

Washington College

Catalog

01/01/2015 to 01/01/2016

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I. Objectives

A. Massage

As from 2000, the massage industry in United States prospered continuously, thus flourished the percentage of employment sharply. Those employed are mainly from the general public who lack massage knowledge and demonstrate poor techniques. Therefore, professional training is needed. However, most of the schools currently offering massage courses are for body relaxation which intended for temporary employment purposes. In this respect, we aim to offer students courses with an elevated level of therapeutic massage. Therapeutic massage requires adequate theoretical knowledge and comprehensive massage techniques. Through therapeutic massage illness may be cured effectively with few side-effects, high efficiency, less cost, and would be welcomed by the general public. The aim of setting up this school is to cultivate disciplined students and to provide comprehensive training for high level techniques to achieve professional standard. We strive for the success of our students.

To cultivate students to attain the following standard after completing the courses:

1. To acquire the knowledge, skills and techniques through the offered course to provide professional therapeutic massage services;
2. Have the ability to plan a massage therapeutic treatment with the application of theoretical knowledge acquired;
3. Maintain a law-abiding, moral, professional demeanor;
4. Respect and be considerate to people and patients and to protect their privacy under all circumstances;
5. To demonstrate the ability to communicate with patients and the public and effectively apply the high level of techniques to serve the community;
6. To pursue the continued learning path in order to improve professional practical standards

B. Cosmetology

Our primary objective at Washington College is to offer each of our students with high quality teaching and training so that they may be prepared to successfully pass the state board examination and become a successful professional in the cosmetology industry. In order to fulfill our objective, we not only teach the techniques and artistry of cosmetology, we also teach poise, charm, self-reliance, business practices, and personal hygiene. We continually survey the profession to keep abreast of current trends, designs, and techniques required by employers. Teachers give “individual” as well as “class” instruction. This combination helps serious students realize their goals.

II. Description of the School

A. Location and facilities

School address: 5161 Pomona Blvd., #109, East Los Angeles CA 90022

Classroom address: 1455 Monterey Pass Road, #208, Monterey Park, CA91754

Tel: (626) 281-6198 Fax: (323) 261-0121

Facility: Totally 3000 sf., including 3 classrooms, 3 practice rooms, 3 offices

The equipment utilized in the school's educational programs include: tables, chairs, blackboards, massage tables, massage sofas, footbaths, and massage chairs. The aforementioned equipment are in compliance with federal, state, and local laws passing building and fire safety checks and are all compliant with health and hygiene requirements.

Prospective students are encouraged to visit the school premises, and to discuss personal, educational, and occupational plans with our professional personnel delegated to assist students with the enrollment process and related issues.

Prior to signing the enrollment agreement, prospective students are encouraged to obtain a copy of the catalog and the School Performance Fact Sheet from the administration office for review. The catalog is updated annually.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address: 2535 Capitol Oaks Drive, Suite400, Sacramento, CA 95833 or
P.O. Box 980818, West Sacramento, CA 95798-8018,

Web site address: www.bppe.ca.gov,

Telephone number: (888) 370 – 7589 or by fax (916) 263-1897
(916) 431– 6959 or by fax (916)263-1897

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

This institute has no pending petition in bankruptcy under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec.1101 et seq.), because there is not operating as a debtor in possession and there has not filed a petition within five preceding years, nor has had a petition in bankruptcy filed against it within three years that resulted in reorganization.

B. Traffic Guide

The location of the school is highly convenient and close to freeways. To the north of the premises is Freeway 10 and Freeway 60, west is Freeway 710; all of them are within a 5 minutes' drive. The surrounding environment of the school is very placid; an appropriate location for learning.

C. Prospects

1. Massage:

The community has a great demand for talented personnel in the servicing industry and the school is to cultivate students for that purpose. At present, all hospitals, senior centers, spas, foot massage shops, and massage parlors are all in need of those who are knowledgeable in massage therapy.

America has become an aging country; the baby boomers are gradually reaching their retirement age. By 2020, the number of retirees will accumulate to about 70 million versus 50 million at present. This category of people need massage services and so does people in other categories. Economic conditions have less impact on the massage industry. In fact the industry is becoming more prosperous, entering a regulatory stage with an emphasis on therapeutic massage services.

2. Cosmetology

Cosmetology can groom a young and beautiful face, which is desirable within the human population. People are willing to spend money on grooming. Esthetician helps to make up their beautiful privacy life and make their society life full of beautiful things.

Many ladies enjoy manicuring. Manicuring equips nails with varied of colors and patterns which makes them more attractive.

Haircuts are a necessity in human life. Hairdressing includes hairstyling and hair coloring.

During the process of hairdressing, the elder people want to become more younger in appearance by coloring white hair from to black, and the young people want to become more in fashion by coloring black hair into red or more colorful and make their hair in more styles which will make themselves enviable and amazing.

D. Hours of Operation & Holidays:

Monday through Friday	8:30 a.m. to 5:00 p.m.
Evening Class (Monday through Friday)	5:00 p.m. to 9:00 p.m.
Makeup Class (Saturday)	9:00 a.m. to 4:00 p.m.

Washington College observes the following holidays during which the school is closed:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

E. Administrative Staff and Faculty

College Director / Operations / Financial Advisor: TengDa Li (CEO)

Administration / Admissions: Wang, Wei (CAO)

Registrar / Student Services: Reiko Matsushita (COO)

Chinese-English Interpreters: JingYao Bu / PingPing Song

Instructors:

Hai Tee Young	JingYao Bu	Han Xiao Fen
Cindy Miao Q Chow	Shuo Liu	TengDa Li
Cindy Min Min Tay	Xue Fei	PingPing Song
Zhang Zhen Hua	Wang Wei	

III. Curriculum

A. Massage

Students are taught with the scientific theories for therapeutic massage, professional knowledge, and unique practical techniques to become a qualified massage therapist. In order to widen the scope of learning for students, courses offered include Thai, Chinese, and Swedish style of professional massage techniques. Nowadays, therapeutic massage has been well recognized by the medical field.

Massage therapy saves time and money and is welcome by the general public. Massage parlors, spas, foot reflexology shops are growing like mushrooms after the rain, one after another, booming with persistency. Our school will also teach students with the business concepts and ways for setting up business and prepare themselves to be the business owner in the future.

Those who are over 19 years of age with lofty ideals are welcomed to visit our school for detailed elaboration and be ready to join the industry to fulfill your hope.

B. Cosmetology

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps, and nail tips.

