Academy of Holistic Health Arts
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SCHOOL CATALOG 2012

This catalog is updated annually and is given to all new students as well as presently enrolled students. The changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. The Academy of Holistic Health Arts School is an institution that is a private institution and is approved by the Bureau of Private Postsecondary Education per Ed. Code #94909(a)(2) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833, wwwbppe.ca.gov, toll-free number (888)370-7589 or by fax (916)263-1897.

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WELCOME

Welcome to school of the Academy of Holistic Health Arts School. We are pleased that you have chosen our school for your education in the art and science of massage and various Holistic Health modalities of bodywork. Our students are expected to accept a high degree of responsibility for their educational experience. To assist you with that responsibility, this catalog has been prepared. This catalog contains the policies and procedures applicable to students of this school. Please keep this catalog in your notebook for easy reference. Any changes in policies or procedures will be announced in our classes and posted on the bulletin boards. Students are expected to read, understand, and comply with what is contained in this catalog. Failure to familiarize yourself with this information does not exempt you from the responsibility of compliance.

MISSION STATEMENT

Academy of Holistic Health Arts is dedicated to helping our students to develop a set of practical skills, to perform massage and bodywork in a professional manner for the purpose of making a successful transition to the work force and society. We also want our students to form an intellectual and spiritual insight; and appreciation for the power of massage and bodywork and an ethical framework for safeguarding the client while in the altered state produced by massage.

OUR PURPOSE:

- We encourage a sense of commitment towards a global community.
- We believe that lifelong learning is essential for successful living.
- All students can learn. Learning requires high expectations from teachers & administrators, and the active involvement of students.
- We must constantly examine and refine our programs to meet the needs of the student population we serve.
- Student outcomes can be defined and measured in alternative ways. Standardized tests are only one way of measuring student accomplishment.
- Growth and development does not occur without self-reflection and self-assessment. Encouraging staff, administration, and students to pursue self-reflection and self-assessment is vital to the growth of our industry in a way that contributes the most to the world community.
- Collaboration with other massage and bodywork schools is essential to the growth and development of our school.

GOALS:

- Continually improve our teaching materials, programs, and education of instructors and administrators.
- Interact with the community and with employers to create jobs for our graduates, and to adapt our program to changes in the workplace.
- Interact with other Holistic Health & Massage schools and with legislative and regulatory bodies to advance Holistic Health Practitioner & Massage Therapist as a viable career choice.

DISCLOSURES:

- Academy of Holistic Health Arts is a privately owned vocational school, and is not a part of the public school system.
- Academy of Holistic Health Arts is a member of the Associated Bodywork and Massage Practitioners, headquarters located at 28677 Buffalo Park Rd., Evergreen, CO 80439
- Academy of Holistic Health Arts does not discriminate on the basis of race, ethnicity, gender, or disability.
- The institution does not participate in Federal or State financial aid programs.
- AHHA does not have a pending petition in bankruptcy, or is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec.1101 et seq.)

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION:

- Address : 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 (916) 431-6959
- Approved by BPPE, School Code # 3304021, Site Type: Main
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov
- Current STATE licensing requires a minimum of 250 educational hours. See www.camtc.org

FACILITIES

The school is located at 2357 - 2361 S. San Jacinto Street, in the city of San Jacinto, in the County of Riverside, State of California. The school has 6 rooms; one large classroom with a area for practice & review; one large classroom lecture and study room, with a capacity for 20 students in each room; and four additional rooms for practice. There are also restrooms, offices, and a student massage clinic. All rooms have sufficient equipment. Equipment includes professional massage tables, and video equipment, charts and other necessary equipment. This school, the facilities it occupies and the equipment it utilizes, **fully** comply with any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building and health safety. All classes are held at the address listed above.

Library: The school maintains a library for faculty only; the nearest public library is approximately two miles from the school. The school stocks a variety of books, and video tapes on massage techniques and Holistic Health subjects. Students may schedule appointments to come into school to watch videotapes or view books.

Students are required to purchase textbook(s) for each class, so that by the time the program is finished, each student will own a basic reference library.

Students are encouraged to make arrangements to study and practice individually or in groups at the school using our equipment, by prior arrangements and permission only.

EXPECTATIONS

What our students can expect of the faculty and staff of Academy of Holistic Health Arts:

- Competent and experienced faculty and staff
- Diverse program
- Preparation for a professional practice
- Fair and consistent testing and grading
- Participation in school policy-making
- Confidentiality regarding personal information
- Prompt attention to student needs and requests
- A supportive environment in which to grow
- Respect for each individual's boundaries

WHAT ACADEMY OF HOLISTIC HEALTH ARTS SCHOOL FACULTY AND STAFF EXPECT OF OUR STUDENTS:

- Take responsibility for their education
- Be responsive to constructive criticism
- Uphold high standards of integrity
- Behave in a professional way at all times,
- Be open to a variety of teaching styles and modalities
- Be respectful of staff and other students
- Practice high standards of personal hygiene
- Display a high level of emotional intelligence and maturity in all interactions.

SAFE/PEACEFUL ENVIRONMENT

Maintaining a safe and peaceful environment is essential for learning and for growth. Any of the following actions listed is grounds for disciplinary action:

- Possession of weapons on school premises
- Behavior creating a safety hazard to other persons at school
- Disrespectful behavior to another student, administrator or faculty member, or any other stated or determined infraction of conduct.
- Any form of verbal, physical, or emotional abuse, harassment, intimidation or violence, or threats of violence toward any member of the school community.

STUDENT SERVICES

School stocks required textbooks, oils and other items that students need to purchase.

Bulletin Boards are located in each classroom area and contain important information for staff, faculty, & students. **Students must get prior approval and permission** to place all notices on school bulletins boards.

Childcare, AHHA does not provide child care, nor are children allowed in the classrooms.

