

California Institute of Advanced Therapy

School Catalog

6 January 1, 2024 – December 31, 2024

(1)CAMTC school code: XXXX

(2)Revised: 5/10/2024

10 MISSION

The mission of California Institute of Advanced Therapy is to educate students to gain knowledge of anatomy and physiology, contraindications, health hygiene, and business ethics, etc. Master massage/tui-na techniques through learning Chinese medicine theories and massage/tui-na techniques. Promote students developing intellectual, analytical, and critical abilities for achieving their high level of professional career with professional ethical images to improve health of people.

10 OBJECTIVES

Our goal is to facilitate students through classroom training to master massage/tui-na techniques in order to be certificated, obtain employment, stay in the field or start their own business where there is demand.

ABOUT SCHOOL

7 School is a private institution that is approved to operate by Bureau for Private Postsecondary Education, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. 41 The school is licensed to operate can be found on the bureau's internet web site www.bppe.ca.gov. School is located at (1) 4701 Patrick Henry Dr. Bldg 22 Suite 127 Santa Clara CA 95054 408-775-6199. 11 It is established with a classroom and library for providing students reference books, materials and environment to learn massage/tui-na in the school. School is also equipped with massage tables, tools, supplies, and instruments etc. There are plenty of parking spaces around the campus. WiFi is also available for students throughout the facility.

School is not approved by CAMTC. The education completed at the school cannot be used to satisfy any of the requirements for CAMTC certification as a massage therapist. Students are not eligible to apply or become a CAMTC certified massage therapist.

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

26 FACULTIES

School's instructors are Chunmin Tang, Shu Chun Wang, Fumin Wang, and Qinghua Zu. They are all certified massage therapists by CAMTC and have years of teaching and working experience in the field of massage/tui-na therapy in both US and China. Students will not only learn the theories and techniques of massage/tui-na therapy but also gain hands-on experience by learning from our instructors who have abundant working experience in the field.

ADMISSION REQUIREMENTS

19 All students enrolled into massage/tui-na program must be 18 year of age. Students must be in good health and can fully capable of learning massage/tui-na techniques and performing and receiving the required massage/tui-na movements.

Language of Enrollment

19 Students are required to be able to communicate and read Chinese language and hold a Chinese language school certificate or Chinese school diploma as the courses and materials are in Chinese language. Since school does not offer a massage class in English at this time; there is no English language enrollment requirement at this time. However, students are encouraged to be able to communicate in English in order to best suit the job market as a massage/tui-na therapist.

15 NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability and acceptance of the credit hours/certificate that you earn at this school is at the complete discretion of an institute to which you may seek to transfer. If the credit hours/certificate that you earn at this institute are not accepted by the institutes to which you seek to transfer, you may require to repeat some or all of coursework at that institution. For this reason, you should make certain that a course you take at this institute will meet your educational goals. This may include contacting an institution to which you may seek to transfer for taking a course at this school to determine if your credit/certificate will transfer.

Students credit hours that are earned at this school will be issued to the institute that students seek to transfer after receiving a written request. A student's transfer form can be acquired at the school office or a written request with the student's name, social security number, date of birth, address, phone number, email address, date of attendance, reason of transfer, completed school name, address and CAMTC school code of the school that students seeks to transfer. Email requests will not be accepted. Transfer hours may not exceed 50% of 500 hours as required by CAMTC. Students are entitled to request up to two official transcripts at no cost. An additional official transcript will be issued at \$50 each. The fee for official school transcripts may change at any time in sole discretion of the school as per requirement. To receive the transcript, the student must have no outstanding balance due.

