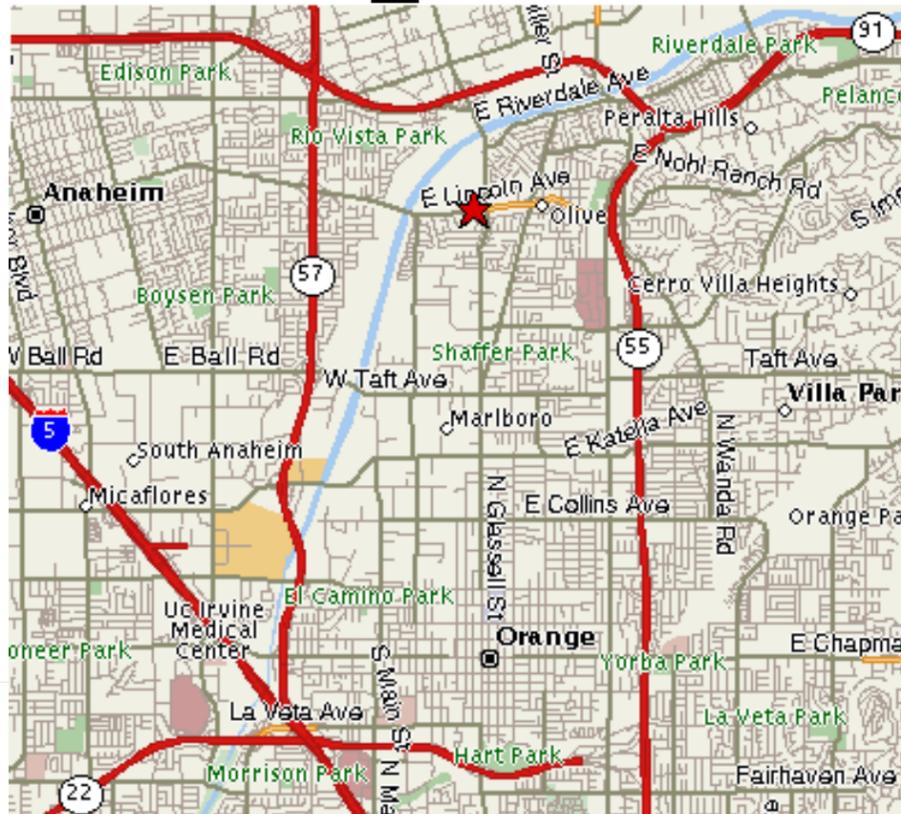
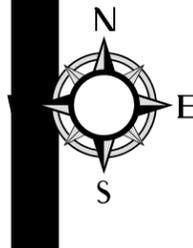


## Map and Directions

Lincoln Institute of Body Therapy  
202 W. Lincoln Ave., Suite A  
Orange, CA 92865  
(714) 998-4943 Fax: (714) 998-2596  
Email: CaMassageSchool@yahoo.com  
www.LincolnMassage.com



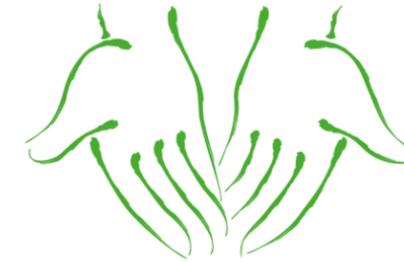
**From the 91 fwy  
West/East:**  
Exit Kraemer/Glassell  
(91W) Turn Left  
(91E) Turn Right  
Turn Right on Lincoln  
202 is on the Left



**From the 55 fwy  
North:**  
Exit 91 West  
Exit Glassell, turn Left  
Turn Right on Lincoln  
202 is on the Left

**From the 57 fwy  
North/South:**  
Exit Lincoln  
(57N) Turn Right  
(57S) Turn Left  
Pass Batavia, drive 1/2 mile  
202 is on the Right

# Lincoln Institute of Body Therapy



Teaching the Art and Science of Massage

## Course Information Catalog

*This catalog is valid from 1/1/2012 through 12/31/2012.*

*January 2012*

**Lincoln Institute of Body Therapy**  
202 WEST LINCOLN AVE., SUITE A  
ORANGE, CA 92865  
www.LincolnMassage.com  
Email: Info@LincolnMassage.com  
(714) 998-4943

## 2012 School Holidays

**Lincoln Institute will be Closed on the following holidays**

Jan. 1	Sunday	New Years Day
Jan. 16	Monday	Martin Luther King Day
Feb. 20	Monday	President's Day
Feb. 22	Wednesday	Washington's Birthday
April 6	Friday	Good Friday
May 28	Monday	Memorial Day
July 4	Wednesday	Independence Day
Sept. 3	Monday	Labor Day
Oct. 8	Monday	Columbus Day
Oct. 31	Wednesday	Halloween
Nov 22-24	Thurs.-Sat.	Thanksgiving
Dec 21	Thursday	Annual Potluck & Certificate Celebration
Dec 24-25	Mon.-Tues.	Christmas Eve, & Day

**Office Business Hours:** Monday and Wednesday 10am-6pm  
 Thursday 10am-5pm  
 Friday and Saturday 9am-1pm

## Performance Fact Sheet

### Enrollment, Completion and Employment Statistics for the Calendar Year 2011

(Complies with the California Private Postsecondary Education Act of 2009 §94910)

Number and Percentage of students who enrolled, successfully completed, and secured employment, as of December 31, 2011.

