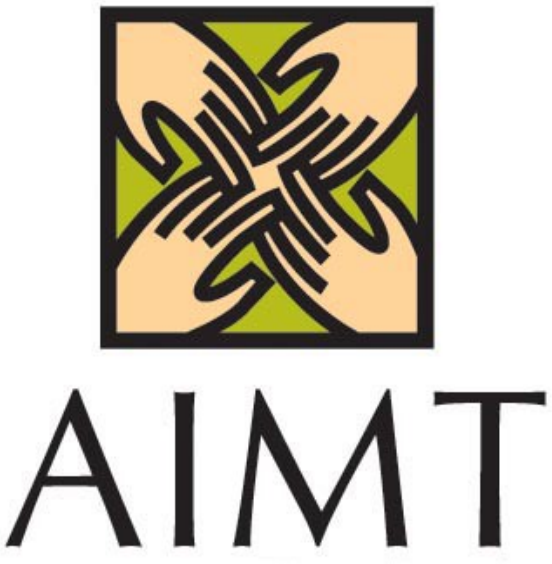
"A Career in a Year"



American Institute of Massage Therapy

School Catalog

Effective Date: February 15, 2025 to February 14, 2026

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APPROVAL DISCLOSURE STATEMENT

The American Institute of Massage Therapy, Inc. (AIMT) is a private institution, that it is approved to operate by the Bureau of Private Postsecondary Education (BPPE), 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. (CEC §94909(a)(2) and §94897(l)(1)(2)). AIMT is also approved by the California Massage Therapy Council (CAMTC) and institutionally accredited by the Commission on Massage Therapy Accreditation (COMTA). Following programs are approved:

1. **Massage Therapist - 624 Hours**
2. **Massage Therapy/Sports Massage Therapist - 1029 Hours**

Instruction is held in a facility that accommodates more than 40 students at any one time. Maximum enrollment in massage therapy practical classes is 24 students. Most of the time, the teacher to student ratio is less than 18 for both lecture and hands-on sessions. A teacher assistant is added to class with more than 18 students.

We encourage prospective students to visit the school and discuss personal, educational, and occupational plans with us as they consider enrollment in our school.

The institution, the facility it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health codes.

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.

AIMT does not have a pending petition in bankruptcy, does not operate as a debtor in possession nor had filed a petition within the preceding five years, nor has 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.)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to BPPE at:

1747 N. Market Blvd. STE. 225
Sacramento, CA 95834
Web site Address: www.bppe.ca.gov
Telephone (888) 370-7589 or (916) 574-8900
Fax (916) 263-1897

or

P.O. Box 980818
West Sacramento, CA 95798-0818

All information in the content of the School Catalog is current and correct and is so certified as true by:



February 1, 2025

Calvin K. Nguyen, Director *Date*

GENERAL CONSUMER INFORMATION

Information by posting the information on our internet website, www.aimtinc.com. The paper copy will be provided upon request through our Admissions Office. For general school information you may contact the Admissions Office at (714) 432-7879 or email: **info@aimtinc.com**.

AIMT will annually distribute to all enrolled students, a notice of the availability of the Consumer Information. It is known that the student is responsible for understanding all of the content in the Consumer Information document and how it directly relates to federal student aid.

Contact Personnel to Assist with Consumer Information

Our Administrators and Admissions Office Personnel are knowledgeable of the information contained within this document and are readily available to assist prospective/enrolled students and/or their parents during normal business hours. Our business hours: Monday-Friday from 8am to 5pm, or by email at info@aimtinc.com.

Crime Awareness and Campus Security

AIMT is required to compile and report any criminal activity, which takes place on the campus. The school must report statistics on the following crimes: sex offenses, forcible or non forcible; burglary; motor vehicle theft; drug and alcohol abuse. This report is available to all prospective students and employees, upon request.

Should a student or staff member be affected by a crime, they should report the occurrence to the School Director. The School Director will record the incident and refer the case to the proper law enforcement officials.

General Information

For general school information you may contact Admissions, at (714) 432-7879 or email at **info@aimtinc.com**. More information about a career in Massage Therapy, please visit the U.S. Department of Labor's O*NET website, **https://www.onetonline.org/**.

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 (CAMTC) at One Capitol Mall, Suite 800, Sacramento, CA 95814, www.camtc.org, Telephone: (916) 669-5336, or Fax: (916) 669-5337.

1.0 Campus Location

American institute of Massage Therapy (AIMT)
1560 Brookhollow Drive, Suite 222
Santa Ana, CA 92705-5445
Telephone: (714) 432-7879
Fax: (714) 705-0296
Website: www.aimtinc.com
Email: info@aimtinc.com

2.0 Programs and Schedules

AIMT offers two programs:

1. Massage Therapist - 624 Hours/31 Weeks
2. Massage Therapy/Sports Massage Therapist - 1029 Hours/48 Weeks

The numbers of week are based on two-6.5hours/ class sessions/week plus flexible hours of clinic/externship/events. All program hours must be completed under instructors or qualified staff. The numbers of week are less if more and/or longer sessions/week.

Tentative start and completion dates are:

Start Date	End Date – 624 Hour Program	End Date – 1029 Hour Program
January 15, 2024	September 20, 2024	February 28, 2025
March 18, 2024	November 29, 2024	April 29, 2025
May 13, 2024	January 31, 2025	June 27, 2025
July 15, 2024	March 28, 2025	August 29, 2025
September 16, 2024	May 30, 2025	October 31, 2025
November 11, 2024	July 31, 2025	December 19, 2025
January 13, 2025	September 30, 2025	February 27, 2026
March 17, 2025	November 28, 2025	April 30, 2026
July 14, 2025	March 27, 2025	August 28, 2026
September 15, 2025	May 29, 2025	October 30, 2026
November 10, 2025	July 31, 2026	December 18, 2026
January 12, 2026	September 30, 2026	February 26, 2027
March 16, 2026	November 30, 2025	April 30, 2027

AIMT reserves the right to cancel or reschedule a class to meet the requirements of AIMT business objectives. Students will be notified at least 5 days before the cancellation or schedule change and given options to transfer to another class or receive a refund.

All classes are held in AIMT facility at: 1560 Brookhollow Drive, Suite 222, Santa Ana, CA 92705.

AIMT defines a clock hour as 50 minutes of actual class instruction and 10 minutes of break in a 60 minute period. AIMT dose not use semester or quarter credit for all programs. AIMT academic year is also fiscal year from July 1 to June 30 of the following year. Class schedules and time (*) are:

1. Day Classes: Mon/Wed, Tue/Thu, or Fri/Sat, 9:00 am-4:30 pm, one-hour break for lunchtime

2. Evening Classes: Monday through Thursday, 6:45 pm to 10:00 pm.

(*) Open sessions for practicum, clinic, sport events, and none-prerequisite subjects are scheduled after class, on no class dates, and weekends from 9:00am to 8:00pm. Students spend an average of 20 hours, classroom and open session, each week.

3.0 Mission Statement

AIMT's mission is to promote education in order to develop and advance the art, science and practice of massage therapy and to enhance the quality and effectiveness of its graduates.

4.0 Philosophy and Objectives

AIMT is dedicated to providing students the means to achieve proficiency in therapeutic skills and to develop the personal awareness necessary for a successful massage therapy practice. To that end, our curricula and teaching methods integrate the medico-scientific with intuitive and subjective, objective, assessment, and plan (SOAP) techniques. Western and Eastern perspectives and practical skills are intertwined. The overall concept for our program is to prepare our graduates to work in the diversified fields of physical medicine and physical culture.

AIMT has structured its courses to meet and exceed the requirements from national certification examination as well as licensing of surrounding cities, some of which require 1000 hours of education. AIMT programs also prepare students for membership in a professional association, such as the American Massage Therapy Association (AMTA) and the Associated Bodywork and Massage Professionals (ABMP), and help them to:

1. Understand the various dimensions of massage therapy
2. Develop confidence, knowledge and skills in a wide range of massage therapy disciplines and hands-on applications
3. Develop efficient body mechanics in order to optimize practitioner performance and longevity
4. Develop a working knowledge of anatomy and physiology as applied to massage theory and practice
5. Learn fundamental concepts of wellness and the ability to interface with other health care professionals
6. Develop confidence and practical skills at introductory levels in shiatsu, acupressure, and reflexology, neuromuscular, and myofascial techniques
7. Develop skill in the application of strain and counter-strain
8. Develop skill in four phases of sports massage: pre-event, post-event, restoration/ rehabilitation and training/conditioning
9. Develop fundamental palpatory skills

Graduates of the Massage Therapist – 624 Hour-program will be equipped with the knowledge and skills that enable them to become professional massage therapists.

