

AMERICAN E/W MEDICAL INSTITUTE

CATALOG:

January 1, 2014 through December 31, 2014

**DR. Nancy L. Hou
Owner/Director**

**18931 Colima Road
Rowland Heights, CA 91748
Phone: (626) 378.0860
Fax: (888) 685.4476**

“We are non-degree granting institute with the State of California. Non-degree granting institute means we have met certain minimum standards imposed by the state for a private postsecondary non-degreed school on the basis of our written application to the state. Non-degree granting institute does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate as a non-degree granting private postsecondary institution or that the state has verified the information we submitted with our application.”

APPROVAL STATUS

The American E/W Medical Institute is a private institution and it has been approved to operate by the Bureau for Private Postsecondary Education.

SIZE OF CLASSES

Up to 30 students

THE INSTITUTION'S STANDARD FOR STUDENT ACHIEVEMENT

The American E/W Medical Institute is dedicated to the promotion of massage as a vital part of a healthy lifestyle. Our goal is to provide the educational foundation for massage therapy and its relationship to health. Graduates will receive a quality education, at an affordable price. Through the Basic, Intermediate and Advance Massage Therapy courses, students will be given a strong foundation in knowledge and practical massage experience that will fully equip students as they enter the job market as a Certified Massage Therapist.

Attendance is an essential component for students to gain the necessary massage knowledge and skills as a certified massage therapist. At AEWMI, the three massage courses offer certificates of completion provided students satisfactorily complete a cumulative of 75% of the established 300 hours for Basic, 200 hours for Intermediate and 500 hours for Advance. The Basic massage course can be completed in six weeks and requires a testing score of at least 70% on the final exam. The Intermediate massage course can be completed in four weeks and required a passing score of at least 70% on the final exam. Lastly, the Advance massage course can be completed in ten weeks and requires a minimum of 70% on the final exam. At American E/W Medical Institute, the Massage Therapy Program will be taught in the Chinese language. Students enrolled in the program must be fluent in Chinese.

Students who completed the Massage Therapy Program at American E/W Medical Institute are not guaranteed employment either for state or local licensure. There is no state licensing requirement for massage therapist or massage technician in California, only local county regulations. Los Angeles County, including all cities in unincorporated areas, requires a certificate of completion totaling 100 hours of educational training for massage therapist or massage technician. The city of Rowland Heights is an unincorporated city in the county of Los Angeles. Students will be made aware that certification hours are subject to change at any time. However, Dr. Hou will assist in job placement for students who graduate from the school's Massage Therapy Program. Dr. Nancy L. Hou leads the instruction team, which includes Lei Yang and Jian Yi to impart the knowledge necessary for each course taught. The instruction team had attained the proper knowledge and training in Massage, Acupressure, and Chinese Medicine.

EQUAL OPPORTUNITY POLICY

American E/W Medical Institute is committed to a policy of equal opportunity and treatment in all aspects of its relationship with faculty, students and applicants regardless of race, sex, color, religion, national or ethnic origin, age, handicap, sexual orientation, marital or parental status.

FACILITIES & EQUIPMENT

American E/W Medical Institute is located at 18931 Colima Road, Rowland Heights, CA 91748. The classrooms consists of 2150 square feet, accommodates 25 students for lecture and 5 students for practical work. The rooms are air conditioned and heated. The facilities and equipment utilized by this

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institution fully complies with any and all federal, state and local ordinances/regulations, including those requirements pertaining to fire safety, building safety and health.

Portable massage tables, patient drapes, massage lotions or ointments, and other miscellaneous teaching aids (such as VCR, TV, and DVD) will be provided and available at the school. In addition, the school will also supply charts, models and various other materials to supplement and illustrate lectures and demonstrations. American E/W Medical Institute is private school, small enough to be concerned with individual student progress. Students learn by demonstration, study and practice in classroom, and clinical settings. The class is limited to no more than 30 students per course.

