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GENERAL INFORMATION

About This Catalog

Healing Hands School of Holistic Health certifies that the information contained in this publication is current and correct, and applies to the Main campus in Escondido, California and additional classroom in Laguna Hills, California. The information contained in this catalog became effective October 2011. The purpose of this catalog is to familiarize applicants and others with the programs and policies of the Healing Hands School of Holistic Health. The contents of this catalog are subject to change without notice. If changes are made to the information in this catalog, an update will be made available.

The Healing Hands School is not responsible for any statement of our policies, job placement activity, or references to our curriculum or the facility that is not directly discussed in this school catalog.

The Healing Hands School reserves the right to add, delete or improve upon any class or program. An ensuing change in tuition rates will not affect students already enrolled in a program, and who have been continuously enrolled since signing an Enrollment Agreement (Contract).

The catalog version that is current at the time of the student's enrollment is the governing document for that student, providing enrollment has been continuous.

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

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

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

History

Healing Hands School of Holistic Health began on February 7, 1992 when we, Neha and Paula Curtiss, taught the first day of our first Massage Technician [Now called Circulatory Massage]

class. At that time we carried Healing Hands School around in a station wagon; the business office was at our kitchen table.

While working as massage therapists, we knew we had something more to offer. Our vision: to teach therapeutic bodywork where the massage student not only learns the techniques but is inspired by the art and craft of the work. We understood that the student must be able to feel the work; we saw then, and now, the need for the beginner to be both the therapist and the client. We looked to our many teachers who had so generously given of themselves; we looked to the traditions of western science and to the disciplines of eastern philosophy in addressing the question: "How can we teach hands-on massage skills while engendering deep respect for the physical body and compassion for each other." With the faith that given a positive environment most will rise to expectations, we embarked on our dream.

Since that first day of Healing Hands School, over 4,800 students have taken the 100-hour Massage Technician [Circulatory] Training. We now know a variable that we had not anticipated: we've encountered students who not only rose to given expectations, but completely blew the mold away. We have seen the student/therapist demonstrate such deep compassion, so many times, that our original vision is continually renewed.

Healing Hands School has been blessed beyond the wildest dreams with a steady flow of dedicated healers. Several students continued with the community of Healing Hands by becoming part of the staff, others move out into their communities to bring their vision of healing to those in need.

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Since 1992, Healing Hands School has seen massage therapy grow from a very exclusive experience, to the most frequently used adjunct therapy in the United States. As our industry continues to expand, we can do well to keep our vision in mind and remember the words of the 12th century Islamic mystic, Rumi, who wrote:

“The more you strive to reach the place of splendor,
the more the invisible angels will help you.”

Forward

At Healing Hands School of Holistic Health, we believe that certified Massage Therapists and Holistic Health Practitioners should have a variety of bodywork modalities at their disposal. This is why we offer a solid background in circulatory and sports massage, traditional oriental healing techniques, anatomy and deep tissue manipulation. We also believe therapists should have an understanding of the structure and function of the body and have the opportunity to fine-tune their craft with many hours of practical experience. We strive to bring our students a comprehensive and well-rounded approach to Holistic Health. We pride ourselves in presenting a solid education at an affordable price. We are dedicated to enabling our students to realize their potential as professional healers and to providing them with an environment where they can feel secure in their learning and growth process. Since 1993, we have trained over 5,000 Technicians, Therapists and Practitioners in San Diego and Orange Counties.

Ownership and Legal Control

The *Healing Hands School of Holistic Health* is a private corporation, Healing Hands School of Holistic Health, Inc. and is owned by Neha and Paula Curtiss. Paula Curtiss is President, and Neha Curtiss is Vice President.

Locations

The *Healing Hands School of Holistic Health* is located at 125 W. Mission, Suite 212, Escondido, California, 92025. We have approximately 2500 square feet of space with 2 classrooms, and offices. We also have additional classrooms at 23022 La Cadena, Suite 204, Laguna Hills, California that is also approximately 2500 square feet with one classrooms. Our phone number is 760-746-9364, and our fax number is 760-839-0504. The ‘Lab’ portion of the required course ‘Anatomy for Bodyworkers’ is held at the Escondido classroom

Mission Statement

The mission of Healing Hands School of Holistic Health is to preserve and enhance human health by providing quality education and training programs in massage therapy and holistic health to adult learners. Our Massage Therapist Program prepares graduates for entry-level positions in the field of massage therapy. Our Holistic Health Practitioner Program prepares graduates to enter the field of massage therapy with a well-rounded, broad range of specialized skills and knowledge in the holistic healing arts. Graduates of our programs are prepared to promote the benefits of natural health and wellness to their clients thus benefiting the communities they serve. We provide a challenging, compassionate educational experience that facilitates the personal and professional development of our students. Our goal is to enable our students to realize their potential as professional healers, and provide a learning environment within which students feel secure in their learning and growth process.

Our Objectives:

The *Healing Hands School of Holistic Health* is committed to its students. The following reflects our commitments:

- Educate and develop professional practitioners in the fields of massage therapy and holistic health.
- Provide highly qualified instructors to ensure an effective, efficient and enjoyable learning experience.

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- Provide facilities, equipment and resources that support our programs, and students' learning and skill development.
- Provide teaching and learning experiences that foster personal and professional integrity and a commitment to the respectful care of individuals in the clinic and classroom environments.
- Be an asset to the community by facilitating and promoting professional excellence in massage therapy and holistic health.
- Educate students, and assist them in preparing for the working world; promote students' development of independent thinking, and professional behavior, especially when interacting with staff, clients and students.

School Approvals ,Accreditation and Membership Information

Healing Hands School of Holistic Health:

Information regarding approval with the Bureau for Private Postsecondary Education:

An institution that had a valid approval to operate on June 30, 2007, issued by the former Bureau for Private Postsecondary and Vocational Education pursuant to former Chapter 7 (commencing with Section 94700) of Part 59 of Division 10 of Title 3 of the Education Code, as it read on June 30, 2007 shall maintain that approval under this Chapter. For the purposes of this Chapter, the approval to operate shall be valid for three calendar years after the expiration date of the approval as it read on June 30, 2007.

- Healing Hands School of Holistic Health's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Healing Hands School of Holistic Health under section 94802 (a) of CPPEA, will by operation of law, be approved until March 31, 2013. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, 888.370.7589.
The School code #3707991 (M) 3014001(S).
- Is a member in good standing of the American Bodyworkers' & Massage Practitioners' Association.
- Is approved for Vocational Rehabilitation.
- Currently offers CEU's for health care professionals (approved by the California Board of Registered Nursing, Provider #CEP 11194, for continuing Education hours equal to course hours successfully completed.)
- Offers Continuing Education (CE's) for nationally certified Massage Therapist NCBTMB #450453-07.
- Is Nationally Accredited and recognized by the U.S. Department of Education OPE ID #041417
- Is Accredited by Accrediting Bureau of Health Education Schools [ABHES]
7777 Leesburg Pike, Suite 314 N; Falls Church, Va 22043

School Equipment

The Healing Hands School provides equipment to appropriately support the objectives of the programs. Audiovisual equipment is used to support the "hands-on" training in the fields of massage therapy and holistic health, and reinforces the concepts learned and practiced. There are massage tables, massage chairs, overhead projectors, charts, chalkboards, VCR, TV and training models.

Classes Conducted in English

The *Healing Hands School of Holistic Health* conducts all classes in English.

Library Resources

The *Healing Hands School of Holistic Health* has a library which contains books, videotapes and DVDs on the subjects of massage therapy, holistic health, nutrition, exercise, personal growth and development, etc. The library also contains

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periodicals and references for use by students and instructors. Books are available for check out on a daily basis, and students will be assisted by staff.

Location of Class Sessions

All students must attend classes at Healing Hands School of Holistic Health, located at 125 W. Mission, Suite 212, Escondido, California, 92025. Students who attend our additional classroom located at 23022 La Cadena, Suite 204, Laguna Hills, California are reminded that they must also attend the Lab portion of their Anatomy courses at the main location at 125 W. Mission Suite 212, Escondido, California 92025.

Admissions Requirements

General Requirements

Healing Hands enrolls only students who can reasonably be expected to benefit from the instruction we provide. Applicants must provide the appropriate credentials and demonstrate the potential needed to indicate a reasonable probability of successfully completing the program offered at Healing Hands. Healing Hands has established the following Admissions Requirements, upon which it evaluates all applicants for admission to the school.

To qualify for admission to the *Healing Hands School of Holistic Health*, an applicant must meet the following requirements:

- Applicants must be beyond the age of compulsory education in the State of California.
- An applicant, must be a high school graduate or have successfully passed a General Equivalency Diploma (GED) or recognized equivalent. All applicants must provide a copy of his/her high school diploma or General Equivalency Diploma (GED) or recognized equivalent to demonstrate satisfaction of this requirement. In addition, applicants are encouraged to provide a copy of his/her high school transcript.
 - High school documentation from a country other than the United States must be translated and certified to be at least the equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) prior to enrollment.
- Applicants who do not have a high school diploma or its equivalent, cannot be enrolled in the Massage Therapist Program or Holistic Health Practitioner Program, however, such applicants may enroll in an individual course, i.e. Circulatory Massage, etc. Information about GED testing is available from the Admissions office staff.
- Applicants are advised that an individual must be at least 18 years old in order to qualify for licensure in those cities/counties in which licensure is available
- Students who attend the Laguna Hills Campus, are advised that a portion of all training programs must be taken at the Main Campus in Escondido, California. The Director will schedule classes, and will advise students of the location of each class.
- Applicants will be screened and his/her credentials will be evaluated prior to being accepted or rejected to the program.
- Due to the nature of the training, all applicants must be in good health, and be capable of effectively meeting the physical demands of performing therapeutic massage applications. Applicants must also be able to receive massage.

- Applicants must satisfactorily complete all admissions requirements, including submitting an accurate and complete Application for Admission. Applicants, who fail to provide accurate information, may not be considered for admission.
- Prior to signing the Enrollment Agreement and being accepted in the program, each applicant must have received a school Catalog containing the school rules and policies.
- Each applicant must read and sign the Enrollment Agreement, which outlines the details and obligations of the student and Healing Hands School, and acknowledges the applicant's understanding of the contents of the Healing Hands School's Catalog.
- A former student, who did not complete the program of study and/or has been terminated or withdrawn from the program, is required to reapply for admission. The readmission policy is included in this Catalog. A readmitted student is governed by the Catalog current at the time of the readmission.
- The applicant must display a genuine desire to become part of a learning atmosphere with the ability and aptitude to succeed in the classroom.

An applicant must provide proof that he/she is 18 years or older, or beyond the age of compulsory education in the State of California. Applicants under the age of 18 are advised that licensure requirements in some cities and counties, for some programs we offer require that the individual be 18 years old or older.

Applicants are advised that the massage therapist and holistic health practitioner programs are regulated occupations in many cities and counties. Licensure in some cities and counties require a criminal background check, and convictions could prevent the student from being licensed. We encourage you to contact the School Director before you enroll to discuss any concerns you may have regarding this licensure requirement. In addition, the California Massage Therapy Council (CAMTC) certifies qualified massage professionals; certification is voluntary, however, it may be required by some employers and/or in some cities or other jurisdictions in which you wish to work. Graduates applying to CAMTC will be required to submit to a fingerprint investigation and respond to specific questions including convictions other than minor traffic violations, formal complaints lodged against the graduate of an alleged sexual misconduct, lawsuits filed against the graduate, and any administrative citation or government complaints filed against the graduate. If the applicant has any concerns that he/she will not be able to successfully seek CAMTC certification, he/she is encouraged to discuss this with the Healing Hands Director, as it may hinder successful employment after graduation.

Admissions Procedures

Applicants must adhere to the following procedure in order to be considered for admission.

1. Complete and submit the Application for Admission.
2. Applicants must receive a School Catalog prior to enrollment.
3. Applicants for the Massage Therapist and Holistic Health Programs must meet with a Healing Hands representative.
4. Those interviewing in person will be given a tour of the Healing Hands facility; those not interviewing in person will tour the facility during Orientation.
5. Decisions of acceptance or denial are made only by the School Directors.
6. Applicants are notified of acceptance or denial to the school's programs, once applicant has completed the admissions requirements.
7. Upon acceptance, the applicant must complete the enrollment process as follows:
 - a. Student must read and understand the contents of the this Catalog.
 - b. Student must complete and sign the Enrollment Agreement.

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8. The applicant must have all financial arrangements completed, and agreed to as stated on the Enrollment Agreement.

The following documents must be satisfactorily completed and submitted prior to commencement:

1. Applicant must complete an 'Application for Admission.'
2. Applicant must sign 'Enrollment Agreement.'
3. Applicant must pay the fees as agreed to on the front page of the 'Enrollment Agreement.'
4. Applicant must provide a copy of his/her high school diploma that reflects high school graduation, or GED that reflects passing scores.
5. Applicant must attest that they can read and write English at 8th grade level and be able to physically and emotionally give and receive massage.

Applicants are encouraged to provide a copy of their high school transcript

Articulation and Transfer Agreements

Healing Hands School of Holistic Health has not entered into any articulation or transfer agreements with any other institution.

Additional School Information

Healing Hands School of Holistic Health does not have any pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years, that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Statement of Non-Discrimination

The *Healing Hands School of Holistic Health* does not discriminate on the basis of race, color, religion, national or ethnic origin, sex (gender), sexual orientation, gender identity or status, marital, parental, familial, veteran, or military service status, age or disability. Healing Hands complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for employment and admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the School Director, Paula Curtiss who will provide students with procedures available in resolving complaints relating to alleged unlawful discriminatory actions.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Healing Hands School of Holistic Health abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in programs and services offered by the School "solely by reason of the handicap." A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability, and the Healing Hands Director has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services. Applicants with disabilities who may need accommodations in any class must provide documentation to the Director at least two weeks prior to enrollment. This documentation must be from a professional who is qualified and has appropriate credentials to conduct an assessment, and document the disability. Healing Hands School is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by the School.

Transfer of Credit to the School

Students who wish to apply for advance standing in their program must submit official transcripts to Healing Hands for review prior to beginning their training. The Program Director will evaluate previous education and training that may be

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applicable to an educational program offered at Healing Hands. Credit may be given if the education and/or training were completed at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), as well as programs approved by the Bureau for Private Post Secondary and Vocational Education where courses and clock hour values are comparable to those offered at Healing Hands and a grade of 'C' or 70 percent or better was attained. Any coursework to be considered for credit in any program must have been completed within the previous five years. Students who petition for transfer credit must provide Healing Hands with an official transcript that includes the courses the student wishes to transfer. In addition, students may be required to demonstrate competency in requested transfer training courses. The Director or Program Director will prepare a written report to document the evaluation of the courses for which the student is petitioning for transfer credit; the report will list the documentation, (including the transcript of the courses the student is seeking to transfer) in the student file that was used in evaluating the transfer credit request and final determination. **The maximum number of hours the student is allowed to transfer to a *Healing Hands School of Holistic Health* program is 50% of the total program hours. Transfer course hours will be the equivalent to those for which the student is receiving credit. Transfer hours are counted as both attempted and successfully completed.**

Residency Requirement

Residency is defined as coursework completed at Healing Hands School of Holistic Health, (does not include transfer credit). A minimum of 50% of credit units must be completed in residence. The residency requirement does not apply to students transferring from one Healing Hands program to another.

Challenge Credit

The Healing Hands School does not grant challenge credit clock hours. The School does not accept advanced placement or credit for experiential learning.

Notice Concerning Transferability of Credits and Credentials earned at Healing Hands School of Holistic Health

The transferability of credits you earn at Healing Hands School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your educational program (Holistic Health Practitioner or Massage Therapist Program) is also at the complete discretion of the institution to which you may seek to transfer. If the clock hours or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason you should make certain that your attendance at Healing Hands School of Holistic Health will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Healing Hands School of Holistic Health to determine if your clock hours or certificate will transfer.

Student/Teacher Ratio

The student to teacher ratio, at the *Healing Hands School of Holistic Health* is approximately one instructor to every 30 students in lecture and one instructor to 20 students in lab.

Requirements for Graduation

The student will qualify to graduate when he/she meets the program requirements as listed in this Catalog. **Graduates will receive a Certificate if the following requirements have been met:**

1. All required courses in the student's program have been satisfactorily completed, including required tests, assignments, etc., and all program requirements have been satisfactorily fulfilled; and

2. A minimum grade of 70% or higher has been earned in each course; and
3. Student has satisfied all financial commitments to the school and to the U.S. Department of Education.

Note: Official academic transcripts will be withheld for failure to pay tuition, for default on an education debt or failure to repay an education grant overpayment, exception for cases involving bankruptcy. In such cases, students may request a single unofficial copy of the academic transcript (course printout). The printout will be labeled as “UNOFFICIAL” and will note that unpaid financial obligations are still owed to the school.

Note: If a student’s account is sent to collections for non-payment, the student will not be eligible to receive a Certificate or transcript from the Healing Hands School, and the student will be responsible for all collection costs and attorney’s fees.

4. All required course hours have been completed within the maximum time frame allowed: 150% of the normal program length in clock hours and weeks of instruction.
5. Student has attended at least 80% of the total hours in the program. Students receiving funding through Federal Financial Aid must complete 90% of hours.

Certificate Awarded upon Graduation

When all requirements for graduation are successfully completed, and all financial obligations have been met, graduates from programs offered at Healing Hands School will be awarded a “Certificate” from the School.

Transcripts

Current or former students may request one free copy of their official transcript by submitting a written request to Healing Hands School with the name and address where the transcript is to be mailed. A fee of \$ 5.⁰⁰ will be charged for additional copies and must be paid in advance before the transcript request is processed. Transcripts sent directly to the student will be marked to indicate that they are ‘*unofficial*’ copies.