17 RECOGNITIONS OF CREDITS FROM OTHER INSTUTUTES

School recognizes instructional hours except experiential learning hours earned at other CAMTC licensed schools where curriculum is substantially similar in the content or scope of our programs. For students attending Massage Therapy Course, transferring hours may not exceed 50% of 500 hours that is required by CAMTC. CAMTC will consider up to 125 hours of equivalent in anatomy and physiology, health and hygiene, and/or business study. CAMTC also reserves the right, in its sole discretion, to not accept any or all transfer hours. If it is required, students need to complete the required study hours in the program in order to complete the program. The transcripts shall clearly identify transfer hours, including but not limited to school name, school approval code from CAMTC, address, phone or website of the schools, number of hours transfer, class requirements met CAMTC requirements, and reasons for transfer. Transcripts submitted must be official and sent directly from the originating school to the school administration office at 4701 Patrick Henry Dr. Bldg 22 Suite 127 Santa Clara CA 95054, 408-775-6199 for evaluations. Unofficial transcripts submitted via the student are not acceptable. Records submitted become the property of the school and will not be released to the student. If a student does not complete the enrollment at the school, the student records will be kept on file for about one year; then, be destroyed. Moreover, school has not entered into an articulation or transfer agreement with any other college or university and does not accept transcripts from schools that were not approved by CAMTC or schools abroad.

35 STUDENT SERVICES

19 Foreign Students

The school is not able to assist international students to acquiring a student visa. However, our training programs are within the duration of a standard tourist visa. Students are required to have legal status of stay in

the country while enrolling into a training program.

36 Job Placement Assistance

School does not provide job placement assistance to students to find employment opportunities in the field of massage/tui-na. However, we will provide references or advice to students for employment.

Financial Assistance

22 27 29 School does not have access to any federal or state student financial aid nor student loan programs as the school and none of school programs are not accredited from an accrediting agency recognized by the United States Department of Education. A student may choose to find private educational lending through alternative sources.

37 Accommodation Services

School does not provide accommodation services nor provide dormitory facilities under its control. The availability of housing surrounding school is abundant. Students are recommended to find their own room or place to live as expected. A room can be found in the area from \$700 to \$1400 depends on the individual's needs.

12 Library and Policy

School established a library and provides books and materials for students to develop in the field. These reference materials include books and charts on human anatomy and physiology, professional business ethics, Chinese medicine theories, the principles and techniques of massage/tui-na therapy, nutrition, Qi-Gong and related materials. Students can visit the library during school business hours. All books and materials must be signed for use in the library. All materials must be returned at the end of the business hours. All reference books and materials are property of the school and are not to be taken away from the premises at any time. Taking any of this material home will be considered as theft.

Library Hours: Monday to Friday: 9:00AM – 5:30PM; closed on Holidays. For various requests, please call or email school office at 408-775-6199, caatinst@gmail.com.

25 STUDENT'S RIGHT TO CANCEL

Students have the right to cancel the enrollment agreement and obtain a full refund paid through attendance at the first class session or the seventh day after enrollment whichever is later. Cancellation notices must be in writing with providing the student's name, addresses, phone numbers and dates of cancellations or withdrawal, signed and dated, and deliver in person. A cancellation will occur when the student gives written notice of cancellation to a school official. Pro-rated of refund will be calculated from the day of receipt of withdrawal/refund request. Cancellation/Withdrawal may be effectuated by a student's notice or by a student's conduct, including but not necessarily limited to, a student's lack of attendance.

31 Attendance Requirements

5 All instructions including hands-on practice take place at 4701 Patrick Henry Dr. Bldg 16 Santa Clara CA 95054. All course work at the school is based on hours. Students are required to be on time and physically present for the entire duration of all classes of their course in order to receive a school certificate. Attendance via skype, phone, or other electronic calling device is not permitted. The school does not accept nor allow online learning hours, distance learning hours, including externships, apprenticeships, homework, and self-study or credits through challenge examinations, achievement tests, or experiential learning. Tardiness is considered; anything exceeding 15 minutes are counted and accumulated toward absence. It will result in make-up time and may be associated with fees. If an absence should become necessary, it is the student's responsibility to inform the instructor at least one hour before the start of the class and meet with the instructor

the first day after an absence to make up for lost theory or hands-on practice hours. School will not arrange to make up classes for any students. Students who wish to make-up the missed hours may have to wait until the next available class. All missed theory classes and hands-on practice hours will be required to make up prior to graduation.

18 Requirements of Experiential Learning

Students are required to complete theoretical learning of a subject before participating on hands-on practice of the subject. Students who are absent for theoretical learning of a subject must make up the lost theory hours prior to hands-on practice. Students who wish to make-up the missed hours may have to wait until the next available class. Students who transfer from other schools must take an exam of the subject at the school for evaluation before being allowed to participate on hands-on practices or take the theoretical class.

