accordingly for this particular case.

To graduate from AIMT, students must complete at least 60% of the total class hours of the program.

12.15 Exemptions

A student must pass all appropriate exams for each course to qualify for exemption from that course. A testing fee of \$50.00 per test will be charged to the student. The testing fee is non-refundable. Students may challenge any portion(s) of the course they choose.

As all academic instruction is interspersed with correlative hands-on techniques, students may still be required to attend classes pertaining to subjects that they have successfully challenged and received monetary credit for.

12.16 Experiential Credits

Experiential credits may be given at the discretion of the Director. The Director's decision is final.

12.17 Electives

Electives are special training sessions conducted by visiting experts in the field. Such sessions are provided at no extra charge to the students, are subject to availability, and are mandatory for all students to attend.

Each student must submit a report within 3 days of completing the elective. The report must be comprehensive, effectively demonstrating the aspects and doctrines covered during the elective.

12.18 Program Switch

Change of Class will be determined by appropriate student/instructor ratio or classroom size. If space is not available, the request will be approved only if the student can find a student in the other section who is willing to switch. Changes from morning to evening will usually be granted providing the student demonstrates a clear need for such a change, e.g., change in job.

The deadline to transfer from the Massage Therapy/Sports Massage Therapist program to Massage Therapist program or vice versa is three months after the first day of class. Students are required to sign the enrollment agreement amendment prior to the transfer. A \$100 fee will be charged for the transfer. The tuition payment will be adjusted and specified in the amendment. If overpaid, refund will be made within two weeks after the amendment is signed.

If the student wishes to drop part of the course, e.g., anatomy, skeletal system, this may be done by challenging the examination. The student is showing a proficiency in the course and is willing to prove the proficiency through testing. This accommodates physical therapists, athletic trainers, massage therapists matriculating, etc. in not having to repeat the course.

12.19 Exchanges

All students must **GIVE** and **RECEIVE** massage during class.

12.20 Internship/Externship

An internship/externship, including AIMT in-house clinic, experience is an important component of the curriculum. Such a program will provide students with opportunities for off-campus experiences in a variety of settings, and for interaction with practicing professionals in the field.

Students may earn required practicum hours by attending athletic events, health fairs, and charity events. They may also fulfill their practicum hours by working at doctor's offices or sports teams on college campuses.

12.21 Athletic Events

Events are posted on the bulletin board and updated regularly. Earned hours may be deducted from the student's record if he/she does not adhere to the policy.

1. Once signed-up for an event, it is the responsibility of the students to be present and on time.
2. If students are unable to attend the event, it is their responsibility to find a replacement. If a student signs-up for an event and did not show up for the event or find the replacement, a minimum of 3 practicum hours will be deducted from the student record.
3. Students should bring the following items to the events:
 - a. Applicable massage table and massage equipment accessories
 - b. Protection against sunburn, i.e., sunscreen, visor, hat or other protection as needed
 - c. Directions/map to the event and instructions regarding when and where to set up
 - d. Drinking water and snacks

4. AIMT will provide, where applicable, the following:
 - a. Directions/map to the event and Instructions regarding when and where to set up
 - b. Handy-wipes or paper towel
 - c. Disinfectant to cleanse their table between athletes
 - d. Massage oil
 - e. Oil to replenish student's bottle
 - f. Tent as necessary
5. Students should advise the desk and/or Event Supervisor when they need to take a break.
6. It is suggested that upon arrival, students acquaint themselves with the location of the registration desk, toilets, refreshments, etc.
7. Students should wear layered clothing for early morning or inclement weather.
8. Students must wear AIMT uniforms. No jeans! No sandals! Sturdy shoes with socks are recommended.
9. The event sponsor at each event generally provides T-shirts, water, refreshments and a registration table and chairs.
10. Tips may be accepted, but not solicited.
11. Students should try to stay within the time allotted. Contact supervisor if additional time is needed or requested.
12. When students receive a request regarding AIMT participation at an event, they should write down the contact person, phone number, and event date, if possible, and give this information to the Director.
13. It is the responsibility of the students to keep track of their event hours. Each request for a compilation of hours will incur a \$10.00 fee.