<u>Course Name</u>	<u># Began in 2011</u>	<u># and % Graduates*</u>	<u># and % Employed in the Field</u>	<u>Graduates Employed in the Field</u>	
				<u>&lt;32Hrs/wk</u>	<u>&gt;32Hrs/wk</u>
Massage Technician (100hour)	14	10 / 71%	4 / 29%	4	
Adv. Massage Technician (200hour)	3	2 / 67%	1 / 33%	1	
Massage Therapist (500hour)	25	17/ 68%	16/ 64%	14	2
Massage Practitioner (1000hour)	0	0			
Holistic Health Practitioner (1250hour)	0	0			

\*The number of graduates is the same as the number of graduates available for employment unless otherwise indicated.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law. Any questions a student may have regarding this fact sheet 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 or P.O. Box 980818, West Sacramento, CA, 95798-0818. Phone: (916) 431-6959, Toll :(888) 370-7589, Fax: (916) 263-1897. Website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

## EMPLOYMENT INFORMATION

### Job Placement Assistance & Networking

Upon completion and certification, most therapists find that there are many employment opportunities available in Southern California. These opportunities seem to be ever increasing, with the public's growing interest in relaxation, massage and other alternative therapies. While we do not offer job placement services or guarantee employment, we frequently receive requests from businesses, seeking qualified and experienced massage therapists. We actively inform graduates of these inquiries through phone calls, email, newsletter and a Job Opportunities Board in the Anatomy Classroom. Currently, graduates from Lincoln Institute of Body Therapy are employed at resorts, naturopathic clinics, wellness centers, chiropractic offices, sports and fitness centers, as well as beauty and skincare salons. Some work for themselves in their own private practices, while others own massage establishments or even resort spas. Graduates are encouraged to use the school as their resource for employment opportunities.

## LICENSING & CERTIFICATION

Putting it all together can get a little complicated in Southern California. Our diverse staff can answer questions regarding licensing and certification. With the enactment of Senate Bill 731 in 2009, education and training standards continue to improve, becoming more consistent with those of other states. The California Massage Therapy Council (CAMTC), ensures that Certified Massage Therapists (CMT) and Certified Massage Practitioners (CMP) have completed sufficient training at approved schools and has devised and implemented voluntary certification for the massage therapy profession that will enable consumers to easily identify credible CMTs and CMPs. No test is offered or required by the State of California, at this time. More information can be found at [camtc.org](http://camtc.org). We also recommend you call the city for which you wish to obtain a business license, and request a copy of that city's current massage ordinance and requirements. Most cities in Orange County require between 250 and 500 educational hours or a CAMTC License. Sometimes working under a chiropractor or business owner's license is accepted by the city licensing division. We'll help you, whichever direction you wish to pursue professionally.

A national certification exam exists, and although not required by most cities in Orange County at this time, it may be preferred by some employers. Study workshops are offered to assist students in preparing for this voluntary exam. More information can be found at [ncbtmb.org](http://ncbtmb.org). We've helped many students find their place in the massage industry. We'll help you too!

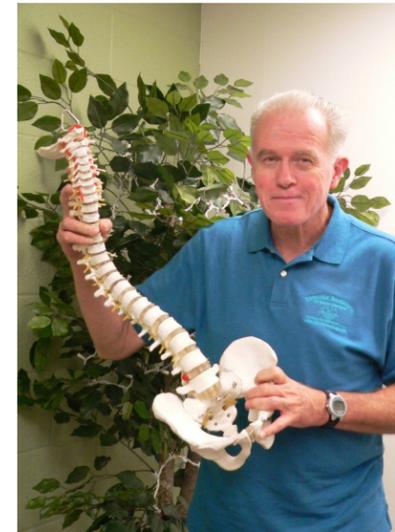


Warm Stone Massage is relaxing and very popular in day spas and resorts.

*"I walked in one day and was given a chiropractor's name and number. I called and set up an appointment to meet him. Boy, was I surprised when he hired me on the spot!!"*

*Armando*

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Angela De Leon, Director

## DIRECTOR'S WELCOME

Congratulations for choosing Massage and the **Lincoln Institute of Body Therapy**. Whether you're exploring a new career opportunity or just pursuing a great hobby, you'll find massage therapy a fun and rewarding experience. The massage field is rapidly growing with unlimited potential. More day spas are opening, chiropractors are adding massage to their busy clinics, and more people are making it a regular part of their daily lives. Have you seen chair massage in grocery stores, outdoor events and even airports? Spa massage and spa modalities are the fastest growing segments of the massage industry today. Massage is everywhere, come join us!

