

School Catalog
Course Catalog
-Massage Therapy Certificate Program -
2017-2018

1168 San Gabriel Blvd. Suites Q & R
Rosemead, CA 91770

Telephone: (626) 872-0136

Fax: (626) 872-0138

Web: www.americanempirecollege.org
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Welcome Letter

Dear Student,

Welcome to American Empire College (AEC) and the Massage Therapy (MT) Certificate Program.

Our number one priority is your success in the Massage Therapy Community! Whether you are just beginning or continuing your studies, you will find that American Empire College's outstanding massage training program will help you fulfill your goals and aspirations.

Contained in these pages, you will find excellent information to assist you in understanding our rules and policies. Our faculty, staff and administrators are fully committed to helping you succeed. Upon program completion, we will provide you with one-on-one placement assistance to help you find employment or start your own business.

Life at College, as anywhere, can be confusing and feel overwhelming. Remember that there are many people available here to help you work through these moments and think through your choices, both academic and otherwise. Seek out advisers you like and trust, and never be afraid to ask for some of their time. We hope that you will read this Handbook carefully and use it to find the support you need.

Remember everyone at the College wants you to succeed.

We look forward to seeing you on campus and thank you for becoming a member of our American Empire College family!

Sincerely,

American Empire College Administration

1. GENERAL INFORMATION

1.1 Introduction

American Empire College, established in 2016, formerly the Ojai School of Massage, is committed to the educational preparation of its socially-diverse community which it serves by creating a learner-centered environment that enables graduates to contribute to society through a holistic approach to healing.

We believe that one of the highest calling people can have is to serve other people. We believe that the purpose of education is to prepare the next generation of professionals who have the knowledge, skills and attitudes necessary to continuously improve the quality, safety, and effectiveness of health and human services, and to serve as dedicated and competent professionals and employees in the business community.

Our goal is to provide professional training of the highest quality in massage therapy, while enhancing the spiritual, mental, emotional and physical well-being of each student. We strive to consistently provide a thorough and well-rounded education to our students. The courses are designed to provide each student with the most current information available. The educators will facilitate student learning by functioning as partners, role models, coaches, and mentors of students in their discovery of new knowledge.

There is a great demand for massage therapist on the market. This popularity for the program may be explained by the current trend of natural healing movement. Although there has been a great advancement in medical technology, medicine, and other areas of health care, people are turning to alternative or natural healing methods.

We at American Empire College would like to offer this program in order to help new and existing massage therapist to be trained professionally, and have the tools and knowledge needed to work as a professional or be able to run their own massage therapy business.

1.2 Employment Outlook

According to the Bureau of Labor Statistics, employment of massage therapists is projected to grow 23 percent from 2012 to 2022, much faster than the average for all occupations. Continued growth in the demand for massage services will lead to new openings for massage therapists.

As an increasing number of states adopt licensing requirements and standards for therapists, the practice of massage is likely to be respected and accepted by more people as a way to treat pain and to improve overall wellness. Similarly, as more healthcare providers understand the benefits of massage, demand will increase as these services become part of treatment plans.

Massage also offers specific benefits to particular groups of people whose continued demand for massage services will lead to overall growth for the occupation. For example, some sports teams hire massage therapists to help give their athletes relief from pain and to rehabilitate clients with injuries.

Demand for massage services will grow as the baby-boom generation seeks these services as a way to help maintain their health as they age. Older people in nursing homes or assisted-living facilities also are finding benefits from massage, such as increased energy levels and reduced health problems. Demand for massage therapy should grow among older age groups because they increasingly are enjoying longer, more active lives.

In addition, the number of massage clinic franchises has increased in recent years. Many franchised clinics offer more affordable massages than those provided at spas and resorts, making massage services available to a wider range of customers.

2. PROGRAM INFORMATION

2.1 Overview

Weeks/Hours: 19 weeks / 750 hours (640 hours of lecture; 110 hours of practicum lab)

Prerequisite: None

Credential(s) Awarded Upon Completion: Certificate

CIP Code: 51.3501 (Massage Therapy/Therapeutic Massage)

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask an institutional representative or you can review the list of the Occupational Information Network (O*NET) website:

<http://www.onetonline.org/link/details/31-9011.00>.

2.2 Program Description

This Massage Therapy program at American Empire College is designed to help students learn to become professional massage therapists. We provide a well-rounded education in an enriching environment with an integrated approach to health and wellness. We emphasize a holistic approach to education with a focus on personal as well as professional growth. The program will teach and enhance the therapist's diverse range of massage techniques

*After completion of this program, one becomes qualified for the California State Massage Council (CAMTC) Professional Massage Therapist Certification and is eligible to sit for the national board certification exam for massage therapy offered by the National Certification Board for Therapeutic Massage & Bodywork.