FACULTY

Dr. Nancy Hou's medical background began as a registered nurse in Beijing, China, receiving her certification in 1958; thereafter, in 1965 completed her education in Chinese Medicine at Zhejiang Chinese Medicine College in Han Chow, China. In 1983, she received her Bachelor of Science from SAMRA University of Oriental Medicine in Los Angeles followed by both her Doctorate of Oriental Medicine and Doctorate of Philosophy in Oriental Medicine from the same University. In 1995, she received a certificate in her post-graduate training at the China Academy of Traditional Medicine in Beijing, China. She is fluent in Chinese and has taught in the language. She has published several articles, "Massage therapy in the treatment of Lumbago" and "Soft Tissue Injury Treatment through Massage Therapy" in the Chinese Herbal and Acupuncture Magazine. Dr. Hou has been certified through the California Massage Therapy Council as a Massage Therapist. Her credentials and work experience has provided the required knowledge and training in Massage, Acupressure and Chinese Medicine.

Lei Yang's educational pursuits began in Changchun, Jilin Province, China where he majored in Clinical Chinese Medicine in 2002, where the full power and precision of Chinese medicine practices is taught. He obtained a Master of Oriental Medicine and Acupuncture in 2009 while attending Samra University in Los Angeles, CA. He is proficient in Diagnostics in Traditional Chinese Medicine; Chinese Traditional Treatment; massage techniques and Rehabilitation Medicine, in addition to being fluent in Mandarin and English languages. In December 2012, he received his CMT certification from the State of California Massage Therapy Council.

Jian Yi's training was established with a Medical degree from Beijing University School of Medicine in 1968; completing his PhD in Medicine from Zhejiang University School of Medicine in 1984 and since has been employed in the medical field as a Training Director and Researcher. His interest in Massage Therapy began in 2005 when he was certified as a Massage Therapist Instructor. He is fluent in Chinese and has acquired professional standing as a Certified Massage Therapist from the NCBTMB in 2006 and from the CAMTC in 2009.

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ADMISSIONS, ACCEPTANCE OF CREDITS

When students enter the American E/W Medical Institute, they are choosing a new process of professional education which demands that the individual be focused in the new learning environment. At a minimum, the applicant should be at least 18 years of age; completed high school and received a high school diploma or equivalent education; literate in the Chinese language and submit to an interview by instructor.

For the Intermediate Massage Therapy program, the minimum education requirement is completion and certificate in Basic Massage Therapy, or equivalent; for Advance Massage Therapy program, the minimum education requirement is completion and certificate in Intermediate Massage Therapy.

The American E/W Medical Institute has not entered into an articulation or transfer agreement with any other college or university for the purpose of applying acceptance of credits earned at other institutions.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the American E/W Medical Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Massage program is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason, you should make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending AWEMI to determine if your certificate will transfer.

EXPERIENTIAL CREDIT

The AEWMI accepts transfer credits towards its massage certificate programs that it judges to be equivalent to its requirements for completion. Students transferring from another program must meet the following AEWMI requirements: 1) only transfer credit for actual coursework successfully completed at an educational institution recognized by the California Bureau for Private Postsecondary Education; 2) for institutions approved by BPPE, 100% transfer credit may be awarded provided that the actual coursework to be transferred has been successfully completed in basic massage and is equivalent to the relevant coursework hours required at AEWMI, if the actual number of hours completed is equal or greater than that required by AEWMI; 3) at least 50% of the massage course hours must be taken at AEWMI and course fee will be adjusted by the same percentage; and 4) students may be asked to submit course descriptions and/or may be required to take a challenge exam to substantiate equivalency. Should a student wish to appeal the level of acceptable transfer credits granted, an appointment may be scheduled with the AEWMI director within two weeks of notification. The AEWMI director will render the final decision.

PLACEMENT ASSISTANCE

There is no state licensing requirement for massage therapist or massage technician in California, only local county regulations. Los Angeles County, including all cities in unincorporated areas, requires a certificate of completion totaling 100 hours of vocational training for massage therapist or massage technicians. The city of Rowland Heights is an unincorporated city in the County of Los Angeles. Students should be made aware that certification hours are subject to change at any time.

Outside of California, there are approximately 42 states that have adopted regulations governing the Massage Therapy industry requiring state licensing of 500-1,000 hours and a state board exam. The remaining 8 states regulate Massage Therapists locally. Requirements vary widely by country, state, county and city and students must contact local licensing departments to become acquainted with local requirements.

Although the American E/W Medical Institute does not guarantee employment after the student has graduated from its programs, the student will have certification of completion in the event the student travels to other states, counties or cities. However, the school will maintain an active job search for the graduated students.