32 Probation and Dismissal Policy

Students will be placed on academic probation including talking with the school principal and receiving a warning from school officials when completing a subject of learning a grade below C or cannot complete the subject of learning. The student is given one chance to repeat the classroom learning at no cost. A written record of the findings of any evaluation and warning shall be maintained in the student's record.

School reserves the right to dismiss or terminate a student from any inappropriate acts, including but not limited to inappropriate acts of a sexual nature, abusive or threatening behavior, and possession or under influence of a controlled substance. Termination under these circumstances will be immediate and the student may be asked to leave the school facility immediately. Additionally, a student can be dismissed or suspended for failure to meet his/her financial responsibility to this institution.

The following behavior will constitute grounds for dismissal from a school program:

1. Repeated tardiness and absences from class without prior notification to instructor or program director.
2. Failure to make up missed hours of a course.
3. Disruptive behavior which includes but not limited to the use of foul language, racial slurs, insubordination to instructors, school administrators, or any faculty staff, failure to comply with the rules and regulations of the school.
4. Possession of non-prescribed drugs, intoxication and sleeping in class.
5. Theft of property of the school, staff, other students or anyone at class settings.

33 Leave of Absence

A student may request a leave of absence from a program for a reason that prevents students from effectively engaging in the classroom. A leave of absence may be filed up to the time of the next same training program. The completed and uncompleted theory and skill practice classes will be outlined and reviewed by the program director. The student must sign and acknowledge. Filing leave of absence will extend time for students to complete a program and protect students from policy and tuition changes beyond the date stated on the enrollment agreement signed upon registration.

Hygiene and Dress Code

Students are expected to maintain a high standard of personal hygiene while attending classes and during skill practice. Students are also expected to adhere to the following dress policy:

- No sleeveless shirts, tank tops, low scooping V necks or revealing cleavage, no holes in clothes
- T-shirts should have at least a ¼ length sleeve and cover the midriff completely.
- Do not wear perfumes, cologne or body sprays
- Fingernails must be trimmed short, clean, no acrylic nails
- Hair should be clean and neatly tied back and up, not hang below the shoulders.

- Clean socks, no bare feet
- Fresh breath and good dental hygiene is recommended
- Beards and mustaches must be neatly trimmed
- Refrain from wearing any piercing on your face during class
- Wash hands before and after massage/tui-na or eating and after using restroom
- No chewing gum in the classroom or during skill practice

Students are encouraged to dress comfortably in flexible clothing or wear professional attire that allows for freedom of movement. A student arrives to class with inappropriate cloth, poor hygiene or strong scents may be asked to rectify.

34 Student Rights/Grievance Policy

We value and respect every student and will work hard to make their learning experience valuable and rewarding. If a problem occurs during your training, we want to work with you to find a fair and satisfying solution. The procedures of complaints are included but not limited to the following:

1. A student may note a complaint by communicating orally or in writing to any instructor, program director or school administrator. If the complaint is in writing, we request that the complaint is submitted with the nature of the incident, approximate date of occurrence, name of individual, sign and date and give it to a school official.
2. If the student has made the complaint orally, we will work with you to investigate the incident, including interviews with all the persons involved in the complaint within 24 hours
3. If an oral complaint is not resolved with either a reasonable solution or time, the student should file a written complaint. Upon the receipt of a written complaint, it will be forwarded to the person responsible for the conduct. A school official will meet with you if necessary and review all pertinent documentation for making every effort to find a fair solution to address your concerns.
4. After the student submits a written complaint the school shall within 10 days after receipt of the complaint provide the student with a written response, including a summary of the school's findings and disposition.
5. If the investigation was found and determined that the complaint is invalid or unfounded, the complaint will be dismissed with no further action and the reasons for the rejection will be provided to the student.
6. If the investigation was found and determined to be valid, action will be taken to resolve the situation which may include a refund of tuition fees
7. A written record of the complaint and the details of the resolution along with all pertinent documents will be filed in the student's record and be logged in the "Student Record of Complaints Log"
8. If the complaint is a violation of the law and is not resolved within 30 days after it was initially filed by the student, the school will notify law enforcement authorities, BPPE and all appropriate accrediting bodies of the complaint about investigation findings and resolutions, including communicate directly with any person in control regarding the complaints and their investigation and resolution or lack of resolution.
9. Students may at any time communicate directly with the BPPE or any other appropriate government agency regarding their complaints.