IV. Course Program Set Up

A. Massage

1. Core curriculum

- a) Foot Reflexology Massage Therapist Training Course **250 Hours**
- b) Foundation Massage Therapist Training Course **500 Hours**

B. Cosmetology

- 1. Cosmetology **1600 Hours**
- 2. Esthetician **600 Hours**

3. Manicuring

400 Hours

C. Massage Course Set Up Description

Students can choose one or more courses. Washington college will issue certificate depend on the totally hours and programs that students take.

D. Course Content and Required Attending Hours

1. Massage

a. 250 Clock Hours Foot Reflexology Course

250 Clock Hours Foot Reflexology Course		Course Code	Hours
A.	Basic Knowledge Theory		75
	a.	Anatomy	AN
	b.	Physiology	PH
	c.	Anatomy and Physiology-Foot	APF
B.	Basic Theory & Technique on Massage		160
	a.	Swedish Massage	SM
	b.	Foot Reflexology	FR
	c.	Business	BU
C.	Health, Hygiene and Ethnics		15

b. 500 Clock Hours Foundation Course

500 Clock Hours Foundation Course		Course Code	Hours
A.	Basic Knowledge Theory		195 H
	a.	Anatomy	AN1
	b.	Physiology	PH1
	c.	Kinesiology & Injuries	KI1
	d.	Pathology	PA1
	e.	Neurology	NE1
B.	Basic Theory & Technique on Massage		280 H
	a.	Swedish Massage	SM1
	b.	Chinese Massage	CM1
	c.	Thai Massage	TM1
	d.	Foot Reflexology	FR1
	e.	Clinical Practice	CL1
	f.	CPR & First Aid 1	FA1

C.	Health, Hygiene and Ethnics & Business	HHEB1	25 H
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2. Cosmetology

a. Cosmetology (1600 Clock Hours)

This program prepares the student for the State Board Examination and for employment in the field of Cosmetology. This program is offered as a Clock-Hour program.

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

- a) Classroom lectures on theory
- b) Demonstrations by the instructor
- c) Supervised practices during clinical sessions
- d) Practices on clients

PERFORMANCE OBJECTIVE

- a) Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
- b) Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- c) Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
- d) Acquire business management techniques common to cosmetology.

ATTITUDES TO BE DEVELOPED

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

GRADING PROCEDURE

Student's academic performance is graded four times throughout the program, at the completion of: 450, 900, 1,250, and 1,600 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

- a) Theory exam scores count 40% towards the grade
- b) Practical Operations scores count 40% towards the grade
- c) Professionalism counts 20% towards the grade

For the second grading period and beyond, the average grade is cumulative, i.e., scores from previous grading periods will be included in the calculation.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

At each grading period, a student must meet or exceed the minimum average grade as outlined below.

Grading Period	Minimum Average Grade
450 Hours	65
900 Hours	70
1,250 Hours	75
1,600 Hours	75

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
400	267
800	534
1,200	800
1,600	1,067
2,000	1,334
2,400	1,600

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology with a final grade of 75 or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate state licensure Examination.

LICENSING REQUIREMENTS

Applicant must be 19 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average score of 75.

SUBJECT OF TECHNICAL INSTRUCTION

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Total Theory Hours: 595 37%
 Total Practical Hours: 1005 63%
 Total Hours: 1,600

	Subject	Minimum Hours Theory	Minimum Operations
1	Cosmetology Act and Board Rules	25	
2	Bacteriology, Anatomy , Physiology	30	
3	Disinfection and Sanitation	40	25
4	Health and Safety Considerations	80	
5	Theory of Electricity in Cosmetology	10	
6	Cosmetology Chemistry	20	
7	Wet Hairstyling	50	220
8	A, Thermal Hair Styling	35	100
	B, Press & Curl		20
9	Permanent Waving	35	100
10	Chemical Straightening	35	90
11	Hair Cutting	35	160
12	Hair Coloring and Bleaching		
	A. Bleaching	40	25
	B. Hair Coloring	50	35
13	Scalp and Hair Treatments	15	25
14	Facials		
	A. Facials - Manual	10	30
	B. Facials - Electrical	10	35
15	C. Facials - Chemicals	10	25

16	Eyebrow Beautification	15	25
17	Make-Up	15	25
18	Manicuring and Pedicuring		
	A. Water Oil Manicure	5	10
	B. Complete Pedicure	5	15
	C. Artificial Nails		
	a) Liquid & Powder Brush-ons	5	50 nails 17
	b) Artificial Nail Tips	5	50 nails 15
	c) Nail Wraps and Repairs	15	20 nails 8
19	<p>Additional Training</p> <p>May include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, modeling and reception. All Students shall have completed the specified minimum required hours and operations upon completion of sixteen hundred (1600) hours course. A Proof of Training record shall be issued.</p>	25	

b. Esthetician (600 Clock Hours)

This program prepares the student for the State Board Examination and for employment in the field of Esthetician. This program is offered as a Clock-Hour program.

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

- a) Classroom lectures on theory
- b) Demonstrations by the instructor
- c) Supervised practices during clinical sessions
- d) Practices on clients

PERFORMANCE OBJECTIVE

- a) Acquire knowledge of laws and rules regulating California Cosmological establishing practices
- b) Acquire the Knowledge of sanitation and sterilization as related to all phases of skin
- c) Acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory
- d) Acquire business management techniques common to Esthetics.

ATTITUDE TO BE DEVELOPED:

Be able to appreciate good workmanship common to Esthetician, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

GRADING PROCEDURE

Student's academic performance is graded four times throughout the program, at the completion of: 300 and 600 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism count 20% toward the grade

For the second grading period and beyond, the average grade is cumulative, i.e., scores from previous grading periods will be included in the calculation.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

At each grading period, a student must meet or exceed the minimum average grade as outlined below.

Grading Period	Minimum Average Grade
300 Hours	70
600 Hours	75

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
300	200
600	400
900	600

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Esthetician with a final grade of 75 or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the state licensure Examination.

LICENSING REQUIREMENTS:

Applicant must be 19 years of age or older and have completed the 10th grade, A Esthetician license will be granted by the State of California only after the student has

successfully completed and graduated from the Esthetician course as described above and passed the licensing exam with an overall average score of 75.