STUDENT RECORDS

In accordance with the Family Educational Rights and Privacy Act (FERPA), the AEWMI protects the privacy of student records, including address, phone number, grades and attendance dates. Student records will be kept in a locked file cabinet and a back-up copy of the student's records will be maintained in separate locked location. Students have the right to review their academic file by submitting a request to the AEWMI director. Students are strongly advised to keep their own records of classes attended. State law requires this educational institution maintain student records for not less than 5 years.

LOANS

The American E/W Medical Institute does not participate in Federal Student Financial Aid Programs; however, if a student obtains a personal 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 monies not paid from federal student financial aid program funds.

BANKRUPTCY

The American E/W Medical Institute is committed to providing practical training for students to achieve a massage therapy certificate and prepare each for gainful employment within the community. Therefore, students can be confident in the integrity of the institute's position knowing that the AEWMI **does not** have a pending petition in bankruptcy; **has not** been now or in the past subject to a pending petition in bankruptcy; or operated as a debtor in possession; or **has not** filed a petition within the preceding five years; or had a petitioned bankruptcy against the institution within the preceding five years that has resulted in reorganization under Chapter 11 of the U. S. Bankruptcy Code.

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QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary and Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free (888)370.7589, P:916.431.6959; F: 916.263.1897.

COMPLAINTS

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling toll free (888)370.7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site via www.bppe.ca.gov.

STUDENT TUITION RECOVERY FUND DISCLOSURES

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

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

1. You are not a California resident, or 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.”

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

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

You may be eligible for STRF if you are a California resident, or are enrolled in a residency program, prepaid tuition, paid the 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 this 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.”

Questions regarding the STRF may be directed to the Department of Consumer Affairs, Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Phone: Toll free (888) 370.7589; P: 916.431.6959; F: 916.263.1897.

Tuition and Fees

Courses	Registration fee(Nonrefundable)	Tuition	STRF(Nonrefundable)	Total
Basic Massage Therapy	\$50.00	\$1680.00	\$1.00	\$1731.00
Intermediate Massage Therapy	\$50.00	\$1200.00	\$.50	\$1250.50
Advance Massage Therapy	\$50.00	\$2800.00	\$1.50	\$2851.50

*The student is responsible for the fees and charges noted above. Payment plan is available for student. These fees and charges are due no later than three (3) days prior course start dates. Specific to the Student Tuition Recovery Fund (STRF) fees noted in column four (4) is due for all course work based on tuition and is a **non-refundable charge**.*

STUDENT'S RIGHT TO CANCEL

The Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Withdrawal, Cancellation and Refund Policies

In order to cancel the enrollment agreement, withdraw from the institution, and/or request a refund, a notice of cancellation must be made in writing. A notice of cancellation form is located within the content of this catalog and submitted to the school director in person or mail by deadlines noted above. A 100 percent refund of all institutional charges paid; less a reasonable deposit or application fee not to exceed \$250 will apply.

If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason, you should make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending AWEMI to determine if your certificate will transfer.

A student who does not register for the period of attendance or withdraws at any time prior to completion of the courses, or otherwise fails to complete the period of enrollment shall receive a refund for the unused portion of tuition fees and other charges. The refund for students who have completed 60 percent or less of the course of instruction shall be pro-rated. Students, who have completed 60% of the course, or more, are not entitled to a refund.

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Note: The following refund examples do not include equipment and/or book fees.

Example: 1500 hour course, tuition = \$5,850.00; registration = \$100.00; total course cost = \$5,950.00. Student completes 50 hours of instruction. \$5,950.00 less \$100.00 [registration fee] = \$5850.00 divided by 1,500 [course hours] = \$3.90 hourly course charge. 50 hours x \$3.90 = \$195.00. \$5,850.00 less \$195.00 = \$5,656.00 refund.

Example: 20 Lesson correspondence course – tuition = \$2,000.00; registration = \$100.00; total correspondence course cost = \$2,100.00. Students complete 5 lessons. \$2,100.00 less \$100.00 [registration fee] = \$2,000.00 divided by 20 [lessons] = \$100.00 lesson charge. 5 lessons x \$100.00 [registration fee] = \$500.00. \$2,000.00 less \$500.00 = \$1,500.00 refund. Note: for correspondence and distance learning the institution may specify in the enrollment agreement the time limits within which students are required to complete the courses lessons.

The institution will pay or credit refunds due on a reasonable or timely basis, not to exceed 45 days following the date upon which the student's withdrawal has been determined.