Counseling is available with instructors or the director. Students must request an appointment for counseling.

English As A Second Language, AHHA School does not provide instruction with English as a second language. We offer English speaking classes and written classes only.

Housing, AHHA has no responsibility to find or assist a student to find housing. We do have reasonable priced motels within a few miles of the school.

Placement Services AHHA School has no placement services. We do have a Job Opportunities list available. However we due provide a few hours of infront office & massage experience through Academy's BodyWaves clinic.

TUITION AND FEE INFORMATION

Registration Fee: A $75 registration fee and a $150 administration fee must be paid with the application for enrollment.

Tuition Deposit: For the 100 Hour Holistic Massage Technician Course a tuition down payment of $395.50 (which is $395 Plus $.50 for the State of California Student Tuition Recovery Fund (STRF) (both are non-refundable) and $50 per class must be paid when the student registers for class. This amount **is** refundable, see the refund policy which follows.

Credit for Prior Learning: A transfer fee of **$1.00** per hour credited is charged for each class hour a student requests credit for prior learning.

Installment Payments All students are encouraged to make installment payments on a per class basis. All tuition and fees must be paid in **full** by the completion of the class. Students who do not keep their payments current will be subject to disciplinary action.

Tuition for Repeat Courses Students who must retake a class due to a failing grade are responsible for the **full** cost of the class. Students who have successfully completed any class or workshop may retake the class or workshop at half price.

Transcript Fee One transcript is given to each student upon graduation. A replacement fee of $25.00 is charged for lost transcripts. The Certified transcript fee is $25.00.

Certificate Fee One certificate is given to the student upon graduation. A duplicate certificate is available from the office for $25.00.

PLEASE NOTE:

PRIOR CONVICTION OF A FELONY OR MISDEMEANOR

May preclude applicant from obtaining a city, county, or state license. Contact your local city, county, or state for details.

INSTRUCTIONAL CALENDAR

HOLIDAYS

AHHA is closed on New Year's Week, Easter Week, Memorial Day, July 4th, Labor day, Thanksgiving week and Christmas week, plus approximately one week at the end of each quarter.

INSTRUCTIONAL CALENDAR (CONT)

SCHOOL SCHEDULE

100 hour Holistic Massage Technician Course is offered as a on-going class, with Advanced Classes as scheduled. **So the student is advised to consult a current schedule of classes** which may be obtained from the school to check the dates & times of each advanced class on SCHOOL SCHEDULE. Students should consult the class schedule before scheduling vacations or travel or make arrangement with the director.

CLASSES OFFERED

Wednesday, Friday, & Saturday; days & times of classes may vary. **Check in with the office to schedule your classes, days & times.**

WEDNESDAY, FRIDAY, SATURDAY, 9:00AM - 6:00PM

CLINIC HOURS should be scheduled in **advance** by making prior arrangements with the **School Director** to the time of am & pm clinics that are available. Clinic hours may vary.

Monday through Saturday, from 9:00 to 6:00 p.m.

CLASS CANCELLATIONS

Announcements are made in class if an instructor cancels a class. A missed class will be rescheduled on a day and time agreed upon by the course instructor and the students.

SCHOOL CLOSURE

On rare occasions severe weather conditions will dictate the closure of the school. In the case of a wind advisory or flash flood warning, call the school before leaving home to be sure the school has not been closed. If the school is closed due to an emergency or severe weather conditions, a make-up day will be scheduled.

ENROLLMENT

ENTRANCE REQUIREMENTS Entrance in any of our training programs requires that a prospective student be at least 18 years of age and in good health, having no communicable disease, a United States legal resident. Each person is accepted if, in the school's opinion, that individual has the possibility of success in the chosen objective. **All classes are taught in English, and each student must be able to read and understand English sufficiently to understand lecture material and homework.**

- The practice of massage requires the ability to stand for an hour or more at a time, while working with your hands, arms, and back. If you have ever had any injuries to your legs, arms, or spine, consult your physician to assess your ability to perform massage.
- ***There is state licensing for massage practice in California.*** A 250 hour for a certified massage practitioner and a 500 hour for a certified massage therapist.

ENROLLMENT POLICY

New classes are scheduled every quarter. Students may enroll on any school day before the beginning of each quarter. The school currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

HOW TO ENROLL

1. After reading this catalog and other material you have received from us, call the school to ask any questions you you may have, and to set up an initial interview. If you live out of this area, the interview may be conducted by telephone. Prospective students are encouraged to visit the physical facilities of the school and to discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing enrollment agreements.
2. At your interview, you will tour the facility, observe a class in session, if one is scheduled at that time, and discuss with

ENROLLMENT (CONT)

HOW TO ENROLL

2. the Director or other personnel your goals, school requirements, transfer of credits, payment plan, etc.and complete your forms. Please bring with you copies of all your certificates and transcripts for any related training you may have taken previously.
3. Complete the enrollment procedure by submitting before the first class, all forms completed and signed, and a non-refundable enrollment fee of $225.00. This includes all classes within the five(5) courses.

ENROLLMENT AGREEMENT

Workbooks, Textbooks & Supplies Are Itemized On The Enrollment Agreement, Prices Are Subject To Change.

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

WITHDRAWAL

The student has the right to withdraw from a course of instruction at any time with a written notice.

CANCELLATION

The Student shall have the right to cancel this agreement for the course of instruction in this agreement, until midnight of the **fifth day** after the day on which the Student received instruction at the school.

Cancellation shall occur when the Student gives written notice of cancellation to the School at the address specified in this agreement.

The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid.

If the Student cancels the agreement, the Student shall have no liability, except for the portion of classes taken.

REFUND POLICY

This school has and maintains a policy for the refund of the unused portion of tuition paid in full in the event the eligible person fails to enter the course or withdraws.

Students on Payment Plan (pay as you go), with no interest. There is no refund due to student on this Payment Plan.