***Due to policy change by California Massage Therapy Council (CAMTC), starting July 1, 2016, CAMTC will only accept applications from the CAMTC approved schools. Currently, American Empire College's Massage Therapy program is pending approval by CAMTC.**

2.3 Program Outcomes

Upon successful completion of the program the students will be able to:

- Use anatomical, positional, kinematic, and medical knowledge in their professional practice
- Apply Swedish, Reflexology, Thai, Sports, Acupressure and various other techniques in a cohesive and fluid manner
- Utilize sound and ethical business practices in massage therapy practice
- *Qualify for California State Massage Council Professional Massage Therapist Certification
- *Eligible to sit for the national board certification exam for massage therapy offered by the National Certification Board for Therapeutic Massage & Bodywork



**Due to policy change by the California Massage Therapy Council (CAMTC) starting July 1, 2016, CAMTC will only accept applications from the CAMTC-approved schools. Currently, American Empire College's Massage Therapy program is pending approval by the CAMTC.*

2.4 Program Delivery

Residential
Clinic/Practicum Lab

2.5 Enrollment Guidelines (Prerequisites/Admissions Requirements)

An applicant to the MT program must meet the following requirements:

| A. Educational Prerequisites | Documentation |
|---|---|
| 1. GED or High School Education | Copy of GED or HS Diploma* |
| 2. Must meet or exceed entrance exam baseline score levels for the Wonderlic Basic Skills Test (WBST) | Verbal (English) = 267 Quantitative (Math) = 267 |
| B. Workplace Prerequisites | |
| 1. Must be at least 18 years old (compulsory school age in California) | Valid ID |

** All academic records from countries other than the United States must be notarized. Students must certify that they have a valid High School Diploma (sign a High School Attestation page).*

2.6 Transfer of Credits Policy

Pursuant to Business and Professions Code section 4604, American Empire College will only consider transfer credits hours from another California Massage Therapy Council (CAMTC) approved school.

Residential Student must submit Transcript with clearly identified earned hours for evaluation by the Program Director and provide a valid reason for transferring. American Empire College will not award more than 250 transfer clock hours, which follows CAMTC's requirements for Certification. CAMTC also reserved the right, in its discretion to not accept these transfer hours.

2.7 Course Breakdown

| MASSAGE THERAPY - 750 HOURS & 19 WEEKS PROGRAM | | | | |
|--|---|-------------|--------|---------------|
| Course No. | Subject of Instruction | Total Hours | Theory | Practicum Lab |
| 28.1 | <p>HISTORY OF MASSAGE</p> <p>This course will give the student a historical overview of massage as well as its development and decline over the past two centuries.</p> | 10 | 9 | 1 |
| 28.2 | <p>LAWS & REGULATIONS</p> <p>Students will learn the requirements for the practice of therapeutic massage. Subject matters will include: scope of practice, educational requirements, health requirements for practitioners, reasons why licenses can be revoked, suspended or cancelled, and the difference between licensure and certification.</p> | 10 | 9 | 1 |
| 28.3 | <p>ANATOMY & PHYSIOLOGY</p> <p>This course teaches basic human anatomy & physiology, including: the anatomical planes, regions, cavities & parts of the body; the 10 most important body systems as well as explain the structures & functions of the various body systems.</p> | 80 | 65 | 15 |
| 28.4 | <p>KINESIOLOGY</p> <p>Students will study of muscular activity and the anatomy, physiology, and mechanics of body movement. Subject matters will include: knowledge of anatomy by learning the origins, insertions and actions of the major muscles of the body. This course is designed to provide the student with an overall understanding and orientation of the therapeutic procedure. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. Demonstrate a basic body massage (supine and prone), with and without being time, and be able to describe the parts of the therapeutic procedure in the field of massage therapy. The student will also learn charting/documentation, various orthopedic tests and client intake procedures included in the therapeutic procedure. Additional topics will cove muscle palpation and body mechanics as well as body reading and postural analysis.</p> | 45 | 38 | 7 |