Notice of cancellation form available on the page below.

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18931 COLIMA RD., ROWLAND HTS, CA 91748

Tel: (626)378.0860 Fax: (800)685.4476

NOTICE OF CANCELLATION

Date (Enter date of first class)

You may cancel this contract for school, without any penalty or obligation by the date stated below.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 45 days following the school’s receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed the cancellation notice. If you do not return the equipment within this 30-day time period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment’s fair market value. The institution shall have the burden of proof to establish the equipment’s fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

_____, at _____
(Name of institution) (Address of institution)

NOT LATER THAN _____
[Enter midnight of the date that is the seventh business day following the day of the first class or the day the first lesson was received; or, if the program is fifty or fewer days, midnight of the date that is one business day for every 10 days of scheduled program length, rounded up for any fractional increment thereof; or, if the lesson was sent by mail, the eighth business day following the day of mailing, whichever is applicable.]

I cancel the contract for school. _____
Student’s signature Date

REMEMBER YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any questions or problems, which you cannot work out with the school, write or call the Bureau for Private Postsecondary and Vocational Education: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Phone: Toll free (888) 370.7589; P: 916.431.6959; F:916.263.1897.

THE MASSAGE COURSES

Basic Massage Therapy – 198 Lecture hours, 16 Lab hours, 86 Practicum hours totally 300 hours.

Description of course: This course deals with the fundamentals of basic anatomy and physiology, an overview of the body's organization, the cell structures and their corresponding tissues. The course provides an introduction to basis of Western and traditional Chinese medicine. This course covers the foundations of therapeutic massage, and it will introduce the student to body mechanics, massage manipulations and techniques.

Objective: This course is designed to teach, train, and graduate students in basic massage therapy. **Prerequisite:** Minimum – In possession of a high school or GED diploma. **Length of course:** 300 hours/ @6 weeks. For students requiring flexible classroom hours by attending evening classes, the length of time can be extended up to 12 weeks to complete course work, provided arrangements have previously been approved by the school Director.

Occupation/job title potential: With this course satisfactorily completed, completion would not prepare student for employment until completing all three courses in massage therapy.

Sequence and frequency of class sessions: The student must complete a total of 300 hours, which is accomplished in approximately 6 weeks (up to 12 weeks, if flexible scheduling has been approved by the school Director). Each week's class is scheduled for 48-52 hours covering 12 sessions per week and generally 4 hours per class session.

Outline of subject matter to be addressed: Upon completion of each of the following subject matter, each student must satisfactorily answer 18 of 25 questions or 70% for each topic: Anatomy, Physiology, Massage (Tui-Na) Technique, Pathology Related Basis of Western Medicine, Massage and Bodywork Related Basis of Traditional Chinese Medicine, and Therapeutics of Common Diseases. In addition, each student must demonstrate the ability to perform appropriate massage techniques learned at this level and achieve a rating of 70% performance rating.

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

Instructional mode or methods: This course includes classroom lecture, watching a video tape or DVD, clinical observation and internship experience.

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Detailed Outline of Instruction:

Anatomy

AN-10 Total 28 hours: Lecture - 24 hours; Lab - 4 hours

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

Physiology

PH-10 Total 20 hours: Lecture – 20 hours

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

Massage (Tui-Na) Technique I

TN-10 Total 44 hours: Lecture - 20 hours; Lab – 4 hours; Practicum – 20 hours

Massage (Tui-Na) is a comprehensive system of soft tissue manipulation practiced in China for over 2,000 years. It applies the same Traditional Chinese Medical principles as Traditional Chinese Acupuncture except needles are not used. Instead, the massage practitioners use their hands to apply the many and diverse manipulation, acupressure, and massage techniques to affect the flow of Qi (life energy) as it courses throughout the acupuncture meridian system of the body. This course covers basic massage techniques.

Anatomy/Physiology Related Basis of Western Medicine

WM I-10 Total 36 hours: Lecture - 28 hours; Lab – 4 hour; Practicum – 4 hours

This course studies the basic pathology, signs, symptoms, and Western medical treatment that relate to anatomy/physiology for major disorders of the body, such as headaches, back pain, arthritis, insomnia, including common symptoms, syndromes and diseases.