Any notice of withdrawal or cancellation and any requests for a refund must be made in writing. Refunds will be paid or credited as soon as possible, not to exceed 30 days following the date upon which the student's withdrawal has been determined.

CONDITIONS FOR RE-ENROLLMENT

Re-enrollment will be approved only after evidence is shown to the Director's satisfaction that the conditions, which caused the interruption for unsatisfactory progress, have been rectified.

GRADUATION

Students are awarded a certificate upon the completion of the following:

- A passing grade in all required classes
- Completion of all clinic hours
- Payment in **full** of all tuition and fees
- Compliance with all policies and procedures

To obtain the certificate, students who have completed all requirements should notify the office, using the transcript request form. No student will receive a certificate until all requirements are met. **Certificates and Transcripts** will be available in school office within 30 days after the office receives the request.

Credit Evaluation Policy

Students with previous training in the course to be pursued will be evaluated upon enrollment and given appropriate credit. Evaluation will be based upon transcripts of prior study. Credit allowed would be recorded in student records and the length of the course shortened appropriately. The student will be charged an administrative fee of $1.00 per Hour of credit given.

Credits you earn in any of our programs in most cases will probably not be transferable to a college or university. In addition, if you earn a certificate in any of our programs, in most cases it will probably not serve as a basis for obtaining a higher level degree at a college or university.

If you are planning to attend another vocational school at a future time, you should inquire at that school whether credits from this institution would be transferable.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Academy of Holistic Health Arts is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution 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 Academy of Holistic Health Arts to determine if your certificate will transfer."

Attendance Policy

A. **Absence:** It is very important not to miss any class session. However, absence shall be considered as excused under the following circumstances: illness, birth, or death in the immediate family, and other valid reasons substantiated in writing and at the discretion of the Director. **All other absences** shall be considered unexcused. **Unexcused absences** must be made up within two weeks of the end of the class, or the student will be graded "incomplete" and will have to repeat the class.

B. **Tardiness** is considered to be absence and must be **made up.**

C. **Interruption for Unsatisfactory Attendance:** Students who miss 25% of class hours will be dropped from that class. The student will receive written notification of his/her status, and will, if appropriate, receive a refund calculated from the last date of attendance.

D. **Make-up work** will be required for unexcused absence. All work must be completed no later than two weeks from the last day of class. However, hours of make -up work cannot be considered as hours of class attendance.

E. **Leave of Absence Policy:** Because classes are very short, it is important not to miss any class session. However, if it is necessary for a student to take a leave of absence, it will be granted at the discretion of the Director.

Progress Policy

The school's grading system for each class is:

Excellent	90 - 100
Good (above average)	80 - 89
Average (passing)	70 - 79

The grade average required for certifying completion of courses is a minimum average passing grade of 70 for each subject. Progress is evaluated by tests, practical exams, class participation, oral reports and the instructor's assessment. When a student's progress is unsatisfactory, the **instructor** will notify the Director. All effort will be made to assist the student to improve. If, in the instructor's and the Director's opinion, the student is not likely to complete the course successfully, the student will be so notified.

Standards of Conduct, Professional Ethics

Teacher Student Relationships

The relationship between faculty and student is that of teacher and learner. This relationship is essential to the success of the program. Any actions, which would compromise that relationship, are forbidden. In particular, dating & sexual relationships between student and faculty, or student and administrative staff, are unethical and have negative consequences, including favoritism, unfair treatment of students, breach of confidentiality, and violation of ethical boundaries. Other actions, although less consequential, may also compromise educational boundaries, including giving of gifts to instructors or administrative staff, or excessive familiarity, such as addressing instructors as "mom" or "dad," are to be discouraged.

Confidentiality Professional standards include confidentiality. Students are expected **not to discuss or reveal to anyone,** personal information concerning, faculty, staff, students, and clinic clients. When discussing clinic clients in the appropriate settings, such as the classrooms, **care must be taken not to reveal the client's name or identity.** Beaches of Confidentiality Are Grounds for Disciplinary Action.

Faculty and staff members must keep confidential personal information regarding students, including grades, academic status, health history, financial status and any other information acquired or reveled from any source(s) about students.

Sexual Harassment It is the desire of the staff and faculty of AHHA School to provide a safe learning environment. We expect a high level of professional behavior from our students, staff, and faculty. Any form of sexual harassment or other abusive behavior will not be tolerated. The following behaviors will be grounds for disciplinary action:

- Sexual activity on school premises
- Sexual advances in any classroom or therapy setting
- Careless, unethical, or sexual touching of classmates, instructors, or clinic clients.
- Sexual relationships between students and instructors or students and staff.
- Sexual speech or innuendo in any classroom or clinic setting

Students who observe or experience sexual harassment should report the incident to an instructor or the Director. **All complaints will be investigated.**

Academic Integrity Academic integrity means not cheating on examinations or homework assignments, not taking credit for another's work, completing work on time and always working at one's fullest potential.

Classroom Guidelines

Students are expected to be professional in appearance and have good personal hygiene. While we do not require students to wear a uniform, we have certain minimum requirements for dress and hygiene. The following guidelines should be followed:

- Students should be covered with opaque clothing from the clavicle to halfway down the thigh. Shirts must have sleeves, although long sleeves are not appropriate while giving a massage.
- Students must wear shoes with non-skid soles and closed heels. Flip-flops, slippers, and backless sandals are not permitted.
- Students should take care to have clean, neatly groomed hair and short, clean fingernails.
- Students should take care not to have any offensive odors, including body odor, bad breath, cigarette smoke, perfumes or after-shave. Students should be aware that others in the school might be allergic to perfumes and other scents.
- Students are encouraged not to wear jewelry to school.