38 Retention of Student Records

School maintains records of names, addresses, email addresses, phone numbers and any documents and forms that are signed by students or instructors of students during their training program in the school. Student records are retained and locked in a fireproof cabinet at the school principal place of business for a minimum of five (5) years. Student transcripts and certificates of completion will be kept indefinitely. Students' financial records are kept in separate folders. Restricted access to students' records and electronic files are limited to authorized personnel.

20 METHOD OF INSTRUCTION AND TRAINING MATERIALS

The course theoretical content is delivered through classroom lectures. Technique content is delivered through instructor demonstrations, return demonstration by students and verified or rectified by instructors. Students are expected to give and receive massages/tui-na. All instructions including hands-on practice take place at 4701 Patrick Henry Dr. Bldg 16 Santa Clara CA 95054. Knowledge evaluation is continuous throughout the course with use of tests and hands-on demonstration by students which are related to the presented subject material. Hands-on knowledge is rectified and verified by the instructor during practice and exam. Students are required to complete theory class study before participating in hands-on practice of the subject. **11** Instructional materials include anatomy model, chart, massage tables, tools, massage supplies, tools and equipment etc. Multimedia, and classroom discussion may also take place in the classrooms. Student-teacher ratios for hands-on practice is 25:1.

30 Grading

Students will be graded as **35%** on attendance, **35%** on skill demonstration, and **30%** on exams.

Theory Grading Standard

Grade Level	Grade Percentage	Performance
A	90% - 100%	Excellent
B	80% - 89%	Good
C	70% - 79%	Average
D	60% - 69%	Below Average
W	-	Withdrawal
TC	-	Transfer Credit
INC	-	Incomplete

Hand-on Skill Grading Standard

P		Pass
F		Fall

Withdrawals and Incompletes

Students, who are withdrawn or did not complete a full program of study, shall be credited up to the last whole module that was completed in the program. Students will have an option to restart classes at the appropriate module following the last satisfactorily completed module within their program of study. For example, if a student completed chapters 1 and 2 in Massage Therapy course but withdrew some classes in the following chapters, the student shall restart back at the beginning of module 3 at the next opportunity in their chosen schedule to do so but not to exceed 24 months from the original starting date. Incomplete hours shall appear on a transcript as “incomplete” only; partial hours of completion of a module shall not be listed on students’ transcript. The student is required to pay the difference in tuition for the time of the student’s study overlapping hours in the program.

30 Graduation Requirements

Students who successfully complete a training course are required to successfully complete the total number of hours of the course, including both theory and hands-on training. Students are required to complete theory training of a subject before attending hands-on practice training of the subject. Students’ theory knowledge is evaluated by exams in each module during the training. Students must score a minimum of 60% on any given written examination and maintain a cumulative Grade Point Average (GPA) of 70% or “C” on average or above. Students’ hands-on knowledge is evaluated by an instructor with a Pass/Fail grade. Students must receive a Pass grade in hands-on demonstration to successfully complete a program.

Students who successfully complete all the required training subjects including theory and hands-on hours of a program at the school will receive a school issued certificate of completion with the course title and clock hours on the certificate. Successful completion includes without limitation of satisfaction of all financial obligations to the school, satisfaction of attendance record, and written and demonstration exams.

21 CAMTC CERTIFICATION REQUIREMENTS

To obtain massage therapy certification from CAMTC, CAMTC requires an applicant submit a written application and provide satisfactory evidence that he or she meets all following requirements:

- Applicants must be at least 18 years of age.
- The applicant has successfully completed a curriculum in massage and related subjects for a minimum of 500 supervised clock hours, providing a minimum of 100 hours of instruction addressing anatomy and physiology, contraindications, health and hygiene and business and ethics. CAMTC does not accept online or distance learning hours, including but not limited to, externships, homework, and self-study or credits through challenge examinations, achievement test, and experiential learning.
- All of 500 training hours must be from schools licensed by California Massage Therapy Council.
- The applicant must successfully pass a background investigation pursuant to Section 4606, and has not violated any of the provision of this chapter.
- Fees required by the council are paid in full.

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 at. Seq..