Anatomy/Physiology Related Basis of Traditional Chinese Medicine (Formally Basis of Oriental Medicine)

TM-10 Total 28 hours: Lecture - 18 hours; Lab – 4 hours; Practicum – 6 hours

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

Therapeutics of Common Diseases I

CD-10 Total 28 hours: Lecture - 24 hours; Practicum – 4 hours

- Principles of Treatment:

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

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Business and Ethics

BE-10 Total 48 hours: Lecture - 28 hours; Practicum – 20 hours

This business and ethics course offers an introduction into the concept of massage values, morality, as well as cultural beliefs, from consumer rights to massage therapist's responsibilities.

Foot Massage/Chair Massage

FC-10 Total 28 hours: Lecture- 12 hours; Practicum – 16 hours

Foot massage course covers understanding the origins of foot reflexology, discovering the major branches of traditional medicine and how foot massage fits into the healing framework. Learn and gain the necessary skills in foot massage.

Chair massage course covers the basic structural chair routine - learn bonus moves designed to impress; emphasize proper body mechanics; and learn chair trigger point therapy. In addition, learn the marketing skills for retail locations and/or private parties.

Eastern Massage Technique

EM-10 Total 40 hours : Lecture- 24; Practicum - 16

The Eastern Massage Technique course is based on the massage industry trends and customers needs. Certified teachers and doctors, as well as experienced massage therapists and massage managers will teach students about the upcoming skills and trends - hydrotherapy, kinesiology, Swedish massage, Acupressure, CPR and First-aid - gaining popularity in communities today and learn how to respond to those needs.

Intermediate Massage Therapy: 144 Lecture hours, 12 Lab hours, 44 Practicum hours totally 200 Instructional hours.

Description of course: This course covers in-depth study of Chinese massage therapy to treat internal, gynecological, and pediatric, five sense organs, and traumatic injuries. It includes the principles of massage therapy dealing with Yin and Yang, Qi, blood and internal organs using the diagnostic skills and techniques of Tui-Na in intermediate level. This section covers the more in-depth problem solving approach to disease and disorders integrating etiology, correct diagnosis and appropriate treatment methods including warming, clearing, supplementing, and constraining. The course includes the proper evaluation of the effectiveness of a treatment plan.

Objective: This course is designed to teach, train, and graduate students in the intermediate level in massage therapy. **Prerequisite:** Minimum – Satisfactory completion of Basic Massage Therapy course. **Length of course:** 200 hours/ @4 weeks. For students requiring flexible classroom hours by attending evening classes, the length of time can be extended up to 8 weeks to complete course work, provided arrangements have previously been approved by the school Director.

Occupation/job title potential: With this course satisfactorily completed, completion would not prepare student for employment until completing all three courses in massage therapy.

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Sequence and frequency of class sessions: The student must complete a total of 200 hours, which is accomplished in approximately 4 weeks (up to 8 weeks if flexible scheduling has been approved by the school Director). Each week's class can be scheduled for a minimum of 24 hrs or a maximum 52 hours covering up to 12 sessions per week and generally 4 hours per class session.

Outline of subject matter to be addressed: Upon completion of each of the following subject matter, each student must satisfactorily answer 18 of 25 questions or 70% for each topic: Massage (Tui-Na) Technique II and Therapeutics of Common Diseases II. In addition, each student must demonstrate the ability to perform appropriate massage techniques learned at this level and achieve a rating of 70% performance rating.

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

Instructional mode or methods: This includes classroom lecture, watching a video tape or DVD, clinical observation and internship experience.

Detailed Outline of Instruction:

Anatomy

AN-10 **Total 28 hours: Lecture - 24 hours; Lab - 4 hours**

This course provides a discussion group which is focused on current literature in clinical anatomy, surgery, pathology and radiology as it directly pertains to the study and clinical application of anatomy in the health sciences.

Physiology

PH-10 **Total 20 hours: Lecture - 20 hours**

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

Massage (Tui-Na) Technique II

TN-20 **Total 40 hours: Lecture - 24 hours; Lab – 4 hours; Practicum– 12 hours**

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

Anatomy/Physiology Related Basis of Western Medicine

WM-10 **Total 4 hours: Lecture - 4 hours**

The course is designed to give the student an overview and basic understanding of the anatomy/physiology related Western medical approach to disease or disorders.