CLASSROOM GUIDELINES (CONT)

GUIDELINES FOR DRAPING, DRESSING, UNDRESSING, AND NUDITY

- Complete nudity is never permitted at any time in the presence of others, except that same sex students may share the same dressing room.
- Students giving a massage are always fully clothed, including shoes, no sandal-like shoes without socks.
- Individual modesty is to be respected at all times.
- Students must use proper draping techniques as demonstrated by their instructors.
- Genital areas and the female breast are to be covered at all times.
- The body should not be completely uncovered at any time in class or clinic. Generally, only the body area being massaged at the time is uncovered.
- In the clinic, the student therapist should instruct the client to undress privately, while the student is out of the room, and to get on the table under the drape before the student therapist returns.

STUDENTS RECEIVING COMPENSATION FOR MASSAGE Students are prohibited from receiving compensation for massages done in the classroom or clinic. In addition, we cannot endorse students receiving any form of payment for providing massage or bodywork outside of the classroom or clinic without meeting local requirements and obtaining a license. Licensing of massage therapy is locally regulated in California, and varies widely.

If a student chooses to perform massage or bodywork for compensation without the proper license, his/her actions may result in arrest, a fine, inability of the student to obtain licensing in the future, and other sanctions determined on by local authorities. In addition, if a student working without a license becomes the object of a complaint regarding, personal injury, inappropriate behavior or unethical practice, such a person is **not** covered by liability insurance.

STUDENT COMPLAINT PROCEDURE

This school has a procedure for resolution of student grievances. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, counselor or other personnel. The recipient of the complaint shall transmit it as soon as possible to the Director and shall attempt to resolve complaints related to that person's duties.

The Director will investigate complaints thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint. Resolve, compromise, or reject the complaint in any reasonable manner, including the payment of a refund, record a summary of the complaint, its disposition, and the reasons, place a copy of the summary in the **student's file** and make an appropriate entry in the log of student complaints.

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

DISCIPLINARY PROCEDURES

The Director coordinates all matters regarding disciplinary actions. Grounds for disciplinary action:

- Failure to maintain satisfactory academic progress
- Failure to keep payments current
- Failure to comply with Policies and Procedures outlined in Student Catalog

DISCIPLINARY PROCEDURES (CONT)

FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS The student's instructor will notify the Director when a student is not in compliance with academic requirements. The Director and instructor will determine whether counseling, an academic warning, probation, suspension, or dismissal is warranted. If dismissal is not warranted, the Director and instructor will determine the conditions under which the student will come back into compliance with academic requirements. This may include retaking failed courses, modifying the student's schedule, make-up work, special projects and assignments, or additional testing. The goal is not punitive, but to provide an opportunity for the student to successfully complete the program.

FAILURE TO KEEP PAYMENTS CURRENT This school is held accountable to the State government for fiduciary responsibility. It is irresponsible and unfair to other students to allow a student to continue taking classes if that student fails to meet his/her financial obligations. The Director and student will discuss the factors that are affecting the student's ability to pay his/her financial obligation and if necessary create a new payment schedule. If the new payment schedule is not adhered to, the Director will initiate disciplinary procedures, up to and including dismissal.

FAILURE TO COMPLY WITH POLICIES AND PROCEDURES OUTLINED IN THE STUDENT HANDBOOK AND CATALOG Complaints regarding a student's conduct must be **in writing to the Director** by a student(s), instructor(s), or staff member(s):

- The director will notify the student that a complaint has been made and will give the student a copy of the complaint along with the specific policies that are at issue and potential sanctions.
- The student may respond to the complaint by submitting a written response to the Director within five (5) business days of receiving the complaint.
- The Director will investigate the complaint thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint; and decide upon one of the following courses of action: dismiss the complaint, issue a warning to the student, or hold a disciplinary action hearing.
- If the Director decides the complaint should be dismissed, The Director will write a letter to the person who made the complaint.
- If the Director determines that a warning should be issued, the Director will write a letter to the student that describes the warning and reminds the student that failure to disregard the warning will be grounds for further action.
- If the Director determines that a disciplinary action hearing should be held, the Director will convene a committee consisting of the director and two faculty members. The hearing shall be held within ten working days of receipt of the student's written response to the complaint. The Director may require that the student discontinue attending classes until and during the hearing.
- The hearing committee will review all written documents and schedule a hearing at which time the student may respond to the complaint. The committee shall determine whether the complainant's appearance at the hearing for questioning is required. The committee may also receive any other pertinent oral or written information at the hearing from other person within the school community. All information oral or written reviewed by the committee will be made available to the student for his/her response.

Disciplinary Procedures (cont)

- If the Director determines that a warning should be issued, the Director will write a letter to the student that describes the warning and reminds the student that failure to disregard the warning will be grounds for further action.
- The student may submit to the committee documents, information, and/or statements. This student is responsible for arranging the attendance of persons whom he/she wishes to have attend as witnesses. The hearing committee may limit the number of persons attending the hearing.
- The hearing is not a courtroom proceeding and therefore the rules that govern such proceedings do not apply. The hearing committee shall exercise reasonable control over the inquiry and presentation at the hearing in order to achieve the legitimate purpose of the hearing and to prevent intimidation or harassment of any person, which is contrary to the purpose of the hearing. An advocate may accompany the student at the meeting.
- The committee may decide to dismiss the complaint, issue a warning to the student, place the student on probation, suspend or dismiss the student. The committee will notify the student of its decision within 10 working days of the hearing.

The Director will record a summary of the complaint, its disposition and the reasons, **place a copy of the summary in the student's file** and make an appropriate entry in the student complaint log.

Probation means that a student may continue in the Program and/or Class for one academic quarter under specific probationary conditions, given to the student in writing by the Director.
Suspension means that a student must discontinue participation in the program for a specific period of time, indicated to the student in writing by the Director.
Reinstatement may be requested in writing to the Director when the suspension period and all conditions of suspension have been met.
Dismissal means that a student must discontinue participation for a period of one calendar year from the date of dismissal.