12.22 Leave of Absence

A student may request a leave of absence (LOA) for personal, health, or financial reasons. A LOA request must be submitted to the Director in writing. A student who fails to return from a LOA on the day scheduled or inform AIMT of the reason for not returning, will be considered withdrawn. The student will be notified by the Administrator and given an opportunity to respond. If the student is withdrawn, the standard policy for refunds will apply.

12.23 Probation

A student may be placed on probation for the following reasons:

1. Failure to follow Student Conduct Policy.
2. Failure to meet satisfactory academic progress.
3. Failure to fulfill financial requirements.

Probation indicates that a student may continue participation in the course under certain conditions for a specific period of time.

When a student is placed under probation, a conference is scheduled with the student, administration, and any concerned faculty member to determine the requirements that must be met for the student to continue in the program. A specific timetable is set for meeting those requirements. Continued probationary status may be a condition of acceptance.

12.24 Student Services

Following services are available to students: academic guidance, tutoring, career advising, and placement assistance.

1. **Academic Guidance and Tutoring:** Advising and guidance begins with the admission interview and continues throughout the student's course of study. Faculty advice and assistance is available for minor academic and personal problems. However, problems of a more serious nature should be brought to the immediate attention of the School Director for resolution.

Our guidance and counseling are designed to provide the attitude, knowledge, and skills necessary for students to meet the standards of the society in the field of study they have chosen. The goals for the student services include:

- a. To facilitate a willingness to consider opposing points of view.
 - b. To interact with people from different cultures.
 - c. To be adaptable, tolerant, and flexible.
 - d. To assume full responsibility.
 - e. To develop moral principles to guide actions and decisions.
 - f. To provide an on-going process of self-assessment.
2. **Career Advising and Placement Assistance:** This service includes resume writing assistance and interview preparation. Many doctors, clinics, and individual clients contact AIMT to employ therapists. Employment Opportunity Forms are filled out for each request received, and are available to all students. Students looking for work should contact the administrator.

While AIMT will provide free placement assistance to students, it cannot guarantee employment after graduation or earnings potential.

3. **Graduation Ceremony:** Graduation ceremony is held twice each year in June/July and December. Student must complete all academic requirements to participate in the ceremony. AIMT will provide graduation caps and gowns to the graduates.

12.25 Suggestion Box

A suggestion box in the receptionist area is available for student comments.

12.26 Electing a Chairperson

AIMT encourages students from each class to elect a chairperson. The chairperson's responsibility is to represent the class on any issues to be discussed with the instructor. Additionally, she/he is responsible for providing information on missed assignments and disseminating information on athletic events. Acceptance of this position and the duties involved is voluntary and without monetary compensation.

12.27 Transcripts

30 days after successful completion of all course requirements, student transcripts, appropriate diplomas and certificates will be issued. Transcripts are NOT given unless the student completes ALL course requirements and graduates. Transcripts are not given for partial completion of any course. There is no charge for the first two copies of transcripts that each student receives upon graduation. Subsequent

copies of transcripts require a \$25.00 fee; they will be processed within 30 days upon receipt of a written request for transcripts.

12.28 Record Retention

AIMT shall maintain students' records for five (5) years from the date of enrollment. AIMT complies fully with the Family Educational Rights and Privacy Act of 1974, as amended, in respecting the students' right to inspect and review their academic records. In order to review records, students or graduates must make an appointment with the administration.

Student information is deemed to be confidential and will not be released without the students' prior written consent with a signed document. The exception to this policy is student census information, which is public information: the name of the student, status of enrollment, dates of attendance and dates of graduation. Students have the right to withhold the disclosure of any or all of this information by submitting a written request to the administration.