SUBJECT OF TECHNICAL INSTRUCTION

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Total Theory Hours:	245	41%
Total Practical Hours:	355	59%
Total Hours:	600	

	Subject	Minimum Hours Theory	Minimum Operations
1	Cosmetology Act and Board Rules and Regulations	10	
2	Disinfection and Sanitation	10	15
3	Health and Safety/Hazardous Substances	50	
4	Bacteriology, Anatomy and Physiology	15	
5	Chemistry	10	
6	Electricity	10	
7	Preparation	15	
8	Facials - Manual	20	70
9	Facials - Electrical	30	100
10	Facials - Chemicals	25	70
11	Eyebrow Beautification	25	50
12	Make-up/Skin Analysis/False Eyelash Application	25	50
13	Additional Training May include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, modeling and reception. All Students shall have completed the specified minimum required hours and operations upon completion of six hundred (600) hours course. A Proof of Training record shall be issued.	25	

c. Manicuring (400 Clock Hours)

This program prepares the student for the State Board Examination and for employment in the field of Manicuring. This program is offered as a Clock Hour program.

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

- a) Classroom lectures on theory
- b) Demonstrations by the instructor
- c) Supervised practices during clinical sessions
- d) Practices on clients

PERFORMANCE OBJECTIVE:

- a) Acquire knowledge of laws and rules regulating California Cosmetological establishments' practices
- b) Understand sterilization procedures
- c) Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry
- d) Acquire theory relative to practical procedures performed and acquire business management techniques common to manicurist.

ATTITUDES TO BE DEVELOPED:

Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

GRADING PROCEDURE

Student's academic performance is graded four times throughout the program, at the completion of: 200 and 400 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

- a) Theory exam scores count 40% toward the grade
- b) Practical Operations scores count 40% toward the grade
- c) Professionalism count 20% toward the grade

For the second grading period and beyond, the average grade is cumulative, i.e., scores from previous grading periods will be included in the calculation.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

At each grading period, a student must meet or exceed the minimum average grade as outlined below

Grading Period	Minimum Average Grade
200 Hours	70
400 Hours	75

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
200	134
400	267
600	400

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Manicuring with a final grade of 75 or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate state licensure Examination.

LICENSING REQUIREMENTS:

Applicant must be 19 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course as described above and passed the Manicurist Licensing Exam with an overall average score of 75.

SUBJECT OF TECHNICAL INSTRUCTION

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin

Total Theory Hours:	155	39%
Total Practical Hours:	245	61%
Total Hours:	400	

	Subject	Minimum Hours Theory	Minimum Operations
1	Cosmetology Act and Board Rules and Regulations	10	
2	Cosmetology Chemistry	10	
3	Bacteriology, Sanitation, and Sterilization, Safety Precautions, Anatomy and Physiology	40	20
4	Health and Safety/Hazardous Substances	30	
5	Water and Oil Manicures including Hand and Arm Massage	15	50
6	Complete Pedicure, including: Foot and Ankle	10	35
7	Application of Artificial Nails		
	A. Liquid and Powder Brush-On	15	(80 nails) 70
	B. Nail Tips	10	(60 nails) 40
	C. Nail Wraps and Repairs	15	(40 nails) 30
8	Additional Training May include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, modeling and reception. All Students shall have completed the specified minimum required hours and operations upon completion of four hundred (400) hours course. A Proof of Training record shall be issued.	25	

E. Instructors for Respective Subjects

1. Massage

Subject	Primary Instructor	Secondary Instructor	Qualifications	Remarks (Interim Arrangement)
Anatomy	Wang, Wei	Young, Hai Tee	Wang,Wei(Chinese Medicine)	
Physiology	Wang, Wei	Zhang, Zhenhua	Zhang,Zhenhua(certified massage therapist)	
Kinesiology & Injuries	Young, Hai Tee	Zhang, Bei	Zhang,Bei(certified massage therapist)	
Pathology	Li, Tengda	Wang, Wei	Li,Tengda(certified massage therapist)	
Neurology	Young, Hai Tee	Xue, Fei	Xue,Fei(certified massage therapist)	
Swedish Massage	Matsushita, Reiko	Zhang, Bei	Matsushita,Reiko(with experience)	
Chinese Massage	Wang, Wei	Young, Hai Tee	Young,HaiTee(with experience)	
Thai Massage	Wang, Wei	Zhang, Zhenhua	Han,Xiaofen(with experience)	
Foot Reflexology	Reiko, Matsushita	Han, Xiaofen	Xue,Fei(certified massage therapist)	
Chair Massage	Li, Tengda	Xue, Fei		
Clinical Practice	Young, Hai Tee	Xue, Fei		
CPR & First Aid	Li, Tengda	Matsushita, Reiko		
Health, Hygiene and Ethnics	Li, Tengda	Han, Xiaofen		
English	JingYao Bu	PingPing Song		

2. Cosmetology

Subject	Primary Instructor	Secondary Instructor	Qualifications	Remarks (Interim Arrangement)
Cosmetology	Cindy M Tay	Liu, Shuo	Cindy M Tay(certified instructor)	
Esthetician	Cindy Q Chow	Liu, Shuo	Cindy Q Chow(with experience)	
Manicuring	Cindy Q Chow	Liu, Shuo	Liu, Shuo(with experience)	

F. Schedule for Course Program

1. Massage

a. 500 Clock Hours Foundation Course

Subject	Course Code	1 st Month	2 nd Month	3 rd Month	4 th Month	Total
Anatomy	AN1	20	20			40
Physiology	PH1	20	20			40
Kinesiology & Injuries	KI1	20	20			40
Pathology	PA1	20	20			40
Neurology	NE1	20	15			35
Swedish Massage	SM1		10	30		40
Chinese Massage	CM1	25	25			50
Thai Massage	TM1			50		50
Foot Reflexology	FR1			40	40	80
Clinical Practice	CL1				50	50
CPR & First Aid 1	FA1				10	10
Health, Hygiene & Ethnics, Business	HHEB1				25	25
Total		125	130	120	125	500

b. 250 Clock Hours Foot Reflexology Course

Subject	Course Code	1 st Month	2 nd Month	Total
Anatomy	AN	20		20
Physiology	PH	25		25
Anatomy and Physiology-Foot	APF	30		30
Swedish Massage	SM	10		10
Foot Reflexology	FR	40	105	145
Business	BU		5	5
Health, Hygiene & Ethnics	HHE		15	15
Total		125	125	250

2. Cosmetology

Month Subject	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th
Cosmetology	145	140	140	150	150	150	145	145	140	145	150
Esthetician	140	150	155	155							
Manicuring	135	140	125								

V. Course Description

A. Massage

1. Theoretical section

a. Anatomy

Anatomy is the science of body structure, and the study allows students to have a thorough knowledge of the body shape and structure which builds a solid foundation towards massage professionalism.

The first is to learn that body activities are associated with three parts of the body, the bones, joints and muscles. They form the basic body outline and to generate movements functionally, support body weight and protect vital organs inside the body.