Probation, Suspension, or Dismissal May Be appealed As Follows:

- Within **ten** working days of the disciplinary action, the student must submit to the Director a written request for an appeal, describing the reasons for the appeal.
- Within **ten** working days of receiving the appeal, the Director will convene an appeal committee consisting of two faculty members who have had no involvement in the original complaint or hearing.
- The appeal committee will review all related, written documentation, including the findings of the hearing committee, and will meet with the student to hear the student's concerns.
- An advocate may accompany the student and other parties may be requested to attend or send a written statement to the appeal committee.
- Within **five** working days of the appeal meeting, the committee will submit to the Director a written recommendation. The committee may recommend that the original decision for disciplinary action be upheld, that a different disciplinary action be taken, that no disciplinary action be taken, or require that there be a full rehearing by the same or a different committee.

Re-admission After Dismissal

Re-admission After Dismissal Following a minimum of one year from the date of dismissal a student must submit a request for re-admission in writing to the Director. The Director will notify the student in writing whether or not the application for re-admission has been accepted.

Policies

Bicycles are not allowed in the building at any time.

Pets No pets are allowed in the building at any time.

Classroom Responsibility, Students are responsible for cleaning up the room after each class. Chairs must be stacked or returned to the chair rack, tables must be properly stored, all litter must be cleaned up, and dishes washed.

Copy Machine & Equipment is ONLY for Instructors, staff and office personnel. Ask office personnel where the nearest public copier is located.

Facility Usage Problems, such as broken or faulty equipment or fixtures should be reported to the office immediately. Students may not use the Clinic for practice or trades and should schedule trades or practice sessions in the classroom outside of class hours. The school provides massage tables for classroom use only & are NEVER loaned out to anyone.

Financial Responsibilities: Students have the responsibility to pay for their training as agreed to in the enrollment agreement. While we offer a payment plan for the convenience of the student and we do not charge interest on payments, we expect students to make payments in a timely manner and to complete payment for each class before the class is over. AHHA accepts some forms of third party payment, such as rehabilitation programs, but the final responsibility for payment rests with the student. Students who do not make payments in a timely manner will be dropped from the classes in which they enrolled.

Handicap Access The school and clinic are located with access from a ramp in the parking lot. Restrooms are also handicapped accessible.

Jewelry Because of excessive losses, we encourage students NOT to wear jewelry to class especially valuable jewelry. If you do wear jewelry, please put it in a safe and secure place before starting the massage. We are not responsible for any loss.

Lost And Found If you find anything, please turn it in to your instructor. If you have lost anything, please ask your instructor if it has been turned in. Please put your name and phone number on all your books and equipment.

Records Retention Student records will be retained at the school for at least five years. Students may access their records by applying to the Director who will make an appointment with the student to review or copy records during regular business hours. Records may not be removed from school premises and there will be a small charge for copying records.

Responsibility for personal belongings: Any items of value, such as jewelry, computers, etc. should be left at home. Please don't bring more possessions with you to class than will fit under a massage table, to avoid clutter.

Student Insurance AHHA students are not covered by health or medical insurance or for any injury. Students involved in an injury while in class are required to complete an injury report form and submit it to the instructor within 24 hours of the incident. Forms are available in the office.

Telephones We do not have lines available for students to call out on unless it is an EMERGENCY. Cell phones are to be placed in turned off mode during class time.

POLICIES (CONT)

SUBSTANCE ABUSE **The following activities are grounds for immediate disciplinary action:**

- The use, abuse, bartering, possession, exchange, selling, or distributing of alcohol or controlled substances (illegal drugs) on school premises or at school-related activities.
- Attending school, working in the clinic, engaging in practice sessions or other course requirements while under the influence of alcohol or illegal drugs.

ALCOHOL MAY BE APPROPRIATE FOR PRIVATE SOCIAL OCCASIONS, WE PROVIDE THE FOLLOWING POLICY:

- **Alcohol is not permitted on school premises**
- **No student, guest, or employee of the school is allowed to bring any form of alcohol onto school premises**

Any member of AHHA School community, including students, staff, and faculty, who is observed or reported to have violated this policy, will be immediately removed from the school premises and is subject to dismissal. The Director will notify the student or staff member of any disciplinary action, which will be taken, including a warning, probation, or dismissal. Probation will depend upon participation in a drug/alcohol abuse or rehabilitation program. In addition, the school has the responsibility to notify the legal authorities of any violation of the law observed or reported on school premises.

SALE AND/OR ENDORSEMENT OF PRODUCTS OR SERVICES Students shall **not** sell, promote, or endorse the purchase of a specific product or professional service in the classroom or clinic. Flyers may be posted on the school's bulletin boards, **subject to approval by the office,** as long as they conduct any demonstrations and/or sales activities off the school premises.

DIRECTOR AND INSTRUCTORS

EDUCATIONAL POLICY FOR INSTRUCTORS - AHHA School instructors maintain their knowledge thru CEU's via Mount San Jacinto College classes as well as continued education classes thru AHHA School for the CEU requirements that pertain to their profession.

A. Owner, Director, Instructor

Dureen Block is a Holistic Health Practitioner, Massage Therapist and Instructor Holistic Health Practices for over 25 years. She teaches classes on various holistic health practices, such as and not limited to; Swedish Massage, and various methodical massage routines; Acupressure, Deep Muscle & Soft Tissue Massage Therapies; Sports Massage; Various Massage Techniques for Pain and Stress Relief; Yoga, Breathing, Visualization, & Meditation. She specializes in Energy Therapies (Bio-Energenics), Polarity Therapy with Chakras & Meridians Balancing, and is a Reiki Master, Practitioner & Teacher of Reiki.

B. Instructors

Mary Ann Worm, HHP and State Certified Instructor, Holistic Health Practitioner, Massage Therapist, Sports Massage with soft tissues & Deep Muscles Therapies, Various Self Discovery & Development Classes.