California Business and Professions Code section 4611 makes it an unfair business practice for anyone not certified by CAMTC to use the titles: Licensed, Certified, Certified Massage Therapist, Certified Massage Practitioner, CMT, or CMP.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: One Capital Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

Policy Review & Revision

School abides by the policies and procedures set forth in its policy document. Students are expected to familiarize themselves with the school's policies and procedures. Schools shall review all policies and procedures for revision, retention or deletion annually and revise them as often as required to insure accuracy and relevance.

20 PROGRAMS

39 School offers Massage Therapy Course, Advanced Massage Tui-na Therapy Course, and TCM Foot Therapy & Health Course. The content of these courses covers all the essentials needed for students to become a successful, independent or employed massage therapist. The courses are also for students or massage therapists to improve their treatment skills and master the methods and techniques to treat various illnesses or symptoms. **The course content is not approved by CAMTC. The education completed at the school cannot be used to satisfy any of the requirements for CAMTC certification as a massage therapist. Students are not eligible to apply or become a CAMTC certified massage therapist.** Students graduating from the course can work as a massage therapist in the state of California where a CAMTC certificate is not required if a student does not have a CAMTC certificate. The United States Department of Labor's Standard Occupational Classification codes for massage therapists is 31-9011. For more information, please visit https://www.bls.gov/oes/current/oes_stru.htm.

Massage Therapy Course Curriculum

Objective

The course is for students to improve massage therapy techniques and master methods of treating various illnesses and symptoms. The course content is not approved by CAMTC. The education completed at the school cannot be used to satisfy any of the requirements for CAMTC certification as a massage therapist. Students are not eligible to apply or become a CAMTC certified massage therapist. The course theoretical content is delivered through classroom lectures. Techniques content is delivered through instructor demonstrations, return demonstration by students and verified or rectified by instructors. All instructions including hands-on practice take place in classrooms. Textbook adopts “Massage Therapists (Beginner, Intermediate, Advanced)”, Vocational Skills Appraisal Textbooks, Published and Distributed by China Labor and Social Security Press, Publisher: Zhang, Mengxin, 2004. Additional content is added based on education requirement by CAMTC.

6 School offers four Massage Therapy Courses in 2024 during school operation on Monday to Friday from 8:00 am to 5:00 pm except weekends and holidays. All course work is based on hours. Total hours of training are 512 hours, Course dates and content is as below.

1/2/2024 to 3/29/2024 4/1/2024 to 6/28/2024 7/1/2024 to 9/27/2024 9/30/2024 to 12/31/2024

Massage Therapy Course (512 hours, Monday to Friday, 8 hours/day)

Subject	Theory Hours	Practice Hours
Orientation (1 Hour)	1	
1. Introduction to Massage/Tui-na (Theory 2 Hours)		
1) Brief History of Massage/Tui-na Development	1	
2) Introduction to Modern Massage/Tui-na Therapy	1	
Total 2 Hours		
2. Anatomy & Physiology Knowledge (Theory 40 Hrs, Practice 20 Hrs, Exam 2 Hrs, Total 62 Hrs)		
1) Orientation to the human body and Terminology	4	
2) Skeletal Structure	4	4
3) Joint Structure	10	4
4) Muscular Structure	10	4
5) Nervous System	5	2
6) Vascular Structure	5	2
7) Integumentary System	2	4
Subtotal Theory & Practice, Total 60 Hours	40	20
Theory Exam (2 Hours)		
3. Massage/Tui-na Contraindications (Theory 20 Hours, Practice 15, Exam 0.5 Hour, Total 35.5 Hrs)		
1) Massage/Tui-na Contraindications	12	5
2) Massage/Tui-na vs. Endangerment Areas	4	5
3) Massage/Tui-na and Medications	4	5
Subtotal Theory & Practice, Total 35 Hours	20	15