In order to receive an Official Academic Transcript from Healing Hands School, the student must have satisfied all financial commitments to the school and to the U.S. Department of Education. Official academic transcripts will be withheld for failure to pay tuition, for default on an education debt or failure to repay an education grant overpayment, exception for cases involving bankruptcy

Student Responsibility

It is the student’s responsibility to read and understand the contents of this Catalog. Any questions regarding Healing Hands School’s policies should be addressed and satisfied prior to starting class.

Delivery of Services

All educational programs and services, provided at *Healing Hands School of Holistic Health*, are offered residentially. That is to say, all programs and services are provided at the Healing Hands School’s campuses. There is no distance education nor on-line delivery of courses or programs.

Retention of Student Records

It is the policy of the *Healing Hands School of Holistic Health* to maintain all records at its primary administrative location for a minimum of five years. Transcripts are maintained indefinitely.

Family Educational Rights and Privacy Act of 1974 As Amended

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives the request for access.
 - a) Students should submit to the Director or other appropriate official, a written request that identifies the record(s) the student wishes to inspect.
 - b) The School official will make arrangements for access and will notify the student of the time and place where the records may be inspected.
 - c) If the records are not maintained by the Healing Hands School official for whom the request was submitted, that official shall advise the student of the appropriate official to whom the request should be addressed.
2. The right to request an amendment of the student's educational records that the student believes are inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - a) Students who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
 - b) If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Healing Hands School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory or academic or research, or support staff position (including law enforcement unit, personnel and health staff); a person or company or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving the Board of Trustees, a person serving in an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Healing Hands School.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Healing Hands School of Holistic Health to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Financial Aid

The *Healing Hands School of Holistic Health* participates in Title IV Student Financial Aid programs including Pell Grants and Direct Loan programs. The School also accommodates students by providing options for payment plans. More information regarding payment options is contained in the Tuition and Fees section of this Catalog.

Healing Hands School of Holistic Health is eligible to participate in Federal Department of Education Title IV Programs. Information about these programs is available from the Financial Aid Department. Brochures and pamphlets regarding student loan programs include information on specific loan types and repayment conditions, the availability of federal and state grants and the requirements for loan eligibility. These materials may be obtained in the Financial Aid Department.

Healing Hands has developed the following policy and procedures to guide students applying for financial aid.

- Students seeking financial aid must first complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The School's Financial Aid Administrator will use this information to determine the student's eligibility and assists them in deciding what resources are best suited to their circumstances. Students must meet all eligibility requirements to qualify for Federal Student Aid. The Financial Aid Department may request additional documentation to support the student's request for financial assistance, including, for example, signed copies of federal income tax returns.
- For those students selected for verification, by the Department of Education or by Heisei, the school will use the current Verification Guide issued by the Department of Education as the governing document. Any supporting documentation, required for verification, must be submitted to the Financial Aid Department by the required deadline. If the student fails to provide the documentation by the required deadline, the student will receive no further financial aid disbursements, and must return to the Department of Education all Pell disbursements received prior to being selected for verification. Please see the Financial Aid Administrator for more information.
- Renewal of financial aid is not automatic. Recipients are required to reapply each year by the announced deadline.

Students are encouraged to seek tuition assistance from other possible sources such as private agencies, community grants, etc.

Dress and Appearance

Students should utilize good judgment in determining their dress and appearance. Neatness and cleanliness are necessary at all times. Dress in clothing that allows free movement.

The Director will advise the student of inappropriate dress or appearance.

Housing

The Healing Hands School does not have on-campus housing nor does it assist students in finding housing.

ACADEMIC POLICIES AND INFORMATION

The *Healing Hands School of Holistic Health* has adopted the following academic standards for all programs, and these standards **are applied to ALL students, full-time and part-time**. This Satisfactory Academic Progress Policy is effective July 1, 2011. This policy applies to all students effective July 1, 2011.

Academic standards have been established which are to be met by the student for satisfactory progress throughout the educational program. Students are allowed up to 150% of the normal program length in clock hours and weeks of instruction in which to satisfactorily meet the requirements; **this is the maximum time in which students are allowed to complete the program.**

Students' academic progress will be measured as follows:

Healing Hands School of Holistic Health measures its programs based on clock hours and weeks of instruction; therefore, a student is not allowed to attempt more than 150 percent of the number of clock hours and weeks of instruction in their program. **The MAXIMUM TIMEFRAME a student is allowed to complete the program is 150 percent of the total number of clock hours and total weeks of instruction in the program; this policy applies to all students, full-time and part-time.**

The requirements for rate of progress are to ensure that students are progressing at a pace at which they will complete their program within the maximum allowable time frame. All courses attempted are given a pass or fail grade (qualitative measure), except for courses from which a student is in good attendance standing and officially withdraws due to an approved Leave of ABSENCE or due to a withdrawal from school, which are given a 'W Withdrawal'; if the student has exceeded the attendance policy at the time they request a Leave of Absence, the student will receive 'Fail' in all courses in which they are currently enrolled.

All grades received and hours attempted will be included in assessing student progress against the maximum allowable time frame through the last day of attendance. A 'W' Withdrawal Grade, granted to students who take an approved Leave of Absence or withdraw from school and have not exceeded the attendance policy are not counted in the qualitative measurement (grades), but all hours attempted for Withdrawal courses and all other courses the student attempted are counted in the quantitative measurement (total hours attempted).

In addition, the cumulative number of clock hours attempted in the program includes transfer hours accepted, clock hours for courses from which a student has withdrawn and hours for every repeated course. Transfer course hours will be the equivalent to those for which the student is receiving credit. Transfer hours are counted as both attempted and successfully completed.

The rate of progress toward completion is calculated by dividing the cumulative number of clock hours the student has successfully completed in the program by the cumulative number of clock hours attempted by the student in the program. The cumulative number of clock hours attempted in the program includes transfer hours, hours for courses from which the student was given a 'W' Withdrawal, repeated course hours and all hours attempted.

Students are required to review and sign quarterly Progress Reports which show cumulative passed clock hours, currently enrolled clock hours, and identifies any incomplete course work and due date for completion.

Students are to be aware that a failed single course in the program may only be repeated one time. If a student fails a single course a second time, it will result in the student's dismissal.

SATISFACTORY ACADEMIC PROGRESS MEASUREMENTS AND STANDARDS

A student's academic progress will be measured at the following SAP Evaluation Points:

- At the ½ point of the student's program based on scheduled completion of the ½ of the total clock hours and weeks of instruction in the program. Example: If the student is in a 500 Clock Hour Program that is 26 weeks of instruction in length the SAP Evaluation point would be at the time the student is scheduled to complete 250 clock hours and 13 weeks of instruction.
- At the end of each academic year for programs longer than one academic year; An academic year at Healing Hands is 52 weeks.

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- At the end of the program or at the end of 150% of the total program clock hours and weeks of instruction whichever comes first. Students may not exceed 150% of the total program clock hours and weeks of instruction.
- Students receiving financial aid are also evaluated at the end of each payment period; there are two payment periods for Healing Hands students, consequently, each payment period approximates ½ the length of the program in clock hours and weeks.

In order to maintain satisfactory progress, students must meet the following SAP STANDARDS:

Holistic Health Practitioner Program:

- Successful completion of clock hours and weeks of instruction is achieved when the student earns a **passing grade of 70%** in each individual course attempted and **attends 80%** of the course hours in each individual **non-elective course attempted**, and **75%** of the course hours in each individual **elective course attempted**.

Massage Therapist Program:

- Successful completion of clock hours is achieved when the student earns a **passing grade of 70%** in each individual course attempted and **attends 80%** of the course hours in each individual course attempted.

MAXIMUM TIMEFRAME:

The student must complete all courses within 150% of the total clock hours and total weeks of instruction in the program.

SAP WARNING/ Probation

When a student fails to meet the SAP Standards, at any SAP Evaluation Point, (except the final evaluation at 150% of the total clock hours and weeks of instruction) the student will be sent an SAP Warning. **The SAP Warning/Probation is for a period of one payment period or (approximately ½ of the program) and cannot exceed 150% of the total clock hours and total weeks of instruction in the program.** SAP WARNING/PROBATION is defined as any student not meeting SAP Standards at any SAP Evaluation Point (exception: students will not be given an SAP warning for failure to meet SAP at the final SAP Evaluation Point or 150% of the total clock hours and total weeks of instruction in the program) . Financial Aid Students who have received an SAP Warning may receive financial aid for one additional payment period, based on eligibility. . A "Payment Period" is a period of ½ of the length of the program in clock hours and weeks of instruction. **Students are not allowed to appeal an SAP Warning/Probation.** At no time may an SAP Warning/Probation exceed the total clock hours or total weeks of instruction in the program.

DISMISSAL DUE TO FAILURE TO MEET SAP STANDARDS

Students who are not making satisfactory academic progress at the conclusion of the SAP Warning Period will be dismissed from Healing Hands School.

APPEALING AN SAP EVALUATION

Should a student disagree with the application of these satisfactory progress standards, or with a determination related to academic progress, he/she must submit an appeal in writing to the School Director. The Director will respond within five (5) business days. The Director may meet with the student to discuss the appeal. The Director's decision is final, and may not be further appealed. Also, refer to the Grievance Procedure in this Catalog.

The following policies are part of the Satisfactory Academic Progress Standards and apply to all Full-time and Part-time students:

Incomplete Grades:

Students may be granted an 'Incomplete' grade for reasons that are deemed extremely serious. **Students receiving a grade of Incomplete ("I") will be allowed 90 days after the end of the course, in which to complete the required work and submit it to the instructor of the course in which the grade was earned.** The student will be allowed to continue attending while completing the required coursework of an 'Incomplete' grade. If, at the end of the incomplete period, the student has not completed the coursework, a final grade of 'Fail' will be recorded. An 'Incomplete' Grade does not affect the student's satisfactory academic progress, provided the student satisfactorily completes the coursework within the stated 'Incomplete Period' of 90 days. All hours attempted in the course in which the student received an Incomplete are counted in the determination of SAP; if the student does not successfully complete the required course

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work within the time allowed, the 'I' Incomplete grade will be replaced with a final grade of 'Fail' in the course and the entire course must be repeated. All final course grades in which a student has earned a 'Fail' (Not Passing) will reduce the student's overall percentage of successfully completed courses in the program and thereby negatively affect his/her satisfactory academic progress.

Course Repeats, Withdrawals and Failed Courses:

Students must repeat any course in which a final course grade of 'W' (Withdrawal), 'Fail' (Not Passing) is earned. Note: The student must repeat the entire course and must pay for the hours of enrollment in the initial course. **Students are allowed to repeat a course only one time; a second course failure will result in immediate dismissal from the program.** All final course grades in which a student has earned a 'Fail' (Not Passing) will reduce the student's overall percentage of successfully completed courses in the program and thereby negatively affect his/her satisfactory academic progress.

The **course hours**, of courses in which the student has earned a 'W' or 'Fail', are counted in the determination of the percentage of successfully completed cumulative course hours of the total course hours attempted in the program. Therefore, a grade of 'W' or 'Fail' will reduce the student's overall percentage of successfully completed course hours of the cumulative course hours attempted in the program, and thereby negatively affect his/her satisfactory academic progress. The student is required to successfully complete 70% of cumulative course hours attempted and weeks of instruction in the program at each SAP Evaluation Point in order to maintain satisfactory academic progress.

Remedial Courses:

We do not offer remedial or non-credit courses.

Pass/Fail Courses:

Healing Hands awards course grades on the basis of Pass/Fail. All courses are graded on the basis of Pass/Fail, and in order to pass a course, the student must earn a minimum grade of 70%; in order to graduate from the program, the student must earn a Pass in each course of the program. All course hours attempted are counted in the determination of the student's SAP standing at each SAP Evaluation point; a student's failure to earn a 'Pass' grade in a course will negatively impact the student's SAP standing.

Leave of Absence and SAP

Students may be granted a Leave of Absence, during the program of training, based on the conditions described in the Leave of Absence Policy in this Catalog. A Leave of Absence will ultimately extend the time it takes for a student to complete the program, and, based on when courses are offered it may result in the student's not returning to the program until the next enrollment period. The student will be withdrawn from the courses he/she is currently attending and a grade of 'W' will be posted to the transcript. Refer to 'Course Withdrawals' above for information regarding how SAP is impacted based on a course withdrawal. **Refer to the Leave of Absence Policy contained in this Catalog for more information on the LOA Policy.**

ATTENDANCE AND SAP:

Students who are dropped from classes for failure to attend, according to the attendance policy, will receive a grade of 'F' 'Fail', which is permanently reflected on the transcript. Refer to the attendance policy in this catalog for more information. Refer to 'Course Repeats, Withdrawals and Failed Courses' above for information on the impact on SAP.

Withdrawal and Readmission

Withdrawal from School

A student who wishes to withdraw from the course of study at Healing Hands must do so in writing, and must state the reasons for withdrawal and any consideration for future readmission. The student is required to participate in an exit interview with the Director or designee. The student will be notified of total tuition charges and any refund due. Refunds that are due will be paid to the student within 30 days of the date of withdrawal.

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The student is required to clear all obligations in order to receive a withdrawal in good standing. Failure to comply with this policy means that the School may not honor any request for transcripts, letters of recommendation, request for information, and/or readmission.

Readmission to School and CONDITIONS for Reinstatement

A student, who has withdrawn from a program, and is interested in returning, may apply for readmission. Readmission is dependent upon fulfillment of all conditions set forth at time of withdrawal. Applications are reviewed and the student is informed in writing of readmission eligibility. Readmission will be on a space available basis.

A student who has been terminated from a program for unsatisfactory academic progress and/or violation of the attendance or conduct policy may apply for readmission after one academic year from the date of withdrawal. The following conditions apply:

1. Be current on all financial obligations to the school.
2. Submit a letter of intent at least sixty (60) days before the beginning of the new course. Failure to do this may result in a student not being admitted to the next scheduled course, if the course is already full. However, current students are given priority, and therefore, there may not be an available seat for a student who wishes to be readmitted.
3. If a student was terminated for failure to maintain satisfactory academic progress, the student must speak with the Director prior to re-admission. During this meeting, the student is expected to demonstrate how he/she will benefit if reinstated. If the student is allowed to reinstate, he/she will be placed on academic probation for at least one quarter (90 days), and must maintain satisfactory academic progress as stated in the *Standards of Satisfactory Academic Progress* above.
4. The student must contact the School to obtain a new Student Contract (Enrollment Agreement). The student must discuss with the Director, any changes to curriculum, texts, fees and policies. All successfully completed courses (final course grade of 70%) will be transferred to the “new” enrollment and the student’s tuition will be adjusted.
5. If the student is re-admitted within one (1) year from their official withdrawal date, and the school is using the same learning materials, a student may begin where they successfully (70% grade or better) left off in the academic coursework. Students may be required to repeat courses if the syllabus or course materials have significantly changed during this year. There is also a non-refundable fee of \$100 to re-enroll in order to guarantee a position in the class for which the student is re-enrolling. All grades previously earned will remain on the student transcript, and the maximum timeframe for program completion will be adjusted based on the remaining hours in the program to be completed
6. If different learning materials are being used than those the student was issued originally, the student will need to purchase those materials upon re-enrollment.

Program Transfers

Students who have begun their training and wish to transfer to another program must seek permission from the School Director or Program Director. Students who are receiving Title IV funding, are required to meet with the Director of Financial Aid before a program transfer may be granted. Students who are approved for a program transfer will be dropped from their current program and enrolled in the new program as a new student under the current catalog.

Required Study Time and Outside Preparation

Outside study and preparation, apart from regular classroom work, is required to successfully complete the required course assignments. Outside preparation requirements will vary by course. Students are informed of outside preparation

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assignments by the instructors, and course syllabi include a summary these assignments. Students are responsible for reading any study materials issued by their instructors, and for preparing for assignments as directed.

Academic Advising

The Director is available to provide academic advising as requested or needed to assist students in meeting satisfactory academic progress standards, and successfully completing graduation requirements. Instructors also provide ongoing student advising.

Definition of Academic Year, Instructional Clock Hour, Weekly Hours of Attendance and Full-time and Part-time Attendance

Definition of Academic Year

The Healing Hands School's academic year is defined as 52 weeks of training.

Definition of Clock Hour

The *Healing Hands School of Holistic Health* evaluates courses in terms of clock hours. A clock hour is a 60-minute block of time consisting of a minimum of 50 minutes of instruction.

Definition of Instructional Weekly Hours of attendance and Full-time and Part-time attendance

Massage Therapist Full Time attend 18 – 20 hours per week, 26 weeks to complete program.

Massage Therapist Part Time attend 8 – 17 hours per week, 52 weeks to complete program.

Holistic Health Practitioner Full Time attend 18 – 20 hours per week, 52 weeks to complete program.

Holistic Health Practitioner Part Time attend 8 – 17 hours per week, 104 weeks to complete program

Grading Policies

The Healing Hands School instructor has the final authority for determining the student's grade for a course. Grades may not be changed by anyone other than the instructor. The scholastic progress of the student is reported at the end of each course and grades are recorded on the student's permanent record (transcript).

Pass/Fail Grading

The Healing Hands School awards course grades on the basis of Pass/Fail. All courses are graded on the basis of Pass / Fail. In order to pass a course/class the student must earn a minimum grade of 70%. In order to graduate from the program the student must earn a Cumulative Grade Average of 70, Failure to earn the required Cumulative Grade Average of 70% will negatively impact the student's satisfactory academic standing. A student may appeal a final grade to his/her instructor. A student must repeat any course in which a grade of at least 70% was not achieved. Students are permitted to repeat a course only once.