We know massage helps professional athletes and body builders. They recognize it as an important part of their training, work-out and recovery routine. More recently, we have seen more stressed out businessmen and women relying on massage to help reduce the negative effects of their hectic schedules and busy lifestyle. The "baby-boomers" are looking more toward preventative and alternative health care options, as they age. Massage is not just for the rich and famous anymore! Massage is affordable, and it is loved by everyone.

### MASSAGE THERAPY AT A GLANCE

**The industry:** Estimated up to \$17 billion in annual revenue, employing about 300,000 nationwide. Industry-wide, revenue nearly doubled from 2005-2010.

**Growth track:** The U.S. Department of Labor has forecasted a 19 percent increase in the number of massage therapist from 2008-2018, topping all occupations.

**What's the rub?** Eighty-eight percent of the nation's massage therapists provide Swedish massage, followed by 84 percent administering deep-tissue massage, 55 percent offer trigger point therapy and 53 percent specialize in sports massage.

**Customer base:** According to a 2010 AMTA survey, 18 percent of adult Americans received at least one massage between July 2009 and July 2010, and an average of 28 percent of adult Americans received a massage in the previous five years.

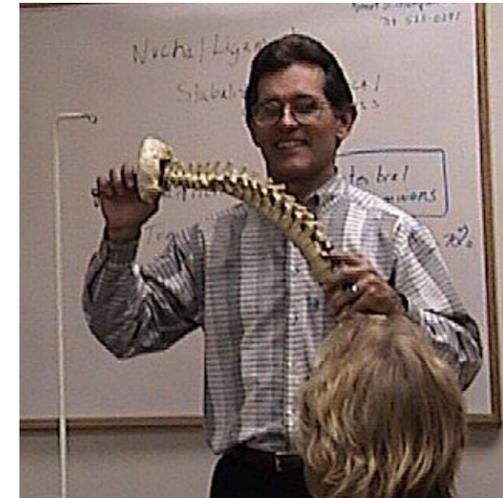
**Medical connection:** In 2010, AMTA stated nearly 40 million American adults had discussed massage therapy with their doctors or health care providers. Among that group, 31 percent were strongly recommended for massage therapy.

Established in 1997, Lincoln Institute of Body Therapy is privately owned and operated by massage therapists for massage therapists! We want to help YOU learn massage. Stop in for a visit, ask questions, meet our caring staff and chat with other students. Our goal is to assist you in meeting **Your** Goals!

Our expanded programs offering flexible and self-paced schedules, with easy payment opportunities make Lincoln Institute of Body Therapy, Orange County's premier massage school. Whatever your personal and professional goals may be, add Massage Training to your list of skills. You won't be disappointed, and you'll be in high demand. You'll see! **Come Join Us, We Make it Happen!**

Blessings,

Angela De Leon, Director



*"If English is your second language, Relax!  
Anatomy terms are all Greek and Latin!  
Don't be afraid to ask for help. Your  
instructor will know just what resources to  
recommend! Barb*

## HOUSING

Lincoln Institute does not offer or have housing under its control. It has no responsibility to find or assist a student in finding housing. Some local area hotels offer discounts. Ask for a hotel information sheet in the office.

## INTERNATIONAL STUDENTS

Lincoln Institute does not offer English language services or Visa services for international students. Staff will fill out forms vouching for a student's status, upon request, at no charge.

## FINANCIAL AID & STUDENT LOANS

Lincoln Institute does not participate in any federal or state financial aid programs at this time. If financial arrangements are needed, make an appointment with the Director to discuss your specific needs. If a loan is obtained by the student, to pay for an educational program, students should be aware they are responsible for repaying the loan, in full with interest, less any refund amount.

## LOCATION, FACILITIES AND EQUIPMENT

**All classes are taught onsite at 202 W. Lincoln Ave., Suite A, Orange, CA 92865**, unless notified otherwise prior to class start date. Facilities consist of two large massage classrooms, with massage tables provided for your convenience, an anatomy classroom, with models and hands-on teaching tools, and an on-site library with valuable resources available on loan (no rental fees). Bring a healthy lunch or snack. We have a refrigerator and microwave ovens available for your use.

## SCHOOL STORE

The school store provides supplies and equipment such as oils, massage tables and stools, T-shirts, anatomy books and learning aids for you to purchase at your convenience.

## STUDENT CLINIC - A great massage at a great price!

Students are given the opportunity in most classes, to practice newly learned skills in a professional setting with instructor supervision. This eases the transition from classroom to jobsite, provides valuable experience and boosts self-confidence. A few hours each week, one classroom becomes the "Clinic", and the public is invited to enjoy an affordable massage, while giving valuable feedback to practicing students. The Clinic is regulated and licensed separately by the City of Orange.