Laurie Hamon, HHP, Instructor, Holistic Health Practitioner, Massage Therapist, Sports Massage with soft tissues & Deep Muscles Therapies

Crystal Pitette, HHP, Instructor, Holistic Health Practitioner, Massage Therapist, Sports Massage with soft tissues & Deep Muscles Therapies

Ann Galbraith, **MT & HHP**, Holistic Health Practitioner, Massage Acupressure Therapist, Sports Massage with soft tissues & Deep Muscles Therapies, Holistic Health Studies, Various Self Discovery & Development Classes.

Dr. Barbara Doreo, D.C., M.S. Dr. Doreo is a chiropractor and a dedicated teacher of holistic health practices, such as and not limited to; massage, acupressure, chair massage, anatomy & Physiology, Biology, Reiki and Energy Balancing techniques, to name a few. She teaches at Ventura College, various health institutions and has Regional weekly Health Seminars.

Bright Daystar, RN, Craniosacral Therapist, Holistic Health Studies, Various Self Discovery & Development Classes

Randy A. Lodge, AA, Economics, Business Management, Law, Computer Specialist Hardware & Software, Reiki Master, Holistic Health Studies, Various Self Discovery & Development Classes.

Educational Programs

(3552) (I) Holistic Massage Technician Course
Program Objectives & Job title:
Masseur / Masseuse

This course trains students for entry-level employment in the field of massage. The student will learn to give a professional quality full body, one hour Swedish~American Massage, detailed muscular skeletal anatomy and elements of the business of massage, whether self-employed or working for others. An important part of the curriculum is the discussion of ethics and boundaries in professional massage. While this program has been designed to meet the requirements of most local cities and employers, licensing and hiring requirements do vary from city to city.

The student is advised to research the licensing requirements in his or her city.

(3551) (II) Holistic Massage Specialist Course
Program Objectives & Job title:
Masseur / Masseuse

This course teaches massage professionals additional styles of massage; Acupressure I, Kinesiology I, Hot Stone Therapy (or various other modalities), demonstration and practice of the techniques, the theory and applications of each massage modality. The hands-on classes focus on indications and contraindications of each modality. In addition, students will have demonstration, practice & internship hours to encompass the modalities learned.

(3550) (III) Holistic Massage Therapist Course
Program Objectives & Job title:
Holistic Massage Therapist

This course teaches massage professionals additional styles of massage; Chair Massage with Acupressure, Advanced Massage I (Sports Massage, Trigger Point Therapy), Various Pain & Stress Relief Techniques I (Reflexology, Overviews of Color, Aromatherapy, Sound, Nutrition, Ayervedic & Yoga Stretching), Polarity Therapy I (BioEnergenics, the Body's Energy System, Chakras & Meridians), demonstration, practice & internship of techniques, the theory & applications of each modality. The hands-on focus is on indications and contraindications of each modality. In addition, students will have Internship/Externship Clinic & practice hours to encompass the modalities learned, emphasizing the healthy functioning of the body.

(3549) (IV) Holistic Health Practitioner Course
Program Objectives/Job title:
Holistic Health Practitioner

This Course provides continuing education for active holistic health practitioners. The focus is on understanding holism and the relationship of holistic practice to the community in general. In addition, students gain additional training in Advanced Anatomy & Physiology class II, which builds on the knowledge gained in the Kinesiology II class, focusing on the location and palpation of muscles & tendons, Acupressure II with 5-Element Theory, Advanced Massage Techniques II (Deep, Soft Tissue/Myofascial Release Techniques), Various Stress/Pain Relief Techniques II (Soft Tissue Mobilization, Facilitated & Active-Isolated Stretching, Polarity Therapy II (Chakra Colors & Sound Therapies), Nutrition (Herbs, Vitamins, Minerals) and Spa Services (Aromatherapy and Essential Oils). In addition, students will have clinic & practice hours to encompass the modalities learned, emphasizing the healthy functioning of the body and the understanding of dis-ease conditions a therapist may meet in daily massage practice.

(3548) (V) Holistic Health Massage Instructor Course
Program Objectives & Job title:
Holistic Health practitioner Instructor

This course teaches the Holistic Health Practitioner to be a Holistic Massage instructor in a private post-secondary school. The course teaches a student the various methods of instructing, Classroom Planning and Presentation (Health and Safety, Records and Documentation), Social Psychology (Self Awareness/Empathy Skills), Class Organization, Preparation Skills & Supervised Instruction Practice & Massage Instructor Internship hours.