Graduates of the Massage Therapy/Sports Massage Therapist – 1029 Hour-program will be able to demonstrate a more thorough knowledge, including additional massage therapy techniques.

Graduates from both programs will be able to work in private practice, other diversified fields (i.e., hospitals, spas, cruise ships, chiropractors, physical therapists, exercise physiologists etc.) or with other professionals.

4.1 Instructional Strategies

AIMT offers only residential programs. Teaching methods at AIMT include presentations, lectures, class discussions, filmstrips, and audio-visual media, student experimentation, and hands-on practice (also referred to as lab). Textbooks, lab-books, clinics, internship/externship, and field trips are also parts of the program. AIMT also has a library with thousands of books and videos in massage therapy and related fields that students have free access or check out for up to two weeks without any charges.

Testing of student performance is accomplished through tests, written and practical exams. In addition, there are various homework assignments and research projects. Test reviews are provided prior to test time for study during the course. Final exams may be retaken within a two-week period if necessary.

The development of students' skills and broadening of their resources is a process unique to each individual. This process is supported and encouraged by the careful supervision and guidance by the instructors, as well as by group interactions within the classroom setting. AIMT enables students to perform professional massage therapy through skills and understanding.

4.2 Leadership

AIMT aims to be a leader in the profession. AIMT endeavors to promote massage therapy with quality educational programs. AIMT programs have been recognized for exceptional values through community outreach programs, low cost tuitions, as well as local events participation. We strive to achieve our mission, guided by the following principles:

1. Respect, compassion and appreciation in our interactions
2. Cooperation and mutual support
3. Open, ethical and caring conduct
4. Active participation and volunteerism
5. Personal health and self care
6. Respect for diversity

4.3 Performance Objectives

Students are evaluated based on their ability to:

1. Understand the various dimensions of massage therapy
2. Use the scientific method in massage therapy and sports massage
3. Recognize the importance of sports massage and its benefits for clients, patients, professionals, and athletes
4. Engage in professional performance standards, thinking and behavior
5. Target specific problem areas and use specific technology of massage therapy

4.4 Student Body

AIMT attracts a student body rich in diverse personal and professional backgrounds. Educational experiences of our students may vary from the Ph.D. to the G.E.D. People enroll in our program to prepare for a full-time or part-time career in massage therapy, to enhance an existing professional practice, or to gain valuable skills for helping family, friends and self. Licensed massage therapists enroll in our program to attain more satisfaction from their work and to learn the detailed assessment skills and treatment techniques needed to improve their practice. Characteristics common to our students include a sincere interest in natural healing, a sense of caring about others, and a commitment to the time, energy and focus necessary for the completion of this intensive training program.

In addition to doing the work they love, students find the experience and awareness gained through the education process at AIMT enriches and enlivens other aspects of their lives and relationships.

5.0 Accreditation, Approval, and Membership

AIMT is licensed to operate by the Bureau for Private Postsecondary Education (BPPE) and licensed by the cities of Santa Ana.

AIMT is approved by the California Massage Therapy Council (CAMTC), School Code SCH0013. AIMT is institutionally accredited by the Commission on Massage Therapy Accreditation (COMTA), 900 Commonwealth Place, Suite 200-331 Virginia Beach, VA 23464

AIMT is also certified by the National Certification Board for Therapeutic Massage & Bodywork (NCBTM), School number is 490074-00.

AIMT curriculum, adhered to strict medical standards, is approved by the American Medical Massage Association (AMMA).

AIMT is a member of the American Massage Therapy Association (AMTA), American Bodywork & Massage Professionals (ABMP), International Sports Massage Federation (ISMF), and International Myomassethics Federation (IMF).

Note: 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 et. seq.

6.0 History

AIMT was founded by Dr. Marquetta K. Hungerford, May 1983, in Costa Mesa, California. In more than 25 years, AIMT has expanded its educational programs which adhere to strict medical standards.

The school has been recognized by the quality of its training programs and reputation of being an outstanding leader in the field of sports massage. AIMT programs are based on curriculum developed by Dr. Hungerford, who has over 40 years of experience in physical and rehabilitation therapy, shiatsu and massage therapy, sports massage therapy, nutrition, and healthology. She was instrumental in getting sports massage accepted at the 1984 Olympics in Los Angeles. Olympic athletes continue to benefit from her endeavors, including the 2002 Olympic games in Utah. Dr. Hungerford retired in 2003. The school's ownership was transferred to Ms. My-Trang Nguyen, an entrepreneur with more than 25 years of experience in sale, marketing, and management.

In 2003, AIMT moved to Santa Ana to expand its operation and to better serve the students. The school, with a dynamic management team, advisory board members, and faculty, who have experience and established reputation in the industry, continues to strengthen its leadership in providing quality education designed to meet the needs of its students.

7.0 Facility

AIMT is located in an executive office building. The entire building, including AIMT facility, is periodically checked for safety and fire protection by the City of Santa Ana Fire Department. The school, conveniently located near CA 55 Freeway and I-405 (one-mile North of Orange County airport), has several Orange County Transit District bus stops nearby. The facility is handicapped-accessible. There are separate public restrooms. The building has a large parking lot that can accommodate several hundred cars at the same time.

The total area of AIMT's facility is 3,200 square feet. The facility includes 2 classrooms with capacity of 20 students each, break area, library, reception area, clinic rooms, storage room, and offices. The teaching area creates a medical yet comfortable atmosphere. Among the myriad of anatomy charts, skeletal structures, massage equipment, bulletin and white boards, video equipment are plants, and a lounge area. The facility is expandable if needed.

AIMT has a comprehensive library that includes several hundred videos and books about massage and related subjects such as nutrition, health and wellness programs. New materials are regularly added to the library to ensure its content is up to date. Office equipment, massage therapy training equipment, audio and video equipment, and computers with internet access are available to students.

8.0 Corporate Officers, Administrative Staff, and Faculty

8.1 Corporate Officers

My-Trang, President: Ms. My-Trang, AIMT's majority owner, has more than 30 years of experience that includes 8 years' dynamic sales career reflecting pioneering and record-breaking performance in the residential and commercial title industry. She possesses an exceptional ability to develop strategic relationships to well-established businesses that result in revenue increase and cost reduction.

Thanh Hoang, Chief Operating Officer: Mr. Thanh Hoang is an entrepreneur with more than 35 years of experience in providing technical and management services. He has worked as a technical leader for many projects in semiconductor industry; provided services in environmental engineering, project management, safety, corporate and business development, information technology training and support, marketing, and cost and financial analysis.

Calvin K. Nguyen, Director: Mr. Nguyen's experience includes over 30 years of management, administration, training, teaching, testing, and research in elementary, secondary, and higher education levels. His strength is in facilitating relationships between schools and local, state, and federal agencies to implement effective educational programs. Mr. Nguyen is committed to promote academic excellence and student performance, improve student retention and graduation rates, and increase minority student enrollments.

My-Phuong, Secretary and Treasurer: Ms. My-Phuong has more than 30 years of experience in office management, corporate administration, human resources, marketing, and financial support.

Mindy Phung, Office Manager: Ms. Mindy Phung has more than 30 years of experience in technical, administration, financial aid administration, and management. Her work in the educational field includes management, administration, training, teaching, in elementary and middle school education levels. She is responsible for receivable and billable, bookkeeping, personnel, client service, and financial aid administration as needed. Ms. Mindy Phung is also a licensed massage therapist with several years of experience in practice and teaching massage therapy.

8.2 Faculty

Currently, all AIMT instructors are employed as consultants/independent contractors. This arrangement gives AIMT more flexibility in providing quality training while meeting other business objectives.

Anthony Cervantes, CMT: Mr. Cervantes has more than 10 years of experience in massage therapy practice/teaching. He was the lead massage therapy instructor at Bryman College/Everest College, San Francisco from 2013 to 2014 and at American Career College, Long Beach from 2017 to 2018. He also has practiced massage therapy in several health centers and spas since 2011**.** In addition, he is actively involved in church activities such as youth development programs, teaching teenage Bible study, and providing administrative assistance to church operation. Mr. Cervantes is the instructor for the Massage Therapist, 624-hour, program at AIMT.

Sandy Thompson, CMT: Ms. Thompson graduated from the Connecticut Center for Massage Therapy (CCMT), Clinical Massage with more than 1350 hours. She also completed more than 200 additional hours of continuing education in massage therapy and health care professionals. Ms. Thompson is proficient in Visceral Manipulation, CranioSacral, Acupressure, Thai, and Aromatherapy. Her experience includes Swedish, sports, deep tissue, neuromuscular, trigger point, myofascial release, energy work, and senior massage. Ms. Thompson was an instructor at CCMT. She opened Awakenings, Holistic Massage for Body and Mind Spirit Massage Therapy practice in New York and received the CCMT Community Service Award in 2007.