Anatomy/Physiology Related Basis of Traditional Chinese Medicine (formally Basis of Oriental Medicine)

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TM-10 Total 28 hours: Lecture - 20 hours; Lab – 4 hours; Practicum– 4 hours

This course provides the understanding for the basic principles and theories of Traditional Chinese Medicine that are related to anatomy/physiology in relation to Yin-Yang concepts, the Five Elements, Eight Principles, Etiology, Qi, Blood, Body Fluids and the Zang Fu organs with reference to the Nei Jing and other classic texts.

Therapeutics of Common Diseases II

CD-20 Total 48 hours: Lecture - 28 hours; Practicum – 20 hours

- Composite Evaluation:

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

Business and Ethics

BE-10 Total 4 hours: Lecture - 4 hours

Consumers today expect and demand safety, honesty and effectiveness in the massage environment. Understanding expectations is the key to communicating core values and behavior, not only for practitioners, but society in general.

Western Massage Technique

WM-10 Total 28 hours: Lecture -20 hours; Practicum - 8 hours

The Western Massage Technique course is based on the massage industry trends and customer's needs. Certified teachers and doctors, as well as experienced massage therapists and massage managers will teach students about the upcoming skills and trends - hydrotherapy, kinesiology, Swedish massage, Acupressure, CPR and First-aid - gaining popularity in communities today and learn how to respond to those needs.

Advance Massage Therapy: 340 Lecture hours, 44 Lab hours, 116 Practicum hours totally 500 Instructional hours.

Description of course: This course builds on the knowledge gained from prior courses relating to traditional Chinese medicine with a more detailed and advanced study for each of the principles and theories of traditional Chinese massage. The methods of Chinese massage combining with irrigation of Qi, including maneuvers of Qi during the Chinese massage manipulation. The training of Qi, conducting Qi, and emitting Qi also will be introduced in this course. In addition, this course will offer a more advanced presentation of massage technique and manipulation methods. The course offers a more in-depth and advanced presentation of therapeutics of common diseases.

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

Prerequisite: Certificate of completion in Intermediate Massage Therapy, or equivalent. **Length of course:** The length of the educational program is 500 hours / @10 weeks. For students requiring flexible classroom hours by attending evening classes, the length of time can be extended up to 20 weeks to complete course work, provided arrangements have previously been approved by the school Director.

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Occupation/job title potential: Upon successful completion, student can apply for employment as a Massage Therapist/Technician depending upon each cities ordinance.

The Sequence and Frequency of Lessons or Class Sessions: The student must complete a total of 500 hours, which is accomplished in approximately 10 weeks (up to 20 weeks if flexible scheduling has been approved by the school Director). Each week's class is scheduled for 48-52 hours covering 12 sessions per week and generally 4 hours per class.

Outline of subject matter to be addressed: Upon completion of each of the following subject matter, each student must satisfactorily answer 35 of 50 questions or 70% for each topic: Literature of Chinese Massage, Scientific Research on Massage Therapy, Basic of Chinese Massage, Exercises of Qi with Chinese Massage, Pediatrics of Chinese Massage, Therapeutics of Chinese Massage, Manipulation Technique of Chinese Massage and Schools of Massage Therapy. In addition, each student must demonstrate the ability to perform appropriate massage techniques learned at this level and achieve a rating of 70% performance rating.

The Complete List of Textbooks and Other Required Written Materials:

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

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

Instructional mode or methods: This includes classroom lecture, watching a video tape or DVD, clinical observation and internship experience.

Detailed Outline of Instruction:

Anatomy

AN-10 Total 28 hours: Lecture - 24 hours; Lab - 4 hours

A study of the anatomical structure of the human body. Body structure will be studied through each organ system and will involve a balance between gross anatomical study and histology. Form function relationships will be emphasized. The laboratory study will involve working with human skeletal replicas.

Physiology

PH-10 Total 20 hours: Lecture - 20 hours

The goal of this course is to provide a detailed introduction to human physiology. The students learn to recognize and explain the deeper concepts that govern each organ and organ system and their integration to maintain homeostasis, as well as some clinical aspects of failure of these systems. The organ systems covered include: nervous, muscle, cardiovascular, respiratory, endocrine, male and female reproductive, gastrointestinal and urinary.

Massage (Tui-Na) Technique III

TN-10 Total 44 hours: Lecture - 28 hours; Lab - 4 hours; Practicum – 12 hours

This course provides an expanded knowledge and skill base for the massage therapist in a variety of clinical settings. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry level therapeutic massage on various body types.