Fee Schedule for Courses		
Registration Fee		$ 75
Adminstration Fee		$ 150
(3552) (I) Holistic Massage Technician Course Fee		
Swedish American Massage Methodology	60	
Demonstration, Practice, Internship	20	
History, Theory, Benefits & Ethics	4	
Anatomy & Physiology I,	10	
Hygiene, Sanitary & Safety Practices	3	
Business Strategy & Career Options	3	
100 Course Hours	$ 695	
Student Packet, Book & One Video	$ 150	$ 845
3551 (II) Holistic Massage Specialist Course Fee		
Holistic Massage Technician	100	$ 695
Acupressure I, Demonstration & Practice **	50	$ 388
Kinesiology I, Demonstration & Practice **	50	$ 388
**25hrs Integrated Practice & Review		
Workshops Elective, *See Workshop Schedule	25	$ 188
Supervised Clinic, Practice, Review, Internship	25	$ 188
250 Hours	$ 1,847	
(II) Workbooks/Handouts $90, (I) Two Books, One Video $150	$ 240	$ 2,087
3550 (III) Holistic Massage Therapist Course Fee		
Holistic Massage Specialist Course	250	$1,847
Chair Massage with Acupressure **	50	$ 388
Advanced Massage Techniques I: Sport Massage,Trigger Point Therapy **	50	$ 388
Various Stress/Pain Relief Techniques I: with Reflexology, Color, Aromatherapy, Sound, Nutrition, Ayervedic , Yoga Stretching **	50	$ 388
Polarity Therapy I, (BioEnergenics) Body's Energy System, Chakras / Meridians **	50	$ 388
**25hrs Integrated Practice & Review		
Supervised Clinic, Practice & Review , Internship	50	$ 266
500 Course Hours	$ 3,665	
Workbooks/Handouts (III) $120, (II) $90, (I) $150	$ 360	$ 4,025
3549 (IV) Holistic Health Practitioner Course Fee		
Holistic Massage Therapy Course	500	$ 3,665
Advanced Anatomy & Physiology II**	50	$ 388
Kinesiology II**	50	$ 388
Acupressure II, with 5-Element Theory**	50	$ 388
Advanced Massage Techniques II** Deep Muscle, Soft Tissue / Myofascial Release Techniques	50	$ 388
Various Stress/Pain Relief Techniques II** Soft Tissue Mobilization, Facilitated & Active-Isolated Stretching	50	$ 388
Polarity Therapy II** Chakra Colors & Sound Therapies	50	$ 388
Nutrition, (Herbs, Vitamins, Minerals)**	50	$ 388
Spa Services & Business Plan, Aromatherapy, Essential Oils **	50	$ 388
**25hrs Integrated Practice & Review		
Supervised Clinic, Practice, Review & Internship	100	$ 505
1000 Course Hours	$ 7,274	
Workbooks/Handouts (IV) $240, (III) $120, (II) $90, (I) $150	$ 600	$ 7,874
3548 (V) Holistic Health Massage Instructor Course Fee		
Holistic Health Practitioner Course	1000	$ 7,274
Classroom Planning & Presentation Skills Health/ Safety, Records/Documentation	25	$ 188
Classroom Social Psychology, Personal Achievement Self Awareness & Empathy Skills	50	$ 388
Class Organization, Preparation Skills & Holistic Health Massage Instructor Internship	125	$ 665
1200 Course Hours	$ 8,515	
Workbooks/Handouts (V) $135, (IV) $240, (III) $120, (II) $90, (I) $150	$ 735	$ 9,250

ACADEMY OF HOLISTIC HEALTH ARTS

Classes & Workshops Electives

Acupressure I (50 Hours)
Learn to use acupressure by applying a 36-point formula along with the alarm and associated points. Meridians, source and connecting point; Yin &Yang theory, contraindications and point formulas will be covered.

Acupressure II (50 Hours)
The students will review Acupressure I, explore the basic techniques used in Traditional Chinese Medicine, Learn of the Five-Element theory, Wu Shu points and special Techniques with a full body treatment.

Anatomy & Physiology I (25 Hours)
The student will study the ten bodily systems using text and lab to explore the Muscular, Skeletal, and Nervous Systems of the body.

Anatomy & Physiology, Advanced II (50 Hours)
Detailed anatomy, muscle, nerves vessels, joints, ligaments and tendons. This class will give the student a careful look at the interrelationships of the muscles, organs, bones and energy systems.

Aromatherapy, Spa Services (12.5 Hours)
Basic principles of hydrotherapy and Aromatherapy indications and contraindications, use of basic spa equipment scrubs wraps and Aromatherapy massage. Blends circulatory, lymphatic & neuromuscular techniques.

Auras (12.5 Hours)
Explore the nature of your bio-electric energy while learning the various layers of the aura, how to protect your auric field from negative influences, and how to become sensitive to the aura for healing and the influences of our emotions on the nature of our auras. Practice feeling auras with your hands and learn how to diagnose the nature of the body, and how to balance the aura using your hands and crystals.

Ayurveda, Introduction (25 Hours)
Student will learn the three basic personality styles referred to in Ayurveda as doshas. Learn the relationship of Ayurveda to western thought; introduction of Aromatherapy, music and color to balance energy; use of various massage techniques and nutrition/herbs to balance the doshas and maintain health.

Bach Flower Remedies (12.5 Hours)
Dr. Bach discovered 38 flowering trees, plants, and special waters which are now remedies that have been found to have an extremely positive effect on the correction of illnesses caused by mental and emotional stress. Learn how to use these 38 remedies, the 7 categories, the negative state of mind that affect our health, match the remedies to the emotions. A Natural System for healing.

Body Talk Introduction (12.5 Hours)
Learn to listen to your body and tune in to what is right for you. Communicating directly with your best source of information brings health and peace of mind. Learn to use precision/artful muscle testing to access information about yourself or your clients. Practice simple techniques such as Emotional Stress Relief and Body Scan to relieve stress and pain.

Business and Ethics (25 Hours)
Provides basic skills for building and running a massage business as well as skills in communication and personal boundaries. Bookkeeping, client records, public relations, business cards are just a few subjects covered in order for you to go home and get started. A business related project is required. 20 Hour certificate awarded.

Candle Energy (5 Hours)
Learn the use of candles for healing and to direct energy for new things in your life, including new relationships, successful new adventures, and greater energy. Candles are also great for protection from negativity.

Carpal Tunnel (5 Hours)
The student will learn and utilize the latest modern techniques in preventing this painful problem using massage techniques, stretches and exercises.

Chakras Workshop (5 Hours)
Learn what the seven major chakras are, the endocrine connection, function, color, sound, element, emotion and related illness connect to each charka

Color Therapy (5 Hours)
Learn the color relationships to chakras, and the influence color has on our physical, mental and emotional states of being. Discover the patterns developed under the influence of color have over our experiences, personality and learning abilities.

Craniosacral Therapy (10 Hours)
If you want to really relax and need a style of bodywork that is gentle and yet effective this class is for you. Learn how to encourage the body to rebalance, heal and attain mental peace. This therapy is perfect for under a lot of stress, infants and the elderly.