Subtotal Theory & Practice Hours, Total 75 Hours	35	40
Theory Exam (0.5 Hour), Skill Demonstration (1 Hour)		
8. Techniques for intermediate Massage/Tui-na Therapists (Theory 34 Hrs, Practice 223 Hrs, Exam 5 Hrs, Total 262 Hrs)		
1) Diagnose of Common Soft Tissue Issues	3	5
2) Full Body Massage/Tui-na Techniques ★★	13	80
3) Oil Massage	0.5	16
4) Foot Reflexology	7	20
5) Hot Stone Massage	0.25	2
6) Deep Tissue Massage	0.25	20
8) Relieve Fatigues & Treat Injuries & Pains	10	80
1) Sports Fatigue 2) Mentally Fatigue		
3) Arms & Legs fatigue 4) Body Fatigue		
5) Headache 6) Frozen Shoulder		
7) Stiff Neck 8) Lower Back & Leg Pain		
9) Tinnitus 10) Lumbar Muscle Strain		
Subtotal Theory & Practice Hours, Total 257 Hours	34	223
Skill Demonstration (5 Hours)		
Total Theory & Practice Hours	177	323

Advanced Massage Tui-na Therapy Course Curriculum

Objective

The course is for students or massage therapists to master techniques or improve their methods to treat pain or various illnesses and symptoms. Completion of the course should not be used to apply for CAMTC certification as a massage therapist. All instructions including hands-on practice take place in classrooms. School provides meridian acupoint model, massage tables, towels and etc. the needed materials for students to practice in the classroom. The course theoretical content is delivered through classroom lectures. Techniques content is delivered through instructor demonstrations, students' return demonstration and verified or rectified by instructors. All students must be in good health and fully capable of learning massage/tui-na techniques and performing and receiving the required massage/tui-na movements. Students are also required to be able to communicate and read in either English or Chinese language. Textbook adopts "Massage Therapists (Beginner, Intermediate, Advanced)", Vocational Skills Appraisal Textbooks, Published and Distributed by China Labor and Social Security Press, Publisher: Zhang, Mengxin, 2004.

School offers three Advanced Massage Tui-na Therapy Courses in 2024 during school operation on Monday to Friday from 6:00 pm to 9:00 pm except weekends and holidays. All course work is based on hours. Total hours of training is 200 hours. Dates of the Course and content is as below.

1/2/2024 to 4/4/2024

4/22/2024 to 7/18/2024

7/29/2024 to 10/31/2024

Advanced Massage Tui-na Therapy Course (200 hours, Monday to Friday, 3 hours/day)

Subject	Theory Hours	Practice Hours
1. Knowledge of Chinese Medicine & Tui-na Techniques (Theory 29 hrs, Hands-on 5 hrs, Exam 1 hr, Total 35 hours)		

4) Principle and Methods of Massage Tui-na Therapy	2	
5) Meridian and Common 50 Acupoints 1. Bl-1 2. Bl-2 3. Bl-11 4. Bl-13 5. Bl-15 6. Bl-16 7. Bl-18 8. Bl-19 9. Bl-20 10. Bl-23 11. Bl-36 12. Bl-37 13. Bl-54 14. Bl-57 15. Bl-60 16. Du-2 17. Du-4 18. Du-14 19. Du-20 20. EM5 21. EM12 22. Gb-11 23. Gb-20 24. Gb-21 25. Gb-30 26. Gb-34 27. HT-7 28. Kd-1 29. Kd-14 30. LI-4 31. LI-11 32. LI-20 33. LU-1 34. LU-5 35. Pc-6 36. Pc-7 37. Pc-8 38. Ren-3 39. Ren-4 40. Ren-6 41. SI-11 42. SI-12 43. SJ-5 44. SJ-19 45. SP-6 46. St-7 47. St-8 48. St-25 49. St-31 50. St-36	25	4
6) Main Sections of Body for Massage Tui-na	2	1
Theory Exam (1 hour)	1	
2. 30 Hand Techniques ★★★ (Theory 15 hrs, Hands-on 15 hrs, Exam 1 hr, Total 31 hours)		
1. Pushing 2. Grabbing & Holding 3. Pressing 4. Point Pressing 5. Poking 6. Chafing 7. Rubbing 8. Rubbing with hands 9. Tremoring 10. Patting 11. Knocking 12. Hitting 13. Pecking 14. Wiping 15. Squeezing 16. Lifting 17. Pressing with Hands 18. Pinching 19. Swabbing 20. Sweeping 21. Sliding 22. Chafing & Rubbing 23. Folding 24. Rolling 25. Gliding 26. Brushing 27. Shaking 28. Vibrating 29. Combing 30. Quivering	15	15
Skill Demonstration (1 hour)		1
3. Techniques for Advanced Massage/Tui-na Therapy (Theory 42 hrs, Hands-on 90 hrs, Exam 2 Hrs, Total 134 hours)		
1) Exam and Diagnose of Common Soft Tissue Issues	1	
2) Full Body Massage/Tui-na Techniques ★★	16	40
3) Treatment for Common Injuries, Pains & Illness ★★ 1. Neck & Shoulder Pain 2. Carpal Tunnel Syndrome 3. Sciatica 4. Acute Lumbar Sprain 5. Ankle Sprain 6. Dizziness and Back Pain 7. Insomnia 8. Shock 9. Flatulence 10. Constipation 11. Dysmenorrhea 12. Facial Paralysis	25	50
Skill Demonstration (2 hours)		2
Total 200 hours	87	113