The next step is to learn about anatomy relating to the digestive, respiratory, urinary, reproductive, circulative, endocrine, sensory organ, nerve systems and cells. Student should learn to where their positions are shapes and functions.

b. Physiology

It is the science of physical body functions and its rhythm. The nine big body systems are dominated and mediated by the nerve system, either work closely in co-ordination or separately to fulfill various types of complex life activities helps the body to perform as one complete and unique organism.

Students are required to learn about the physiological functions of individual system, their respective organs, and their functions, such as ingest, disintegrate, absorb, transform and excrete, etc.

c. Kinesiology and Injury

Kinesiology and injury is the science of body movements. The course is to focus on the study of mobility of bones and muscle under normal scope of activities, the parameter of its reaction to external causes and their limitations, during transformation of activities, and how to adjust the level of power used for massage and recovery. To identify the five viscera and six bowels, learn about their automatic rhythm, contraction and exertion movements. To master how acupressure massage will affect individual system, to avoid any adverse happenings.

Our daily activities may cause injuries on different parts of our body. Recovery can be attained through stretching, other muscular exercise or bone setting by applying different massage technique, such as pinch, mold, knead, press and smoothing etc.. It aims to stimulate blood circulation, restore joints and muscles to its original status, energizing blood transmission, healing swollen pain. Though it is easy to say, it is much hard in physical operation. It is not only that therapist has to have the requisite knowledge, skills and techniques are equally essential. In order to achieve a satisfactory result, intensive learning and numerous practices must be accomplished.

d. Pathology

This is the study of the causes of illness. Ailments may be due to cold, summer humidity, hot, external injury or virus, bacteria, fungi, or parasites. To master the ways of healing and other preventive measures, one needs to observe the external behavior, internal symptoms, harmfulness, infectious route and to develop satisfactory way of healing and prevention.

e. Neurology

It is the study of nerve system and its basic functions. Nervous system is the dominant system in the human body. Our body is composed of many different organs and systems, and each of them possesses its own specific function, all under the control of the nerve system and is regulated centrally. They are mutually restraint but on the other hand work in co-ordination with each other so as to maintain the body's internal homeostasis. The body then becomes a complete unity, and be able to adapt to the external environment for survival.

The nerve system is composed of the central nerve system (cerebrum) and the peripheral nerve system (spinal nerve, splanchnic nerve and somatic nerve). Students are required to master the network of nerve system and its importance.

2. Practical Operation Section

a. Swedish massage

Swedish massage is very popular and fond by people in the western countries. With the help of massage oil, different massage techniques and hot stones, it stimulates blood circulation and metabolism, relieves pain, nerves relaxation, sedative, eliminate fatigue and fat exfoliating. It also has the effect to beautify face, hair and skin.

b. Foot Reflexology

Foot reflexology is an ancient method with thousands of years of history, for preventing and healing diseases. The seminar on “Foot Reflexology” held in California in 1980, affirmed the preventive and healing effect of reflexology and attracted lots of national attention. Research has established that there are over 70 foot reflex zones at both feet, and they are in correspondence to different parts of the body. The tenderness reactions and tissue variability (grainy, massive, cord) arisen from the feet reflex zones practically reflect that ailments exist with corresponding organs. Thus, the feet reflex zones represent the window for pathological changes in different group tissues and organs.

Through foot massage, foot fatigue can be relieved, and have a therapeutic effect on existing diseases with the corresponding organs.

c. Thai massage

Thai massage is an authentic ancient way of massage; focus on joint activities but not at acupressure points. It is maneuvered with the concentric characteristic, start from the foot, applying massage techniques like pinch, press, pull and stretch, hug, step, cuddle, tread, back, extending to the center of the body. The process improves joints agility, muscle relief, and have the effect of fatigue elimination, improve blood circulation, muscular relaxation, and promote circulation, body and energy revitalizing.

d. Chinese massage

Chinese massage is based on traditional Chinese meridian theory focusing on skeleton muscles and acupuncture points. It is applied along the skeleton muscles and aim to identify the healing acupuncture points by pressing with fingers or stick approach to a relieve pain.

It has thousands of years of history, till now, experienced no side effect, harmless, contribute to weight loss, eliminating fatigue and can heal certain type of ailments. Techniques employed are knead, point pressed, pinch, thump, knock, roll, etc., common and easy to understand, convenient to operate with fast seen results and is welcomed by public.

e. Chair massage

Chair massage is operated with the aid of the back of the chair, a simple equipped and convenient way for therapeutic relaxation by using massage techniques like pinch, thump, knock, roll etc. to relieve pain and reduce fatigue in various parts of the body.

f. Clinical Practical Training

Students for all courses are offered with practical training sessions. Tutors will conduct hand-on-hand tutorials by directing students how to identify bones and muscles, the position of the five viscera and six bowels and how to master massage techniques. Students are required to practice between themselves to enhance the understanding of the basic concepts and strengthen their level of skills through practice.

The institution is equipped with massage operation room and has connections with external Spa and Foot Reflexology shops allowing students to have field training for the specific course. Students will learn about customer contact which is an essential commercial operational practice, digesting the theoretical knowledge in combination with practical experiment, laying the foundation for job experience.

g. Commercial Operations, Professional Ethics Hygiene and Health

Commercial Operations: Students will be taught about the knowledge of commercial laws, massage regulations in various states, shop setting up requirements and items of significant concern, application of certificate, etc. To observe and work in compliance with rules is essential and is the key leading to success.

Professional Ethics:

Everyone must have a regard on morality. To educate students that they should emphasize massage as a preventive and therapeutic actions to heal ailments, and to strengthen our physical body ability. Do not confuse the massage industry with any sex aspects, but to alleviate the level a healing effect of massage on disease, to relieve pain after work, fatigue relaxation therapy. Massage is an effective treatment for sports injuries, especially drivers, athletes and others with muscle spasms, cramps and other pain. Massage is the most effective medication, injections are unmatched. Educate students to face the general public with the good attitude and a kind heart, observe their manners, dress code to be simple, generous, dignified behavior, speech amiable and so on. Students should pay attention to guests' privacy confidentiality.

Health and Hygiene: The massage industry is an industry with ample people contacts. Attention and care must be paid to hygiene, strict quarantine disinfection, non-infectious diseases, especially skin diseases, such as AIDS.

h. CPR and First Aid

This course teaches students CPR (Cardiopulmonary) operation. If there is an emergency, first dial 911, and then self-rescue, to reduce unnecessary wound and death.