Grading Scale

The Healing Hands School's grading scale is as follows:

100 – 70%	Pass
69 – 0%	Fail
'W'	Withdrawal (a course from which a student withdrew)
'I'	Incomplete (a course in which a student received an 'Incomplete' –refer to Incomplete Policy)
TC	Transfer Credit

(Refer to the 'Incomplete' Grades and 'Course Repeats, Withdrawals, and Failed Courses' under the Satisfactory Academic Progress Policy for more information). A 'W' Withdrawal is permitted only in the case when a student has been

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approved for a leave of absence or is withdrawing from school and has not exceeded the attendance policy in the courses in which he/she is currently enrolled. In such cases, a 'W' Withdrawal will be posted to the student's transcript for each course he/she withdraws from.

Exams

Students are tested at the conclusion of each course to ascertain the required acquisition of knowledge/skills. Students may be tested based on observed performance of skills, or a written exam may be given. Consult the specific course syllabus for details. All grades are recorded and reviewed with students.

Make-up Policy

Students may be permitted make up exams and course work. A student may also repeat a course of study. To make up exams, students must make arrangements to do so with the instructor. Students are required to contact the instructor and make arrangements on the first day he/she returns to Healing Hands School. To make up class time refer to *Course Work Make-up Policy* in this Catalog under *Attendance*.

ATTENDANCE POLICY

Students must satisfactorily complete at least 80% of the course hours attempted in order to maintain satisfactory progress. Students are allowed to miss twenty percent (20%) of class time per course. Class time that is missed beyond 20% of the course hours must be made up, and cannot exceed an additional 10% of course hours. If a student misses more than 40% of course, they fail the course.

Purpose of Policy

To establish acceptable standards of attendance and punctuality for all students attending the School.

1. To encourage students to pre-schedule absences in order to maintain adequate operations and minimize disruptions within the classroom.
2. To enable the student to complete the hours in the training program and meet the program objectives.

Full Time and Part Time Course Attendance

Refer to the chart below to view hourly differences in full time attendance versus part time.

Massage Therapist <u>Full Time</u> Attends 18 – 20 hours per week, 26 weeks to complete program	Massage Therapist <u>Part Time</u> Attends 8 – 17 hours per week, 52 weeks to complete program
Holistic Health Practitioner <u>Full Time</u> Attends 18 – 20 hours per week, 52 weeks to complete program	Holistic Health Practitioner <u>Part Time</u> Attends 8 – 17 hours per week, 104 weeks to complete program

Attendance and Tardiness Standards

All students are expected to adhere to the standards for attendance and tardiness.

1. Students are expected to attend classes and learning experiences as scheduled.
2. Students should call Healing Hands School at least 30 minutes before class to report an absence.

3. If a student has been absent for more than 2 consecutive days in the course, the student will be placed on attendance probation and will be monitored. If absences continue, the student will be withdrawn and the final grade will be 'Fail' is permanently reflected on the transcript.
4. •**Students enrolled in the Circulatory Massage course in their program** can miss zero (0) class time. They must be in attendance for 100 percent of class time.
•Students enrolled in Massage Therapy are allowed to miss twenty percent (20%) of class time in each individual course in the program. Class time that is missed beyond 20% in any individual course in the program must be made up, and cannot exceed an additional 20% of course hours in the individual course. If a student misses more than 40% of an individual course, they fail the course.
•Students enrolled in Holistic Health Practitioner **elective courses** can miss twenty five (25%) class time. Class time that is missed beyond 25% in any individual **elective** course in the program must be made up, and cannot exceed an additional 25% of course hours. Students in the Holistic Health Practitioner program may miss twenty percent (20%) of each individual **non-elective course**. Class time that is missed beyond 20% in any individual non-elective course in the program must be made up, and cannot exceed an additional 20% of course hours in the individual course. If a student misses more than **40%** of an individual **non-elective course** in the program they will fail the course.

Please note: Students receiving funding through Federal financial Aid are allowed to miss only 10% of class time per course.

5. Students will **be withdrawn from school** after fourteen (14) days of consecutive absences, that is to say fourteen (14) days after the student's last actual day of attendance.
6. Tardiness is defined as any time a student is not at his/her seat and ready to study as scheduled. Students are expected to be ready to commence and end school on schedule; accordingly, arriving late or leaving early in connection with starting, ending, meal and break times is tardiness. Incidents of tardiness, which exceed Healing Hands School's standards, will result in a warning.

Course Work Make-up Policy

Students may make up class time and/or course work in the following Director approved options:

1. Students may attend a scheduled Practice Session. Practice sessions are held as needed throughout the quarter, cost \$8.00 per hour, are instructor supervised. Student must attend full hours of the Practice session; i.e., student cannot attend part of a practice session. Example: If a student needs three hours of attendance and the practice session is scheduled for four hours, the student must pay for and attend all four hours. The Instructor will supervise make-up of missed lessons.
2. Students may attend a class from a different session of the course they have missed. In order to make-up time of course work in a different class, students must pay \$8.00 per hour, must attend the full day of class, and must have permission from Director and Instructor.

Classroom Tardiness/Early Departure Rules

- Students may not enter or exit class except during break without express permission from the instructor.
- If a student is more than 5 minutes late, the student will be counted absent for 15 minutes, 16 minutes late counts as 30 minutes, 31 minutes late counts as 45 minutes, etc.
- Students who arrive late for an exam, may be admitted at the instructor's discretion.

Impact of Poor Attendance

- When a student has exceeded the allowable absences, a warning may be issued. Continued absence will result in termination.
- Students are responsible for obtaining missed materials and information, and for meeting the course objectives.
- Excessive absences can result in the student being unable to satisfactorily demonstrate required achievement of the course objectives; if such a result occurs, the student will not be allowed to advance to a higher level in the program. The student may petition to repeat the course according to policy, and on a space available basis.

Course Schedules

Students are permitted to make schedule changes (add/drop) a course on or before the first day of the course in which they are scheduled to attend. If the student does not attend and does not make an official course schedule change by the first day of the course, the student is subject to all conditions of the Attendance Policy, and will be dropped and will receive a 'Fail' grade if he/she fails to attend as required.

LEAVE OF ABSENCE POLICY

Students may file a written petition requesting a leave of absence due to extenuating circumstances, which include but are not limited to the following reasons: medical, financial, or personal. Students who are on SAP Warning will not be permitted to take a leave of absence. Readmission will be on a space available basis and will fall under guidelines for readmission.

A leave of absence may be for a period of no more than one quarter (90 days). One leave of absence may be granted during the program of study. If the student does not return from the scheduled leave of absence on the scheduled return date, the student will automatically be withdrawn from attendance at the Healing Hands School, and will be notified in writing of this action.

The student will officially withdraw from all courses the student is enrolled in at the time the student takes an approved Leave of Absence; a grade of 'W' Withdrawal will be posted to the student's transcript for these courses. Hours attempted in all courses in which a 'W' Withdrawal is received are counted in the determination of the Student's Satisfactory Academic Progress (SAP); refer to the SAP Policy in this catalog for more information.

A student, who is receiving financial aid, who is on an approved Leave of Absence retains in-school status for purposes of Title IV loans. However, the student should be aware that if he or she does not return from a leave of absence, some or all of the grace period of the loan could have been used up, as the withdrawal date is the student's last day of actual attendance.

STUDENT SERVICES

The Healing Hands School Directors and Instructors strive to maintain close communication with our students.

Student Guidance

Student Guidance is considered one of the School's most important and valuable services. Vocational and personal guidance begins at the time a prospective student indicates an interest in attending, and continues throughout and beyond the completion of the program. The goal of the Healing Hands School is to provide students with the support and guidance needed to successfully complete their training programs, and enter their chosen career field.

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Academic Counseling

The Director is available to assist students with academic concerns. Students who are not making satisfactory progress must meet with the Director, review his/her progress, and agree to the steps that may be required to improve academic standing.

Personal Counseling

For students requesting personal counseling and for any student who has become aware of a drug or alcohol problem, or is experiencing emotional or personal challenges affecting performance, the School's staff will attempt to provide referrals to appropriate community services, such as, licensed practitioners in the field of counseling, psychology, or psychiatry.

Orientation

All applicants for the programs are provided with an orientation on the educational system, services, policies and procedures. A tour of the facility and the School Campus will also be provided during orientation. Orientation is scheduled prior to or during the student's first week of class. Students are provided an Orientation Handout that contains information on study techniques, time management, problem solving and other important information.

Student Activities

The School plans for and encourages student participation in a variety of activities.

Job Placement and Career Services

The Healing Hands School offers placement services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the '*Standards of Satisfactory Academic Achievement*' section of this Catalog. Many students desire self-employment, and elect to establish an independent practice.

Placement assistance is provided under the direction of the Paula Curtiss, Job Placement Director. Placement services include assistance with resume writing, identification of job openings, job search strategies and other job search activities. The School regularly communicates with employers in the community, and surveys their satisfaction with the job performance of Healing Hands School graduates.

It should be understood that placement services offered by the School do not represent a guarantee of employment. Graduates requesting placement services will be required to develop a professional resume, attend scheduled interviews, and comply with the placement policies in order to receive services.

The School cannot guarantee a job upon completion of our program. We do not guarantee employment. Healing Hands School does not make any claims of salaries available in this field.

GRIEVANCE POLICY

As directors, Paula and Neha Curtiss encourage open, honest communication among staff, teachers and students. It is the policy of the *Healing Hands School of Holistic Health* to have a procedure and operational

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plan for handling complaints. The purpose of the Complaint Procedure is to provide a prompt and equitable process of resolving complaints by students, faculty, staff and public.

From time to time, differences in interpretation of school policies will arise among students, faculty, staff or the public. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge individuals with complaints to communicate them to the appropriate school representative immediately.

Grievance Procedures

A student, faculty member, staff member or public may informally lodge a complaint by communicating orally or in writing to any instructor, administrator, admissions personnel or staff member as indicated in this policy. (The student is defined as an individual who is currently enrolled in an educational program at the *Healing Hands School of Holistic Health*). If the complaint is not resolved the student has the option to follow the *Formal Complaint Procedure* as described below.

Note that the student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies.

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.

Informal Complaint Procedure for Students

Students with grievances should first meet with their Course Instructor. If the complaint is not related to the educational program, the instructor will advise the student to contact the appropriate Healing Hands School administrator. Or, if, after meeting with the instructor, the student believes that the concern has not been satisfactorily resolved, the student should then follow the *Formal Complaint Procedure* as described below.

Formal Complaint Procedure

This formal complaint procedure is for students, faculty, staff and the public:

1. If a student, faculty or staff member, or public still has concerns, he/she is directed to follow the Formal Complaint Procedure by:
 - a) Preparing a written statement of complaint, that is signed, dated, and includes a clear and concise statement of the facts including pertinent dates.
 - a) Submitting the written statement of complaint to the Director within 10 days of the incident.
 - b) The Director may require the complainant to meet with School's representatives to discuss the grievance.
2. The Director will review the written grievance, and will notify the student, faculty or staff member or public member, in writing, of the decision within 10 days of receiving the written complaint.
3. Whether or not the problem or complaint has been resolved by the School to the complainant's satisfaction, he/she may contact the Bureau for Private Postsecondary and Vocational Education. Address provided above.

Student Complaint Records and Log

The School will maintain records and documentation related to complaints from students, faculty or staff, including a 'COMPLAINT LOG'.

TERMINATION / DISMISSAL POLICY

We, at *Healing Hands School of Holistic Health*, wish to maintain a nurturing environment of cooperation.

Actions Resulting in Termination/Dismissal

A student is subject to termination, if the student:

1. Uses profanity.
2. Is defiant to administrators, instructors or staff.
3. Is unable to complete the coursework with a grade of 70% or higher after one course repeat.
4. Is abusing alcohol and/or drugs.
5. Is involved in sexual harassment of students, faculty or staff of the *healing hands school of holistic health*.
6. Fails to comply with class requirements.
7. Falsifies his/her admission records or any school records or other documentation provided to the *healing hands school of holistic health*.
8. Is found cheating.
9. Has inadequate attendance for graduation within the maximum time allowed. Refer to the *satisfactory academic progress policy*.
10. Has classroom behavior is judged to be inappropriate according to the personal conduct policies of the healing hands school. Refer to *personal conduct* in this catalog.
11. Has behavior is determined to be endangering to him/herself or others while on the healing hands school's premises.
12. Demonstrates physical, emotional, or verbal abuse and/or insubordination with a staff member and/or faculty
13. Demonstrates verbal, physical, and/or emotional abuse with another student

Termination/Dismissal Protocol

Upon witnessing and/or report of an unacceptable action by a student, the student will be notified as soon as possible of his/her termination. Administrators will assemble all paperwork to document reason for termination/dismissal of student and all paperwork applicable to withdrawal of student from the Healing Hands School.

Appealing Termination/Dismissal

A student who wishes to appeal the decisions for dismissal may petition the Director in writing. The Director will review the student's request and will inform the student, in writing, of the decision.

CALIFORNIA STATE POLICIES & PROCEDURES

Student Tuition Recovery Fund

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

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

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

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

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

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

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

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

TUITION AND FEES

Cost of Programs

Holistic Healthcare Practitioner		Massage Therapist Program	
Books	\$ 1700.00	Books	\$ 630.00
STRF	\$ 25.00	STRF	\$ 12.50
Registration Fee	\$ 250.00*	Registration Fee	\$ 250.00*
Tuition	<u>\$ 9900.00</u>	Tuition	<u>\$ 4950.00</u>
Total Tuition and Fees	\$11875.00	Total Tuition and Fees	\$ 5842.50
*Registration Fee is applied to tuition for students who graduate		*Registration Fee is applied to tuition for students who graduate	

Additional Education Costs

In addition to the above educational expense, the student should anticipate the following expenses:

Massage Table	\$400.00
Sheets/Linens	\$ 35.00
Markers/Paper Supplies	\$ 35.00

Payment Plans and Financial Assistance

Healing Hands School offers several different payment options.

Holistic Health Practitioner Program

Payment Plan Information [Not Applicable if Paid In Full]

Students will pay for books when received.

The Registration Fee will be applied to tuition for students who graduate

First Installment: [] \$625 Part Time [] OR Full Time **OPTION 1** \$ 825.00 OR Full Time **OPTION 2** [] \$1025 (DUE ON OR BEFORE START OF CONTRACT)

[Part Time] [] The BALANCE OF \$ 9,300.00 FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: Your payment schedule will be P/T \$350. Each Month. Your payments are due on the 1st of each month commencing on _____ (date) for 26 Months Part Time, or until paid in full.

[Full Time] **OPTION 1** [] The BALANCE OF \$ 9,100. FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: Your payment schedule will be \$550. Each Month. Your payments are due on the 1st of each month commencing on _____ (date) for 16 Months Time, or until paid in full.

[Full Time **OPTION 2** [] The BALANCE OF \$ 8,900. FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: Your payment schedule will be \$750. Each Month. Your payments are due on the 1st of each month commencing on _____ (date) for 12 Months Time, or until paid in full.

Massage Therapist Program

Payment Plan Information [Not Applicable if Paid In Full]

Students will pay for books when received.

The Registration Fee will be applied to tuition for students who graduate

First Installment: [] \$ 812.50 Full Time OR [] \$612.50 Part Time (DUE ON OR BEFORE START OF CONTRACT)

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[Part Time] [] The BALANCE OF \$4350. FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: Your payment schedule will be \$350. each Month, Your payments are due on the 1st of each month commencing on _____ (date) for 12 Months Part Time, or until paid in full.

[Full Time] [] The BALANCE OF \$ 4150. FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS : Your payment schedule will be \$550. each Month, Your payments are due on the 1st of each month commencing on _____ (date) for 7 Months Full Time or until paid in full.

PLEASE NOTE:

Student (and Co-buyer, if applicable) understands that payments are to be made to the School, or assignee. If this Agreement be assigned, Student (and Co-buyer, if applicable) will be bound by all of its terms and conditions. Students who miss two payments as scheduled on the Enrollment Agreement are subject to notification and given ten (10) days to bring the account current or face termination from Healing Hands School of Holistic Health. Students are assessed a fee of \$ 35.00 for all returned checks. Students are assessed a fee of \$25.00 for late payments. The Agreement is not binding until accepted by the School.

Additional Information on Financial Assistance

- Healing Hands School participates in Title IV Federal Financial Aid program including the Pell Grant and Direct Loan Programs. Apply at www.fafsa.ed.gov/
- Healing Hands School processes Vocational Rehabilitation benefits.
- Healing Hands School participates in several funding programs from Department of Veteran Affairs including Title IX.

Please call the office so that we help you determine the best way for you to proceed with your education.

STUDENT’S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the enrollment period in your program through the last hour of attendance. If the student has completed more than 60% of the enrollment period for which the student was charged, the tuition is considered earned and the student will receive no refund. **Enrollment Period is defined as the time period encompassed by “Program Start Date” through the “Scheduled Completion Date” as they appear on the first page of the Student’s Enrollment Agreement.**
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Healing Hands School of Holistic Health, 125 W. Mission Ave, Suite 212, Escondido, CA 92025. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled within three business days of signing an enrollment agreement, the school will refund the student all monies he/she paid.
6. If the Enrollment Agreement is cancelled after three business days of signing the enrollment agreement, the school will refund the student all monies he/she paid less a registration fee of \$ 100.00
7. Refunds are made 30 days from effective withdrawal date.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if you have completed 60 percent or less of the scheduled hours of the enrollment period in your program through the last hour of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. The refund will be paid to the student (or third party payer) within 30 days of withdrawal. If the student has completed more than 60% of the enrollment period for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 consecutive days.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the day of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the total hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 consecutive days. If the student has completed more than 60% of the enrollment period for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Refund Example

If at the time of the student's last hour of attendance, 30 scheduled hours of instruction had been provided, of a 500-hour program at a cost of \$4950.⁰⁰ for tuition, the student would receive a refund of \$4403. See example below:

\$4950.00 Program Cost / 500 Total clock hours of program instruction = \$9.90 per hour Hourly Tuition Charge
\$9.90 per hour x 30 Scheduled hours of attendance up to last day attended
= \$297.00 Total Tuition Charge
\$4950.00 Total Tuition Paid by Student
– \$297.00 Tuition Charge based on Scheduled hours of attendance up to last day attended
– \$250.00 Registration fee (not refunded)
– \$12.50 STRF fee (not refunded)
= \$4390.50 Total Tuition Refund to Student

THE FOLLOWING APPLIES TO ALL STUDENTS WHO WITHDRAW OR ARE TERMINATED

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 consecutive days.