Greta Elliot, CMT: Ms. Elliot is a licensed massage therapist. She graduated from the Massage Therapy/Sport Massage Therapist – 1029-hour program. She was an instructor assistant from 2006 to 2009. In addition to teaching, Ms. Elliot oversees massage clinic operation and tutoring and making up class. She also assists in curriculum development and preparation lessons and educational materials.

Mindy Nguyen, CMT: Ms. Nguyen has more than 35 years of experience in corporate management, teaching, and technical services and supports. She organized several seminars for Sports Massage Training Institute (SMTI). Ms. Nguyen completed the Massage Therapy/Sports Massage Therapist program and received BPPVE CERT for massage therapy instructor in 2007. She taught and supervised clinic until 2011 and then gradually became involved more and more in administration and financial functions. Currently, Ms. Nguyen is responsible for the Financial Office that includes financial aid services, supervising clinic and fills in instruction as needed.

David Tran, CMT: Mr. Tran has more than 25 years of experience in working as a chiropractor assistant, massage therapist, and massage therapy instructor. He competed a 600-Hour Massage Therapy program, 1000-Hour Holistic Practitioner Program, and hundred hours, including CE, in massage therapy and allied health related fields. Mr. Tran's teaching experience includes administering tests; evaluating and counseling students; and conducted clinical simulations. Mr. Tran has received several awards and recognition for his teaching skills and participating in community services.

8.3 Administrative Staff

All AIMT administrative employees are part time.

Greta Elliot, LMT: Besides serving as a massage therapy instructor, Ms. Elliot also works in the front office as an executive assistant that includes maintaining student records and client liaison. Ms. Elliot has more than 35 years of experience in marketing, customer services, record keeping, filing, and documentation.

9.0 Programs

9.1 Objective

1. **Massage Therapist:** To prepare students a wide range of knowledge in massage therapy/sports massage and skills that enable them to become professional massage therapists with an emphasis on sports massage. The program includes balance of classroom and clinical experiences. This program helps students to:

    - Understand the various dimensions of massage therapy
    - Develop confidence, knowledge and skills in a wide range of massage therapy disciplines and hands-on applications
    - Develop efficient body mechanics in order to optimize practitioner performance and longevity
    - Develop a working knowledge of anatomy and physiology as applied to massage theory and practice
    - Learn fundamental concepts of wellness and the ability to interface with other health care professionals

    At the completion of the program, the students will:

    - Be able to work in private practice, other diversified fields (i.e., hospitals, spas, cruise ships, chiropractors, physical therapists, exercise physiologists etc.) or with other professionals.
    - Take the credentialing examination

2. **Massage Therapy/Sports Massage Therapist:** This program covers all aspects of the Massage Therapist Program with more advanced techniques and emphasis on sports massage. The program includes balance of classroom and clinical experiences

9.2 Description

1. **Massage Therapist – 624 Hours/31 Weeks:** Massage Therapist: This 624-hour program is designed to teach students the basic skills necessary for employment as a massage therapist. Massage therapy involves the scientific application of Swedish massage strokes and other massage techniques to create specific effects throughout the body. In order to achieve such a goal, a student must complete 215 hours of massage therapy fundamental, musculoskeletal systems, basic massage, and business law and ethics. The following 169 hours include individual muscles, sports massage, and hydrotherapy. Systems of the body and advanced and complementary techniques entail another 114 hours. The program is rounded out with an additional 13 hours for review and testing and 113 hours for clinical practicum at athletic events. This encompasses the basic minimum amount of training that is necessary to enable a student to work in the field as a massage therapist. It is important to understand that all 624 hours of this program must be completed under supervision at AIMT or AIMT's designated sites.

    Classes are divided into academic and practicum classes. Academic classes are lecture-style classes wherein the students sit at desks and study the different systems of the body, nutrition, pathology, etc., especially as it relates or pertains to the practicum side of the massage profession.

    Massage tables and/or chairs are set up in the classroom for practicum classes, which involve hands-on study. As the instructor explains the mechanics of each massage stroke, she/he will intertwine the academic lessons relevant to that stroke, the effects it will have on the various systems of the body, the names of the muscles and tissues affected, the contraindications, etc. Proper draping to protect

the client's modesty is required. The use of good body mechanics is always stressed in an effort to ensure the longevity of each graduate's practice.

Students graduating from this 624-hour program are equipped with the knowledge and skills that enable them to become professional massage therapists and have enough educational hours to obtain a Massage Therapy Certification from the California Massage Therapy Council (CAMTC), www.CAMTC.org, for all cities in California. Beside California, students should meet the training education hours for several other states. The regulations and requirements are available on the state's website. The United States Department of Labor's Standard Occupational Classification code for Massage Therapist is 31-9011.

2. **Massage Therapy/Sports Massage Therapist – 1029 Hours/48 Weeks:** Basically, this program covers all subjects of the 624-hour program with more details plus comprehensive and advanced techniques. The 1,029 hour program includes 215 hours of massage therapy fundamental, musculoskeletal systems, basic massage, and business law and ethics. The following 175 hours include individual muscles, sports massage, and hydrotherapy. Systems of the body and advanced and complementary techniques entail another 136 hours. The big difference between this program and the 624-hour program is the addition of 267 hours in assessment, advanced sports massage, clinical pathologies, specialty massage techniques, Asian bodywork methods, aromatherapy, and reflexology. This program is rounded out with an additional 13 hours for review and testing and 223 hours for clinical practicum at athletic events. Students are encouraged to complete CPR/First Aid training and receive a certification before graduation. It is important to understand that all 1029 hours of this program must be completed under supervision at AIMT or AIMT's designated sites.

   Participation at athletic events is an exceptionally good form of study/practice for the students. In one day, a student may work on 10 to 20 different people. The events therefore provide intense, repeated supervised exposure to particular problems/solutions. Participation at running, cycling and swimming events allows the students to practice techniques learned in classroom and gain valuable real life experiences.

   Students graduating from this 1029 - hour program have knowledge and skill to become professional massage therapist and may specialize in sports massage or other advance techniques; they have enough education hours to meet the requirement for taking the Board Certification, www.ncbtmb.org, (as the highest voluntary credential of massage therapy and bodywork) and to obtain a Massage Therapy Certification from CAMTC, www.CAMTC.org, for all cities in California. Beside California, students should meet the training education hours for several other states. The regulations and requirements are available on the state's website.

   The graduates from this program have a definite advantage in the work field because their training is based in medical expertise. Not only do they have a plethora of techniques to choose from, but they also know the physiological effects of the strokes, which add credibility to their profession. Their knowledge and experience greatly serve their clients and develop client loyalty. The United States Department of Labor's Standard Occupational Classification code for Massage Therapist is 31-9011.

9.3 Hours Breakdown

Subjects		Massage Therapist (Hours)	Massage Therapy/ Sports Massage Therapist (Hours)
Unit 1 Fundamentals	Fundamentals Musculo-Skeletal Systems Basic Swedish/Chair Massage Business, Law and Ethics	25 75 90 25	25 75 90 25
Unit 2 Essential I	Individual Muscles Sports Massage Hydrotherapy	79 50 40	85 50 40
Unit 3 Essential II	System of the Body Adv. and Complementary Techniques	49 65	49 87
Unit 4 Advanced Procedures	Assessments Advanced Sports Massage/ Specialty Massage Techniques Clinical Pathologies		39 73 69
Unit 5 Complementary Bodywork Systems	Asian Bodywork Methods		86
Clinic/Out Reach		113	223
Review/Testing		13	13
Total		**624**	**1,029**

9.4 Course Descriptions

1. **Unit 1 – Fundamentals**

   a. Fundamentals: This course lays the foundation for the study of anatomy and physiology; the characteristics of life; and the organization of body structure at the following levels: chemical, organelle, cellular, tissue, organ, system and organism. It discusses factors influencing health and disease; feedback loop; body rhythms; pathological mechanisms of disease which include causes of disease, tissue repair, inflammatory disease and risk factors; pain, including pain sensations, referred pain, phantom pain, and pain threshold and tolerance; mechanisms of health; stress management which includes stress and adaptation; and the life cycle. The last part of this course covers the language of science and medicine: prefixes, roots, suffixes and abbreviations; clinical reasoning and charting; structural plan of the body which includes regions of the body and surface anatomy, abdominal quadrants and regions, positions of the body, and body planes and movements; and ancient healing practices which include points and meridians, traditional terminology and organ relationships.