First Aid is about general emergency care. When there is an injury, apply treatment to the wound; carry out correct bandage wrapping, and able to send the patient to hospital for treatment.

i. Hydrotherapy

Hydrotherapy is the utilization of water temperature for pain treatment. If just hurt, muscles get swollen, only cold or ice water should be applied on skin service. If it is arthropathy, cold treatment would generate pain, hot water treatment should be applied, as it is related to physical treatment.

j. Scrapping

It is an ancient Chinese style of healing method in community, affordable and effective. It employs the use of specialty horn plate, dip with massage oil, scrap the skin up and down, from left to right, turning the skin to red but not bleeding. It best suits those who suffer from cold, humid and virus seeking healing.

k. Jar Capping

Jar capping is the use of a specialty glass or bamboo cones. Vacuum the jar using fire or sucking, place the jar on particular position or acupuncture points on the skin, draw out sweat or ecchymosis. It helps to draw out toxin from the body that are derived from cold and dampness, healing pain and excretion of purulence and has a healing effect.

All of these folks technic have incredible good healing effect. The institution will teach students technique, indication and contraindications.

B. Cosmetology

1. Cosmetology course

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps, and nail tips.

2. Esthetician course

Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Esthetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

3. Manicuring course

Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

VI. Entry Policy and Procedure

A. Entry Requirements

1. Fill out an application form and submit to the school together with two passport-size photos and \$ 100 registration fee (non-refundable if the enrollment cancelled after five days);
2. At least 19 years of age upon submission of the application form;
3. Possess a high school diploma or equivalent qualification;
4. Exempt from any disease or disability that restrict him/her to maneuver massage;
5. Proof of ability to pay tuition fees.

Equivalency Test

Students can take the equivalency test locally at: El Monte Adult School
10807 Ramona Blvd, El Monte CA 91731

Tel: 626-258-5800

For other California locations, refer to:

<http://www.cde.ca.gov/ta/tg/gd/gedtestcntrs.asp>

Students must pass either ASSET Program or ELS Placement Test (COMPASS/ESL).

For more details, see at <http://www.bppe.ca.gov/schools/usdetests.pdf>

B. Transfer Policy

Those who wish to transfer to Washington College are required to meet the following conditions:

1. To comply with entry requirements of #1-5 above;
2. To provide validated transcripts in a sealed envelope from previous school(s);
3. An entrance test conducted by our institute (oral/written/practical), and \$150 assessment fee.

If the student meets the above criteria, he/she will be admitted and the credits from his/her previous school will be transferred to this institute. If a student is found to be deficient in any aspects of knowledge or skill, the institute will assign classes to the student in the institute to attain the standard. Our institution only accepts a maximum of 50% of units as transfer credits. However, if Bureau for Private Postsecondary Education updates transfer credits regulation or law, our institution complies the regulation and law of Bureau for Private Postsecondary Education.

Therefore, the assessment of previous school results is based on the standard imposed by Washington College. Tuition fee is adjustable depending on the number of hours the student needs to take to complete in his/her course program. The institute has not signed any transfer agreement with other organizations.

Please note that Washington College does not award experiential credits for the purpose of pursuing a degree.

C. Notice concerning transferability of credits and credentials earned at our institution

The transferability of credits you earn at Washington College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the _____ (Certificate) you earn in _____ (Program) is also at the complete discretion of the institution to which you may seek to transfer. If the _____ (Certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Washington College to determine if your _____ (Certificate) will transfer.

D. What You Need to Know Before Enrollment

1. Washington College does not enroll students from foreign countries because we are not qualified to issue I-20 yet.
2. Washington College does not provide Financial Aid which is granted by the Federal Government. Please be noted that students are responsible to pay the tuition by them.
3. Washington College offers education certificates only, no degrees.
4. Washington College provides instruction with English. Cosmetology students **MUST** take the examination in English if she/he wants to obtain the license in CA. After graduated, students who take massage courses probably need to attend the CAMTC or FSMTB English examination to obtain license.
5. Washington College now has no requirement for students' English proficiency. Washington College will help students to improve their English. Students' specialized English will be improved in professional curriculum. In Business Operation class, we teach students some simple English skills, such as greetings, answering phone calls and inquiry process.

VII. Tuition Fees Standard

A. Tuition Fees Table and Total Charge Payment based on Education Program

1. Massage

Programs	Tuition Fee	Course Duration (Month)	Registration Fee	Textbooks	Student Tuition Recovery Fund	Total
500H	\$3,000	4	\$100	\$400	\$0.00	\$3,500.00
250H	\$1,500	2	\$100	\$300	\$0.00	\$1900.00

2. Cosmetology

Program	Tuition	Course Duration (Month)	Registration Fee	Textbooks	STRF*	Total
1600H	\$ 6,400	11	\$100	\$500	0	\$ 7,000.00
600H	\$ 3,600	4	\$100	\$500	0	\$ 4,200.00
400H	\$ 2,400	3	\$100	\$400	0	\$ 2,900.00

Note:

1. Registration fee is non-refundable after 5 days;
2. Transfer Assessment Fee \$150 (Not Included), Tutoring Fee \$15/hour (Not Included)
3. *Student Tuition Recovery Fund is zero from Jan 1, 2015

B. Schedule of Total Charges based on attendance

1. Massage

Attendance Charges Program	10%	20%	30%	40%	50%	60%	70%
	500H	\$300	\$600	\$900	\$1,200	\$1,500	\$1,800
250 H	\$150	\$300	\$450	\$600	\$750	\$900	\$1,050

2. Cosmetology

Attendance % Charges Program	10%	20%	30%	40%	50%	60%	70%
1600H	\$640	\$1,280	\$1,920	\$2,560	\$3,200	\$3,840	\$4,480
600 H	\$360	\$720	\$1,080	\$1,440	\$1,800	\$2,160	\$2,520
400 H	\$240	\$480	\$720	\$960	\$1,200	\$1,440	\$1,680

C. Schedule of Payments and **No other fees statement**

The registration and tuition fee and textbooks cost paid before the course commenced are all one-time payment. **No other fees will be levied on students** during the course of program.

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

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

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

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 programs 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.

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

E. Refund Policy and Procedures

A student is entitled to a full refund on tuition fees if the student cancels his/her enrollment agreement within seven days the class started or the seventh day after enrollment whichever is later. If a student withdraws 7 days or the after the class has begun, the refund will be made on a pro rata basis only if the student has completed less than 60% of the program class, no refund will be made if a course is completed 60% or above. When a student finishes 60% or more of a program, he/she has already learned all of the theories and application techniques and will start the clinical practice and enhancement stage. That is why students will not get any refund when they cancel after 60% or more of a program. The percentage of refund is determined by the course completion rate which is calculated based on the last signed up attendance recorded.