TCM Foot Therapy & Health Course Curriculum

Objective

The course is for students or massage therapists to master foot therapy techniques for treating various illnesses/symptoms and maintain one's health. Completion of the course should not be used to apply for CAMTC certification as a massage therapist. All instructions including hands-on practice take place in

classrooms. School provides pedicure equipment, towels and the needed materials for students to practice in the classroom. The course theoretical content is delivered through classroom lectures. Techniques content is delivered through instructor demonstrations, students' return demonstration and verified or rectified by instructors. All students must be 18 year of age and fully capable of learning foot therapy techniques and performing and receiving the required movements. Students are also required to be able to communicate and read in either English or Chinese language. Textbook adopts "Foot Reflex Zone Health Method Study Manual", Publisher: Jiangsu Science and Technology Press, Author: Hang, Xiongwen, 1991.

School offers four TCM Foot Therapy & Health Courses in 2024 during school operation on Saturday and Sunday from 8:00 am to 1:30 pm except holidays. All course work is based on hours. Total hours of training is 120 hours, including 55 hours of theoretical training, 63 hours of hands-on practice and 2 hours of exam and skill demonstration. The last day to withdraw from a Course is on the 13th day of the course. Course dates and content is as below.

1/6/2024 to 3/31/2024 4/6/2024 to 6/30/2024 7/6/2024 to 9/22/2024 9/28/2024 to 12/22/2024

**TCM Foot Therapy & Health Course
(120 hours, Saturday & Sunday, 5 hours/day)**

Subject	Theory Hours	Practice Hours
1. Introduction to TCM Foot Therapy	1	
Brief History and Development of TCM Foot therapy & health	1	
	2	0
2. Principles of TCM Foot Therapy Diagnosis (Theory 14 hours, Hands-on 4 hours, Total 18 hours)		
Principles of Blood Circulation	2	
Nerve Reflex Principle	2	
Principles of Meridian	2	
Pain Diagnosis	2	1
Painless Diagnosis	2	1
Location Diagnosis	2	1
Shape Diagnosis	2	1
	14	4
3. TCM Foot Therapy Treatment Methods (Theory 9 hours, Hands-on 14 hours, Total 23 hours)		
Exam Sequence	1	1
Commonly Techniques and Essentials	5	10
Common Diagnosis, Treatment Response & Time	2	2
Precautions	1	1
	9	14
4. Organs vs Foot Reflex Zone, Diagnosis and Treatment of Organ Lesions (Theory 30 hrs, Hands-on 45 hrs, Exam: 2 hours, Total 77 hrs)		
Pituitary gland, cerebrum, brain stem, cerebellum, frontal sinus, trigeminal nerve, nose, neck, eyes, ears, shoulders, trapezius, deltoid muscle, thyroid, thymus, lungs, bronchi, stomach, duodenum, pancreas, Liver, gallbladder, heart, spleen, epigastrium, kidney, ureter, bladder, small intestine, tailbone, colon, rectum, anus, cervical vertebrae, thoracic vertebrae, lumbar vertebrae, sacral vertebrae and coccyx, vagina, urethra,	30	45

prostate (uterus), elbow joint , knee joints, hip joints, testicles (ovaries), upper jaw, lower jaw, tonsils, larynx, supracervical lymph nodes, chest, inner ear labyrinth, scapula, upper/lower body lymph nodes, sciatic nerve, groin, respiratory center Heart, Liver, Lung, Spleen, Kidney, Endocrine disorders		
Theory Exam/Skill Demonstration (2 hours)	1	1
Total 120 hours	56	64

23 TUITION AND REFUND POLICY

Below lists the total charges of the course of current period and an estimated total charges of the entire program. Students should obtain the latest copy of the school catalog for current class schedule and fees.