## STUDENT SERVICES

### STUDENT MENTORING & TUTORING

At Lincoln Institute of Body Therapy, senior students act as mentors and friends to new students as needed. This informal student pairing program is helpful to those who might require additional support in learning. We also offer private or group tutoring, for a nominal fee. Ask your instructor or director if you feel tutoring might be helpful.

### MASSAGE TABLE & CHAIR RENTALS

We strive to assist students wishing to practice outside the classroom, as well as with money making opportunities. Students may rent, for a nominal fee, professional quality massage tables and massage chairs. This allows you to “earn while you learn”, and at the same time, save up for the best massage table which fits your needs.

### RESUME WRITING & INTERVIEWING ASSISTANCE

Assistance is available for resume writing, creating business cards and fliers. We will work with you, to help you feel comfortable with the interviewing process. We recognize that many students have never before, applied for a professional job. We help bridge the gap, between your current skill level and experience, and the skills and self-confidence necessary to become a professional massage setting.

**“I love my part-time job, it’s perfect for me. Every day I’m more and more confident and as my confidence builds, so does my physical strength. The doctor I work, with appreciates my expertise and the patients love my work. I’m glad I chose Lincoln Institute of Body Therapy to help me learn Massage.”**

**Diane**



**I DID IT (and you can too)!!**

### TEXTBOOK & TOOL PURCHASE

Students have an opportunity to purchase textbooks, tools, reference books, and charts, generally at a discount. Once a year we have a “Meet & Swap” where students can bring books and tools to trade or sell to one another. We also have a bulletin board for Student Information on which students may post items for sale. Ask about our professional quality massage tables and massage chair packages. Discounts are available to students.

### BOOK, VIDEO & AUDIOTAPE LIBRARY

Lincoln Institute houses an ever growing library of books, magazines, videotapes and audiotapes. These may be checked out or used on-site. While other schools *rent* their videos and audiotapes, we *loan* ours for your use. We believe these tools are an invaluable resource to our students. We encourage you to use them and learn from the wisdom of other professional massage therapists, authors and educators.

**Lincoln Institute of Body Therapy... We make Learning FUN!**

## MISSION STATEMENT

To provide students with the necessary knowledge and skills to perform Circulatory Massage and other therapeutic massage modalities competently in a variety of professional settings.

To promote the benefits of massage and represent the massage profession in a positive light in our community.

## PHILOSOPHY

Our philosophy at Lincoln Institute of Body Therapy begins with the knowledge that learning is a lifelong endeavor. We are all teachers and we are all students. We believe that there is no substitute for the human touch, and that each one of us has the power to massage and heal within our own hands. With proper training and guidance, we believe, this powerful energy can help change the world. We are all interconnected. We strive to nurture each other, to learn from one another, and to support our fellow students in massage and in life. We promote professionalism at Lincoln Institute and in the massage industry, at every opportunity.

*“Lincoln Institute offers the most flexible hours of any massage program. You cannot ask for more flexibility. It’s really a great school, and I would recommend it to anyone.”*

*Carmen*

*“I like the easy going atmosphere. I feel comfortable coming in and talking to the instructors. They’re great! But, my favorite part is the practice. Giving and receiving relaxing massages is the best.”*

*Julio*



*Students demonstrate stretching techniques. Proper body mechanics are taught and emphasized.*

**Lincoln Institute of Body Therapy  
Orange County’s Premier Massage School since 1998**

# APPROVAL DISCLOSURE STATEMENT

## Bureau for Private Postsecondary Education (BPPE)

In 1998, Lincoln Institute of Body Therapy, was granted institutional approval to operate, by the Bureau for Private Postsecondary and Vocational Education (BPPVE). In 2003, Lincoln Institute of Body Therapy was re-approved and granted authorization to expand it's course offerings to include the following Certificate Programs:

Massage Technician	100 hours
Advanced Massage Technician	200 hours
Massage Therapist	500 hours
Massage Practitioner	1000 hours
Holistic Health Practitioner	1250 hours

Lincoln Institute of Body Therapy is a private institution, approved by the new BPPE to operate under the current education code until 2013. BPPE School Approval Code 3012471. Although this institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education (BPPVE), our pending application for re-approval to operate has not yet been reviewed by the new Bureau for Private Postsecondary Education (BPPE). Bureau approval means that the institution and it's operation have been reviewed and the institution agrees to comply with the standards established under law for occupational instruction. It does not imply a state endorsement or guarantee of employment.



Lincoln Institute of Body Therapy at  
202 W. Lincoln Ave. Suite A  
Orange, CA 92865

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, 2535 Capitol Oaks Drive, Ste. 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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 website www.bppe.ca.gov.