Essential Oils (12.5 Hours)
Learn the use of essential oils for professional and home use. How they can benefit you & your client.

Headache Therapy (5 Hours)
Techniques in the healing of one of the most common problems we experience today. Explore the types of headaches, their causes and bodywork techniques to effectively deal with prevention.

Heated Stone Massage (12.5 Hours)
Learn a 60-90 minute routine to add to your massage using stones placed along the spine, shoulders and lower back while the legs are massaged. As tension releases, the edges and flat portions of the stones are used to work every crevice of the back and shoulders; the stones are then used on the feet and legs.

Herbology (12.5 Hours)
This class gives the student an understanding of the many herbs that are available for improving and maintaining good health. Student will explore the herbs for everyday discomforts for well being. Herbs have a vital energy that works naturally to restore a state of health and well being.

Hydrotherapy (12.5 Hours)
Man has always used nature in order to maintain and restore health. The most powerful and commonly used substance has always been water. Learn the techniques from the application of ice to steam. An effective healing art without any significant effort or expense.

Hygiene, Sanitary & Safety Practices (5 Hours)
An in depth study & explanation and explore the need of laws that enforce the strict practice of sanitation, hygiene and sterilizing items in your massage practice.

Kinesiology (10 Hours)
Identify the origin, insertion and actions of muscles, as well as how to location them. Muscle testing, what it is and how to use it.

Massage, Cellulite (10 Hours)
Explore what cellulite really is, where it is found and hot it got there. Learn how to minimize the possibility of accumulating cellulite and how to work with any existing deposits.

Massage, Deep Tissue 1 (12.5 Hours)
Learn Techniques in order to release the connective tissue involved in hyper-contracted tissues plus appropriate stretches to help the muscles return to their resting length. How to work with acute and chronic conditions, postures associated with biomechanical dysfunctions, muscle memory and emotional release.

Massage, Deep Tissue 2 (12.5 Hours)
Explore into the deeper layers of the myofacial and neuromuscular techniques. Application of deep tissue massage techniques common with pain syndromes, TMJ, back, elbow, ankle, shoulder, hip, and knee injuries

Massage, Hospital, Care Facility, or Home Care (5 Hours)
Discover two rapidly growing areas in massage. Learn to give effective, relaxing, and therapeutic massage in a hospital or care Facility. Special techniques designed for those who are confined to bed.

Massage, Pregnancy & Infant Massage (5 Hours)
An overview of the special needs and requirements, indications and contraindications involved with massage during pregnancy will be explored, along with a special technique to sue and teach the parents of the infant. Techniques and theory of the massaging & exercising of infants include benefits and safety.

Massage, Office and Chair (5 Hours)
The student will learn the latest innovative technique in massage. A special type of massage for working on a client on the job. An effective routine that can be adjusted to fit a time frame from five minutes to an hour. Business promotion techniques and valuable hints for getting started in this lucrative field.

Massage, Sport Massage & Trigger Point Therapy I & II (50 hours ea)
Students will learn history and theory of Sports Massage, a sports massage routine that can be used on professional, amateur or weekend athletes, including the practice of pre & post event techniques, stretching, increasing range of motion, which enhances the athletic performance and the prevention of injury. Can be used with private clients, spas, fitness centers, or someone in training. Safety, contraindications, trigger point therapy, acupressure with deep muscle and soft tissue modalities, Stretching and breathing for good health, and muscle energy techniques.

Nutrition (5 Hours)
Introduction to nutrition, vitamins, minerals, water, amino acids, antioxidants, enzymes, natural foods, supplements alternative health practices, whole foods and natural ingredients.

Pathology (40 Hours)
This class is required for licensing in some states. Follows Anatomy & Physiology, cover pathology (disease process) of the body systems. The focus in the class will be on pathologies commonly presented to the professional practitioner working in conjunction with the medical community.

Polarity I (25 Hours)
A brief history and overview of the vast field of study involving the human energy field. Explore the modern research & finding will be compared with ancient teaching & writings. Learn the locations of the natural energy centers (Chakras) and energy flows (Meridians) of the body; how to scan, detect imbalances and balancing techniques there by creating harmony and a feeling of well-being with the physical, mental, and emotional states of being. Hands on healing technique that has been used for 100 years as a natural healing technique both in Europe & U.S.

Polarity II (25 Hours)
Student will explore the human energy fields; how vibrations and harmonics of music, sound, light color, clothing, jewelry, food and equipment have an affect on the body and it's energy system

Prosperity Consciousness (5 hours)
There is no lack in the Universe, only in our minds. Prosperity consciousness is a positive belief system, which can be developed by affirmations, visualizations, treasure mapping and circulation. Join us to change your thinking, thus change the amount in your checking account.

Reflexology (30 Hours)
An introduction to the art of Reflexology is studied. The history, theory and techniques of this very popular skill will be explored and the student will be taught sequence of movements, which will aid the entire body. Reflexology of feet, hands and ears are presented.

Reiki 1, Introduction (5 Hours)
This class is an introduction to an ancient Tibetan art of Universal Life Force Energy and how to channel this energy to balance the body's energy system and to promote healing. The student will learn and use this technique to harmonize and balance the body in the physical, mental, and emotional states of being.

Shiatsu (25 Hours)
A technique to stimulate the specific meridians and especially focus on the specific points along the meridian routes. We will look at treatment patterns for some of the common physical complaints common in our society today. Hands on experience so wear comfortable clothing. You must have some knowledge of the organ meridians of energy and Shiatsu as a form of bodywork.

Yoga (10 Hours)
In these training classes the students will learn hatha-Yoga, breathing and meditation techniques and how to Assist clients safely in the use of these stretching postures. It is a wonderful way to reduce stress, tones your body and gives a person a deep feeling of relaxation. Improve your health and learn how to become more ageless.