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- The student fails to return from a leave of absence.

A Refund of tuition is determined based on the actual hours of attendance up to the student's last hour of attendance in class.

Refunds are made within thirty (30) days from the effective withdrawal date.

If the student is in arrears at the time of withdrawal, he/she is still liable for the amount past due.

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

Return to Title IV FUNDS POLICY

The following applies to all students who withdraw or are terminated

- Withdrawal is effective the day the school receives a written notice of withdrawal from the student. If no written notice is given, **the date of determination of withdrawal is defined as a date not later than fourteen (14) days following the student's last actual day of attendance**, which is defined as a day in which the student had academically related activity, i.e. actual class attendance, class projects, clinical experience or examination. **The student's last day of attendance is defined as the student's 'Withdrawal Date'.**

A student has a right to withdraw from school at any time during the program.

Recalculation of Federal Aid Eligibility for students who drop out, are dismissed or take a leave of absence prior to the point that 60% of the scheduled hours of the Program has concluded.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who drop out, or are dismissed prior to the point that 60% of the scheduled hours of the student's educational program has concluded. The Federal Title IV financial aid programs must be recalculated in these situations. Title IV funds include Pell, Direct Subsidized, Direct Unsubsidized and PLUS loans. After the point at which 60% of the scheduled hours of the program concluded, the student has earned 100 percent of the FSA funds.

If a student leaves the school prior to the point that 60% of the scheduled hours of the program have concluded, the Financial Aid Office recalculates eligibility for Title IV Funds. Recalculation is based on the percent of earned aid using the following Federal Return to Title IV Funds formula:

Percent of aid earned = the number of hours of instruction scheduled up to the student's last day of attendance, divided by the total number of hours of instruction in the program when the student leaves school prior to the point that 60% of the scheduled hours of attendance has concluded.

The School may be required to return a portion of the funds, and the student may be required to return a portion of the funds. Keep in mind that when the Title IV Funds are returned, the student may owe a balance to the School. If that is the case, the student should contact the Office of Student Financial Aid to make arrangements to pay the outstanding balance. All refunds are made within 30 days of the student's effective date of withdrawal.

It is very important that you realize the differences between the two formulas at certain junctures. If you are contemplating dropping, you must visit the financial aid office for a discussion of the financial implications. A hypothetical refund calculation may be prepared upon your request.

Refund Distribution for Financial Aid Recipients

Refunds on behalf of Financial Aid Recipients must be distributed in the following order:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Other SFA Programs
6. Other federal, state, private, or HEISEI sources of aid

The Difference between the Healing Hands Refund Policy and the Return to Title IV Policy

The Healing Hands Refund Policy determines the amount of the tuition and fees that the school has earned. The Return to Title IV determines the amount of financial aid that, the student, has “earned.” Any unearned financial aid must be returned. Under policies established by the federal government, the responsibility to return the money is shared by the student and the school. This may result in increasing debt to the school. The Return of Title IV funds is applicable until over 60% of the total program hours has been completed by the student. Based on the calculation, it may be the case that the school will have earned tuition funds that were initially paid by the government but must be returned to the Federal Aid Programs. Therefore, the student may leave owing additional funds to the school even though the account would have been paid in full if the student had completed the program.

When the student receives financial aid in excess of the aid that was earned by the student:

1. The School must return any unearned federal financial aid that was used to cover institutional costs. The student will then be billed by the School for the returned funds. The student must repay this amount in full or contact the Business Office to establish a satisfactory payment arrangement. Unpaid debts will be turned over to the Attorney General.
2. The student must return any remaining unearned federal financial aid not covered by the School. The School will notify the Federal Department of Education of the student’s receipt of the unearned aid. Failure to return those funds within 45 days will result in the loss of eligibility of federal financial aid.

Post- Withdrawal Disbursement Policy

If the student receives less FSA assistance than the amount earned, the school must comply with the procedures for post-withdrawal disbursement specified by the department in regulations. If the student receives more FSA assistance than the amount earned, the school, the student, or both must return the unearned funds as required, and in the order specified. The school must return the lesser of:

- The amount of FSA funds that the student does not earn; or
- The amount of institutional costs that the student has incurred for the payment period or period of enrollment multiplied by the percentage of the funds that were not earned.

How Students are informed of Refund Requirements

Students are informed of the Refund Requirements in the Student Consumer Information Materials provided through the Healing Hands Financial Aid Office. Students are provided additional information through Entrance and Exit Loan Counseling.

YOU MUST REAPPLY FOR FINANCIAL AID EACH FINANCIAL AID YEAR

There are deadlines for applying for financial aid. The Healing Hands Financial Office will send out an email announcement and letter to advise you of the deadline. If your enrollment period crosses over financial aid years, you will be required to reapply for financial aid in order to receive your full financial aid award.

1. Respond to all directives and announcements from the Financial Aid Office regarding to reapplying.
2. Provide all documentation required to reapply for financial aid.
3. Contact the financial aid office if you have any questions.

HEALTH, SAFETY & CONTROLLED SUBSTANCE POLICIES

Health, Safety and Security

The *Healing Hands School of Holistic Health* makes every effort to provide a secure and safe learning environment. The classrooms and campuses comply with all requirements of federal, state and local safety codes. A Safety Plan is in effect at the Healing Hands School. Please seek assistance from the Director if you wish to report a hazard or accident. All

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students and others are directed to immediately notify a school employee of any crimes that are witnessed, or that the student has been made aware of. Statistics regarding crimes on campus may be obtained through the Director.

Students must take responsibility for their own security and safety. Consideration of the security and safety of others is also expected. The Healing Hands School is not responsible for personal belongings, which are lost, stolen or damaged on campus or during an off-campus activity.

Students must notify a Healing Hands School employee of an injury or illness either experienced or witnessed. In addition, students are to advise a faculty member or other School employee, if they have seen or are aware of any compromises in security matters.

In case of an emergency, students are directed to immediately notify a School employee. Employees have been instructed in how to obtain the services of the appropriate professional help in the most expedient manner.

Alcohol and Drug Policy

No alcoholic beverages or illegal drugs will be permitted inside the Healing Hands School, in the School's parking lot or on School's grounds. Students known to be abusing alcohol or drugs or coming to class with their functioning impaired by alcohol or drug usage will be expelled from the school according to the Dismissal Protocol included in this Catalog. These students may re-enroll one time only after a period of one (1) year and treatment for their problem as well as a letter of recommendation for re-enrollment from their treatment counselor. A second violation of the alcohol and/or drug usage policy will result in expulsion with no re-enrollment possible.

Information may include facts about drug awareness programs, penalties for violations, and references to local resources. Contact the Director if you would like more information.

Sexual Harassment Policy

The *Healing Hands School of Holistic Health* is committed to providing an environment that is free from sexual harassment and from the fear that it may occur. Sexual harassment will not be allowed and is against state and federal law; it constitutes any unwelcome sexual approach that may intimidate an individual or create a hostile environment.

Any complaint of sexual harassment will be taken seriously and promptly and fairly investigated, and appropriate action taken if warranted. Corrective action may involve probation or termination, depending upon the seriousness of the offense. All complaints of sexual harassment are to be taken immediately to the Director of the School. *Refer to the Safety Plan for additional information on Sexual Harassment.*

Crime Awareness and Campus Security

The Healing Hands School makes available to all current and prospective students and employees, upon request, the School policies and procedures for maintaining campus security. This information provides the student with details of measures for preventing crime, instructions for reporting crimes or suspected crimes, and a record of crimes that have occurred on campus.

Infectious Conditions Policy

The Healing Hands School strongly advises anyone with an infectious condition to consult with the School Director and a physician for the purpose of clarifying the personal risk(s) and risk to the School community, prior to coming on campus.

Personal Hygiene Standards

Students are expected to take care, both in the classroom and when working with clients, to maintain the highest standards of personal hygiene, including, but not limited to, clean hair and body, appropriate clothing and avoidance of offensive odors and perfumes. Students are encouraged to wear clothing that allows for freedom of movement. Beyond these considerations, judgment of what is proper classroom demeanor rests with the instructor and Director.

CODE OF CONDUCT

The *Healing Hands School of Holistic Health* expects a high level of maturity in the classroom of each student in the academic pursuit of his/her professional goals to become a massage therapist.

Personal Conduct

Students are expected to demonstrate:

1. A desire to learn and develop his/her professional skills, demonstrated by being prepared for each class, having consistent attendance at class, and showing positive classroom participation that contributes to personal and professional growth of themselves as well as the other students. Disruptive behavior that impedes the staff or students from utilizing class time constructively will not be tolerated.
2. A courteous, respectful and non-judgmental attitude towards staff and other students.
3. An ability to contribute and participate in creating a supportive environment for staff and students.
4. A willingness to receive constructive feedback.
5. The desire to take responsibility for their own values, attitudes, interpersonal relationships and academic performance.

Students are expected to show reasonable care for the facility. A student damaging the facility or equipment due to negligence will be financially responsible for repairs.

Conduct Guidelines

The Conduct Guidelines are designed to protect the interests of the Healing Hands School, its students, clients, models faculty and staff. All students at the School are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter. Students must act in a manner that is non-disruptive and is conducive to their learning and the learning of others.

The Healing Hands School reserves the right to suspend or dismiss any student whose conduct, in the opinion of the Administration, is disruptive or in any way interferes with the learning process of other students. The School further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or as set forth in writing by the School.

Unacceptable Conduct

Since there are a wide variety of unpredictable and individual situations, the following is a list of examples of unacceptable conduct at Healing Hands School. This list is not meant to be all-inclusive:

- Insubordination
- Willful abuse of the clinical site's building, equipment or other property.
- Smoking in unauthorized areas.
- Excessive absenteeism or tardiness.
- Absence without proper notification or adequate explanation.
- Leaving assigned work without permission.
- Violation of the clinical safety rules.
- Engaging in horseplay.
- Failure to report an accident involving a client, visitor, student or self.
- Theft, regardless of value.
- Dishonesty in dealing with the School.
- Reporting to the School under the influence of alcohol.
- Possessing or using alcohol while at the School or clinical site.
- Use, sale, solicitation, unauthorized possession of, or being under the influence of

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- illegal drugs, including narcotics and/or controlled substances on School premises.
- Falsification of information on the 'Application for Admission' or other records.
- Discourteous treatment or abusiveness toward fellow students, clients, models visitors or guests on School premises.
- Physical violence or threats toward any students, client, visitor or guest of the School or clinic.
- Unauthorized possession of firearms, explosives, knives or other lethal weapons on School or clinical site property.
- Indecent conduct on School premises.
- Conviction of any crime which renders a student unsuitable for employment.
- Gambling on School property.
- Violation of the no-solicitation rule.
- Failure to conform to dress and appearance standards.
- Failure to notify the School when absent from either clinical or theory.
- Removal of School, clinical site's equipment for personal use without approval.
- Violation of the School's sexual harassment policy. Sexual advances, repeated innuendoes, or sexual activity on school premises or any massage therapy setting regardless of location.
- Refusal to cooperate in an investigation of suspected wrongdoing when cooperation is requested and the request is a reasonable one.
- Misusing the availability of, or the access to confidential information.
- Cheating on any given examination.
- Disruptive, boisterous, vulgar or obscene behavior, or any behavior inconsistent with the Code of Conduct Policies of the School.
- Violation of School's safety regulations.
- Violation of draping standards or violation of appropriate touch as taught in class.
- Bringing weapons of any kind onto school property

Actions Resulting in Immediate Termination

The following are examples of actions which constitute reason for termination from Healing Hands School.

- Endangering life, safety or health of others.
- Deliberate damage to client, other students, School or clinical materials and/or property.
- Falsifying, altering, removing, destroying or the unauthorized disclosure of confidential records or information pertaining to a client or clinical site.
- Falsifying personal or clinical records.
- Unauthorized possession of School property.
- Failure to maintain satisfactory academic progress as outline in the Standards of Satisfactory Academic Progress.
- Unauthorized possession, use, or being under the influence of liquor, narcotics, hypnotics, hallucinogens or other chemical agents while on the premises of the School.
- Unauthorized possession of any firearms or weapons (pistol, revolver, rifle, shotgun, ammunition, explosives, incendiary devices, knife, etc.) on School premises, including the parking areas.
- Conviction of a criminal offense committed on School property.
- Willful or repeated violation of School or clinical site's policies and procedures.
- Willful disregard of the School's welfare; interference with operations or relationships with patients or associates.
- Unauthorized disposition of School or clinical site's assets or equipment.
- Failure to comply with the Attendance Policy.
- Sexual Harassment.
- Fighting or use of foul language.
- Violation of any conditions as set forth in the Enrollment Agreement.
- Failure to meet all financial obligations.

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Disciplinary Action and Dismissal for Misconduct

It is the policy of the *Healing Hands School of Holistic Health* to engage in the process of monitoring student conduct. This effort is designed to provide continuous, consistent and supportive services that are intended to inform and guide the student in all aspects of their educational experience.

The Conduct Policies are uniformly administered based on the degree of seriousness and nature of the misconduct. In all cases, the Director will participate in the review and decision making process of all incidents of unacceptable conduct, and will take the appropriate action.

- Based on the severity of the misconduct, the student may not receive a written warning.
- If, a written warning is given, and the student's behavior is not corrected (misconduct is repeated), the student will be terminated.
- Refer to the Termination/Dismissal Appeal Policy for information on how to appeal a decision of termination or dismissal.

DISCLAIMERS

Disclaimer of Employment Guarantee

While the Healing Hands School offers Placement Assistance, the School cannot, in any way, guarantee employment after the student has successfully completed the program of study.

Changes to Programs

The Healing Hands School reserves the right to change or modify the program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

OTHER INFORMATION

School Closure Statement

In case of inclement weather the Healing Hands School will be closed if the local public schools are closed. This information is broadcast on major radio stations. If there is any doubt, students may call the Healing Hands School.

Hours of Operation

The business office in Escondido, is open from 9 AM to 5:30 PM, Monday through Friday, and is closed daily between 1:00 and 2:00 PM for lunch.

Classes are scheduled in both Escondido Classroom, and Laguna Hills classroom, Monday – Sunday between the hours of 8 AM and 10 PM. Refer to the class schedule for more information.

Student Records Access

Students are guaranteed access to their academic records upon request. Upon written request to the Healing Hands School, and in the presence of an administrator, a student may view his/her records. The student must give written consent before information will be released to a third party. A \$5.⁰⁰ fee is charged for each official transcript.

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Voter Registration

In California you may register to vote by completing the online voter registration and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver's license or state-issued ID card. Voter registration forms are also available in the Financial Aid Office.

Copyright Infringement Policy

Healing Hands has established Copyright Infringement policies. See the following 'Copyright Infringement Policy'.

Introduction

HEALING HANDS wants to protect you and our information resources. To be compliant with federal regulations, this important notification is distributed to the Campus community. Courts have recently imposed fines against individuals found guilty of violating copyright laws. The purpose of this policy is to officially notify all students, faculty and staff, that it is a violation of federal law and HEALING HANDS policy to share and/or distribute copyrighted materials without the permission of the copyright holder. Violators may be subject to civil and criminal prosecution under federal law, as well as personal sanctions specified in the HEALING HANDS policy. The following is the HEALING HANDS Copyright POLICY.

File Sharing

File sharing software is most commonly used to download music and movies from the Internet. Many do not realize that this software may turn your personal computer into a server, or upload site, even if that was not your intent. Many worms, viruses and other malicious code get transferred during peer-to-peer file transfers, too. Files on your network connected PC may then be illegally shared with every other person connected to the World Wide Web. It is imperative that the file sharing capability of these systems be disabled. If you do not know how to disable this function, please contact the front office. Industry representatives aggressively monitor the Internet to discover incidents of illegal file sharing. When violations are discovered, they contact the network owner and/or the Internet Service Provider and demand that the offending device be disconnected from the network. To protect the user and HEALING HANDS from further responsibility under federal copyright law or HEALING HANDS policy, the Healing Hands IT Specialist will disable network access for any machine for which a complaint of copyright infringement has been received.

Scanning

Administrative computers provide optical scanners to Faculty and Staff. These scanners could be used to copy (using the photocopier method) a book, journal or other printed material. The result is a computer file with the image of the book or journal pages. This file could be printed or read from the computer screen. The principle is the same; to reproduce copyrighted material into an electronic format. This is also a violation of the copyright law if done in excess of the accepted "fair use".

Legal Liability

You can be sued for sharing copyrighted applications, songs and other digital materials without the permission of the copyright holder. For more information check the resources links below.

Fair Use and Copyright Law

The Copyright Law provides a set of rules regarding library reproductions. Our library complies with the law. The Copyright Law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If the user makes a request for, or later uses, a photocopy or reproduction for the purposes in excess of the "fair use," that user may be liable for copyright infringement.

This Institution reserves the right to deny a copying order from any staff or faculty member, if, in its judgment, fulfillment of the order would involve violation of copyright law.