## California State Department of Rehabilitation

Lincoln Institute of Body Therapy is also approved by the **California Department of Rehabilitation** to teach massage courses to its participants. We have successfully taught blind, deaf and hard-of-hearing students the healing art of massage. For more information, contact your Rehabilitation Counselor at the Department of Rehabilitation, or call Robert Antunez, Rehabilitation Counselor at (714)991-0867 or email [rantunez@dor.ca.gov](mailto:rantunez@dor.ca.gov)

# GRADING STANDARDS

## Grading Procedures

Lincoln Institute of Body Therapy's overall grading system is pass or fail. Instructors keep the students and director informed and updated during the class as to each student's progress. A grade of 70% constitutes a passing score on all written and practical examinations. It is expected that students will study sufficiently and instructors will teach in a manner, so that this level of accomplishment is attainable by all conscientious and diligent students.

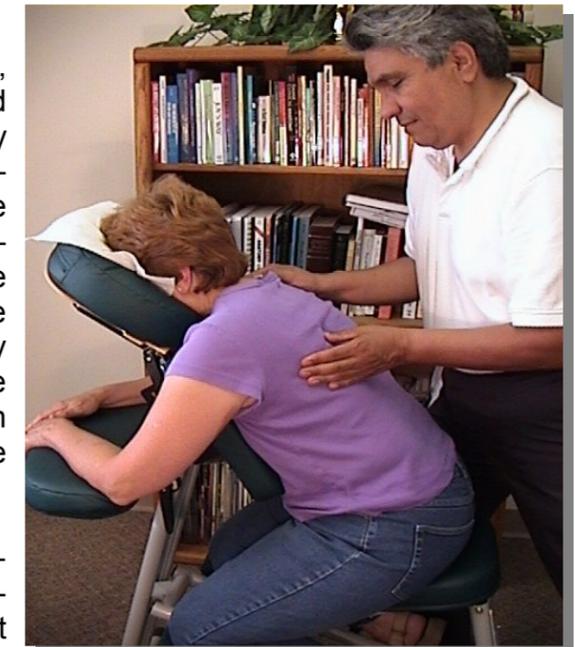
## Satisfactory Progress Policy - Student Achievement

Every attempt will be made to ensure the student's success in each class. Smaller classes allow for more student/teacher interaction. Students should know at all times their standing in a class. A written evaluation of the student's progress is given by each instructor to each student half way through every class. Progress is measured by the student's understanding of the material presented during class discussions and demonstrations, and by his or her interactions with the other students. Instructors will submit a written report on the student's progress prior to the last day of class or at any time during training, should the student's progress fall below satisfactory.

## STUDENT CONDUCT

Students are expected to relate to their instructors, fellow students and school staff, with respect and consideration. Lincoln Institute of Body Therapy teaches and enforces proper and professional draping techniques at all times. The nature of massage therapy demands a close client/practitioner relationship. The student's conduct in class provides the instructor the opportunity to observe and evaluate the student's professionalism and maturity. Any conduct, by the student, which might jeopardize the Lincoln Institute of Body Therapy or the reputation of massage therapy as a profession will be cause for dismissal.

Termination will be granted to students with disruptive behavior problems, for possession or being under the influence of drugs or alcohol, for harassment of other students, or abusive language. Readmission will be granted only if the student satisfactorily addresses the stated problem. Written reports are entered into the student's file.



Chair massage is popular,  
fun, and profitable!

## ATTENDANCE POLICIES

**NOTE: These policies only apply to Advanced Classes.**  
**The basic Circulatory Massage Class is self-paced with flexible hours!**

### Attendance Requirements

Students are expected to be present for classes as scheduled, and are required to attend at least 90% of total class hours. Absences and tardiness will be recorded and must be accounted for with scheduled make-up time or by re-taking the missed hours during a subsequent class of newly enrolled students.

Students failing to maintain satisfactory attendance will be advised by the director. If behavior fails to improve, the student will be dismissed for unsatisfactory attendance. Re-admittance may be permitted if the cause for unsatisfactory attendance is corrected.

### Consequences for Unsatisfactory Attendance

Students with three unexcused absences in any four-week period will receive written notification of academic probation for a period of two weeks. Any unexcused absences during such probationary period will be cause for dismissal.

### Tardiness

Becoming a massage therapist is a commitment and necessitates a professional attitude. Working as a massage therapist requires punctuality. Coming late to class disrupts the learning environment and shows a disrespect for fellow classmates and the instructor. Tardiness is defined as showing up more than ten minutes late for the beginning of a class. Tardiness without a legitimate reason on more than three consecutive occasions will be considered as one unexcused absence and will require advising with the director. Chronic tardiness without excuse may be grounds for dismissal.



*Smaller classes and individualized instruction help students excel.*

### Make-Up Work

Make-up work is required for any absence and must be equivalent to the subject material covered in the time missed. Make-up work for practical classes can only be accepted as hours of class attendance under instructor supervision.

### Leave of Absence

Request for a leave of absence will be considered and such leave may be granted to students at the discretion of the director. All requests for leave of absence shall be in writing.

## STUDENT TUITION RECOVERY FUND

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. (see Program & Pricing sheet for more info.)

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

You are not eligible for protection from the STRF and you are not required to pay the STRF 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.

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.