   b. Musculo-Skeletal System: This course examines the skeletal system including its main functions, classifications of bones, bone growth and repair, skeletal changes caused by aging, bony landmarks, and divisions of the skeleton; individual bony framework by region which includes bones of the axial skeleton and bones of the appendicular skeleton; and pathologic conditions which include developmental problems, bone demineralization disorders, necrosis,

growth-related diseases, infectious disease, tumors, nutritional disorders, and disorders caused by trauma. It examines joint overview: connective tissue and joint structure, joint categories, and forces and stress; joint motion: arthrokinematics, joint play, joint positions and stability, osteokinematics, joint movements, and kinematic chains; identification and palpation of joints of the skull, shoulder, elbow, wrist and hand, pelvis and hip, knee, ankle and foot, spine and thorax; and pathologic conditions of generalized and specific joint disorders. This course covers muscle structure and function including muscle tissue, muscle fibers, pathologic connective tissue changes, myotatic units, proprioceptors and reflexes, firing patterns and activation sequences, function of cardiac and smooth muscle tissue. It explains how muscles are named and how to palpate the following muscles: face and head, neck, back, torso, gluteal region, leg, foot, rotator cuff, shoulder, elbow, wrist and hand; and pathologic conditions which include disease mechanisms and specific disorders.

c. Basic Chair/Swedish Massage: This course discusses the history of massage and its various dimensions. It covers basic strokes of massage, their purpose, and proper execution. It explains indications and contraindications to massage therapy, draping and care of the therapist's hands and body. Routines in chair massage and general relaxation full body massage will be taught. Included will be information on clinic skills and procedures. Biomechanics of the therapist to protect against injury are also discussed. Indications, contraindications, cautions, and benefits of massage will be explained and explored. This session also covers professional draping procedures & policies, body mechanics for the therapist, standards for quality hygiene/personal and environmental health both on campus, as well as in the profession, and assessment and customization of massage sessions. AIMT follows the draping standards set by the American Massage Therapy Association (AMTA), to assure the safety and comfort of our students, and Student Clinic clients.

d. Business, Ethics, Law and Jurisprudence: This course covers marketing, advertising, record keeping, jurisprudence, business ethics, professional ethics, insurance billing, law and legislation of cities in California and various states.

2. Unit 2 – Essential 1

a. Individual Muscles: This course describes the individual muscles most often discussed by massage professionals. Discussed are the functions (primary & secondary), attachments (origin & insertion), innervations, synergists, antagonists, and if applicable, common trigger point areas and referred pain patterns. Activities such as palpation, movements, coloring, drawing and labeling the attachment points, and locating common trigger points reinforce the knowledge of the structure and function of individual muscles or groups of muscles. Pathologies are continuously presented to develop the student's ability to process the therapeutic effects of massage methodologies and to justify these methods in western thought while appreciating ancient healing wisdom. Students will work on themselves and others to develop their palpation skills. They will also be shown massage techniques to use on specific muscles and/or groups and pathologies.

b. Sports Massage: Students learn techniques and styles of treatments used in sports massage. It entails how, why and when to administer pre-event, post-event, and rehabilitative sports massage, its benefits and purposes.

c. Hydrotherapy: This course is an introduction to hydrotherapy as used by massage therapist in a variety of work settings: day spa, wellness center, massage clinic, and sports massage clinic. It

discusses the specifics of water treatments and its various effects, indications and contraindications, supplies and common techniques.

3. **Unit 3 – Essential II**

   a. Systems of the Body: This course discusses general information about the body systems with attention to specific details for the massage professional. It covers the central nervous, peripheral nervous, endocrine, integumentary, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. Pathologies are continuously presented to develop the student's ability to process the therapeutic effects of massage methodologies and to justify these methods in western thought while appreciating ancient healing wisdom.

   b. Advanced and Complementary Techniques: This course continues the discussion of the basic theories for the physiologic effects of massage methods and techniques. It explains the proprioceptive mechanisms and their importance in the physiologic effects of massage techniques and incorporates muscle energy techniques to enhance lengthening and stretching procedures. It discusses the general effects of lymphatic enhancement massage and incorporates the principles of lymphatic massage into the general massage session. It covers the principles of deep transverse friction massage and modifies existing massage methods to address the connective tissue more specifically.

4. **Unit 4 – Advanced Procedures**

   a. Assessments: This course teaches a systematic approach to determining structures involved in a person's musculoskeletal system through visual inspection, muscle testing, differential assessments, orthopedic testing and palpatory skills with emphasis on verbal communication skills that are a large part of this treatment component.

   b. Advanced Sports Massage Therapy: This course continues to teach techniques and styles of treatments used in sports massage, including additional variations of strokes and the effective applications to different of sports.

   c. Clinical Pathologies and Treatments: This course is an introduction of massage therapy approaches to a variety of clinical conditions: general medical and post-surgical, geriatric, behavioral health, oncology and immune disorder, impaired cardio-pulmonary system, orthopedic, neurological and rehabilitation, pediatric and adolescent, home-care and hospice.

   d. Specialty Massage Techniques: This course covers introductions to Stone Massage Therapy, Infant Massage and Pregnancy Massage. It emphasizes the safety, to both the client and the therapist, and indications and contraindications for each type of massage.

5. **Unit 5 – Complementary Bodywork Systems**

   a. Asian Bodywork Methods: The course introduces systems of structured touch other than therapeutic massage, covering the basic categories of Eastern and Asian methods involving vital energy, chakras, meridians, points, and energetic systems (e.g., polarity).

   b. Aromatherapy: An introductory course, which emphasizes the care and caution to be used when using essential oils.

c. Reflexology: This is an introductory course to reflexology, covering various reflexology theories and treatment approaches. It also explores joint mobility and foot massage routine.

d. Clinic: This course provides students opportunities to practice massage skills that they have learned in classroom. Students will practice under supervision in various settings: massage clinic, sporting events, corporate or charity events, medical or health clinics.

e. Review and Finals: Written and hands-on tests for reviewed materials.

10.0 Tuition and Other Expenses

Tuition and other costs, subjected to change without prior notice, for AIMT programs are detailed below:

Cost Items	Massage Therapist	Massage Therapy/ Sports Massage Therapist
Registration Fee (*)	$25.00	$25.00
Enrollment Fee	$25.00	$25.00
Tuition	$7,600.00	$9,900.00
Books	$400.00	$400.00
Oils/Polo-Shirt	$200.00	$200.00
Student Liability Insurance	$85.00	$85.00
Student Tuition Recovery Fund (*)	$00.00	$00.00
Schedule of Total Charge for Period of Attendance	**$7,400.00**	**$9,700.00**
Estimated Schedule of Total Charges for the Entire Educational Program	**$8,335.00**	**$10,635.00**

(*) Non-refundable. Effective from April 1, 2024
(**) Students are recommended to buy their own table and linens – $300 Estimated Cost

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident 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.

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.

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 for Private Postsecondary Education, 1747 N. Market Blvd. STE. 225, Sacramento, CA 95834, (888) 370-7589 or (916) 574-8900.

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 educational 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 reimburse 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 noncollection 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."

1. **Fees**: $25 Registration fee, non-refundable/non-transferable, paid upon submission of the Application. $25 Enrollment fee, non-refundable after the cancellation period, paid when the agreement is signed.

2. **Tuition:** Tuition for each program is listed in the above table.

3. **Books:** Non-refundable after 1 week of start date of class and/or damaged. AIMT workbook and following textbooks:

   a. Sandy Fritz. Mosby's Fundamentals of Therapeutic Massage, 8th Edition, 2024.
   b. Sandy Fritz. Mosby's Essential Sciences for Therapeutic Massage, 7th Edition, 2024.

4. **Supplies**

   a. Massage Table: Students must have a portable massage table. Students are recommended to buy their own table and linens. $300 is estimated cost for a standard massage table. Cost of a massage table can be much higher for name brand and quality.
   b. Oils/Lotions: Non-refundable after 1 week of start date of class and/or damaged. $100.00 is an estimated amount for the basic supplies necessary to complete the course.
   c. Polo Shirts: Non-refundable after 1 week of start date of class and/or damaged. Students are required to wear polo shirt in class and at scheduled athletic events. Cost for uniform and polo shirt is $100.00. Additional polo shirts can be purchased from the school.

5. **ABMP or AMTA Membership:** Non-refundable after 1 week of class start This fee entitles students to insurance coverage when practicing massage therapy, a subscription to magazine(s) from ABMP or AMTA, and an ABMP or AMTA student membership.

6. **CPR/First Aid:** Students are encouraged to complete CPR/First Aid training and receive a certification before graduation. The listed price is an approximate amount and is subject to availability. AIMT will assist students to enroll for the CPR/First Aid training during the program.