Anatomy/Physiology Related Basis of Western Medicine

WM-10 Total 80 hours: Lecture - 52 hours; Labs - 12 hours; Practicum - 16 hours

The course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

Anatomy/Physiology Related Basis of Traditional Chinese Medicine (formally Basis of Oriental Medicine)

TM-10 Total 68 hours: Lecture - 40 hours; Lab – 12 hours; Practicum– 16 hours

This course examines basic principles of Traditional Chinese Medicine theories that are related to anatomy/physiology, as well as the practice of Yin-Yang concepts, the Five Elements, Eight Principles, Etiology, Qi, Blood, Body Fluids and the Zang Fu organs with reference to the Nei Jing and other classic texts.

Therapeutics of Common Diseases III

CD-10 Total 28 hours: Lecture - 24 hours; Practicum – 4 hours

- Traditional Chinese Internal Medicine:

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

Business and Ethics

BE-10 Total 48 hours: Lecture - 28 hours; Practicum – 20 hours

This course will emphasize the individual as a decision-maker and focus upon ethical issues and dilemmas facing managers in most business organizations. The specific objectives of the course are to raise students' general awareness of ethical dilemmas at work; to place ethical issues within a management context subject to analysis and decision-making, as well as to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma.

Massage (Tui-Na) Technique III

TN-10 Total 68 hours: Lecture - 40 hours; Lab - 12 hours; Practicum – 16 hours

Eastern Deep Tissue, also known as "dredging the channels", is a therapeutic component of Orthopedic Tuina methods. Dredging is used to remove deep blockages in the flow of Qi energy through the body. It

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follows the course of the traditional acupuncture and musculo-tendinous meridians. Eastern Deep tissue can be utilized within the context of most massage modalities and does not require extensive knowledge of the meridians or points prior to learning. The class will follow the major sections of the body and present the specific locations of the pathways for application.

Therapeutics of Common Diseases IV

CD-10 **Total 28 hours: Lecture - 24 hours; Practicum – 4 hours**

This course consists of lectures and recitations designed to develop the student's ability to apply principles and concepts of clinical therapeutics to the care of patients with specific illnesses.

Foot Massage/Chair Massage

FC-10 **Total 20 hours: Lecture - 16 hours; Practicum – 4 hours**

Foot massage course covers understanding the origins of foot reflexology, discovering the major branches of traditional medicine and how foot massage fits into the healing framework. Learn and gain the necessary skills in foot massage.

Chair massage course presents contraindications, safety precautions, and hands-on techniques for performing massage on a client who is seated, either on a common chair, or on a specially designed portable massage chair. Included in the course - ideas for using chair massage as a clientele-building strategy.

Eastern/Western Massage Technique

EW-10 **Total : 68 hours; Lecture- 44 hours; Practicum - 24 hours**

The Eastern/Western Massage Technique course is based on the massage industry trends and customers needs. Certified teachers and doctors, as well as experienced massage therapists and massage managers will teach students about the upcoming skills and trends - hydrotherapy, kinesiology, Swedish massage, Acupressure, CPR and First-aid - gaining popularity in communities today and learn how to respond to those needs.

The Instructional Mode or Methods: This course includes classroom lecture, watching a video tape or DVD, clinical observation and internship experience.

ATTENDANCE, DROPOUT and LEAVE OF ABSENCE POLICIES

Students are responsible to be on time and present from the beginning to the end of each class. Classroom attendance is essential and students must satisfactorily complete 75% or greater all classroom hours to be in compliance with Institute's requirements for certificates of completion. For the Basic Massage Therapy course, students must complete 225 hours of the scheduled 300 hours; for the Intermediate Massage Therapy course, students must complete 150 hours of the scheduled 200 hours; and for the Advanced Massaged Therapy course, students must complete 375 hours of the scheduled 500 hours. The total minimal hours for satisfactorily completing the three courses are 750 hours.

If for some unforeseen circumstance(s), the student needs to dropout or take a leave of absence, the school will allow for refunds under either event as outlined in the Cancellation and Refund Policies.

A Leave of Absence may be granted for up to one year, after which time the student must apply for re-admission and be admitted through the normal admissions process before re-admission. Re-admitted students are subject to the graduation requirements as stated for the American E/W Medical Institute at the time of re-admission. Students who withdraw from all courses or who do not register for the following term without notifying the Institute will be presumed to have dropped the program, and will earn the status of “Unofficial withdrawal from the Program,” and must apply for re-admission.