### Bankruptcy

Lincoln Institute of Body Therapy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the past five years and has had no petition in bankruptcy, filed against it within the past five years, that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. (11U.S.C. Sec 1101 et seq.)

*"I love the diversity of the classes.  
Each instructor gives us their very best!  
The classes are definitely not boring."  
Katherine*



*Regina" loves the Pet Massage class!*

## INSTRUCTORS

Instructors may vary depending upon availability. All instructors were previously certified to teach by the Calif. BPPVE and/or meet BPPE current teaching requirements. All massage instructors have a minimum of 500 hours and at least 5 years teaching experience and are practicing therapists in the massage field.



### BARBARA SOBEL, A.A., M.T.

Barbara has been teaching massage and related classes for over 10 years at Lincoln Institute of Body Therapy, as well as Santa Ana College and Santiago Canyon College. She has coordinated and participated in numerous Chair Massage events throughout Southern California, including Angel Stadium, Health Fairs, and Aids Walks. Barbara's background in healthcare management and her fascination with anatomy and physiology lead her to coordinate the Dermatology Lectures and slide show which have become popular and informative for the students. Barbara and her husband teach Healthy Cooking classes and they love to travel. Ask her about massage in Cairo or Beijing!

### LYNN ARMATOSKI, M.T.

Lynn began teaching massage in 1997. She has taught hundreds of brand new students, how to give their very first Circulatory Massage. She emphasizes proper Body Mechanics and Continuous Relaxing Flow. Lynn practices reflexology and is a Certified Aromatherapist. She specializes in "Raindrop Technique" using pure essential oils. Lynn practices Yoga daily and loves plants (and plants love her)!



### JIM SWENDSON, B.A., C.M.T.

Jim has taught Hawaiian Lomi Lomi, Deep Tissue and Sport Massage as well as Pet Massage classes at Lincoln Institute for nearly ten years. He has worked in the past for several Chiropractic groups. Jim is currently a Massage Trainer/Therapist, at Massage Envy, the largest chain of franchised massage businesses in the United States. Jim has trained for over 10 years in martial arts and enjoys writing music and traveling.



## CANCELLATION & REFUNDS

### Cancellation & Withdrawal Policy

A 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. **Notice of cancellation/withdrawal must be in writing to the director.** A student is obligated to pay only for educational services rendered, and for equipment not returned in good condition within 30 days.

### Refund Policy

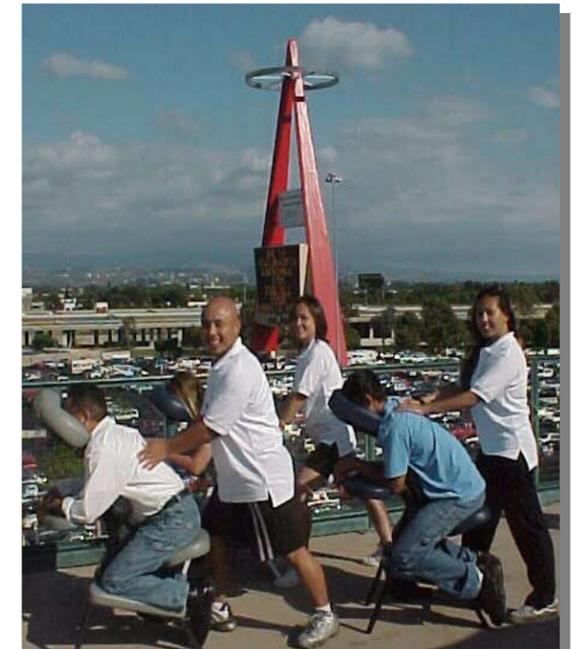
Lincoln Institute of Body Therapy will issue a refund, less registration fee and any textbook or materials fees, within 45 days following withdrawal. The amount of the registration fee retained by the school may not exceed \$75.00. Refunds are made on a pro-rata basis of attendance time. Attendance time is the total hours the student attends classes between the scheduled starting date of the first class, and the date on which any of the following occurs:

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

For example, if the student completes only 50 hours of a 100 hour course and paid \$1295.00 tuition, the student would receive a refund of \$647.50 less \$75.00 registration fee, or \$572.50 less any material fees. The school will also refund money collected for sending to a third party on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges paid.

## COMPLAINTS & GRIEVANCES

The instructors and staff are committed to hearing and resolving any student problems or concerns. We believe that student feedback is critical in the continued success of the school, as well as for the benefit of our student's education. The student may lodge a complaint by communicating orally or in writing to any instructor or the director. Complaints shall not be discussed with other students or individuals who have no ability to address the situation. **Angela De Leon** is the "Complaint Designee" and can be reached during business hours. Written complaints addressed to her will result in prompt and impartial consideration. The complaint will be thoroughly investigated and a written response will be provided within 10 days. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education. (See page 4 for address and information.)



*When Angel's Baseball Club wants chair massage at their events, they call on the professionally trained students & graduates of Lincoln Institute! **Go Angels!!***

## ADMISSION INFORMATION

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 (page 17), which must be provided to you prior to signing an enrollment agreement.