7. **Additional Costs:** Additional costs may be incurred for optional equipment and supplies purchased at the discretion of the students. Students are also responsible for their own travel expenses related to athletic events. Car-pooling is suggested to defray such additional travel expenses.
   Other costs include following fees:

   a. A fee of $50.00 per hour for additional private tutoring.
   b. A fee of $50.00 for each challenge test taken.
   c. A fee of $100.00 for rescheduling tests those are missed/failed and not retaken within one week.
   d. A fee of $25.00 for replacement copies of transcripts.
   e. A fee of $10.00 for requests for compilation of hours.
   f. A fee of $30.00 for each returned check.

11.0 Payment Plans

AIMT provides monthly payment plans. During the first visit, a financial administrator will discuss and provide the students with all available options to pay for the program's cost. The financial administrator will help the students to complete or update appropriate financial applications if needed. Qualified students may use any of the following plans or their combination to pay for the program:

1. Workforce Investment Act (WIA)
2. Employment Development Department (EDD)
3. Trade Act Program (TRA)
4. Social Security Disability (SSD)
5. Monthly payment plans

12.0 Policies and Procedures

12.1 Admission Requirements

Prerequisites for the Massage Therapist and Massage Therapy/Sports Massage Therapist programs are:

1. High School Diploma or equivalent (e.g., GED, AIMT does not accept Ability-To-Benefit Students),

2. 18 years of age or permission from the Director, and
3. A current valid government issued photographic identification (e.g., driver license, passport).

AIMT reserves the right to admit only those students who are physically, mentally, and emotionally qualified to pursue the rigorous training program necessary to become a professional massage therapist, without regard to religion, race, color, sex, disability or national origin.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), AIMT abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in programs and services offered by AIMT "solely by reason of the handicap."

A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability and reasonable placement potential following graduation. AIMT administrator will consult with the student to determine that the functional limitations of the disability require such accommodation, auxiliary aids and/or services. Applicants with disabilities who may need accommodations in any class must provide documentation to AIMT at least two weeks prior to enrollment. This documentation must be from a professional who is qualified and has appropriate credentials to conduct an assessment, and document the disability.

AIMT is committed to providing reasonable accommodations including auxiliary aids and services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by AIMT.

12.2 Application/Enrollment Process

1. Complete an Application and pay $25 Application Fee. Provide a current valid government issued photographic identification, documentation of high school diploma, GED diploma, and/or documentation of any higher education.
2. Schedule an interview with a school Administrator.
3. Pay $25 Enrollment Fee when signing the Enrollment Agreement,

12.3 Student Conduct Policy

A student may be dismissed from school for a serious incident or repeated incidents of intoxication, drug abuse, moral infractions, insubordination, and/or rudeness to a teacher. Possession of drugs, alcohol, or weapon on school premises; behavior creating a safety hazard to other persons at school; disobedience or disrespect to another student, administrator or faculty member; or any other stated or determined infraction of conduct may be grounds for dismissal.

Committed to serious or repeated dishonest activities such as stealing or cheating on a test will be cause for immediate dismissal.

12.4 Time Commitment

All AIMT courses are intensive courses. Besides classroom hours, students are expected to spend many additional hours for homework and practice clinic. In order to become proficient at massage, students must practice diligently. The athletic events made available to AIMT students are an integral part of the training/practicing process. AIMT graduates excel in the field because their training includes repeated exposure to the situations they can expect to encounter during their practice. Thus, when students commit to a course at AIMT, they must also commit to attending as many of the clinical practice and athletic events offered as is feasible, above and beyond those events that are mandatory for all students.

12.5 English As-a-Second Language

AIMT provides instruction primarily in English. AIMT dose not provide English translation services.

English proficiency may be determined by a satisfactory score (45+) on the Test of English as a Foreign Language (TOEFL), which is administered worldwide by the Educational Testing Service, Mail Stop 04-R, Princeton, NJ 08541 USA, or **https://www.ets.org/toefl.**

When a prospective student interviews with an AIMT admission administrator, his/her English proficiency is also evaluated. The prospective student may be required to pass an AIMT English Proficiency Test to be admitted.

12.6 Clock Hours

All AIMT programs are awarded in clock hours. The graduation certificate and transcripts list the awarded clock hour of the programs.

12.7 Requirements for Graduation

At the end of the course, students who satisfactorily passed all tests and examinations, both written and practical; completed all required projects and clinical hours; made-up all missed hours; paid all tuition, fees and other expenses; and returned all library books and borrowed equipment, will receive a certificate and two copies of the transcript, which has a breakdown of hours for each subject studied and the corresponding grade. A GPA of C is required for graduation from any program.

Students who have incomplete program hours on their projected date of graduation, and have not requested a Leave of Absence, shall have a time limit to complete the remaining hours as follow:

1. Massage Therapist – 624 Hour Program: 16 weeks from the projected date for graduation. Students must complete at least ¼ of the total remaining hours every 4 weeks. Students are evaluated every 4 weeks.

2. Massage Therapy/Sports Massage Therapist – 1029 Hour Program: 24 weeks from the projected date for graduation. Students must complete at least ¼ of the total remaining hours every 6 weeks. Students are evaluated every 6 weeks.

Students that fail to complete their program hours as required will not receive a certificate and/or transcript, and will not be eligible for a refund. Students that fail to complete must re-enroll to complete the program. Requirements for completion will be determined by the Director.

12.8 Grading System

Written and practical examinations will be scored as follows:

A = 90 to 100%…… . Superior
B = 80 to 89%. ……Above Average
C = 71 to 79%. ……Average
D = 63 to 70%……. Passing, Less than Satisfactory
F = 62% and below……..Failing
W……..Withdrew

INC…….……..Incomplete

To complete the entire course, the student will be evaluated on the following:

Attendance	10%
Class Participation	10%
Tests	80%
	100%

The grade given to each student shall be the grade determined by the instructor(s). This grade, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.

Grade Point Average (GPA) is calculated by multiplying the number of credit hours by points per credit hour, then dividing the total points by the total credit hours. A GPA of C is required for graduation from any program.

12.9 Exams and Tests

Exams are given to test student understanding at the end of each segment of study completed, i.e., cells, skeletal system, muscular system, circulatory system, lymphatic system, nervous system, digestive system and endocrine system, etc. Tests are given periodically in class to ensure student comprehension of the material covered. Some class projects and term papers are required to complete the course.

Any missed or failed written or practicum test **must be made-up within one week from the original date of the test**. Unless excuse for taking the make-up test has been approved, a 10% deduction of the test's score will be applied. If a make-up test is not taken within one week, arrangements must be made with the school administrator to reschedule time for the test, which may include a rescheduling fee of $25.00. If the test has not been taken after rescheduled time, student will receive a score of 0 for the test. Student is responsible for reschedule the make-up test.

12.10 Satisfactory Academic Progress

AIMT programs consist of courses that are grouped into major units. The units vary in time and last between 9 and 11 weeks. The student's satisfactory progress will be checked at the end of every unit. Progress reports which reflect grades on subjects, class attendance and participation, and clinic/event participation will be generated and reviewed by the students. Instructor and School Director monitor student progress closely and take a proactive approach to assist students with their learning.

Students who do not achieve specific competencies/course objectives will be expected to repeat that material until a level of proficiency is achieved. AIMT requires students to meet both a qualitative and a quantitative standard for academic progress.

To assist in meeting your educational goal in the quickest possible timeframe at AIMT, all students are encouraged to have an educational plan completed, with the assistance of an administrator or instructor.

1. Qualitative Standard

   A minimum cumulative GPA of C in all coursework attempted.

   AIMT programs consist of Units that are grouped into major subjects. All students receiving federal or state financial aid will have their GPA evaluated at the end of each Unit. Students are required to

maintain a CUMULATIVE GPA of at least C for all grades earned. Earned grades are: A, B, C, D, and F. In addition, W is used for Withdraw and INC is for Incomplete

- *Qualitative Example A:* John has completed 2 Units of the Massage Therapist Program with a Cumulative GPA of a D. John is not meeting the Qualitative Standard because D is lower than C.

- *Qualitative Example B:* Rick has completed 2 Units of the Massage Therapist Program with a GPA of an A for the first Unit and a D for the second Unit. Rick is meeting the Qualitative Standard because his overall GPA is a C.

2. Quantitative Standard

A minimum course completion ratio of 85% of all coursework attempted**.**

Students must successfully complete at least 85% of all subjects (coursework) attempted. If you have already completed any Bachelor Degree, you may be eligible for Federal Financial Aid Loans but not PELL Grant.

- *Quantitative Example A:* Calvin's class completed Unit 1 of the Massage Therapist Program but Calvin completed only 60% of the subjects of Unit 1. Calvin is not meeting the Quantitative Standard.

- *Quantitative Example B:* Janet has attended 2 Units of the Massage Therapist Program. She completed 95% of the subjects of Unit 1 and 75% of the subjects in Unit 2. Janet is meeting the Quantitative Standard because her overall completion of the subjects for both Units is 85%.