PROGRESS

Instructor evaluation of students’ progress is available at the end of each segment or upon request. Evaluation will be expressed in terms of the following ratings:

97-100%=A+	93-96%=A	90-92%=A-	
87-89%=B+	83-86%=B	80-82%=B-	
77-79%=C+	73-76%=C	70-72%=C-	D=Unsatisfactory

In addition, constructive comments will be offered as applicable.

DAYS AND HOURS

Monday – Saturday: 8:00am-12:00pm and 12:30pm–4:30pm. For students requiring flexible evening hours to accomplish the required classroom hours, a request can be made with the school Director regarding accommodations, for any of the massage courses.

Sunday & All Legal Holidays Closed

ENROLLMENT AND PREREQUISITES

Students may enroll daily since the instructor can teach individually. Prerequisites for admission are: 18 years of age with a high school diploma or equivalent; literate in the Chinese language; interview by instructor; able-bodied and having no communicable diseases at time of enrollment.

ENGLISH-AS-A-SECOND LANGUAGE (ESL)

American E/W Medical Institute does not provide English-as-a-Second Language program for student.

ACADEMIC PROBATION AND DISMISSAL POLICY

Students are expected to prepare sufficiently and complete assignments in a satisfactory manner. Those who are unable to satisfactorily complete 70% for each course will be placed on academic probation. The student will be provided the necessary assistance in an effort to achieve the expected level of academic performance. If the student fails to achieve satisfactory academic progress, the student shall be dismissed from the program. The student has the right to appeal; however, the appeal shall be made in writing within one week of dismissal. The director, after consultation with all involved parties, will make the final decision.

At the discretion of the administrator, a student may be suspended or dismissed from the school for serious or repeated incidence of: intoxication or drugged-state behavior; possession of illegal drugs or alcohol on school premises; sexual harassment or other improper behavior; creating an unsafe environment for other students or staff members. A student may also be dismissed after two weeks unexplained absence.

GRIEVANCES

Students are encouraged to resolve difficulties by direct discussion with parties involved. In the event this approach is not successful, the following process has been established for processing and addressing student grievances. If resolution is not achieved by direct communication, a grievance is required to be submitted in writing, listing all grievances and addressed to the school director. The school director will schedule a meeting between the parties, to include the school director within a week after the written request has been received. A decision will be rendered within seven days; the student will be advised by the school director and documentation placed in the student's file.

If no satisfactory resolution is achieved, the student is invited to contact the Department of Consumer Affairs, Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Phone: Toll free (888) 370.7589; P: 916.431.6959; F: 916.263.1897.

STUDENT SERVICES

The staff will make every effort to maintain close communication with the students. The students have access to the faculty for both vocational and academic advising. Students experiencing personal problems that require professional consultation will be referred to the appropriate agencies.

LIBRARY

Students can access the AEWMI library one-half hour prior to the beginning of class and up to two hours following class, Monday through Friday and one-half hour prior to the beginning of class and up to two hours following class on Saturday. The AEWMI library houses a sizable collection of Acupuncture and Oriental medical books, in English and Chinese as well as journals, newsletters and other periodicals. A variety of publications related to massage education and practice can also be found in the AEWMI library. In addition, the instructor is available for students during and following class hours.

FINANCIAL AID

American E/W Medical Institute has not joined the Federal and State financial aid program.

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HOUSING

American E/W Medical Institute does not have dormitory facilities under its control. Although AEWMI will provide information as to the availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost for housing, AEWMI has no responsibility to find or assist a student in finding housing.

PARKING

There is ample parking available at American E/W Medical Institute.

REQUIREMENTS FOR GRADUATION

Requirements for graduation and awarding Massage Therapist certificate of completion are the following: (1) satisfactory attendance, (2) a passing grade C or better in each of the courses.

DIPLOMA

As part of the tuition paid for each massage course, a certificate of completion will be issued to the graduate for each satisfactorily completed massage course.

PRIOR TO SIGNING AN ENROLLMENT AGREEMENT, REVIEW DOCUMENTS

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.

All information and content of this school catalog is current and correct and is so certified as true by Dr. Nancy L. Hou, Director.