### Admission Requirements

Admission is based upon student character, ability to satisfy financial commitments, and ability to complete the course work as determined by submission of a completed Lincoln Institute application form and personal interview with a staff member or instructor.

An applicant must also:

- Demonstrate sufficient English language proficiency (Classes are taught in English)
- Be at least 18 years of age (parental consent required if under 18 years of age)
- Be physically fit enough to perform massage
- Have a serious intention to help others

The Lincoln Institute of Body Therapy accepts applicants without regard to age, sex, race or personal belief. Applicants may be refused enrollment, if it is deemed they are not well-suited or qualified for this field.

### Admission Procedures/Student Assessment

Prospective students may apply for enrollment for the beginning Circulatory Massage class during regularly scheduled office hours (page 17). We encourage all potential students to sit in a class prior to enrollment and even receive a clinic massage. After receiving a tour of the facility and answering any questions, a staff member or instructor will complete a brief verbal interview while reviewing the application forms. The applicant will be notified of acceptance upon conclusion of this interview.

### Academic Credit Policy

Upon enrollment, the student will be asked to list any previous education, training, or experience related to massage. If relevant training is recent enough, sufficiently thorough, and performed with proficiency, appropriate credit may be allowed, pending proper documentation and proof of study. (See attached pink Programs & Pricing sheets for complete Academic Credit Policy and requirements. California regulation does not recognize or permit courses of Massage involving correspondence (through-the-mail) instruction.

### Student Records Retention

Students are advised/cautioned that state law requires this facility to maintain school records for only a five year period. However, to date, no records have been destroyed or deleted.

### Transfer Out

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION Lincoln Institute of Body Therapy has not entered into an articulation or transfer agreement with any other college or university. The transferability of credits you earn at Lincoln Institute of Body Therapy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of any hours completed, classes you attended or certificate you earned while at Lincoln Institute is also at the complete discretion of the institution to which you may seek to transfer. If the hours, classes or certificates you completed or earned at Lincoln Institute, 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 Lincoln Institute of Body Therapy to determine if your hours, classes or certificate will transfer.

### APRIL STATUM, H.H.P.

April has been teaching Deep Tissue and Sports Massage, Trigger point, Acupressure/Shiatsu, Pregnancy and Lymphatic Massage as well as anatomy and physiology, and body mechanics for nearly 20 years at various private schools and colleges. She previously held the position of Coordinator for Healing Touch Spiritual Ministries in Orange County, an international organization which researches and promotes Energy Healing, while training and supporting practitioners within the field. April has supervised students, enhancing practical skills while working at numerous events, triathlons, Tour de Cure for Diabetes, and Susan B. Komen Breast Cancer Walks to name a few. April has also taught martial arts and self defense.



### KENNETH ALPERN, M.D.

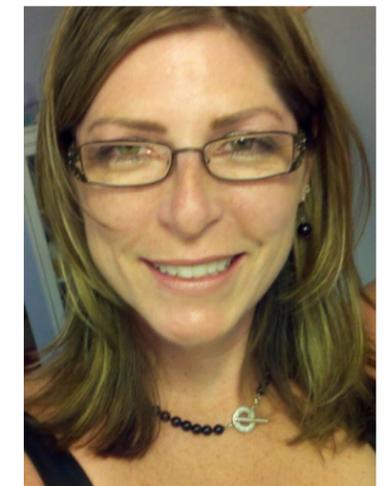
Massage therapists see more skin than any other profession. A well trained therapist could be someone's first defense against skin cancer and could potentially save a client's life. Dr. Alpern is a board certified dermatologist, and teaches at UCI. His slide presentations of normal and abnormal skin conditions help massage students at Lincoln Institute identify problems which might be potentially dangerous to themselves or life threatening for their clients.



*"Every Massage Therapist should know the ABC's of skin cancer and be prepared to refer clients to a dermatologist." Dr. Alpern*

### ROBIN KARADAYI, C.M.T., Reiki Master/Instructor

Robin's unique position at St. Joseph Hospital in Orange County has enabled her to not only provide therapeutic bodywork for employees, patients and their family members, but also to serve as Integrative Medicine In-Service Trainer and liaison for clinical staff. She helped develop informational training sessions for cancer, cardiac-rehab and diabetic patient groups and worked with the Pain Management Team in the implementation of Applied Clinical Aromatherapy for Oncology, researching and compiling data to support the efficacy of Clinical Use of Aromatherapy for chronic pain management and nausea in Oncology patients hospital-wide. She also teaches Reiki through her community's recreation program year-round.



*"The teaching abilities of the instructors are excellent. If you're standing in the wrong posture, they'll come over and help you out. Their knowledge is very extensive. They're excellent teachers, and they really care." Kathryn*

## CERTIFICATE PROGRAMS

The following information will be covered in the scheduled instructional hours listed for each program below. All courses include a midterm and final exam as well as a practical demonstration of satisfactory performance.