HEALING HANDS COMPUTER USE POLICY

The HEALING HANDS COMPUTER USE POLICY states ***"Healing Hands considers violations of the computer use policy to be a disciplinary offense. Violators of the policy shall be dealt with to the fullest extent of the student code of conduct, institutional policy, or (if applicable), criminal law and prosecution. Intentional attempts to impede, restrict, corrupt or in any other way disrupt the efficient operation of the Institution's network computer***

ADMINISTRATIVE AND INSTRUCTIONAL STAFF

Management Listing

NEHA CURTISS

Director/ Director of Education and

Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Neha is a Licensed Holistic Health Practitioner, having graduated from the Healing Hands Holistic Health Practitioner Program, and Founding Co-Director of Healing Hands School of Holistic Health. Neha's life-long examination of the human condition led him to explore the realm of the Healing Arts, including Native American healing traditions, East Indian techniques, Western systems of structurally balancing the body, and the exploration of compassionate communication skills. Neha has both witnessed and experienced for himself the awesome power of physical and emotional awareness gained through bodywork therapy. As a bodywork practitioner, he is dedicated to bringing his healing touch to integrate the physical, emotional, and spiritual selves of the whole person. As a teacher, he brings this same whole person dedication to every class.

Neha teaches courses in Deep Tissue Manipulations, Advanced Circulatory and Sports Massage, Structural Organization, and Circulatory Massage.

Holistic Health Practitioner 4/1988

State Certified Instructor 4/1992

Management Listing (continued)

PAULA CURTISS

CFO/ Director/Placement Director and

Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Paula is a Holistic Health Practitioner and Founding Co-Director of Healing Hands School of Holistic Health. Since 1978, Paula has been studying the human being's power to heal itself, including work in the fields of anatomy, yoga, nutrition, meditation, visualization, and Oriental healing techniques. Paula received a Certificate of Completion – Acupressure from Pacific College of Oriental Medicine, a Certificate from the School of Healing Arts in Shiatsu, and a Certificate from the Institute of Psycho Structural Balancing in Circulatory Massage . Paula brings to her practice and her classes a keen interest in the body and a fascination with the incredible resiliency of the human spirit. She sees her role as a Holistic Health Practitioner as helping to provide the missing link in her client's own self-healing process. In teaching others how to provide this link, Paula feels that she is able to contribute to the increased well-being of all mankind. Paula and Neha have taught locally since 1988. They have led the Circulatory Massage Training Programs at Mira Costa Community College, Irvine Valley Community College and Healing Hands School of Holistic Health. Paula and Neha see the need for healing in all levels of our society. The Healing Hands School grew out of their dedication to make healing arts available and affordable in a hands-on, practical skills approach. The school is easily accessible to members of the North County and

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South Orange communities. Their classes offer well-rounded, professional training in a unique atmosphere of warmth and caring, which they believe is integral to the healing process.

Paula teaches courses in Anatomy for Bodyworkers, Chair Massage, Tui Na Acupressure, Shiatsu, Geriatric Massage, and Circulatory Massage.

Holistic Health Practitioner 6/1989

State Certified Instructor 12/26/2006

Administrative Staff Listing

CLAUDIA BABEN, Placement Manager/Student Advisor/Financial Aid Administrative

HARMONY CURTISS, Laguna Hills Classroom Manager/Student Aid Advisor/ Special Funding & Web Presence Administrator/ Director Accounts Receivable

TEODORA VALDEZ CURTISS, Director Financial Aid Office/Compliance and Procedure Administration

ANDREA PINSONNEAULT, Reception/ Student Advisor/Copy Editor

PERLA PINTADO, Reception/ Student Advisor/Manager Student Clinic

BRANDON STEPHENSON, Reception/Student Advisor/Graduate Student Assistant/ Admissions Director

Instructional Staff Listing

SHAUNNA AVILA-McCLURE

Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Tenure: Since 4/2005 (Part-time)

Shaunna is a Licensed Massage Therapist, and a graduate of the Healing Hands Massage Therapist Program. She has been a Massage Therapist since 2000. Shaunna began studying massage in 1996 and has had 10 working years experience in different venues with an emphasis on facilitating clients to integrate their experience with massage to help themselves to heal and grow.

Shaunna teaches courses in: Circulatory Massage, Anatomy for Bodyworkers, Deep Tissue Manipulations

Massage Therapist 3/22/2006

SANDRA CHRISTIE, Program Director

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Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Tenure: Since 10/2001 (Part-time)

Sandra finished her Holistic Health Practitioner training in 2001 at Healing Hands, and is a Licensed Holistic Health Practitioner. Her educational background includes a Masters Degree in Education from California State University San Bernardino, California; Bachelor of Arts Degree in Art, from Ricker College; and, a California Teaching Certificate in Art. She brings her love of communication and teaching to the Circulatory Massage course. A yoga enthusiast, Sandra is a student of the Yoga Instructor Training, bringing balance of the physical and spiritual into her massage work and classes. Sandra teaches courses in: Circulatory Massage and Hatha Yoga

Holistic Health Practitioner 10/15/2002

RAINA COLVIN

Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Tenure: Since 4/1997 (Part-time)

Raina is a Fine Artist as well as a Holistic Health Practitioner (HHP), having received a Certificate in the HHP Program from Healing Hands. Raina is a Licensed Holistic Health Practitioner. She also has Blending insightful observation and hands-on work, Raina maintains a renewed wonder of the human form and all its possibilities. Seeing bodywork as a gateway for growth and nurturing, Raina brings the joy of doing to Healing Hands.

Raina teaches courses in Chair Massage, Tui Na Acupressure, Shiatsu, Circulatory Massage, Advanced Circulatory, and Sports Massage.

Holistic Health Practitioner 12/15/1997

RACHEL DUNTON

Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Tenure: Since 2/2009 (Part-time)

My name is Rachel Dunton and I am thrilled to be teaching at Healing Hands. I completed my HHP in 2008, and started teaching in February 2009. As a Holistic Health Practitioner, I have over 1000 hours of bodywork training and practical massage experience. I currently work at a spa where my treatments are a blend of several massage modalities including Swedish, Shiatsu, Tui Na (Chinese Acupressure), Deep Tissue, and Sports Massage. I use my passion for massage and energy healing to create what I hope is a truly personal experience for each of my clients. I am blessed to be a part of the healing community which has been created by Healing Hands School of Holistic Health.

Rachel teaches courses in: Circulatory Massage

Holistic Health Practitioner 8/2/2008

DENISE FULTZ

Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Tenure: Since 3/1996 (Part-time)

Denise is a graduate of Healing Hands, where she received a Certificate as a Holistic Health Practitioner and a license in Therapeutics in the City of Vista. Denise has a strong background and interest in Homeopathy. Her many years as a

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volunteer in hospice patient care has led her to specialize in therapeutic massage for the elderly and terminally ill. Valued for her compassion and humor, she encourages her students to assimilate the therapeutic effects of massage at deeper levels.

Denise teaches courses in: Circulatory Massage, Anatomy for Bodyworkers, Geriatric Massage, Reflexology, Homeopathy.1ST Aid, Chakra Balancing

Holistic Health Practitioner 10/6/1997

SHANNON GONZALES

Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Tenure: Since 3/2006 (Part-time)

Shannon is a graduate of the Healing Hands Holistic Health Practitioner program, and is also Certified Energy Practitioner. She is passionate about sharing her knowledge on how to live life from a heartfelt place through more self-awareness. She offers her knowledge on energy work and strives to create a safe and compassionate atmosphere. She currently maintains a private energetic bodywork practice, loves gardening and the solitude of country living.

Shannon teaches courses in: Tui Na Acupressure, Chair Massage, Energywork for Bodyworkers

Holistic Health Practitioner 8/2005

DAN MARTIN

Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Tenure: Since 9/2011 (Part-time)

Daniel is a licensed Massage Therapist. He graduated from the Healing Hands Massage Therapist Program and has continued his studies in the Holistic Health Practitioner Program. Daniel and his wife created a successful Skin Care and Massage Practice in Lake Forest. Daniel's private practice with his clients is very fulfilling and he is humbled to be able to pass on his knowledge and experience with students at Healing Hands. Daniel's classroom full of creativity, engaging all senses and passion for learning. He truly loves Healing Hands and its positive and nurturing environment. Dan teaches Circulatory Massage.

JAMES PRICE

Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Tenure: Since 9/2006 (Part-time)

J.R. is a San Diego native who earned his Holistic Health Practitioner from Healing Hands School. He has a successful bodywork practice focusing on injury rehabilitation and chronic pain. His own personal experience with spinal injury led him away from custom-home construction, into the field of Holistic Health and more specifically, Deep Tissue/Myofascial Therapies. Working along side a local chiropractor, J.R. marveled at the amazing healing capacity of the human body and at the effectiveness of compassionate, intuitive bodywork. J.R. believes in uncovering the core dysfunctions in the body and not just addressing the more obvious symptoms. With reverence and awe for the profound mind/body connection, J.R. presents a compelling and dynamic approach to doing bodywork. An athlete all his life, J.R. is a record holder for several track events, an avid mountain biker and rock climber, and a practicing yogi. Through his athletic and bodywork experience, J.R. also teaches ways to become a balanced bodyworker. To ensure a long, productive career. J.R. believes in creating a sacred space in his classes where honesty and open communication prevail and where no one is left behind.

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J.R. teaches courses in Deep Tissue Manipulations, Advanced Circulatory and Sports Massage and Therapeutic Stretching, and MyoFascial Meridians for Pain Relief.

Holistic Health Practitioner 04/10/2008

DAVID WARDER

Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Tenure: Since 2010 (Part-time)

David's parents taught him about the values of massage from a young age. During summer camp at age 10 is when he first started massaging others, and hasn't looked back since. At Maharishi University of Management he earned a BA in Education and was introduced to meditation, yoga, and Ayurvedic medicine. In his formal massage training he has been attracted to the eastern modalities such as Shiatsu, Tui-Na, and Thai massage. He plans to further develop his understanding and implementation of Traditional Chinese Medicine. David is currently enrolled in the HHP program.

David teaches courses in: Shiatsu

Massage Therapist 06/10

ACADEMIC PROGRAMS

All programs are offered residually at *Healing Hands School of Holistic Health*.

Massage is a healing art as well as a science. It requires a balance of academic and technical knowledge, clinical skills, manual dexterity, sensitivity, and awareness. Nearly everyone has the innate resources to touch another with care and confidence. However, it takes a sincere desire to help others, and a commitment of time and energy toward training, to become a solid practitioner of massage.

Entry Level Skills of Practitioner & Therapists

The following are entry-level requirements:

1. A fundamental understanding of human anatomy and physiology.
1. A thorough understanding of the muscular system of the body.
2. A basic understanding of pathologies of the human body, when and where to refer if needed, including understanding of indications and contraindications for massage therapy.
3. The ability to perform massage techniques appropriately and effectively.
4. Practice appropriate draping techniques, and client confidentiality.
5. Have a fundamental understanding of medical terminology.

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6. Be proficient in the use of proper body mechanics needed for professional massage practice.
7. Be able to maintain client records.
8. Have a general understanding of business procedures.
9. Have a solid understanding of customer service.

Additional entry-level requirements for Holistic Health Practitioners include:

1. Have fundamental understanding of adjunct holistic health modalities
2. Have advanced ability to customize bodywork sessions to meet the specific needs of clients.
3. Have fundamental understanding of advanced manipulation techniques.

The Field of Holistic Health Practitioner

The Holistic Health Practitioner may elect to work in any one of a variety of settings as the Massage Therapist or, once licensed, one may own and operate their own massage establishment.

In some parts of California laws require 1,000 hours of training to practice as a Holistic Health Practitioner. In addition, testing requirements may include the passing of the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), or other exam. Additional licensure requirements may include the passing of a physical exam and criminal background check. You should inquire of the city and county in which you wish to work to obtain complete information on licensure requirements.

The Holistic Health Practitioner Program, provided at Healing Hands, satisfies the minimum requirements to sit for the National Exam. As a trained Holistic Health Practitioner, you will join other health professionals in the movement to increase the health and well being of those in your community.

Holistic Health Practitioner graduates should have all the skills and knowledge required to be a massage therapist, as well as, a fundamental understanding of adjunct holistic health modalities and advanced manipulation techniques.

Holistic Health Practitioner Program

1000 Clock Hours Total Weeks: Full-time – 52 weeks Part-time – 104 weeks

Practitioner Program Description and Objectives

Our Holistic Health Practitioner Program encompasses the Massage Therapist Program, which includes 30 hours of clinic plus an additional 480 hours of bodywork electives. In addition, students take a 20 hour Clinical Practicum. Our wide variety of electives provides the health practitioner with an integrated array of health tools and practices, skills and work habits needed to successfully enter the field of holistic health practitioner. This program is intended for adults who wish to enter the field of Holistic Health. The HHP graduate will have the knowledge and skills necessary to obtain entry-level employment as a Holistic Health Practitioner and/or Massage Therapist. The courses in this program include lecture, application and clinical/externship in anatomy and physiology and massage theory and technique, and various specialized bodywork electives.

At the conclusion of the Program

The student should be able to:

- Demonstrate an understanding of the professional conduct required to be a Holistic Health Practitioner.
- Perform proper draping techniques.
- Demonstrate an understanding of universal precautions.

- Demonstrate an advanced understanding of body mechanics.
- Demonstrate an understanding of anatomy and physiology for bodyworkers.
- Have an advanced understanding toward sensory awareness, stress reduction, pain relief, and rehabilitation.
- Show competency in the hands-on techniques related to the advanced adjunct modalities learned.
- Demonstrate an understanding of, and ability to, assess contraindication to massage.
- Demonstrate an understanding of the theories and philosophy of massage and holistic health.
- Have an understanding of the physiological effects of massage.
- Successfully demonstrate competence and understanding in the required skills in clinic or other externship opportunity. Such competencies include professional standards and ethics, client assessment, practical application of techniques and self-care.
- Explore their personal career goals as it relates to developing their career as a holistic health practitioner, with a focus on opening their own practice, if desired.

Course No.	Holistic Health Practitioner Course Title	Clock Hours
101	Circulatory Massage	100
201	Anatomy for Bodyworkers	100
501c	Clinical Massage	20
Select three (3) courses from the following Therapist Electives		300
205	Advanced Circulatory & Sports Massage	100
203	Shiatsu	100
204	Tui Na: Acupressure Massage	100
202	Deep Tissue Manipulation	100
Select 480 hours of training from the following HHP Electives		480
409ad	Advanced Herbal Formulations	48
301ad	Aromatherapy	32
3310ad	Ayurvedic Massage: Abhyanga	16
3311ad	Ayurvedic Massage: The Vishesh	16
336ad	Bodyreading through Zen Touch	16
302	Chair Massage	16
332ad	Chakra Balancing	24
411m	Clinical Acupressure	64
404m	Community Service Career Development Internship	50
303m	CranioSacral Therapy	32
340ad	Effective Communication	16
342ad	Energetic Bodywork	32
304m	Geriatric Massage	30
405ad	Herbal Studies and Application	100
321ad	Herbs for the Massage Therapist	20
354ad	Herbal Massage Oil Workshop	8
408ad	Herbal Preparations Workshop	8
314ad	Holistic Living Retreat	20
306ad	Homeopathic 1 ST Aid	16
333ad	Hot Stone Massage	16
307ad	Jin Shin	32
325m	Lomi Lomi: Hawaiian Massage	48
345ad	Lymph Therapies	16

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355m	MyoFascial Meridians for Pain Relief	32
309m	MyoFascial Release	16
337m	NeuroMuscular Therapy Upper Body	32
338m	NeuroMuscular Therapy Lower Body	32
407ad	Nutritional Superfoods	16
356m	On-Site Bodywork for the Athlete	24
327ad	Pregnancy Massage	24
313m	Reflexology	24
315ad	Reiki I	16
344ad	Reiki II	24
329ad	Review for National Exam	16
322ad	Somatics	48
323ad	Spa Techniques	16
320ad	Spiritual Healing	16
335m	Sports Injuries - Ankles, Knees	16
334m	Sports Injuries – Shoulder	16
325m	Structural Analysis	16
401	Structural Integration	80
316ad	T'ai Chi Chu'an" The Supreme Ultimate	20
319m	Thai Massage	100
185ad	Thai Foot Massage	24
402as	Therapeutic Stretching	32
318ad	Touch for Health	24
317m	Traditional Oriental Clinical Techniques	32
346m	Trigger Point Therapy	72
406ad	Wholistic Nutrition	24
330ad	Zen-Moves	16

The Field of Massage Therapist

Massage Therapists practice in a variety of settings, such as private offices or massage therapy clinics, chiropractors' or doctors' offices, holistic health clinics, health clubs and fitness centers, spas, nursing homes and hospitals, with sports teams, and sports medicine facilities. Some massage therapists have portable equipment and work at their clients' offices or homes. Most recently, massage therapists have appeared in some rather innovative settings, such as storefronts, shopping malls, and airports.

Massage Therapists generally work as salaried or commissioned employees, or independent contractors. Earnings vary widely, depending on variables such as the area of the country, type of practice, skills and experiences.

Licensure requirements may include the passing of an exam, either written or hands-on, a physical examination and criminal background check. You should inquire of the city and county within which you wish to work to obtain complete information on licensure requirements. The Massage Therapist Program, provided at Healing Hands, satisfies the minimum requirements to sit for the National Exam.

Massage Therapist Program

500 Clock Hours Total Weeks: Full-time 26 weeks Part-time 52 weeks

Therapist Program Description and Objectives:

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You begin our Massage Therapist Program with the Circulatory Massage course. Other requirements include our 100-hour Anatomy for Bodyworkers course, plus an additional 300 hours of training, which you select from the Elective Courses. Some cities/counties in California do not allow Massage Therapists to be self employed. This program is intended for adults who wish to enter the field of massage therapy. The program prepares the graduate with the skills, knowledge and work habits needed to obtain an entry-level position in massage therapy.

The courses in this program include lecture, application, and laboratory experience in anatomy, physiology and massage therapy. The program provides for significant application of learned skills in the classroom. Students also complete 30 hours of clinic/externship of massage therapy.