3. Maximum Time Frame

Since AIMT attendance requirement is 85%, No more than one 1.28 times (128%) the number of units required to complete your educational objective. (This is 150% policy maximum time frame of the normal program length)

Students are evaluated for satisfactory progress at the end of each unit. The maximum time limit given to students to complete each unit is 1.18 times the normal length of that unit. For example the length of Unit 1 is ten (10) weeks; a student will have 9 additional business days to complete all the requirements of Unit 1. If not, he/she will receive a failing grade of Unit 1.

Students who have not completed their program in this established time period will be terminated for not making satisfactory progress. Financial aid recipients who exceed the maximum time frame will be terminated from Financial Aid eligibility and will be required to complete the Financial Aid Appeal Process and have their appeal approved before receiving additional financial aid. Prior to reaching this level, all satisfactory standards must have been exhausted. Re-entry may not take place until three weeks after termination. A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the School Director. The School Director, along with instructors and administrators, will review the appeal and make a determination. The decision of the School Director will be final.

4. Disqualification and Termination

Those students who do not meet Qualitative and/or Quantitative standards are subject to the status of Disqualification. Those students who do not meet the Maximum Time Frame standards are subject to the status of Termination.

5. Warning Notifications

At the end of each Unit, student who does not maintain a C GPA or complete at least 70% of credits will be issued a verbal warning and the student's instructor or an academic administrator will draft a plan of action. This period will last for 4 weeks. At the end of this 4-week period, the student will be reassessed. If the situation continues, the student will be issued a written academic warning, which will last for an additional 2 weeks. During this time, the previous plan of action will be reassessed and necessary adjustments will be made. If academic progress is not met at the end of this extended 2-week period, the student will be placed on academic probation for a period of 4 weeks and a new plan of action and remedial will be scheduled as necessary. At the end of this period, the student will be reassessed. If progress has been made satisfactorily, the probationary period will be lifted. On the other hand, if satisfactory progress is not made, the student's training will be terminated. Students remain eligible for financial aid during the Warning term.

- *Disqualification Information:* While in Warning status, students who fail to achieve the minimum Quantitative and/or Qualitative standards during the semester will be disqualified from financial aid for the following term and will be required to complete the Financial Aid Appeal Process and have their appeal approved before receiving additional financial aid for following terms.

  There are three types of Disqualifications at AIMT: (1) Achieved an overall GPA less than a C, (2) Failed to complete the 70% minimum subjects required, and (3) Failed to complete both GPA requirement and 70% completion rate.

- *Excessive Units Notification:* Students who have exceeded the maximum time frame of 2 Units of the program will receive an Excessive Units Notification. These students are obligated to meet with an academic counselor and design an Educational Plan for any remaining coursework by obtaining a Counselor Program Approval to stay on track at AIMT. It is the students' responsibility to adhere to their Counselor Program Approval.

- *Termination:* Students who exceed the maximum time frame (please refer maximum time frame above) will be terminated from Financial Aid eligibility and will be required to complete the Financial Aid Appeal Process and have their appeal approved before receiving additional financial aid for following terms.

6. Appeal Process and Reinstatement

All appeals must be made in writing. Students who have been disqualified must write an appeal statement which clearly explains:

- Why they were deficient in units
- Why, if applicable, they have a cumulative GPA below C.
- Outlines their plan for improvement

Students who have been terminated must write an appeal statement and meet with an academic counselor. All official transcripts from all previous schools must be evaluated as per our transcript policy requirements. If applicable the appeal statement must clearly explain the reason the student has exceeded the maximum time frame All Terminated Students are also required to submit a copy of their Counselor Program Approval form.

If the student's appeal is approved, the student will be placed on Probation for one additional Unit.

While in a Probationary status, students who fail to achieve the minimum Quantitative and Qualitative standards of the Unit will be disqualified from financial aid for the following term and will not receive federal or state financial aid in future terms until they make progress to resolve the deficiency. In some cases the Appeal Committee will impose conditions along with the approval for probationary status. If the student has complied with the conditions of his/her Probation and/or met the Quantitative and Qualitative standards stated above the student will retain his/her eligibility.

7. School Year Deadlines for Appeals

Be aware that Federal Regulations state that appeals must be submitted, evaluated, and processed before the term deadline established by the school in order to release any funds for that term. Any appeals evaluated after the term deadline will not be eligible for aid for that term.

12.11 Repeat Courses and Remediation Practices

Unless special circumstances apply, a course may be repeated only once. The grade received on the repeated course replaces any other grade for that course in the calculation of the GPA. All final course grades will be recorded and appear on the student's transcript.

Course failures and subsequent repeats may interrupt the student's enrollment and negatively impact financial aid eligibility. Remediation of any course work must be completed within the mod missed or within 7 school days of the time assignments are due.
A student who fails a course will be required to repeat it. In addition, repeated courses will result in additional charges.

12.12 Evaluations

Student competencies are evaluated based on their performance on exams, tests, projects, practicum, and finals. Students are also graded on attendance and class participation.
Students receive feedback on their performance on a regular basis. After grading the tests and exams, the instructor goes over and discusses every question to ensure student comprehension. The instructor also provides feedback, comments, and suggestions on student projects, clinic, and practicum. Furthermore, the instructor holds a conference with each student individually to review the student progress at the end of every major unit.

12.13 Incomplete and Withdrawal Grades

An "incomplete" grade is issued when a student has too many absences or has failed to complete course requirements satisfactorily. An Incomplete must be made up within 4 weeks after the program has ended. If the student does not complete the requirements as agreed on by the faculty and administration, the student shall receive a failing grade and the course must be retaken. Both grades will appear on the transcripts but only the final grade will be used in calculating the GPA. In order to graduate, a student must arrange make-up work and/or tutorials necessary to fulfill the requirements of the course. Exception

may be made with the approval of the School Director if a student demonstrates mitigating circumstances (i.e., illness, death in the family, or similar bonafide excuse). Courses from which a student withdraws will not be included in the GPA calculation and must be retaken. This will delay the student's graduation from a program and may incur additional costs.

Students who withdraw from AIMT must do so in writing to AIMT administrator. An official withdrawal will result in a "W" on the student's academic record. A student who does not withdraw officially from a course or program may receive a failing grade.

AIMT **does not offer** non-credit, advanced, remedial courses, or non-punitive grades.

12.14 Attendance

Punctuality is a desirable trait. Absences and tardiness affect grade and will be recorded, and the administrator will reprimand students for unsatisfactory attendance. If attendance fails to improve, the student may be dismissed. A student must attend 85% of scheduled classes in order to graduate, and is allowed only 10% unexcused absences (3 tardiness equal one absence). A student will be considered tardy 5 minutes after class has started.

If a student finds it necessary to be absent or late to any class session or athletic event, the student should call the instructor before the class or event is due to start. The student must make up all the missing assignments and fill out a Make-Up Form for each absence, which must be accepted by the instructor, in order to graduate. The student may request a tutor for a fee of $25.00 per hour to assist with make-up work.

12.15 Excused Absence

AIMT expects students to attend and participate in all classes and complete all exams as scheduled (together defined as "coursework"). Missed coursework has the potential to disrupt individual and team learning, invalidate assessment of learning outcomes, create unfair advantages, and divert faculty and student resources away from teaching and learning. However, occasionally an absence from coursework will be unavoidable. This policy sets out the circumstances when an absence will be considered excused along with the expectations for timely communication and makeup of missed coursework with the Director/Administrator.

1. Approval of Absence

   Students should seek approval for an absence from the Director/Administrator well in advance of the absence if possible, by completing the Excused Absence Request Form. In the case of emergency absence students should complete and submit the Excused Absence Request Form within 3 business days of returning to campus after the absence. Timely and professional communication with the course coordinator, and others affected by the absence, will help limit the adverse impact of the absence on their own learning and that of their peers. Regardless of whether an absence is excused or unexcused, students are expected to demonstrate professionalism and to follow procedure when requesting an absence.

2. Duration of Absence

A student may request no more than three academic days of excused absences per Unit; all absences shall not exceed 10% of the Unit length. Absences exceeding 10% of the Unit length will require a student to request a Leave of Absence or a Withdrawal. Students must contact the Director/Administrator if any one absence period exceeds five days to discuss these options.

3. Type of Excused Absence

A student may request an excused absence, from the Director/Administrator, only for reasons listed below:

- Medical (self or immediate family)
- Military duty
- Immigration & Naturalization
- Jury duty
- Legal
- Bereavement (first degree relative)
- Involvement in traffic accident documented by law enforcement report
- Professional Leave – conferences, invited presentations/posters, competitions, or residency interviews (requires verification of academic standing).