12.29 Complaint/Appeals Procedure

Students may lodge a complaint pertaining to decisions made on grades, probations, dismissals, etc. Students should first meet with the student chairperson, instructor, administrator, or director who initiated the decision or whoever is most likely to help with the problem. If students do not receive satisfaction resolution, they may take additional action as follow:

1. Complaints/appeals of any decisions made by any representative of AIMT must be made in writing. The complaint/appeal should include:
 - a. The nature of the problem
 - b. The date(s) of occurrence
 - c. The names of the people involved
 - d. A brief description of the steps taken thus far
 - e. Copies of supporting materials
2. The written appeal is to be forwarded to the person next in the chain of appeals:
 - a. Student Chairperson (if applicable)
 - b. Instructor
 - c. Administrator
 - d. Director

For unresolved conflicts, students may send a complaint to:

Bureau for Private Postsecondary Education
2535 Capitol oaks Drive, Suite 400
Sacramento, California 95833
Telephone: (888) 370-7589

or: Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 N.
Falls Church, Virginia 22043
Telephone: (703) 917 – 9503

12.30 Holidays

Students may be required to participate in athletic events and clinic shift scheduled on any of the above-stated holidays. AIMT will honor the following holidays:

1. New Year's Day
2. Martin Luther King Jr. Day
3. Presidents' Day
4. Good Friday/Easter
5. Memorial Day
6. Independence Day
7. Labor Day
8. Thanksgiving and the day after Thanksgiving
9. Two-week Christmas Holiday (exact dates will be posted in the classroom)

12.31 State License

California currently requires State Certification to practice massage therapy services. However, each city may have its own laws and educational requirements for licensure, which vary considerably. It is the responsibility of the students to ensure that they have obtained the appropriate education and/or work experience necessary for employment in their chosen city.

12.32 Cancellation of Contract/Withdrawals

Students have the right to withdraw from a program at any time. Notice of cancellation or withdrawal must be made in writing. If withdrawal occurs during the period allowed for cancellation of the agreement, which is until midnight of the fifth business day following the first class attended, AIMT will issue a full refund less registration fee within 30 days following withdrawal. Students are obligated to pay for educational services rendered and for equipment not returned in good condition within 30 days.

12.33 Refunds

Refunds for students who receive financial aid, PELL or FFEL, will be computed by Return of Title IV Funds (R2T4) calculation as required by the U.S. Department of Education. For students who do not receive financial aid, refunds are made on a pro-rata basis of attendance time. "Attendance Time" is the total number of instruction hours available to the student between the scheduled starting date of the first class, and the date on which any of the following occurs:

1. Student's notification of withdrawal or the actual date of withdrawal.
2. The school terminates student's enrollment.
3. Failure to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

The refund shall be computed by multiplying the amount the student has paid for instruction by a fraction. The fraction is the number of hours of instruction that the student has not received, but for which the student has paid, divided by the total number of hours of instruction for which the student has paid.

If the student obtains equipment, as specified in the agreement as a separate charge, and returns it in good condition within 30 days following the date of withdrawal, the school shall refund the charge for the equipment paid by the student. If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the school may offset against the refund the

documented cost to the school of that equipment. The student shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. If the amount the student paid is more than the amount owed for the time the student attended, then a refund will be made within 30 days of withdrawal. If the amount owed is more than the amount the student paid, then the student must pay the balance.

Application fee is non-refundable. Textbooks, uniforms and other supplies purchased by the students that have been opened and/or used are non-refundable.

Example of Refund Calculation: Upon entering a 1029-hour program, a student paid \$9,875.00 for tuition. After completing 270 hours (759 hours are the remaining), the student submits a written notice of withdrawal. The refund amount will be computed as following:

$$\$9,875.00 \times 759/1029 = \$7,283.89$$

12.34 Housing and Distance Learning

AIMT does not provide housing and distance learning for its students.

12.35 Visa Services

International students (F-1 Visa) are eligible for admission at AIMT. The responsibility of obtaining a visa is that of the potential students, and though AIMT will provide assistance where applicable, full visa services are not available.