**Massage Technician - 100 Hours** This 100-hour program is comprised of one course (Circulatory Massage -100 hours), and is a prerequisite for most other massage courses. Students will learn a complete hour-long massage routine, with emphasis placed on anatomy, physiology, proper body mechanics and alignment. Ample time is given in the hands-on portion of the class, to become comfortable with the massage process.

<u>Instructional Category</u>	<u>Scheduled Hours</u>
Massage & Bodywork	
Assessment, Theory, Application Instruction	57
Supervised, On-Site Clinical Practice	10
Body Systems	
Anatomy & Physiology	10
Kinesiology	10
Pathology	8
Business Practices	2
Ethics	2
Hygiene	1
	100

**Advanced Massage Technician - 200 Hours** Pre-requisite: A 100-hour Circulatory Massage course or equivalent. This 200-hour course offers additional skills and experience to individuals wishing to work in the field of massage, or gain extra hours to meet city or state licensing requirements. Additional therapeutic modalities, self-preservation techniques, anatomy and physiology review as well as deep tissue techniques will be introduced in this course. Two 100-hour courses are required to complete this certificate program: Adv. Circulatory Massage and Deep Tissue Massage.

<u>Instructional Category</u>	<u>Scheduled Hours</u>
Massage & Bodywork	
Assessment, Theory, Application Instruction	75
Supervised, On-Site Clinical Practice	34
Body Systems	
Anatomy & Physiology	32
Kinesiology	31
Pathology	16
Business Practices	4
Ethics	4
Hygiene	4
	200

**Massage Therapist - 500 Hours** This 500-hour course is designed to offer a more comprehensive massage training program. Students knowing in advance that 500 hours of education is required to achieve their goals, are advised to take this course of study. Five 100-hour courses are required to complete this certificate course: Circulatory Massage (100 hours), Advanced Circulatory Massage (100 hours), Deep Tissue OR Sports Massage (100 hours) and Two (2) additional 100-hour Core\* courses or approved equivalent.

<u>Instructional Category</u>	<u>Scheduled Hours</u>
Massage & Bodywork	
Assessment, Theory, Application Instruction	210
Supervised, On-Site Clinical Practice	84
Body Systems	
Anatomy & Physiology	72
Kinesiology	71
Pathology	40
Business Practices	8
Ethics	8
Hygiene	7
	500

## ADVANCED CERTIFICATE PROGRAMS

### Massage Practitioner - 1000 Hours

This 1000-hour program builds on the 500-hour Massage Therapist Certificate Program outlined on the previous page. The following courses/hours, are required to complete the 1000-hour Massage Practitioner Certificate Program:

Circulatory Massage (100 hours)	Lymphatic Massage (100 hours)
Advanced Circulatory Massage (100 hours)	Pregnancy Massage (50 hours)
Deep Tissue Massage (100 hours)	Supervised Internship (100 hours)
Sports Massage (100 hours)	
Advanced Anatomy, Physiology & Kinesiology (50 hours)	
Core* Elective Courses (300 hours) or Approved Equivalent	

This advanced program covers the following instructional information in the scheduled hours listed below:

<u>Instructional Category</u>	<u>Scheduled Hours</u>
Massage & Bodywork	
Assessment, Theory, Application Instruction	328
Supervised, On-Site Clinical Practice	144
Body Systems	
Anatomy & Physiology	183
Kinesiology	128
Pathology	79
Business Practices	13
Ethics	13
Hygiene	12
Related Instruction	100
	1000

### Holistic Health Practitioner - 1250 Hours

This 1250-hour program is designed for students who want a comprehensive education in massage and holistic health practices and/or continuing education. Students may choose this program initially, or achieve it, by building on any of the other program offerings. The following courses/hours, are required to complete the 1250-hour Holistic Health Practitioner Certificate Program.

Circulatory Massage (100 hours)	Lymphatic Massage (100 hours)
Advanced Circulatory Massage (100 hours)	Pregnancy Massage (50 hours)
Deep Tissue Massage (100 hours)	Acupressure/Shiatsu (100 hours)
Sports Massage (100 hours)	Supervised Internship (150 hours)
Advanced Anatomy, Physiology & Kinesiology (50 hours)	
Core* Elective Courses (400 hours) or Approved Equivalent	

This advanced program covers the following instructional information in the scheduled hours listed below:

<u>Instructional Category</u>	<u>Scheduled Hours</u>
Massage & Bodywork	
Assessment, Theory, Application Instruction	406
Supervised, On-Site Clinical Practice	184
Body Systems	
Anatomy & Physiology	213
Kinesiology	158
Pathology	95
Business Practices	15
Ethics	15
Hygiene	14
Related Instruction	150
	1250

\*Core courses consist of classes which meet the instructional requirements for NCBTMB approval. See school Director when scheduling courses, to assist in meeting your program curriculum requirements

**For a complete list of charges and fees, please see pink "Programs & Pricing" sheet.**