At the Conclusion of the Massage Therapist Program

The student will be able to:

- Demonstrate an understanding of the professional conduct required to be a Massage Therapist.
- Perform proper draping techniques.
- Demonstrate an understanding of universal precautions.
- Demonstrate a thorough understanding of body mechanics.
- Show an understanding of anatomy and physiology for bodyworkers.
- Be competent in the hands-on skills related to each massage techniques learned.
- Demonstrate an understanding of, and be able to, assess contraindication to massage.
- Demonstrate an understanding of the theories and philosophy of massage.
- Have an understanding of the physiological effects of massage.
- Successfully demonstrate competence and understanding in the required skills in clinic or other externship opportunity. Such competencies include professional standards and ethics, client assessment, practical application techniques and self-care.
- Explore their personal career goals as it relates to developing their career in massage therapy.

Graduation from the Massage Therapist Program will satisfy training requirements to qualify graduates to take the National Certification Board for Therapeutic Massage and Bodywork exam (NCBTMB).

Massage Therapist Program Courses

Course No.	Massage Therapist Course Title	Clock Hours
101	Circulatory Massage	100
201	Anatomy for Bodyworkers	100
Select three (3) courses from the following Therapist Electives		300
205	Advanced Circulatory & Sports Massage	100

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202	Deep Tissue Manipulation	100
203	Shiatsu	100
204	Tui Na: Acupressure Massage (Program includes 30 hours Clinical/ Internship)	100

COURSE DESCRIPTIONS

Holistic Health Practitioner Program

Advanced Herbal Formulations

Staff Instructor: Paula Curtiss and Guest Instructor Shana Lipner

Course Code: 409ad Total Clock Hours: 48 Lecture 33 Lab: 15 Clinic:0

Prerequisite: 405ad Herbal Studies & Application

This class takes the introductory herbal experience and goes deeper. We discuss the vitality of herbal healing, constitutional healing, and formulations based on constitutional balancing and the different ways of making tinctures. We also develop nutritional and herbal protocol for some of our most prominent health conditions, including but not limited to Colds & Flu, Sinus Infection/Bronchitis, Urinary Tract infections, High Blood Pressure, etc.

Advanced Circulatory & Sports Massage

Staff Instructors: Raina Colvin/ James Price

Course Code: 205 Total Clock Hours: 100 Lecture: 38 Lab: 54 Clinic: 8

Prerequisite: Circulatory Massage

Advanced Circulatory Massage includes new ways to use the thumbs, fingers and palms plus additional tools, such as, elbows and knuckles. Sports Massage incorporates techniques to treat clients ranging from the moderately active to the serious athlete. Deep, invigorating massage for athletic events and weight training is presented. Special focus is on cross-fiber techniques used to clean out old adhesions and scar tissue promoting better performance and faster healing. This class equips you with a whole new range of massage techniques to enhance your work.

Anatomy for Bodyworkers

Staff Instructors: Paula Curtiss/ Denise Fultz/ Shaunna Avila McClure

Course Code: 201 Total Clock Hours: 100 Lecture: 80 Lab: 20 Clinic: 0

Prerequisite: Circulatory Massage

Course Description:

This course takes a deeper look into our human bodies. Be ready for a detailed but fascinating exploration of its many systems. You'll find out how the various systems serve the whole as they perform their specific function. You'll discover too, the many ways our bodies respond to massage. Anatomy for Bodyworkers—

- Gives you a deeper understanding of the human body's systems and how they interact.
- Increases your knowledge of anatomical terms and concepts.
- Improves your ability to talk with the medical community, such as, chiropractors, physical therapists, osteopaths, and fitness managers

Note: 1. This course is required for Massage Therapists and Holistic Health Practitioners.

2. The Lab portion of Anatomy for Bodyworkers is taught in the Escondido classroom.

Aromatherapy

Staff Instructor: Paula Curtiss and Guest Instructor Jennifer Peterson

Course Code: 301ad Total Clock Hours: 32 Lecture: 12 Lab: 20 Clinic: 0

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Prerequisites: None

Aromatherapy is a holistic therapy using essential oils from plants in the pursuit of mental, physical and spiritual well being. This course explores the field of aromatherapy by focusing on how 30 different essential oils affect our physical, emotional and energetic levels. Discussions include history; extraction and blending techniques; intrinsic oil qualities; treating disorders and stress-related problems; and safe and effective consulting practices in accordance with high ethical standards. Class includes both lecture and hands-on experiences in making and using essential oil blends and aromatherapy spa products.

Ayurvedic Massage: the Abhyanga

Staff Instructor: Paula Curtiss with Guest Instructor Jennifer Peterson

Course Code: 3310ad Total Clock 16 Lecture 8 Lab 8 Clinic 0

Prerequisites: None

Learn to give full body Ayurvedic massages. Ayurveda is the ancient healing system of India, dating back roughly 5,000 years. Abhyanga is the name for Ayurvedic massage. Discover the benefits of this time honored tradition for yourself, as a daily health routine, and for your clients to soothe their body, mind and spirit. This course offers a basic knowledge of the three bodily humors: Vata, Pitta and Kapha, the Ayurvedic pressure points called marmas, and the three qualities of mind, Sattva, Rajas and Tamas. Come and examine Prana, Tejas and Ojas, the qualities of our energy. Experience how Abhyanga can boost immunity and enhance the quality and duration of life.

Ayurvedic Massage: the Vishesh

Staff Instructor: Paula Curtiss and Guest Instructor Jennifer Peterson

Course Code: 3311ad Total Clock Hours: 16 Lecture: 12 Lab: 4 Clinic: 0

Prerequisites: None

Discover the exotic healing of bodywork from traditional India. The Vishesh is a deeply relaxing massage technique that goes deep into the muscles with firm slow strokes to ease tension from the body and the mind. We use the time-honored herbalized sesame oil to penetrate the tissues and release impurities from the body. This massage is taught in both a one-person and two-person tandem format. Class time includes an overview of Ayurvedic concepts, discussion on healing techniques and Ayurvedic aromatherapy, demonstrations, handouts and lots of hands-on experience.

Bodyreading through Zen Touch

Staff Instructor: Raina Colvin and Guest Instructor Seymour Koblin

Course Code: 336ad Total Clock Hours: 16 Lecture: 8 Lab: 8 Clinic: 0

Prerequisites: None

Unknowingly we reveal clues about our personal health and lifestyle tendencies. Come and develop your skills in understanding the clues expressed in body language, behavioral characteristics, birth states, faces and palms. Learn to use these clues to forecast tendencies in health, relationships and life paths. We'll use my book "Shaping our Destiny" to explore intuitional understanding of the energetic body.

Chair Massage

Staff Instructors: Paula Curtiss/ Raina Colvin

Course Code: 302 Total Clock Hours: 16 Lecture: 8 Lab: 8 Clinic: 0

Prerequisites: None

Learn to give massage with your clients dressed and in a sitting position. This is the technique for the working person who needs relief in the high-tension areas of the neck, shoulders, arms, and upper back. Learn the structure of the shoulder girdle and how movement occurs in the upper body. Discuss marketing strategies, practical application, and license

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concerns. Join us for this fun and informative workshop as we explore new ways to expand business and touch the greater world around us!

Chakra Balancing

Staff Instructor: Rachel Dunton

Course Code: 332 ad Total Clock Hours: 24 Lecture: 16 Lab: 8 Clinic: 0

Prerequisites: None

This is an introductory course to the energetic system of the charkas. With this class you will gain an in-depth understanding of the body's own natural healing system. Learn specific techniques using color therapy, crystal healing, movement, visualization meditation and hands-on energy work. Learn how balancing this system aids in healing trauma, pain, and disease on all levels of the body.

Circulatory Massage

Staff Instructors: Shaunna Avila-McClure, Sandra Christie, Rachel Dunton, Dan Martin, Raina Colvin, Denise Fultz

Course Code: 101 Total Clock Hours: 100 Lecture: 40 Lab: 50 Clinic: 10

Prerequisites: None

Course Description: This class includes lectures, group discussions, and supervised hands-on application of full-body Circulatory Massage. At Healing Hands, Circulatory Massage provides the solid foundation to learn the anatomy of muscles and bones, the applied massage technique, and the body mechanics used to give the highest quality massage experience. This 100 hour course is required in the Massage Therapy and Holistic Health Practitioner programs and is considered to be the building block of all other course work at Healing Hands.

Please note: Completion of Circulatory Massage does not ensure employment or state certification. In order to satisfy the requirements of the California Massage Therapy Council [CAMTC], the National Certification Board for Therapeutic Massage and Bodywork, and most professional massage therapist licensure, students are expected to continue their education in the Massage Therapy or Holistic Health Practitioner Program.

Clinical Massage

Staff Instructor: Paula Curtiss

Course Code: 501c Total Clock Hours 20 Lecture: 0 Lab: 0 Clinic: 20

Prerequisites: Circulatory Massage

The 20 hour Clinical Massage program is designed to give the serious HHP student real experience in clinic. Students practice their hands on massage therapy skills, their professional communication skills such as client intake and basic paperwork procedures, draping techniques, and on the job work ethics. This program prepares the practitioner for hands-on job interview and job expectations.

Please note: This course is required for the Holistic Health Practitioner Program

Community Service Career Development Internship

Staff Instructor: Paula Curtiss

Course Code: 404m Total Clock Hours: 50 Lecture: 8 Lab: 0 Clinic: 0

Internship/ Externship: 42

Prerequisites: Circulatory Massage

Most of your courses at Healing Hands will be highly focused on your hands-on skills in massage therapy. The Internship program is designed to prepare you for job search and placement in the field. Deciding just the right establishment to share your newly developed healing skills can be challenging. Are you interested in working with the elderly; or perhaps with people recovering from substance abuse? Would you like to intern in a spa or salon? The first day is mandatory to get your placement and covers the potential positions available. Course topics also include: licensing, professionalism, job

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interview skills, and resume preparation. This course prepares you to fulfill your plan of sharing your work with the population group of your choice.

CranioSacral Therapy

Staff Instructor: Paula Curtiss and Guest instructors: Richard Jordan/ Ray Fecteau

Course Code: 303m Total Clock Hours: 32 Lecture: 12 Lab: 20 Clinic: 0

Prerequisites: Circulatory Massage

Although CranioSacral Therapy is soft and gentle in its application, the effects on the body are deep and powerful. In using the natural rhythm of the cerebrospinal fluid, a non-traumatic realignment occurs in the skeletal and cranial structures. During this realignment process, the body corrects itself mentally, physically, and emotionally.

We learn about the cerebrospinal fluid, which is the shock-absorbing cushion that surrounds the brain and spinal cord; the nervous system's linkage and control center. In this therapy program, you will develop techniques to achieve balance and to access the healing core within each person. CranioSacral Therapy I includes foundational work and traditional techniques.

Deep Tissue Manipulation

Staff Instructors: Neha Curtiss/ James Price/ Shaunna McClure

Course Code: 202 Total Clock Hours: 100 Lecture: 30 Lab: 64 Clinic: 6

Prerequisites: Circulatory Massage

Discover the Deep Tissue techniques of muscle sculpting and structural organization as pioneered by Ida Rolf. This training uses fascial manipulation techniques to create a more organized physical structure in its relationship to gravity and movement. This work is based on client participation, empowering those who wish to use it for personal change and growth. Special emphasis is given to the mind-body connection. We practice effective communication skills for the body therapist to facilitate the emotional awareness associated with deep bodywork.

Effective Communication

Staff Instructor: Paula Curtiss

Course Code: 340ad Total Clock Hours: 16 Lecture: 16 Lab: 0 Clinic: 0

Prerequisites: None

Effective communication training provides you with simple, constructive interpersonal skills. These skills facilitate personal empowerment and joyful connections. Our approach to communication emphasizes compassion as the motivation for what we say and do rather than acting from fear, guilt, blame or judgment. It is a soulful touch from one human being to another. We discuss and practice principles for establishing psychological, emotional and spiritual intimacy with ourselves, clients and loved ones.

Note: This class is strongly recommended for those interested in facilitating emotional release, participating in teacher training, and practicing deep tissue therapy.

Energetic Bodywork

Staff Instructor: Shannon Gonzales

Course Code: 342ad Total Clock Hours: 32 Lecture: 16 Lab: 16 Clinic: 0

Prerequisites: None

Energetic bodywork is a hands-on body, mind therapy that addresses healing on the physical, mental, emotional, and spiritual levels. Learn how blockages on any of these levels affect our energetic fields. This energetic field corresponds to the potential for creating disease within the physical body. Experience the impact of energetic grounding techniques, as well as, discover your personal way of receiving information energetically. Differentiate yourself from other bodyworkers

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by opening your perception to the emotional and spiritual aspects of healing. This class is also about teaching you how to create a healthy and balanced you.

Geriatric Massage

Staff Instructor: Denise Fultz

Course Code: 304m Total Clock Hours: 30 Lecture: 15 Lab: 0 Clinic: 15

Prerequisites: Circulatory Massage

As a growing population group, the elderly can most profit from the benefits of massage. Yet working with the elderly has many special considerations. In this class, we examine age-related changes and their impact on the individual, such as the fragile condition of skin, bones, and joints. We look at the causes of heart disease, arthritis, diabetes, digestive disorders, and stroke, as well as the effects of immobility. We have multiple bodywork styles that address aging and promote the well being of the aged. Each week we go as a group to a local nursing home and give massages to the residents. As you explore this work, we believe, you'll find it especially rewarding.

Herbal Studies & Application

Staff Instructor: Paula Curtis and Guest Instructor Shana Lipner

Prerequisites: None

Course Code: 405ad Total Clock Hours: 100 Lecture: 80 Lab: 20 Clinic: 0

The Herbal Studies course is composed of four 25-hour modules. Each module focuses on the local medicinal herbs commonly used to assist the body system of: Respiratory System; Nervous system; Immune System, and Digestive system. Each module is divided between lecture, lab (herbal preparation production) and ecologically-based field work. Our field time includes exploring and learning about the diverse ecologies and the native plants of Southern California. Our lectures involve detailed understanding of basic herbalism with special focus on local medicinal plants. We learn about the traditional uses of medicinal plants and make an herbal apothecary. We discuss and review the physiology of the organs and systems of the body and learn which herbs have affinity with the organ system.

Herbs for the Massage Therapist

Staff Instructor: Paula Curtis and Guest Instructor Shana Lipner

Course Code: 321ad Total Clock Hours: 20 Lecture: 20 Lab: 0 Clinic: 0

Prerequisites: None

This class covers how herbs affect the physical/emotional body and how to introduce their impact through massage. Herbal "products" can be relaxing-to-invigorating, and balancing-to-rejuvenating. There are "herbal preparations" that detoxify and others that relieve stress. What appeals to you? Learn what herbs to select and blend for the right healing.

Herbal Massage Oil Workshop

Staff Instructor: Paula Curtis and Guest Instructor Shana Lipner

Course Code: 354ad Total Clock Hours: 8 Lecture: 0 Lab: 8 Clinic: 0

Prerequisites: None

This class covers how herbs affect the physical/emotional body and how to introduce their impact through massage. Learn how to incorporate herbs and their healing effects into a collection of therapeutic practices. We will be covering herbal functions, herbal preparations, resources and some specific herbs in depth that benefit any massage practice.

Herbal Preparations Workshop

Staff Instructor: Paula Curtiss and Guest Instructor Shana Lipner

Course Code: 408ad Total Clock Hours: 8 Lecture: 0 Lab: 8 Clinic: 0

Prerequisites: None

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Learn how to incorporate herbs and their healing effects into a massage practice. We cover in-depth information on specific herbs that work well with an oil medium. We use one of these herbs to create a massage oil and discuss the benefits of various types of oils, as well as, the resources needed to make them yourself at home. A beneficial class to anyone wanting to be more involved and cost effective in their massage practice. This class requires a materials fee for products made for you to take home.

Holistic Living Retreat

Staff Instructors: Paula and Neha Curtiss

Course Code: 314ad Total Clock Hours: 20 Lecture: 10 Lab: 10 Clinic: 0

Prerequisites: None

A holistic approach to life, health and healing regards the body and mind as an integrated whole. Living a balanced and health-conscious life fosters a powerful state of well being. As health practitioners, we can apply this empowerment to sensitivity toward the needs of our clients. We can model for others to aid their discovery of empowerment and self-healing. This retreat gives everyone the opportunity to participate in living holistically. Come practice yoga, T'ai Chi, breath therapy, and meditation every day amongst the rejuvenating powers of nature. The setting is a beautiful valley beside a creek. There are no modern conveniences, so be prepared for outdoor living. Nutritious, simple meals are provided. We invite you to experience two days of growth, learning, healing and love.

Homeopathic 1ST Aid

Staff Instructor: Denise Fultz

Course Code: 306ad Total Clock Hours: 16 Lecture: 16 Lab: 0 Clinic: 0

Prerequisites: None

An emergency can happen anytime and anywhere, usually when we least expect it, and it's good to be prepared. Homeopathy offers a safe and effective way to deal with the shock and trauma of many emergencies by stimulating our innate natural healing capacities. Homeopathic remedies can be used immediately in many acute situations requiring first aid, such as nosebleeds, bruises, cuts, and scrapes from minor car accidents and sports injuries, muscle aches and cramps, fever, insect stings, sunburn, and food poisoning. In this class, you'll learn how to use homeopathy safely and with success. You'll also develop your own toolkit of remedies for life's emergencies.

Hot Stone Massage

Staff Instructor: Paula Curtiss and Guest Instructor Cynthia Botta

Course Code: 333ad Total Clock Hours: 16 Lecture: 4 Lab: 12 Clinic: 0

Prerequisites: None

The attentive therapist uses the magic of heated stones to relieve stress and purify the body by drawing out toxins. You'll listen to stones; sense their weight, energy, and texture. Discover the various techniques to soothe and heal using the earthen power of stones. Learn the protocol of heating, sanitizing and clearing the stones.