4. Makeup Allowances

Students are responsible for contacting the Director/Administrator to arrange makeup of coursework, otherwise they will receive zero. A student seeking an excused absence should complete the Excused Absence Request Form and seek the Director/Administrator's signature for each course the student was absent within 3 business days upon return to courses or campus.

If an absence is excused students will be allowed the option to make up missed coursework, rotations, or missed assessments. The nature and type of makeup, makeup time, date, format, duration, and grading is at the sole discretion of the Director/Administrator.

12.16 Transfer of Credits

AIMT has not entered into an articulation or transfer agreement with any other college or university.

AIMT will consider credit from other institutions accredited by an agency recognized by the United States Department of Education (ED) or the Council of Higher Education Accreditation (CHEA).

AIMT does accept some transfer credits on a case-by-case basis. Proof of previous education must be submitted in order to be considered, but such previous education must have been completed no earlier than five years prior to enrollment at AIMT. Students demonstrating sufficient proficiency may receive credit for prior training and/or experience. Experiential credits may be given at the discretion of the Director. The program's duration may be shortened; the tuition and fees may be pro-rated accordingly for this particular case. Tuition adjustments will be based on the per clock hour value of the tuition charged. Acceptance of credits does not exempt one from attending classes. Students are still required to attend all scheduled classes in the program.

If an applicant's request for transfer of credits is denied, he/she may appeal the decision within two weeks following the formal notification. Appeals shall be directed to the Director.

Students who transfer to AIMT must complete at least 60% of the AIMT program hours to graduate.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at AIMT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Massage Therapist or Massage Therapy/Sports Massage Therapist program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your 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 AIMT to determine if your certificate will transfer."

12.17 Exemptions

A student must pass all appropriate exams for each course to qualify for exemption from that course. A testing fee of $50.00 per test will be charged to the student. The testing fee is non-refundable. Students may challenge any portion(s) of the course they choose.

As all academic instruction is interspersed with correlative hands-on techniques, students may still be required to attend classes pertaining to subjects that they have successfully challenged and received monetary credit for.

12.18 Electives

Electives are special training sessions conducted by visiting experts in the field. Such sessions are provided at no extra charge to the students, are subject to availability, and are mandatory for all students to attend.

Each student must submit a report within 3 days of completing the elective. The report must be comprehensive, effectively demonstrating the aspects and doctrines covered during the elective.

12.19 Program Switch

Change of Class will be determined by appropriate student/instructor ratio or classroom size. If space is not available, the request will be approved only if the student can find a student in the other section who is willing to switch. Changes from morning to evening will usually be granted providing the student demonstrates a clear need for such a change, e.g., change in job.
The deadline to transfer from the Massage Therapy/Sports Massage Therapist program to Massage Therapist program or vice versa is three months after the first day of class. Students are required to sign the enrollment agreement amendment prior to the transfer. A $100 fee will be charged for the transfer. The tuition payment will be adjusted and specified in the amendment. If overpaid, refund will be made within two weeks after the amendment is signed.

If the student wishes to drop part of the course, e.g., anatomy, skeletal system, this may be done by challenging the examination. The student is showing a proficiency in the course and is willing to prove

the proficiency through testing. This accommodates physical therapists, athletic trainers, massage therapists matriculating, etc. in not having to repeat the course.

12.20 Exchanges

All students must **GIVE** and **RECEIVE** massage during class.

12.21 Internship/Externship

An internship/externship, including AIMT in-house clinic, experience is an important component of the curriculum. Such a program will provide students with opportunities for off-campus experiences in a variety of settings, and for interaction with practicing professionals in the field.

Students may earn required practicum hours by attending athletic events, health fairs, and charity events. They may also fulfill their practicum hours by working at doctor's offices or sports teams on college campuses. Hours earned from internship/externship can be used to replace event hours.

12.22 Athletic Events

Events are posted on the bulletin board and updated regularly. Earned hours may be deducted from the student's record if he/she does not adhere to the policy.

1. Once signed-up for an event, it is the responsibility of the students to be present and on time.
2. If students are unable to attend the event, it is their responsibility to find a replacement. If a student signs-up for an event and does not show up or find the replacement, the student will be reprimanded and the incident will be recorded.
3. Students should bring the following items to the events:

    a. Applicable massage table and massage equipment accessories
    b. Protection against sunburn, i.e., sunscreen, visor, hat or other protection as needed
    c. Directions/map to the event and instructions regarding when and where to set up
    d. Drinking water and snacks

4. AIMT will provide, where applicable, the following:

    a. Directions/map to the event and Instructions regarding when and where to set up
    b. Handy-wipes or paper towel
    c. Disinfectant to cleanse their table between athletes
    d. Massage oil
    e. Oil to replenish student's bottle
    f. Tent as necessary

5. Students should advise the desk and/or Event Supervisor when they need to take a break.
6. It is suggested that upon arrival, students acquaint themselves with the location of the registration desk, toilets, refreshments, etc.
7. Students should wear layered clothing for early morning or inclement weather.
8. Students must wear AIMT uniforms. No jeans! No sandals! Sturdy shoes with socks are recommended.
9. The event sponsor at each event generally provides T-shirts, water, refreshments and a registration table and chairs.

10. Tips may be accepted, but not solicited.
11. Students should try to stay within the time allotted. Contact supervisor if additional time is needed or requested.
12. When students receive a request regarding AIMT participation at an event, they should write down the contact person, phone number, and event date, if possible, and give this information to the Director.
13. It is the responsibility of the students to keep track of their event hours. Each request for a compilation of hours will incur a $10.00 fee.

12.23 Leave of Absence

A student may request a leave of absence (LOA) for personal, health, military requirements, jury duty, AIMT faculty/administrator recommendation, mitigating circumstances beyond the student's control, or financial hardship.

A LOA request must be submitted to the school administrator in writing and get approval. There must be reasonable expectations that the student will return from the LOA. AIMT ill not assess the student any additional institutional charges as a result of the LOA. A student granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time. Title IV loans will not be disbursed during the LOA.

Students will not be assessed additional tuition charges while on their leave of absence. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held.

The maximum time frame for a LOA is 180 calendar days and the minimum is 5 calendar days. AIMT permits more than one LOA provided the total number of days of all LOA does not exceed 180 calendar days within a 12 month period. If the student does not return from the LOA within the 180 calendar days, the student will be dropped from AIMT. The student's loans will go into repayment after 180 days from the last date of attendance.

On the day the student returns from a LOA the student is required to inform the administrator of the return and complete an enrollment agreement addendum or initial the correction on the contract. The student's contract and maximum time frame will be extended for the same number of days the student was on LOA without any penalty to the student.

A student who fails to return from a LOA on the day scheduled or inform AIMT of the reason for not returning, will be considered withdrawn. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. The student will be notified by the administrator and given an opportunity to respond. If the student is withdrawn, the standard policy for refunds will apply.

If a student does not return from a maximum of 180 day LOA, the student's loans immediately enter payment.

Students taking an unapproved LOA will be considered withdrawn at the start of the unapproved LOA. The last date of attendance prior to the LOA will be utilized for the purposes of calculating a refund.

12.24 Probation

A student may be placed on probation for the following reasons:

1. Failure to follow Student Conduct Policy.
2. Failure to meet satisfactory academic progress.
3. Failure to fulfill financial requirements.

Probation indicates that a student may continue participation in the course under certain conditions for a specific period of time.

When a student is placed under probation, a conference is scheduled with the student, administration, and any concerned faculty member to determine the requirements that must be met for the student to continue in the program. A specific timetable is set for meeting those requirements. Continued probationary status may be a condition of acceptance.

12.25 Student Services

Following services are available to students: academic guidance, tutoring, career advising, and placement assistance.

1. Academic Guidance and Tutoring: Advising and guidance begins with the admission interview and continues throughout the student's course of study. Faculty advice and assistance is available for minor academic and personal problems. However, problems of a more serious nature should be brought to the immediate attention of the School Director for resolution.

   Our guidance and counseling are designed to provide the attitude, knowledge, and skills necessary for students to meet the standards of the society in the field of study they have chosen. The goals for the student services include:

   a. To facilitate a willingness to consider opposing points of view.
   b. To interact with people from different cultures.
   c. To be adaptable, tolerant, and flexible.
   d. To assume full responsibility.
   e. To develop moral principles to guide actions and decisions.
   f. To provide an on-going process of self-assessment.

2. Career Advising and Placement Assistance: This service includes resume writing assistance and interview preparation. Many doctors, clinics, and individual clients contact AIMT to employ therapists. Employment Opportunity Forms are filled out for each request received, and are available to all students. Students looking for work should contact the administrator.

   While AIMT will provide free placement assistance to students, it cannot guarantee employment after graduation or earnings potential.