If the attendance is between two points, the real fee will be calculated based on the real classes hours which students attend. For example, for 500H Massage Program, if attendance percentage is 16%, the estimated refund is: $\$3,000 * (1 - 16\%) = \$2,520$. The refund table is listed below.

Washington College will refund textbooks students paid for if they were never put into use and in good condition. It is not refundable if they are used.

To receive a refund, the student has to go to the administrative office to deal with all necessary cancellation procedures. The notice of cancellation shall be in writing and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. After the attendance rate is verified to derive at an amount to be refunded, a refund receipt will be issued. The student then goes to the Financial Department to collect the money either in cash or in check with the refund documents. The whole process can be done within one day, the school will never default.

F. Refund Percentage Table

1. Massage

Course	Percent of Course Completion						
	10%	20%	30%	40%	50%	59.99%	60%
500H	\$2,700	\$2,400	\$2,100	\$1,800	\$1,500	\$1,200	0
250H	\$1,350	\$1,200	\$1,050	\$900	\$750	\$600	0

2. Cosmetology

Course	Percent of Course Completion						
	10%	20%	30%	40%	50%	59.99%	60%
1600H	\$5,760	\$5,120	\$4,480	\$3,840	\$3,200	\$2,560	0
600H	\$3,240	\$2,880	\$2,520	\$2,160	\$1,800	\$1,440	0
400H	\$2,160	\$1,920	\$1,680	\$1,440	\$1,200	\$960	0

G. Financial Aids and Resources

There are several resources available to the student for financial assistance. Students can negotiate with the school for arrangement for tuition fees to be paid by installments. In addition, students can approach local businesses and organizations to obtain funding and other financial support.

There are many federal or local resources offering financings for vocational school students or low-interest loans. Washington College does not currently participate in the federal or state government financial assistance projects. 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 money not paid from federal student financial aid program funds.

Possible Available Sources for funding, not guaranteed

1. Federal plus - Parents involved
They provide the lowest interest loan for students with the parents as the borrower, bearing responsibility of the debt and to repay the loan.
2. Sallie Mae Loans
This governmental agency has “Career Training Loans” that may meet your requirement.
3. Local Possibilities
Check with your local banks, organizations and large corporations in your area, they may offer grants and awards. Citibank has plenty of loans available to students. Check with your church leaders, often times they may offer help to students for their study.
4. Google Search
Go to Google and enter “vocation loans and grants” to search
Documents May be required:
 - Legal Identity
 - Social Security Number
 - Driver’s License
 - W-2 forms
 - Federal Income Tax Returns within 2 years (if you have filed before)

- Federal Income Tax Returns of your spouse if married
- Dependent Students must provide Parents Income Tax Returns
- Others as requested

5. School Alms

If a student does have difficulties and is unable to pay to tuition fees, but he/she is high academic achiever, demonstrating distinguished performance in school, score 90 marks or above, may apply after 50% completion of the course for a waiver of part of the tuition fees. The waived amount depends on the degree of difficulties, to be decided by the School Board and is in the range between 20% -40% of the tuition fee.

H. Statement for Students Loan Repaying

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 money not paid from federal student financial aid program funds.

If the student defaults on a federal or state loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

VIII. School Rules

A. Students' Code of Conduct

When registered and become a student of this school, you must comply with the following:

1. To comply with and do not violate all school rules and regulations. Be a good student and demonstrates honesty, integrity, and work hard for academic achievements;
2. To respect principal, teachers, and students, no fighting, quarrels and other impolite behavior;
3. Weapons, dangerous and illegal items are not permitted to bring into the school;
4. Alcohol or illegal drugs are prohibited on campus;
5. Do not damage any items of the school, such as plants, tables, chairs and other equipment;
6. Theft is prohibited;
7. Cheating is forbidden in examinations;
8. Must commit to financial responsibilities and obligations;
9. Sexual harassment or assaulted behavior is prohibited;
10. Discrimination against mentally handicapped students is not allowed.

If students have abused one or more of the above-mentioned rules, the school management

committee has the sole discretion to penalize the offending student, including observation custody, suspension of classes and dismissal. All penalties will be recorded on file once a student is dismissed by the school.

B. Attendance

Attending classes is important and necessary for all courses, since absence will impair normal learning process. The school places high emphasis on attendance and instructors will be responsible for students' attendance record. If a student is absent for 3 times and/or late for 6 times or more, the student will be under custodial observation. It is excusable if the absence is due to sickness, injuries and sickness or death of close be-loved family members. The student must submit the request for absence in advance and the school will arrange make-up classes afterwards.

C. Classroom Requirements

Students are requested to respect instructors and pay attention while they are taking courses in the classroom, whisper and dialogues between students, leaving the classroom without asking for permission are not allowed. If the student has any doubt or question, he/she must first raise his/her hand, and permission must be granted by the instructor before he/she can speak. Obey whatever guidance the instructor gives, and if you have any opinion with the instructor, you can reflect your view to the principal after class, and not to combat with the instructor. Everyone has to preserve good manners.

D. Late

Students must arrive on a timely basis when taking classes. If a student is late for ten minutes or more, it will be marked on file as "late". If he/she is late for three times or more, the student is required to take a 1-hour make-up class. If a student is late for an hour or more or leaving the class early, he is reckoned for absence. Those students who need to take make-up classes have to contact instructors themselves. Once the required hour(s) is met, instructors will sign off on the requisite form, and the absence record will be removed.

E. Absence

Students can apply for leave/absence due to personal matters, health or economic reasons. Application for absence must be submitted by writing to the Principal. If permission is not granted or date of return to school is delayed, the case will be treated as absence and the school administration office will handle all related issues.

The absent student has to take the initiation to ask the administration office for arrangement for make-up classes. If make-up classes are not attended, absence is counted.

F. Make-up Classes

The student has to apply for the make-up from instructor and waiting for the arrangement from the administrative office and pay the tutoring fee \$15 per hour. Students need to

make-up not only the missed class hours but also the missed class content.

G. Policies and Procedures for Repeated Classes

Even though a student has no record of absence, late arrival or early leave, if his/her academic performance is below 2.0 GPA, or has failed in the practical examination, he/she has to repeat since the school is responsible for their performance to be satisfactory for their employment. Students proposed to take repeat classes are first appraised by the instructors, with their own consent, and have the approval from the school administration office. Repeaters are required to pay the tuition fees. However, they can apply for grant if they have financial difficulties under the adverse economic conditions. The school will help them to attain the standard graduate requirement of GPA 2.0 or above and finding a job when they graduate.