| | | | | |
|------|--|----|----|---|
| 28.5 | <p>PATHOLOGY CONTRAINDICATIONS, AREA OF CAUTION</p> <p>Included in this course is an overview of the physiological and psychological effects and benefits of massage therapy. The student will also learn the various effects that massage therapy has on systems of the body and the basic indications and contraindications of massage therapy. Additional topics will cover disease-awareness, treatment planning, medications, dermatologic pathology, musculoskeletal pathology, neurological pathology, endocrine pathology and cardiovascular pathology, pathology of the lymphatic commune system, respiratory pathology, gastrointestinal pathology, urinary pathology, reproductive pathology, cancer and mental disorders.</p> | 60 | 53 | 7 |
| 28.6 | <p>SPECIAL POPULATION CONSIDERATIONS</p> <p>This module will learn contraindications for prenatal massage, demonstrate proper positioning when massaging a pregnant woman during each trimester. The student will know the benefits of infant massage. The special considerations for providing massage services to children. differentiate considerations of working with older clients who are frail and those who are robust. The considerations for providing massage to people with various disabilities. The major considerations when providing massage to people with critical illnesses such as HIV/ AIDS or cancer.</p> | 15 | 13 | 2 |
| 28.7 | <p>BENEFITS OF MASSAGE</p> <p>The student will be introduced to basic physiologic effects and benefits of massage. Know the effects of massage on the skin. The benefits of massage on the circulatory, muscular, and nervous systems of the body. The main contraindications for massage.</p> | 20 | 16 | 4 |
| 28.8 | <p>PHYSIOLOGICAL EFFECTS OF TECHNIQUES</p> <p>The student will be introduced to the psychological effects and benefits of massage. Students will know that massage was one of the earliest remedial practices for relief of pain and for the restoration of healthy body functions. Explain the physiological effects of massage on the circulatory, muscular, and nervous systems of the body.</p> | 60 | 52 | 8 |

| | | | | |
|-------|--|----|----|---|
| 28.9 | <p style="text-align: center;">HEALTH & HYGIENE</p> <p>The student will be introduced to basic health and wellness concepts and maintaining sanitary conditions within the massage field. Additional topics include various safety practices and procedures for massage therapist to include in their practice.</p> | 20 | 17 | 3 |
| 28.10 | <p style="text-align: center;">BUSINESS ETHICS & PROFESSIONALISM</p> <p>Students will learn professional ethics in building a successful massage practice. They will differentiate between personal & professional boundaries, the 8 areas to consider, therapeutic relationship vs client-centered relationship, effects of transference, countertransference & dual relationship, & the importance of good health habits & professional projection in order to build a sound business reputation.</p> | 30 | 25 | 5 |
| 28.11 | <p style="text-align: center;">CLINICAL MASSAGE TECHNIQUES</p> <p>Students will learn the techniques used in neuromuscular therapy, trigger point & how to differentiate central trigger from attachment trigger points. Student will also learn muscle energy techniques & post isometric isolation vs reciprocal inhibition. Finally, students will learn to incorporate passive positioning, position-release techniques, superficial fascia vs deep fascia, learn the 3 myofascial techniques & the craniosacral system.</p> | 20 | 17 | 3 |
| 28.12 | <p style="text-align: center;">CLIENT ASSESSMENT</p> <p>Students will deepen their knowledge of importance of the consultation before a massage. Demonstrate how to screen clients while making appointments, how to determine the needs and expectations of the client. Students will define a treatment plan.</p> | 20 | 17 | 3 |
| 28.13 | <p style="text-align: center;">CLASSES OF MEDICATION</p> <p>Student will receive additional understanding of historical significance that massage has had in medicine. Student will be able to explain how massage reemerged in the United States as alternative medicine. Students will learn the differentiate among the terms alternative, complementary, and integrative medicine. Students will know the role of massage in integrative medicine, the role of the patient in integrative medicine, how massage might fit into a hospital setting, medical massage.</p> | 20 | 17 | 3 |

| | | | | |
|-------|--|----|----|---|
| 28.14 | <p style="text-align: center;">CAREER DEVELOPMENT</p> <p>This course will cover a variety of relationships among attitude, self-image, career success. The students will be able to describe the development of the career, the current state of the massage therapy industry, including customer demographics and the various types of career in which therapist work. List and describe the most important attributers of an effective career.</p> | 20 | 17 | 3 |
| 28.15 | <p style="text-align: center;">DISINFECTION / SANITATION</p> <p>This course is designed to provide the student with an overall understanding and orientation of the laws that enforce the strict practice of sanitation, sanitize implements and other items used in massage procedures, the difference between pathogenic and nonpathogenic bacteria. The students will know the importance of cleanliness of person and of surroundings as protection against the spread of disease, know how various disinfectants, antiseptics, and other products are used most effectively.</p> | 10 | 9 | 1 |
| 28.16 | <p style="text-align: center;">SWEDISH MASSAGE</p> <p>This course will combine use of lecture notes, audiovisual aids and hand-outs. The students will learn the six major categories of massage movements, explain Swedish massage techniques. Demonstrate mastery of basic massage movements. Demonstrate passive and active joint movements. Demonstrate rhythm and pressure as applied to therapeutic body massage.</p> | 10 | 9 | 1 |
| 28.17 | <p style="text-align: center;">LYMPH MASSAGE</p> <p>This course will describe lymph circulation & differentiate from blood circulation; the function & location of lymph nodes; major contraindications to lymph massage, primary technique & sequence of movements.</p> | 10 | 9 | 1 |
| 28.18 | <p style="text-align: center;">SPORTS MASSAGE</p> <p>This course covers the definition, purpose, major benefits, contraindications & 3 basic applications of sports massage. Students will learn causes of muscle fatigue, therapeutic modalities used in restorative & rehabilitative massage, how to locate stress points & differentiate between acute, subacute & chronic injuries & their treatment. Demonstrate how to locate the stress points of the body.</p> | 10 | 9 | 1 |