Jin Shin

Staff Instructor: Paula Curtiss and Guest Instructor Punit Auerbacher

Course Code: 307ad Total Clock Hours: 32 Lecture: 18 Lab: 14 Clinic: 0

Prerequisites: None

Both the instructor and his teacher have experienced long lasting change from chronic health challenges upon receiving the powerful flows brought about by this ancient Japanese healing art. Light touch on 26 acupressure points catalyzes profound change physically, emotionally and spiritually. Jin Shin is particularly suited for those clients who are elderly, ill or depleted and for those who are sensitive to heavy pressure or prefer not to disrobe. Self-help techniques enable both the practitioner and client to increase energy, enhance immunity, reduce stress, relieve pain and experience profound relaxation. All work is done fully clothed. No previous bodywork experience is necessary.

Lomi Lomi Hawaiian Massage

Staff Instructor: Paula Curtiss and Guest Instructor Jennifer Peterson

Course Code: 325m Total Clock Hours: 48 Lecture 16 Lab: 32 Clinic: 0

Prerequisites: None

Lomi Ka'ala Hoku, also known as Lomi Lomi massage, is an ancient Hawaiian concept of working with the MANA (life force) of the body, mind and soul of an individual. Lomi Ka'ala Hoku means "Massage Journey to the Stars". The idea is to calm the mind in order to heal the body, and come from total acceptance of who they are and where they are in their life or their journey right now. Hawaiian Temple Lomi style bodywork refers to the body as being the sacred temple of the soul. It incorporates the movements of Hula, Ti Chi and Ti Kwon Do. Many of the hand and foot movements of the LUA, the martial arts of the KANE (men) can be found in temple bodywork, which "dances" around the table.

The energy work behind this style of bodywork comes from ancient teachings of personal empowerment, as required during Hula and martial arts performances, and was taught in the HEIAU (temple).

Temple bodywork is the most common type of "Hawaiian Massage" being done in the world outside the Hawaiian Islands. In this course the student will learn a basic full-body traditional massage, advanced strokes, as well as the background and history behind the modality.

Lymph Therapies

Staff Instructor: Paula Curtiss

Course Code: 345ad Total Clock Hours: 16 Lecture: 8 Lab: 8 Clinic: 0

Prerequisites: None

The lymph system transports fluids and immune cells into and out of the body's tissues and organs. This class instructs the therapist on massage treatments that remove toxins and reduce swelling and inflammation in the vital organs. We learn how to open the viscera and move fluids and lymph through the abdomen and intestines. Training includes manual lymphatic drainage techniques for the chest, upper body and sinus passages and internal organ massage. Join us in our exploration of the lymph system and in finding new ways to assist clients in achieving overall health.

MyoFascial Meridians for Pain Relief

Staff Instructor: James Price

Course Code: 355m Total Clock: 32 Lecture 16 Lab 16 Clinic 0

Prerequisites: Circulatory Massage

In this class we will study the fascinating and directly applicable concepts and techniques regarding Myofascial Meridians. These meridians have traceable and mapped patterns, similar to the energy meridians in Eastern medicine. Instead of meridians of energy, we explore the lines/planes of strain, tension, fixation and compensations found in the body-wide net-work of muscles and connective tissue. We step away from how muscles work individually and explore how they operate across functionally integrated body-wide continuities within the fascial webbing. Therapy on a single muscle often has limited and short-term benefits. Long-term integrity, flexibility and well-being can come about by restoring balance to these meridians.

MyoFascial Release

Staff Instructor: Neha Curtiss and Guest Instructor Ray Fecteau

Course Code: 309m Total Clock Hours: 16 Lecture: 4 Lab: 12 Clinic: 0

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Prerequisites: Circulatory Massage

In an effort to respect the client's whole body and its interrelationships, MyoFascial Release (MFR) attempts to rectify the illusive, often hidden causes of disease. Through MFR, we explore the concepts of fascial continuity throughout the entire body. Using non-intrusive methods, we release abnormal/distorted membranous tensions, restoring normal physiological motion, by isolating and eliminating the elastic barriers and restrictions that cause them. Your observation and palpation skills will vastly improve as you achieve a greater degree of synchronization and melding with your client.

NeuroMuscular Therapy Upper Body

Staff Instructor: James Price and Guest Instructor Ray Fecteau

Course Code: 337m Total Clock Hours: 32 Lecture: 14 Lab: 18 Clinic: 0

Prerequisites: Circulatory Massage

Neuromuscular Therapy, NMT, is a highly effective anatomically specific form of bodywork. The format of this four-day class combines lecture, demonstration, and hands-on practice. We examine the somatic implications and treatments of trigger points, ischemia, chronic pain, nerve entrapment and postural distortion. Methods for integrating NMT into a massage therapy program are discussed.

NMT course objectives are to—

- Understand how and why NMT works;
- Recognize and treat trigger points found in the neck, back, and specifically the laminar groove;
- Tone techniques that alleviate backaches, headaches, whiplash injuries and many other musculoskeletal conditions;
- Develop both *multilevel* seeing and *soft* seeing to follow each body's unique map;
- Learn to *listen* to tissue ensuring an invitation to a deeper level is heard and understood;
- Show respect and reverence for each client's boundaries and healing process;
- Appreciate the emotional and psychological dimensions of NMT.

NeuroMuscular Therapy Lower Body

Staff Instructor: James Price and Guest Instructor Ray Fecteau

Course Code: 338m Total Clock Hours: 32 Lecture: 14 Lab: 18 Clinic: 0

Prerequisites: Circulatory Massage

Neuromuscular Therapy, NMT, is a highly effective anatomically specific form of bodywork. The format of this four-day class combines lecture, demonstration, and hands-on practice. We examine the somatic implications and treatments of trigger points, ischemia, chronic pain, nerve entrapment and postural distortion. Methods for integrating NMT into a massage therapy program are discussed.

NMT course objectives are to—

- Understand how and why NMT works;
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- Develop both *multilevel* seeing and *soft* seeing to follow each body's unique map;
- Learn to *listen* to tissue ensuring an invitation to a deeper level is heard and understood;
- Show respect and reverence for each client's boundaries and healing process;
- Appreciate the emotional and psychological dimensions of NMT.

Nutritional Superfoods

Staff Instructor: Paula Curtiss and Guest Instructor Shana Lipner

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Course Code: 407ad Total Clock Hours: 16 Lecture: 16 Lab: 0 Clinic: 0

Prerequisites: None

In this class we will learn about and try numerous nutritionally dense “Superfoods.” These superfoods include the spectrum of greens from wheatgrass to spirulina, medicinal mushrooms, seaweeds, fermented foods like sauerkraut, kim chee, and Kombucha and more.

Onsite Bodywork For The Athlete

Staff Instructor: Paula Curtiss and Guest Instructor Chris Harmon

Course Code: 356m Total Clock Hours: 24 Lecture: 12 Lab: 12 Clinic: 0

Prerequisite: None

Bodywork for the Athlete is a blending of therapies, trigger point and thai-yoga-massage, coined TriggerThai by Healing Hands HHP graduate and instructor Chris Harmon. Developed over the years from working on competitive world and national class distance runners, triathletes, cyclists, and dancers, TriggerThai is a combination of passive macro-stretching with compression and direct micro-stretch manipulation. This modality is perfectly suited for tuning-up the athlete while onsite. TriggerThai can be done anywhere where there is a soft, even surface, such as, on a mat, the infield of a track, on the beach, in the park or on the carpet of a hotel room. It can be done before and/or after an event.

Athletes love this bodywork as they feel lighter, refreshed and ready for their event and can recover more quickly after TriggerThai. Also, they like the fact that no lotion or oil is used and they can wear their shorts and t-shirts during this awesome bodywork.

Note: Please wear shorts (preferably running shorts) with no pockets or stretchy yoga pants and t-shirts to class

Pregnancy Massage

Staff Instructor: Paula Curtiss and Guest Instructor Dave Garza

Course Code: 327ad Total Clock Hours: 24 Lecture: 16 Lab: 8 Clinic: 0

Prerequisites: Circulatory Massage

This class focuses on how to work with the rapidly changing female body during the nine months of pregnancy. You'll be given guidelines for working with positioning—mostly side-lying and contraindicated areas. And there's lots of hands-on practice time. The emphasis of this class is to provide you with the knowledge to facilitate a completely safe and deeply therapeutic pregnancy massage.

Reflexology

Staff Instructor: Denise Fultz

Course Code: 313m Total Clock Hours: 24 Lecture: 8 Lab: 16 Clinic: 0

Prerequisites: None

This class covers the reflex zones and the techniques of applying reflexology. You'll become familiar with the exact location of the reflex points for organs, glands and other body connections and you'll see both the hand and foot as a mini-map of the body. Through hands-on instruction, learn to touch the points that produce relaxation, reduce stress, improve circulation, detoxify and revitalize the body.

Reiki I

Staff Instructor: Paula Curtiss and Guest Instructor Faun Parliman

Course Code: 315ad Total Clock Hours: 16 Lecture: 16 Lab: 0 Clinic: 0

Prerequisites: None

Reiki is a gentle practice that heals body and mind. Through the initiations of Reiki comes a reawakening of the spiritual healing power within all of us. Reiki empowers us to send loving energy through our hands and hearts to relieve pain, alleviate chronic illness, and accelerate healing processes after any type of medical or holistic treatment. The practice of Reiki is a simple yet powerful means of self-healing; tenderly encouraging us to open to our own spiritual growth. Please bring a notebook or journal to record your experiences.

Reiki II

Staff Instructor: Paula Curtiss and Guest Instructor Faun Parlman

Course Code: 344ad Total Clock Hours: 24 Lecture: 24 Lab: 0 Clinic: 0

Prerequisites: None

The study of Reiki continues. Reiki is a gentle practice that heals body and mind. Through the initiations of Reiki comes a reawakening of the spiritual healing power within all of us. Reiki empowers us to send loving energy through our hands and hearts to relieve pain, alleviate chronic illness, and accelerate healing processes after any type of medical or holistic treatment. The practice of Reiki is a simple yet powerful means of self-healing; tenderly encouraging us to open to our own spiritual growth. Please bring a notebook or journal to record your experiences.

Review for National Exam

Staff Instructor: Paula Curtiss

Course Code: 329ad Total Clock Hours: 16 Lecture: 16 Lab: 0 Clinic: 0

Prerequisites: Circulatory Massage

Are you ready to take a standardized test in Massage Therapy? Do you want to brush up on your anatomy and terminology? Come join us as we work together to improve your written skills and deepen your understanding of the body while preparing for the standardized exam. Note: to qualify to take the National Exam, you must have successfully completed 500 hours.

Shiatsu

Staff Instructors: Raina Colvin/ David Warder

Course Code: 203 Total Clock Hours: 100 Lecture: 36 Lab: 58 Clinic: 6

Prerequisites: Circulatory Massage

Learn to give a full body shiatsu treatment with your client clothed lying on a mat. We use the Eastern approach to healing, which includes understanding the energy channels (meridians) that flow through the body. We examine how the organs correlate to the Five Elements, how to access acupoints; and we learn new massage techniques to increase, tonify, or quiet the Chi. Our purpose is to enhance overall health, increase blood and lymph circulation, treat for injuries and balance the energies of the body, mind, and spirit.

Somatics

Staff Instructor: Paula Curtiss and Guest Instructor Richard Jordan

Course Code: 322ad Total Clock Hours: 48 Lecture: 26 Lab: 22 Clinic: 0

Prerequisites: None

This course explores an educational approach to the problems of chronic pain and neuromuscular dysfunction. A new vision of how human health can be influenced through self-awareness is presented. You learn the four dimensions of the Soma, the muscular reflexes to stress and how they affect posture and health. You learn to provide relief for sore and dysfunctional muscles through Somatic movements, design daily Somatic maintenance programs for yourself and others, and to identify clientele pain and postural problems. Please wear comfortable clothes and bring a soft towel.

Spa Techniques

Staff Instructor: Paula Curtiss and Guest Instructor Jennifer Peterson

Course Code: 323ad Total Clock Hours: 16 Lecture: 4 Lab: 12 Clinic: 0

Prerequisites: None

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Learn the specialized techniques commonly offered as spa treatments and discover their benefits. We discuss how important detoxification and exfoliation are for maximum health. The possible treatments presented are body wraps of herbal, seaweed and aromatherapy; and salt scrubs and raindrop therapy. The class format includes lectures, discussions and hands-on-practice of the techniques.

Spiritual Healing

Staff Instructor: Paula Curtiss and Guest Instructor Faun Parlman

Course Code: 320ad Total Clock Hours: 16 Lecture: 16 Lab: 0 Clinic: 0

Prerequisites: None

Spiritual Healing is a gentle and profound therapy that addresses healing within one's energy field. It works with the awareness we all have, focusing and directing it to build understanding and the ability to help release distress patterns that can create stress and disease in the body.

Sports Injuries – Ankles & Knees

Staff Instructor: James Price and Guest Instructor Ray Fecteau

Course Code: 335m Total Clock Hours: 16 Lecture: 6 Lab: 10 Clinic: 0

Prerequisites: Circulatory Massage

In this course, we assess injuries and determine effective treatments. We outline the normal mechanics and relationships of the structures for a baseline. The assessment process takes us through exploring the relationship of various clinical conditions to musculoskeletal pain symptoms. Treatment involves performing techniques of mobilization, soft-tissue mobilization, friction massage, and myofascial release. Students design and develop comprehensive clinical programs relative to the specific body area under study. Explores and reveals the relationship of soft tissue structures of the knee and their implication towards treatment of the ankle and foot.

Sports Injuries – Shoulder

Staff Instructor: James Price and Guest Instructor Ray Fecteau

Course Code: 334m Total Clock Hours: 16 Lecture: 6 Lab: 10 Clinic: 0

Prerequisites: Circulatory Massage

In this course, we assess injuries and determine effective treatments. We outline the normal mechanics and relationships of the structures for a baseline. The assessment process takes us through exploring the relationship of various clinical conditions to musculoskeletal pain symptoms. Treatment involves performing techniques of mobilization, soft-tissue mobilization, friction massage, and myofascial release. Students design and develop comprehensive clinical programs relative to the specific body area under study. This course examines the normal mechanics of the shoulder and its interrelationship to cervical spine soft tissue structures. We explore the following pathologies and their implications on treatment, to include–thoracic outlet syndrome, rotator cuff tears, glenohumeral instabilities, impingement syndrome, and frozen shoulder.

Structural Analysis

Staff Instructor: Neha Curtiss and Guest Instructor Ray Fecteau

Course Code: 325m Total Clock Hours: 16 Lecture: 12 Lab: 4 Clinic: 0

Prerequisites: None

How we move and hold ourselves is largely responsible for the pain we experience. It's how we use our bodies that causes pain and trouble. Old, unconscious habits of misalignment, never detected and thus never corrected, directly result in muscle and joint pain with accompanying fatigue.

In this class we learn:

- To recognize and correct old habits of misuse that cause chronic pain, limitation, and loss of flexibility and strength;

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- To work with gravity, not against it, so that the body maintains itself effortlessly in space;
- To strengthen weak muscles; and
- To release muscles that are tight, so they move easily and naturally, and function in balanced alignment.

Structural Integration

Staff Instructor: Neha Curtiss

Course Code: 401 Total Clock Hours: 80 Lecture: 40 Lab: 40 Clinic: 0

Prerequisites: Circulatory Massage, 202 Deep Tissue

Structural Organization is a step by step approach to deep tissue fascial manipulation. This class employs a 10-session system, similar to the program Ida Rolf pioneered. Our work seeks to assist a client in rebalancing the network of muscles and fascial tissues, so the body works with gravity, rather than against it. Deep Tissue Manipulations training is a prerequisite.

T'ai Chi Chu'an: The Supreme Ultimate

Staff Instructor: Neha Curtiss and Guest Instructor Donald Jones

Course Code: 316ad Total Clock Hours: 20 Lecture 20 Lab: 0 Clinic: 0

Prerequisites: None

Learn the remainder of the Yang Style Short Form! T'ai Chi is said to be a complete exercise that is healing for the body, calms the mind and lifts the spirit. It is therapeutic for joint and muscle problems, balance, strength, blood pressure, arthritis, and respiration.

Thai Massage

Staff Instructor: Paula Curtiss and Guest Instructor Chris Harmon

Course Code: 319m Total Clock Hours: 100 Lecture: 40 Lab: 60 Clinic: 0

Prerequisites: None

This ancient method of Thai Massage requires no massage table or oil; just your open mind and your willingness to heal. With Thai massage, you learn a flow of movements that gently guide the client through a sequence of yoga-like motions. Combining rhythmic rocking and progressively deeper stretches, both client and therapist move into a state of meditative relaxation. Benefits include enhanced flexibility, a balanced and increased energy, better posture, and a lasting feeling of well being. Come and experience how this unique and dynamic method will benefit both you and your clients. The class goal is a complete 90-minute Thai Massage treatment for the entire body.

Therapeutic Stretching

Staff Instructor: James Price

Course Code: 402as Total Clock Hours: 32 Lecture 16 Lab 16 Clinic 0

Prerequisites: None

This class explores the advanced stretching modality of PNF (Proprioceptive Neuromuscular Facilitation). You will learn powerful techniques to stretch and open up muscles and connective tissues, while limiting pain in the client and saving energy in you the practitioner. Our goals are to improve range of motion and add balance to the musculoskeletal system. Instructive demonstrations emphasize efficient body mechanics, correct breathing, and effective communication with the client. The textbook comes with a DVD showing most of the techniques we perform.

Touch for Health

Staff Instructor: Paula Curtiss and Guest Instructor Punit Auerbacher

Course Code: 318ad Total Clock Hours: 24 Lecture: 13 Lab: 11 Clinic: 0

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Prerequisites: None

Touch for Health is a unique and proven process of health improvement developed over the last 40 years by Dr. John Thie, D.C. This class incorporates a blend of muscle testing, acupuncture, massage energy work and nutritional guidance. It offers easy-to-learn and practical skills to help both the practitioner and the client reduce pain, manage emotional stress, increase energy, improve posture, and develop touch-healing skills. All work is done fully clothed and no previous bodywork experience is necessary.