H. Dismissal Policy

Violation of school rules is a serious issue, and those who have repetitively demonstrated such faulty behavior will be assessed by the School Management Committee and principal approval is needed before the student can be dismissed. Student will be notified in writing if the dismissal decision has been reached, and confirmed to the student with a letter issued stating the effective date of the dismissal. The dismissal will be recorded on file then.

I. Student Grievance

The student has the right to lodge a complaint pertaining to decisions made concerning grades, probations, dismissals and other academic matters. The student should first meet with the Student Counselor to resolve the issue. If the issue be irresolvable between both parties, an appointment with the Staff Director can be made to further address and resolve the issue. To appeal to the President is acceptable if it can't be resolved. If the student cannot be satisfactory answered, any complaints may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive Suite 400
Sacramento, CA 95833
(916) 431-6959 (888) 370-7589

J. Student's Right To Cancel

A student has the right to cancel the Enrollment Agreement any time after signing it. All cancellations must be made in writing, signed by the student and confirmed by the school. Students can mail the cancellation to: **Washington College at 5161 Pomona Blvd # 109 East Los Angeles, CA 90022** or hand in to the administrative office in person.

K. Re-entry into Class Procedure

Should a student receive a termination notice from the school the student may request in writing for permission to return to school. Students are required to meet certain criteria before they are allowed to return to school for lessons. One of the criteria is to pay

\$ 100.00 processing fee.

In addition, students have to submit in writing describing what erroneous behavior or actions have been changed or to be changed to meet the school standard. Upon the review and approval of the administrative officer, students can return to school for lessons.

L. School Record Keeping Policy

Student records are confidential, and no one is allowed to view them without the consent of the student himself/herself, except requested by government agencies. Under California State Law, school student records are required to retain for at least 5 years. Our school will comply when the government agencies request to check student records.

M. Non-discrimination Policy

School welcomes students around the world, regardless of gender, race, color, nationality and religion. The school will not discriminate students, and under no circumstances, should any act of discrimination to be demonstrated within the school premises.

IX. Scoring Standard and Minimum Requirements

A. Scoring System

The scoring system employed by the school is based on the decimal system. Examination results are measured under this system. For example, written and practical tests results of the percentage system will be converted to decimal grade point system, which is between 2.0 to 4.0. In the event if a student's grade is below 2.0, the school will notify him/her to re-take the failed course once again, the grade recorded on file is "No Credit".

Moreover, based on the ground of the decimal system, assessment grading will be illustrated in alphabets, A, B, C, D, and F, representing their assessment level. If a student's GPA is 4.0, representing he/she is 100% correct and got "A".

Students must ensure that they have achieved a 90% and above accuracy indicating they can keep up with the course progress and attained the course standards in curriculum perspectives and practical skills.

Subjective assessments may take place at times, such as: attendance, conduct and behavior, class participation, the overall attitude and punctuality. Other factors involved in the grading process may not be subjective but are performance based, such as: mastery of techniques, degree of completion, comprehension and execution.

Our score and grading system and the respective GPA is listed below:

Scores	Grade	GPA
98.75 to 100	A	4.0
97.50 to 98.74	A	3.9
96.25 to 97.49	A	3.8
95.00 to 96.24	A	3.7
93.75 to 94.99	A	3.6
92.50 to 93.74	A	3.5

91.25 to 92.49	A	3.4
90.00 to 91.24	B+	3.3
88.75 to 89.99	B+	3.2
87.50 to 88.74	B+	3.1
86.25 to 87.49	B	3.0
85.00 to 86.24	B	2.9
83.75 to 84.99	B	2.8
82.50 to 83.74	B	2.7
81.25 to 82.49	B	2.6
80.00 to 81.24	B	2.5
78.75 to 79.99	C+	2.4
77.50 to 78.74	C+	2.3
76.25 to 77.49	C	2.2
75.00 to 76.24	C	2.1
73.75 to 74.99	C	2.0

NOTE: The passing GPA is 2.0.

Students who achieve scores below 2.0 will earn “NO CREDIT”.

“NO CREDIT” list:

Scores	Grade	GPA
72.50 to 73.74	D+	1.9 NC
71.25 to 72.49	D+	1.8 NC
70.00 to 71.24	D+	1.7 NC
68.75 to 69.99	D	1.6 NC
67.50 to 68.74	D	1.5 NC
66.25 to 67.49	D	1.4 NC
65.00 to 66.24	D	1.3 NC
63.75 to 64.99	D	1.2 NC
62.50 to 63.74	D-	1.1 NC
61.25 to 62.49	D-	1.0 NC
60.00 to 61.24	F	0.9 NC

B. Minimum Score Standard

1. Minimum Standard Requirements

To acquire a certificate when graduates, a student must fulfill the following requirements:

- a. 100% attendance
- b. The average score is at least 75 or above
- c. GPA is at least 2.0 or above

2. Progress Report and Requirement

A paper progress report will be issued to every student each semester. After completion of 25 percent of the course, it is a requisite that the student need to have a GPA of 1.7 or more. Upon 50% completion, a GPA of 1.85 or more should be achieved. When the course ends, the student is required to have a GPA 2.0 or more.

Students must complete their programs within the stipulated time to avoid spending additional time and tutorial fees. Students must be aware that they need to finish 50%

of the class halfway through the course; otherwise it would be difficult to complete their studies on time.

Students are expected to become proficient to comprehend and capable to master those practical skills.

Each student is scheduled for private evaluation sessions with the instructors to assess his/her operating practices and applications of techniques, and also on theoretical knowledge during on classes.

In addition, each student will have individual counseling and personal development session. Student achievement is a comprehensive assessment based on attendance, class participation, demonstrating techniques, assignments completion and examination results.

Those students who are below standards are subject to probation or dismissal. Any such student in this circumstance would be evaluated and reviewed by the instructor and director prior to such measures being enacted. Failure to keep up with assignments will result in probation or dismissal. Each case will be reviewed by the Director on an individual basis.

Scores will be released within three days after the examination and will be recorded on file by the teacher. Students will first receive unofficial transcripts recording their examination results, the school will then issue official transcripts stamped with the school chop. All graduate transcripts will be issued and distributed to students in paper form.

C. Achievements Assessment Standards

Assessment of student achievements will be based on two scopes:

1. Theoretical Course Assessment

Written test is conducted to test the students' understanding of curriculum perspectives. Wrong answers will be given no marks and only right answers get marks. Total marks gained represent the scores for the theoretical course assessment.