| | | | | |
|-------|---|-----|----|----|
| 28.19 | <p style="text-align: center;">BASIC SHIATSU</p> <p>This course will combine use of lecture notes, and audiovisual aids and hand-outs. The students will know the major massage movements of Shiatsu. Demonstrate mastery of basic Shiatsu massage movements. Demonstrate mastery of basic Shiatsu massage movements.</p> | 10 | 9 | 1 |
| 28.20 | <p style="text-align: center;">REFLEXOLOGY</p> <p>This course will combine use of lecture notes, audiovisual aids and hand-outs. The students will learn reflexology and be able to locate reflexology points on feet and hand maps and demonstrate a basic foot reflexology sequence. Practice the related to pressure points of the foot.</p> | 10 | 9 | 1 |
| 28.21 | <p style="text-align: center;">BUSINESS PRACTICE/MESSAGE BUSINESS</p> <p>The students will learn differentiate between being employed and self-employed. The major expenses related to starting a massage business. Explain the difference between a partnership, a corporation, and a sole proprietorship. Explain the advantages and disadvantages of operating your own business. The students will learn the various permits and licenses required to operate a massage business and where to obtain them.</p> | 10 | 9 | 1 |
| 28.22 | <p style="text-align: center;">ANATOMY & PHYSIOLOGY (TRAIL GUIDE TO THE BODY)</p> <p>This course will explain “Trail Guide to the Body” focus on different regions of the body. These trails are designed to help you understand the connections between structures. The students will develop strong palpatory anatomy skills for hands-on modality. This course will help students build their skill so they will be able to palpate the surface anatomy of the body. This course will help students develop the knowledge so they will be able to describe the relationships between the musculoskeletal structures and bony landmarks, name and locate the major nerves, blood vessels and lymph nodes that student must be cautious of when palpating each body region.</p> | 110 | 90 | 20 |



| | | | | |
|--------------|---|-----------|-----------|----------|
| <p>28.23</p> | <p>INTEGUMENTARY & CIRCULATORY SYSTEM CONDITIONS This course illustrates the importance of Function and construction of the skin. The general function of the circulatory system. Student will learn why broken skin contraindicates massage. Differences between acne and boils. Types of fungal infections of the skin. The dangers associated with the long-term use of corticosteroid creams. They will also be able to identify the destination for loose blood clots in the venous system. The risk factors for the development of atherosclerosis. Two factors that determine the severity of a heart attack. Identify the most common causative factor for right-sided heart failure.</p> | <p>24</p> | <p>21</p> | <p>3</p> |
| <p>28.24</p> | <p>MUSCULOSKELETAL & NERVOUS SYSTEM CONDITIONS In this class, we will target musculoskeletal system conditions. Students will learn the role of dystrophin in normal muscle function. Describe the feature that Paget's disease and osteoporosis have in common. Describe the early signs of Lyme disease. Know the differences between osteoarthritis and rheumatoid arthritis. Identify three structures that can be injured in whiplash. know the muscles and bones that can help to pin or trap the structures damaged with thoracic outlet syndrome. The class also teaches students state the causative agent of herpes zoster. Know three types of anxiety disorders. And three types of depression. Two types of stroke. Identify the nerve that is involved in Bell's palsy.</p> | <p>24</p> | <p>21</p> | <p>3</p> |
| <p>28.25</p> | <p>LYMPH AND IMMUNE SYSTEM CONDITIONS In this class, students will learn about the two types of lymphoma. Know why lymphoma cause anemia. Learn one risk of working with clients who have mononucleosis. Know the benefits of not interfering with fever. State most common symptom or complication associated with lupus. Know the four cardinal signs of inflammation.</p> | <p>24</p> | <p>21</p> | <p>3</p> |