Traditional Oriental Healing

Staff Instructor: Paula Curtiss/ Shannon Gonzales

Course Code: 317m Total Clock Hours: 32 Lecture: 12 Lab: 20 Clinic: 0

Prerequisites: None

Working with the five elements of Chinese medicine, you'll learn to identify the main element of imbalance in your client. You'll be able to look at a tongue, face, ear, abdomen, as well as feel a pulse, to recognize which meridians need attention during a massage. Instruction includes some of the needle-free techniques used in Oriental medical practice that are available to massage therapists, such as, fire cupping, guasha and moxibustion.

Trigger Point Therapy

Staff Instructor: James Price and Guest Instructor: Chris Harmon

Course Code 346m Total Clock Hours: 72 Lecture: 16 Lab: 56 Clinic: 0

Prerequisites: None

Trigger Points, or habitually contracted muscle fibers in the muscles of the body, are estimated by pain clinic doctors to be a primary cause of myofascial pain. The multitude of pain problems that trigger points cause can be eliminated easily by the physiologically-based, proven modality of Trigger Point Therapy. This hands-on course is perfect for the therapist who wants to self-treat and prevent myofascial pain and dysfunction in her/his own body. Eliminate job-related repetitive use strain injuries, which shorten many therapists' careers. The instructor will take you on a journey of self-discovery as you search, reveal, recognize and initiate the healing release of your own trigger points. You will be given the practical knowledge, methods and tools to erase these sources of pain from your own body and your clients.

Tui Na: Acupressure Massage

Staff Instructors: Raina Colvin/Shannon Gonzales/ David Warder

Course Code: 204 Total Clock Hours: 100 Lecture: 40 Lab: 52 Clinic: 8

Prerequisites: Circulatory Massage

Tui Na, by definition, is the use of the hands in 13 specific ways. We practice both the oscillating style to increase energy, as well as the traditional presses and pulls. Specific therapy includes treatments for chronic pain, common illness and disorders of the spine and joints, such as, sciatica and rotator cuff problems. The Oriental systems of healing seek to increase and balance the chi, our life energy. The manipulations in Tui Na are focused on moving chi through ill and injured areas where blockages tend to occur.

Wholistic Nutrition

Staff Instructor: Paula Curtiss and Guest Instructor Shana Lipner

Course Code: 406ad Total Clock Hours: 24 Lecture 12 Lab 12 Clinic 0

Prerequisites: None

In this class students learn about the constituents of food and how food choices contribute to their health or illness. We examine holistic nutrition and how food affects the mind-body connection. We study the process of digestion to better understand the breakdown and utilization of our food. We examine the basic nutrients including: carbohydrates, vitamins, enzymes, fatty acids, and amino acids. A portion of this class includes demonstration and sharing of healthy, yummy food,

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including cooking and preparing in class. What is your food eating made of? What are you made of? How does the energy of the food you eat affect your energy? This class focuses on whole food for the whole person.

Zen-Moves

Staff Instructor: Paula Curtiss and Guest Instructor Seymour Koblin

Course Code: 330ad Total Clock Hours: 16 Lecture: 8 Lab: 8 Clinic: 0

Prerequisites: None

In this workshop, students have the sublime opportunity of learning with Seymour Koblin, the innovator of Zen Shiatsu and author of the text *The Art of Zen Touch*. In this class, he guides us through Shiatsu concepts and protocols, and we practice sequencing the flow of Shiatsu massage. Join us as we learn to work with the seamless flow of our movements that our clients find so deeply relaxing, fulfilling and invigorating.

COURSE DESCRIPTIONS (continued)

Massage Therapist Program

Circulatory Massage

Staff Instructors: Shaunna Avila-McClure, Sandra Christie, Rachel Dunton, Daniel Martin, Raina Colvin, Denise fultz

Course Code: 101 Total Clock Hours: 100 Lecture: 40 Lab: 50 Clinic: 10

Prerequisites: None

Course Description: This class includes lectures, group discussions, and supervised hands-on application of full-body Circulatory Massage. At Healing Hands, Circulatory Massage provides the solid foundation to learn the anatomy of muscles and bones, the applied massage technique, and the body mechanics used to give the highest quality massage experience. This 100 hour course is required in the Massage Therapy and Holistic Health Practitioner programs and is considered to be the building block of all other course work at Healing Hands.

Please note: Completion of Circulatory Massage does not ensure employment or state certification. In order to satisfy the requirements of the California Massage Therapy Council [CAMTC], the National Certification Board for Therapeutic Massage and Bodywork, and most professional massage therapist licensure, students are expected to continue their education in the Massage Therapy or Holistic Health Practitioner Program.

Anatomy for Bodyworkers

Staff Instructors: Paula Curtiss/ Denise Fultz/ Shaunna Avila McClure

Course Code: 201 Total Clock Hours: 100 Lecture: 80 Lab: 20 Clinic: 0

Prerequisite: Circulatory Massage

This course takes a deeper look into our human bodies. Be ready for a detailed but fascinating exploration of its many systems. You'll find out how the various systems serve the whole as they perform their specific function. You'll discover too, the many ways our bodies respond to massage. Anatomy for Bodyworkers—

- Gives you a deeper understanding of the human body's systems and how they interact.
- Increases your knowledge of anatomical terms and concepts.
- Improves your ability to talk with the medical community, such as, chiropractors, physical therapists, osteopaths, and fitness managers

Note: 1. This course is required for Massage Therapists and Holistic Health Practitioners.

2. The Lab portion of Anatomy for Bodyworkers is taught in the Escondido classroom.

– STUDENTS CHOOSE 3 COURSES FROM THE FOLLOWING –

Advanced Circulatory & Sports Massage

Staff Instructors: Raina Colvin/James Price

Course Code: 205 Total Clock Hours: 100 Lecture: 38 Lab: 54 Clinic: 8

Prerequisite: 101 Circulatory Massage

Advanced Circulatory Massage includes new ways to use the thumbs, fingers and palms plus additional tools, such as, elbows and knuckles. Sports Massage incorporates techniques to treat clients ranging from the moderately active to the serious athlete. Deep, invigorating massage for athletic events and weight training is presented. Special focus is on cross-fiber techniques used to clean out old adhesions and scar tissue promoting better performance and faster healing. This class equips you with a whole new range of massage techniques to enhance your work.

Deep Tissue Manipulations

Staff Instructors: Neha Curtiss / James Price/ Shuanna McClure

Course Code: 202 Total Clock Hours: 100 Lecture: 30 Lab: 64 Clinic: 6

Prerequisites: 101 Circulatory Massage

Discover the Deep Tissue techniques of muscle sculpting and structural organization as pioneered by Ida Rolf. This training uses fascial manipulation techniques to create a more organized physical structure in its relationship to gravity and movement. This work is based on client participation, empowering those who wish to use it for personal change and growth. Special emphasis is given to the mind-body connection. We practice effective communication skills for the body therapist to facilitate the emotional awareness associated with deep bodywork.

Shiatsu

Staff Instructors: Raina Colvin/ David Warder

Course Code: 203 Total Clock Hours: 100 Lecture: 36 Lab: 58 Clinic: 6

Prerequisites: 101 Circulatory Massage

Learn to give a full body shiatsu treatment with your client clothed lying on a mat. We use the Eastern approach to healing, which includes understanding the energy channels (meridians) that flow through the body. We examine how the organs correlate to the Five Elements, how to access acupoints; and we learn new massage techniques to increase, tonify, or quiet the Chi. Our purpose is to enhance overall health, increase blood and lymph circulation, treat for injuries and balance the energies of the body, mind, and spirit.

Tui Na: Acupressure Massage

Staff Instructors: Raina Colvin/Shannon Gonzales/ David Warder

Course Code: 204 Total Clock Hours: 100 Lecture: 40 Lab: 52 Clinic: 8

Prerequisites: 101 Circulatory Massage

Tui Na, by definition, is the use of the hands in 13 specific ways. We practice both the oscillating style to increase energy, as well as the traditional presses and pulls. Specific therapy includes treatments for chronic pain, common illness and disorders of the spine and joints, such as, sciatica and rotator cuff problems. The Oriental systems of healing seek to increase and balance the chi, our life energy. The manipulations in Tui Na are focused on moving chi through ill and injured areas where blockages tend to occur.

ACADEMIC CALENDAR

Our Healing Hands School academic year starts on July 1st of every year. The chart below gives you the beginning and ending dates of this next year's quarters. It also provides the projected graduation dates for the full time and part time student of either of the programs. The holidays that the school closes on are listed last.

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Quarter Start and End Dates

Summer 2012

	Quarter Start	Quarter End	Projected Graduation Date	
			F/T	P/T
Massage Therapist	07/01/12	9/30/12	12/30/12	06/30/13
Holistic Health Practitioner	07/01/12	9/30/12	06/30/13	06/30/13

Fall 2012

	Quarter Start	Quarter End	Projected Graduation Date	
			F/T	P/T
Massage Therapist	10/01/12	12/31/12	03/31/13	09/30/13
Holistic Health Practitioner	10/01/12	12/31/12	09/30/13	09/30/14

Winter 2013

	Quarter Start	Quarter End	Projected Graduation Date	
			F/T	P/T
Massage Therapist	01/01/13	3/31/13	06/30/13	12/30/13
Holistic Health Practitioner	01/01/13	3/31/13	12/30/13	12/28/14

Spring 11

	Quarter Start	Quarter End	Projected Graduation Date	
			F/T	P/T
Massage Therapist	04/01/13	6/30/13	09/30/13	03/30/14
Holistic Health Practitioner	04/01/13	6/30/13	03/30/13	03/29/15

Summer 11

	Quarter Start	Quarter End	Projected Graduation Date	
			F/T	P/T
Massage Therapist	07/01/13	9/30/13	12/30/13	06/30/14
Holistic Health Practitioner	07/01/13	9/30/13	06/29/14	06/28/15

Holidays

November 22, 2012
 December 24, 2012
 December 25, 2012
 December 31, 2012
 January 1, 2013
 March 31, 2013
 July 4, 2013

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FINANCIAL AID INFORMATION

Healing Hands School of Holistic Health Financial Aid Services

Prior to enrolling at *Healing Hands School of Holistic Health*, all applicants are encouraged to explore the availability of financial aid funding through state and federal agencies. Financial aid information and application assistance are provided by the school Financial Aid Office to help all students and their families clearly understand their financial situation before entering into a contractual agreement. This school is approved for the following loans and grants:

Loans:

-  Federal Loan Program
-  Alternative Loan Programs

Grants:

-  Federal Pell Grant

Students who receive loans to pay for their program of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund. Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules is available from the Financial Aid Office.

Third-party funding sources may be available to students from outside agencies. Students are encouraged to seek such funding and familiarize themselves with the policies of the agency. Although the school will assist students in completing necessary forms and will provide any required information to the agency, it is ultimately the student's responsibility to ensure the agency's requirements are met.

Diploma Programs:

Full-time 18 clock hours per week

The U.S. Department of Veteran Affairs may have different definitions for full-time and part-time status. Students receiving veterans benefits; Students who are Veterans should talk to the Veterans Certifying Official at the school.

Federal Consumer Disclosure Information About Our Programs

How can I find out more about this career?

For more information about a career in Massage Therapy and Holistic Health please visit the [U.S. Department of Labor's O*NET website](#). The Standard Occupational Code (SOC) for the career is [31-9011.00 \(Massage Therapists\)](#) and the [Classification of Instructional Programs \(CIP\)](#) code for this program is 51.3501

Disclosure of Statistical Information as Required by Various Agencies

Healing Hands School of Holistic Health strives to keep our students and graduates current on all aspects of massage therapy education as well as the industry of massage therapy. We are committed to train highly skilled professions and endeavor to insure that the school and the school's programs are kept relevant and are approved by the appropriate governing agencies.

The U.S. Department of Education requires Healing Hands to report on programs which lead to Gainful Employment. The following information is for our Holistic Health Practitioner Program

OPEID#04141. Name of Program & Length= Holistic Health Practitioner Program 1000 clock hours, 12 months.

Following information for reporting Year of 7/1/2010 - 6/30/11

1] COST of Tuition, fees, and books = \$11,875. Cost of Tuition = \$9,900. Cost of books & supplies = \$ 1,700.

2] On-time graduation rates for 7/1/2010 - 6/30/2011 = 93% [54 finished on time out of 58 total completed] [Normal time = 12 months, 52 weeks]

3] Job Placement Percentages for 7/1/2010 - 6/30/2011 = 88%

The URL for program cost information is: www.healinghandsschool.com

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[Healing Hands does not offer on-campus housing]

4] Debt at program completion:

58 students completed their program between 7/1/10 and 6/30/11; 46 completed their program with any student loan debt. For all students (both borrowers and non-borrowers) completing the program between 7/1/10 and 6/30/11, the cumulative debt for each of the following is:

Federal Student median loan debt values = \$5,500.

Private Loan Debt = 0

Institutional loan debt = 0

5] Classification of Instructional Programs [CIP] code # 51.3501 Massage Therapist, Holistic Health Practitioner

6] U.S. Department of Labor Standard Occupational Classification [SOC] code # 31-9011.00

7] For more information regarding massage therapy as an occupation, please see U.S. Department of Labor's O*NET web site <http://onetonline.org/find/quick?s=31-9011.00>

8] Job Placement Rate for students who completed between 7/1/10 – 6/30/11 = 88 %

Who is included in the above group of students? All students who completed between 7/1/10 and 6/30/11 are included in this calculation.

What type of job? This job placement only looks at jobs that are in this field of study. Positions that recent completers were hired for include: massage therapist, holistic health practitioner, soft tissue manipulation, front office chiropractor staff, front office spa staff, office manager spa or chiropractor office, holistic health advisor, herbal advisor.

When were they employed? This rate is based on program completers who were employed within 180 days of completion.

How are graduates/completers tracked? Graduates and employers fill out surveys to verify employment.

What agencies [state or accrediting, is this rate reported to? The completion on time rates and placement rates for award years [7/1/10 – 6/30/11] are reported to the U.S. Department of Education and to ABHES Accrediting Bureau of Health Education Schools The completion on time rates and placement rates for calendar years are reported to the Bureau for Private Post Secondary Education.

Please note: If a Student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid programs funds.



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 healinghandsschool.com

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEAR 2011

The California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010, requires under section 94910 of CPPEA that a school provide information for each program offered in regards to, completion rates, placement rates, licensure exam passage rates, and salary/wage information. The following information is data compiled from January 1, 2011 to December 31, 2011.

Completion Rate

Massage Therapy Program – 500 hours

	Number of Students Who Began Program	Students Available for Graduation	Graduates	Completion Rate 94910(a)	Completion Rate Based on 150%
2011	65	65	35	54%	72%
2010	45	45	20	44%	71%

Holistic Health Practitioner – 1000 hours

	Number of Students Who Began Program	Students Available for Graduation	Graduates	Completion Rate 94910(a)	Completion Rate Based on 150%
2011	79	79	22	28%	63%
2010	66	66	13	20%	56%

The completion rate is calculated by dividing the number of graduates by the number of students available for graduation. "Students available for graduation" means the cohort population minus the number of students unavailable for graduation. "Students unavailable for graduation" means students who have died, been incarcerated, or called to active military duty. "Graduates" means the number of students who complete a program within 100 percent of the published program length. An institution may separately state completion information for students completing the program within 150 percent of the original contracted time.

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Massage Therapy Program – 500 hours

	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate 94910(b)	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2011	65	35	35	25	71%	Unknown	Unknown
2010	45	20	20	12	60%	Unknown	Unknown

Holistic Health Practitioner – 1000 hours

	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate 94910(b)	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2011	79	22	22	17	77%	Unknown	Unknown
2010	66	13	13	12	92%	Unknown	Unknown

The placement rate, calculated by dividing the number of graduates (completers) employed in the field by the number of graduates available for employment.

“Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment.

“Graduates employed in the field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

“Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education at an accredited or bureau-approved postsecondary institution.

Licensure Rate

There is not a California state licensure exam for Acupressure, Massage, and/or Bodywork; therefore, we do not report statistics for a passage rate.

Salary and Wage Information

Healing Hands School of Holistic Health does not make any expressed or implied claims about the salary that may be earned after completing the educational programs.

Calendar Year	Program Name	Number of Graduates Employed in the Field	Annual Wages
2011	Massage Therapy	24	Students did not report annual salary
2010	Massage Therapy	12	Students did not report annual salary

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2011	Holistic Health Practitioner	17	Students did not report annual salary
2010	Holistic Health Practitioner	12	Students did not report annual salary

EDD Salary and Wage Information

The following wage and salary data for each program offered at Healing Hands School of Holistic Health in Escondido, CA, and Laguna Hills, CA, was obtained from the Employment Development Department's Occupational Employment Statistics (www.labormarketinfo.edd.ca.gov): **94910(d)(1)(2)**

Potential Job Title as Listed by the Employment Development Department (EDD)	<i>Hourly</i>			<i>Salary</i>		
	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)	Low (25 th percentile)	Median (50 th percentile)	High (75 th percentile)
Massage Therapist San Diego County as of 1 st Quarter 2012	\$9.60	\$16.70	\$21.33	N/A	\$34,750	N/A
Massage Therapist Orange County as of 1 st Quarter 2012	\$11.72	\$15.34	\$20.82	N/A	\$31,911	N/A
The following job titles are not listed on the EDD website: Holistic Health Practitioner Manual Therapist Massage Practitioner	Information Not Available					

Information regarding general salary and placement statistics may be available from government sources or from the institution but it not equivalent to actual performance data. **94910(e)**

I have been provided with the School Performance Fact Sheet Calculation Information and Employment Titles.

Student Name - Print

Student Signature

Date

School Official

Date

***Healing Hands School of Holistic Health Annual Catalog Revision Policy
This Catalog is revised and updated annually on or before July 1
Catalog July 1, 2012 – June 30, 2013***