2. Practical Skill Assessment

The practical skill assessment will be under the supervision of 2 instructors jointly and marks will be given based on their performance. Other students will stay aside to witness while the assessment is in progress. Those students who watch will be asked to assess about the fairness of the marks given by the instructions.

3. Overall Achievement Scores

Based on the scores obtained from both the Theoretical and Practical assessment, the total marks on each subject will be calculated for the grade and GPA attained by each student.

D. Incomplete or No Credit

If a student has the capacity, he/she will have to complete the unattended course within 30 days. If due to unforeseen circumstances, a student cannot finish his/her course within the afore-mentioned 30 days, he/she can apply for extension, the Principal will have the full

discretion to consider if the extension could be granted.

If a student receives a grade point average (GPA) of less than 2.0 he/she must repeat the class and pass the exam in order to receive a Certification.

X. Other Related Information

A. Massage License Related Information

After students pass BOARD of BARBERING AND COSMETOLOGY examination and get license in California, he/she can work in any of American states, uncontested and without any condition.

But when students want to apply massage licenses, there are different requirements in different states in America. For the same state, there are also different requirements in individual counties and cities which bring lots of troubles to students. Below is the brief description of license requirement in American states and Los Angeles County.

1. License Requirements for Respective States in the U.S.
 - a. Not clearly defined: MN, VT, WY, AL,
 - b. 300 Hour: DE
 - c. 500 Hour: AR, CO, CT, CA, FL, IL, IN, IA, ME, MD, MA, MI, MO, MT, LA, NV, NJ, NC, RI, SC, SD, OR, WV, WA, GA, TN, TX, VA, OK,
 - d. 600 Hour: HI, KS, KY, PA, UT, WI
 - e. 650 Hour: AL, MA, NM
 - f. 700-750 Hour: NH, ND, AZ, MS, OH
 - g. 1000-1100 Hour: NE, NY

2. California License Requirements

The requirements for massage therapists are different depending on the State itself. In California, to become a licensed massage therapist, students need to complete at least 500 hours of training.

Lots of medical operations, such as chiropractic, osteopathy, physiotherapy, orthopedics, neurosurgery, etc., have recognized the importance of massage therapy and have gradually adopted massage for treatment purpose. For employment, students need to obtain the relevant licenses.

- a. The California Massage Therapist Council (CAMTC) issues one type of certificates for people who completed 500 hour of massage education:

- a) Certified Massage Practitioner (CMP)

The CAMTC stop to issue Certified Massage Practitioner (CMP).

- b) Certified Massage Therapist (CMT)

The CAMTC requires the applicant to have 500 or more hours of massage education in order to be a Certified Massage Therapist (CMT).

- b. Application Requirements

To apply, a student is required to submit an application form, a copy of driver's license or ID card, 2 photos, application fee, fingerprint, and a transcript in a sealed envelope and send them to The California Massage Therapist Council (CAMTC) to complete the background check.

3. License requirement in Los Angeles

License for Los Angeles city and License for Los Angeles County is different. License for Los Angeles county is allowed in about 100 cities. To apply it, a student is required to submit below basic materials: a copy of driver's license, SSN, 2 photos, fingerprint, physical examination, certificate and transcript, current address, two previous addresses, the latest three years of working experience statement, five letters of recommendation, a letter proof of employment. You should take the theory and practical examination and pass it. After approval you should renew it and take the requested Re-education courses every year.

Enrollment address: 225 North Hill Street, Room 109, Los Angeles, CA 90071. Tel:(213) 974-2555

B. Library

There are 2 libraries nearby, within 10 minutes' driving distance. One is Monterey Park's Bruggemeyer Library (318 S Ramona Ave Monterey Park, CA), and the other one is East Los Angeles College's Helen Miller Bailey Library (1301 Avenida Cesar Chavez Avenue, Monterey Park, CA). They are of reasonable size and have a comprehensive collection of books available for borrowing. The Monterey Park Bruggemeyer library is open to all visitors to use their informational resources and requires visitors to obtain a library card in order to check out books. Business hours are Mon-Tue noon-9pm; Wed-Thu 10am-6pm; Fri-Sat 10am-1pm; Sun 1pm-5pm. The Helen Miller Bailey Library is open to all visitors but requires a student ID for East Los Angeles College to check out their books. Business hours are Mon-Thu 8am-9pm; Fri 8am-5pm; Sat-Sun closed.

C. Accommodation

Although Washington College does not provide dorms, there is plenty of accommodation available in the surrounding area within a parameter of 1 mile and the daily rental ranges from \$10 to \$60. Long term rental is also available at approximately \$300-\$500 per month which is good for those who have long term study planning. Please note that our institution is not responsible for assisting students with finding housing.

D. Learning Guidance

The school administration provides learning guidance to recommend students to select relevant courses to meet the license requirement of different states, counties and cities where they choose to work in. It helps students to save time and money and brings them convenience in looking for employment and applying license in the future.

E. Employment Guidance

First we motivate students to look for job opportunities on the newspaper. Our college

only provides assistance and job information, but not guarantees employment.

Second, we will build a net between the college and the graduates. The old graduates will recommend our new graduates first when their employers are hiring. In addition, our instructors are all experienced. They have many previous colleagues who can refer our graduates to work in different states.

Last, our college directs graduates to have their business. Starting a business is fairly difficult and students will face many challenges. Our college will help our graduates overcome difficulties and be successful.

F. Enrollment Statement

Our school has received approval from The Bureau of Postsecondary Education, so we are enrolling any student now. However, this does not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. We will advertise and set up our website and students can query the approval information via bureau's Internet Web Site: www.bppe.ca.gov. For more details, please contact Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite400, Sacramento, CA 95833

P.O. Box 980818, West Sacramento, CA 95798-8018,

Web site address: www.bppe.ca.gov,

Telephone: (888) 370 – 7589, (916) 431-6959.

Fax: (916) 263-1897, (916) 263-1898.

G. Bankruptcy Statement

In accordance with the United States bankruptcy code, institutions must provide a statement specifying whether it has a pending petition in bankruptcy, is operating as a debtor, has petitioned within the past five years, or has had a petition in bankruptcy filed against it in the preceding five years resulting in reorganization. In this case, none of the aforementioned conditions apply to Washington College.

H. Accreditation Statement

Washington College has been approved by Bureau for Private Postsecondary Education. Washington College does not offer degree programs, and our institution is not accredited by an accrediting agency recognized by the United States Department of Education.

I. Review Statement

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

Welcome to Washington College!