Admission Payment Information

Item	Massage Therapy Course	Advanced Massage Tui-na Therapy Course	TCM Foot Therapy & Health Course
Last day to withdraw	On 37 th day	On 28 th day	On 13 th day
Registration Fee(non-refundable)	\$100.00	\$100.00	\$100.00
Tuition	\$5800.00	\$2400.00	\$1250.00
Textbook (non-refundable)	\$40.00	\$40.00	\$40.00
STRF (non-refundable) 6 e)11	\$0.00	\$0.00	\$0.00
TOTAL AMOUNT	\$5940.00	\$2540.00	\$1390.00

Note: \$2.50 per one thousand dollars (\$1,000) of institutional charges is collected for STRF assessment fee, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident. Regarding purpose and operation of STRF, please refer to the STRF section below.

25 Refund Policy

Students have the right to withdraw from a course of instruction at any time. If a notice of cancellation is made through attendance at the first class session or the seventh day after enrollment whichever is later, school will return a full refund. If a notice of cancellation is submitted after the seventh day of enrollment, the school will remit a refund less the registration fee of \$100 within 30 days following student's withdrawal. The registration fee of \$100.00 (One Hundred dollars) is non-refundable for students cancellation after the seventh day of instruction. A cancellation will occur when the student gives a written notice of cancellation to a school official. A student is only obligated to educational services that were received. If a student completed 60% or less of the course, the student is eligible for a pro-rated refund. If a student completion more than 60% of a course, no refund is made. Textbook fee is not refundable. If you purchased it, it is yours. Please keep a copy of submission of refund request as a proof.

Refund Calculation Example: If a student completes 24 days of the 64 days of Massage Therapy course and paid the \$5800.00 tuition. The student is entitled to a refund of \$3625.00 as calculated below:

$$\$5800.00(\text{Total tuition paid}) / 64(\text{Total Class Days}) \times 40 (\text{days not attend}) = \$3625.00 (\text{Refund Amount})$$

For the purpose of determining your time of withdrawal, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the school of your withdrawal or actual date of withdrawal with a written cancellation notice to a school official.
- School terminates your enrollment.

- If you have failed to attend classes for an accumulation of five (5) days, the date of withdrawal shall be deemed to be the last date of recorded attendance date.

Note: school does not collect fees, i.e. equipment, kits, lab supplies, uniforms, in-resident housing, tutoring, nor collect any money or charges for transmittal on the student's behalf to a third party, i.e. library fee, license fee, examinations fee etc. except STRF assessment fee.

28 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 received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of 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 assistance until the loan is repaid.

Late Payment

Accounts with past due balances are subject to late payment fees of up to 10% of the tuition. Students are provided with a grace period following the payment deadline before they are dropped from the course. Students who have not made satisfactory payment arrangements by the end of the grace period will be dropped from their course, and have a hold placed on their account.

A hold may be placed on a student's account for overdue balances. This hold will prevent students from accessing services such as ordering official transcripts or getting official or unofficial transcript, and receiving their certificate. Students' accounts must be paid in full before a transcript, or certificate can be issued.

Students who were dropped from their courses due to unpaid balances still have the opportunity to resolve their student account and be cleared to re-register prior to the deadline. Students must pay in full or make satisfactory payment arrangements to clear their student account. Once the account is resolved, the related hold(s) will be removed and the student will be cleared to register classes.

STUDENT TUITION RECOVERY FUND (STRF)

24 The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by a student in an educational program at a qualifying institution, who is or was California residents while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

It is the student's right and responsibilities with respect to the Student Tuition Recovery Fund. It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

Keep a Copy of Your Agreement. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau of Private Postsecondary Education at 1747 N. Market Blvd.

Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818. Telephone and Fax #'s (888) 370-7589, (916)574-8900, or by fax (916) 263-1897.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an education program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution, or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimbursed proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

9 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.

13 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 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818. Telephone and Fax #'s (888) 370-7589, (916)574-8900, or by fax (916) 263-1897.

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