3. Graduation Ceremony (Optional): Graduation ceremony is held twice each year in June/July and December. Student must complete all academic requirements to participate in the ceremony. AIMT will provide graduation caps and gowns to the graduates.

12.26 Transcripts

30 days after successful completion of all course requirements, student transcripts, appropriate diplomas and certificates will be issued. Transcripts are NOT given unless the student completes ALL course requirements and graduates. Transcripts are not given for partial completion of any course. There is no

charge for the first two copies of transcripts that each student receives upon graduation. Subsequent copies of transcripts require a $35.00 fee; they will be processed within 30 days upon receipt of a written request for transcripts.

12.27 Record Retention

AIMT shall maintain students' records for at least five (5) years from the date of from the student's date of completion or withdrawal. The record includes:

1. Enrollment agreement
2. Government issued photographic identification (e.g., driver license, passport)
3. Signed attestation of high school graduation or equivalent (e.g., diploma, transcript or GED)
4. Admission determination documentation (e.g., admission exam, counseling documentation for students admitted under an ability-to-benefit determination)
5. Financial records (e.g., required financial aid documentation, tuition payments, refund calculations and evidence of monies returned). Required for institutional members only.
6. Academic transcript (must be maintained indefinitely)
7. Attendance records (if applicable)
8. Progress reports or correspondence
9. Evaluations for externships and/or internal clinical experiences
10. Documentation of placement activity

AIMT complies fully with the Family Educational Rights and Privacy Act of 1974, as amended, in respecting the students' right to inspect and review their academic records. In order to review records, students or graduates must make an appointment with the administration.

Student information is deemed to be confidential and will not be released without the students' prior written consent with a signed document. The exception to this policy is student census information, which is public information: the name of the student, status of enrollment, dates of attendance and dates of graduation. Students have the right to withhold the disclosure of any or all of this information by submitting a written request to the administration.

12.28 Complaint/Appeals Procedure

A student or any member of the public may file a complaint about this institution with BPPE by calling Toll-free telephone: ***(888) 370-7589*** or by completing a complaint form, which can be obtained on the bureau's Internet Website: ***www.bppe.ca.gov***.

Students may lodge a complaint pertaining to decisions made on grades, probations, dismissals, etc. Students should first meet with the student chairperson, instructor, administrator, or director who initiated the decision or whoever is most likely to help with the problem. If students do not receive satisfaction resolution, they may take additional action as follow:

1. Complaints/appeals of any decisions made by any representative of AIMT must be made in writing. The complaint/appeal should include:

    a. The nature of the problem
    b. The date(s) of occurrence
    c. The names of the people involved
    d. A brief description of the steps taken thus far
    e. Copies of supporting materials

2. The written appeal is to be forwarded to the person next in the chain of appeals:

    a. Instructor
    b. Administrator
    c. Director

For unresolved conflicts, students may send a complaint to:

Bureau for Private Postsecondary Education
1747 N. Market Blvd. STE. 225
Sacramento, CA 95834
Web site Address: www.bppe.ca.gov
Telephone (888) 370-7589 or (916) 574-8900
Fax (916) 263-1897

or

P.O. Box 980818
West Sacramento, CA 95798-0818

and/or:

Commission on Massage Therapy Accreditation
900 Commonwealth Place, Suite 200-331
Virginia Beach, VA 23464
Telephone: (202) 888-6790
www.comta.org

California Massage Therapy Council
One Capitol Mall, Suite 800
Sacramento, CA 95814
www.camtc.org
Telephone: (916) 669-5336
Fax: (916) 669-5337

12.29 Sexual Harassment

AIMT will not condone any sexual harassment of any persons. All faculty, staff, and students, will be subject to severe discipline, up to and including termination, for any act of sexual harassment they commit. Individual who feel victimized by sexual harassment is encouraged to report the harassment to the administrator or faculty immediately. No individual will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.

Conduct or actions that arise out of a personal or social relationship and that are not intended to have a discriminatory employment effect may not be viewed as harassment. When a complaint arises, or when the situation warrants, ***AIMT*** will determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.

12.30 Unfair Business Practices as Related to Massage

Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

1. To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by CAMTC.

2. To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

12.31 Dress Code

Presenting the right image by dressing appropriately for the job influences clients' perception of professionalism. Students are required to wear uniform (polo shirt or scrub bearing AIMT's logo) approved by AIMT (polo shirt or scrub bearing AIMT's logo) whether they are taking class, working on clinic, or participating in events.

From time to time, students are allowed to dress casually to create a changed environment and to promote morale. Generally, students should show conservatism, good taste, and restraint in their dress on the school premises.

12.32 Smoking

Breaks to **s**moke are not permitted. Smoking is only permitted at the designated areas outside the facility. This policy applies to all tobacco and smoking products, i.e. chewing tobacco and electronic cigarettes (e-cigarettes).

12.33 PC and Wi-Fi

School's PC and Wi-Fi are for schoolwork related activities only. Violations to this policy may result in disciplinary action depending on the degree, severity and number of times the rule is violated.

12.34 Holidays

Students may be required to participate in athletic events and clinic shift scheduled on any of the above-stated holidays. AIMT will honor the following holidays:

1. New Year's Day
2. Martin Luther King Jr. Day
3. Presidents' Day
4. Good Friday/Easter
5. Memorial Day
6. Independence Day
7. Labor Day
8. Thanksgiving and the day after Thanksgiving
9. Two-week Christmas/New Year Holiday (exact dates will be posted in classrooms)

12.35 State License

California requires a State Certification to practice as a certified massage therapist. The law defines a "Massage Therapist" as having a minimum education of 500 hours. Thus, with our 624 and 1029-hour programs, you are qualified and more than prepared to practice in California. California state law also requires that applicants for massage certification go through a criminal background check via Live Scan. After students complete the required 500 hours of training from a CAMTC approved school, students have to pass the Massage & Bodywork Licensing Examination (MBLEx) to receive the State Certification. Criminal record and failure to pass the MBLEx may adversely impact the student's ability to gain a license and/or employment in the field after graduation. **In September 2022, California passed the regulation that MBLEx is not required for CAMTC certificate until June 2027.**

California Massage Therapy Council
1 Capitol Mall Ste 800, Sacramento, CA 95814
Phone: (916) 669-5336, Email: info@camtc.org

Massage & Bodywork Licensing Examination (MBLEx) Office
P.O. Box 198748, Nashville, TN 37219
Phone: 866.962.3926 Email: mblex@fsmtb.org

12.36 Cancellation of Contract/Withdrawals

Students have the right to withdraw from a program at any time without any charges. Notice of cancellation or withdrawal must be made in writing. The date of withdrawal shall be deemed to be the last date of recorded attendance.

Students are obligated to pay for educational services rendered and for equipment not returned in good condition within 10 days from the date of withdrawal.

12.37 Refunds

If withdrawal occurs during the period allowed for cancellation of the agreement, five business days following the first class attended or seven days after enrollment, whichever is later, AIMT will issue a full refund less nonrefundable fee, see Section 10.0, page 14, within 10 days following withdrawal.

For students who do not receive financial aid, refunds are made on a pro-rata basis of attendance time. "Attendance Time" is the total number of instruction hours available to the student between the scheduled starting date of the first class, and the date on which any of the following occurs:

- Student's notification of withdrawal or the actual date of withdrawal.
- The school terminates student's enrollment.
- Failure to attend classes for a two-week period. In this case, the date of withdrawal shall be deemed to be the last date of academic activity or recorded attendance

The refund shall be computed by multiplying the amount the student has paid for instruction by a fraction. The fraction is the number of hours of instruction that the student has not received, but for which the student has paid, divided by the total number of hours of instruction for which the student has paid.

Application and enrollment fees are non-refundable. Textbooks, uniforms and other supplies purchased by the students that have been opened and/or used are non-refundable.

Example of Refund Calculation: Upon entering a 1029-hour program, a student paid a total of $9,765.00 for the program. After completing 270 hours (759 hours are the remaining), the student submits a written notice of withdrawal. The refund amount is computed as following:

($9,600.00-$50 of Application and Enrollment Fees) x 759 hours/1,029 hours = $7,044.17

12.38 Housing and Distance Learning

AIMT does not have or provide following services:

1. Dormitory facilities under its control;
2. Availability of housing located reasonably near AIMT's facilities;
3. Estimation of the approximate cost or range of cost of the housing; and
4. Responsibility to find or assist a student in finding housing

Rental housing near the campus is available in the range of $700-$3,000/month from room sharing to renting a house. Source: www.spareroom.com, www.city-data.com, and www.apartmentguide.com.

All AIMT programs are residential. AIMT does not provide distance learning.

12.39 Visa Services

International students (F-1 Visa) are eligible for admission but responsibility of obtaining a visa is that of the students. AIMT will provide assistance where applicable, full visa services are not available.