| | | | | |
|--------------|--|----------------------|----------------------|----------------------|
| 28.26 | <p style="text-align: center;">RESPIRATORY & DIGESTIVE SYSTEM CONDITIONS</p> <p>After learning this course, student should be able to describe three muscles involved in respiration. Identify the difference in causative factors between acute and chronic bronchitis. Know two differences between influenza and common cold. Students will be able to explain why the flu vaccine does not impart lifelong immunity. Know the name of the most dangerous complication of gastroenteritis. Identify the parts of the alimentary canal that can be affected by Crohn disease. The relationship between stress and peptic ulcers. The risk factor for colorectal cancer.</p> | 24 | 21 | 3 |
| 28.27 | <p style="text-align: center;">ENDOCRINE & URINARY SYSTEM</p> <p>In this class, students will be learning of two hormones secreted by the pituitary gland and the tissues they affect. Name two hormones associated with changing levels of bone density. Identify two risks for working with clients who have acromegaly. Know the differences between type 1 and type 2 diabetes. List the five factors that contribute to metabolic syndrome. Students will also learn the name a hormone produced by the kidneys and describe its function. Name two contributing factors for acute renal failure. Explain why females get urging tract tract infections more often than males. Explain why a urinary tract infection in a male can indicate a serious problem.</p> | 24 | 21 | 3 |
| 28.28 | <p style="text-align: center;">HYGIENIC METHODS FOR MASSAGE THERAPISTS</p> <p>This course will focus on three aspects of keeping therapists and clients healthy: the infectious agents to guard against, methods by which to keep free of infection, and practical implications for massage therapists.</p> | 20 | 17 | 3 |
| TOTAL | | 750 Hours | 640 Hours | 110 Hours |

2.8 Financial Information

Trained staff members are available to assist students with general financial questions regarding the registration process, financial information, file status, policies and procedures.

Tuition and Other Fees* - Certificate Program

| Program | Tuition | Reg. Fee | Books & Equip. | Total Cost |
|-----------------|---------|----------|----------------|------------|
| Massage Therapy | \$3,500 | \$50 | \$300 | \$3,850 |

2.9 Tuition Payment Policy

Upon enrollment, students assume the responsibility for paying tuition costs in full, either through direct payment or a financial plan. Tuition is payable in advance and due at the time of enrollment, and students may enroll under one of AEC's tuition payment plans. All arrangements for payment of tuition are to be made in advance. A student's tuition payment obligation is determined by payment periods in increments of one to three. The student is solely responsible for payment of all tuition, which must be paid in full in order to graduate. The school can deny a document of completion to a student who has not fully paid their obligation to the school. AEC is not a lending institution. For any program, tuition should be paid on a pre-arranged date according to the contract. Should payment not be made per the agreement, the student may be suspended until such time as tuition is current. Such a situation may necessitate the student continuing his/her studies with another group.

2.10 Refund Policy

(In Compliance with CA. Ed. Code §94911(e) (1))

The Student has the right to withdraw from the program of instruction at any time, including the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. To withdraw or cancel the enrollment agreement, the Student must send, via email or letter, or deliver in person a written Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the end of: (a) the day of the first class session or (b) the seventh day after enrollment, whichever is later. Compliance with this policy will result in a full refund.

After the latter of these two dates, the tuition divided by the total number of hours is the hourly charge for instruction. The School will pay a refund in the amount of the hourly charge for instruction by the total hours of instructions left at the time of the submission of the Letter of Withdrawal. The amount of the Books and Equipment issued, as provided in the Registration Form, will not be refunded when the Notice of Cancellation or Letter of Withdrawal is sent or delivered after the day of the first class session or the seventh day after enrollment, whichever is later.

The refund will be given within 45 days after the submission of the Notice of Cancellation or Letter of Withdrawal. However, if the Student owes the School books and equipment, the Student must return the books and equipment in good condition to the School within 30 days before receiving the refund. If the Student fails to return it within 30 days, the fair market value of the books and equipment will be deducted from the amount of the refund. The institution shall provide a pro rata refund of nonfederal student financial aid program moneys paid for institution charges to student who have completed less of the period of attendance.

Institution shall refund 100 percent of the amount paid for institutional charges less the registration fee of \$50.00, if notice of cancellation made through attendance at the first class session, or the seventh day after enrollment, whichever is later. Divide this figure by the number of scheduled hours in the program. The quotient is the hourly charge for the program. The amount owed by the student for purpose of calculating a refund is derived by multiplying the hours by the hourly charges for instruction, plus the registration fee less the amount received for tuition. It is policy of the institution to pay the refund in the disclosed distribution policy found in the school catalog.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWED FOR THE TIME YOU ATTENDED, THEN A FULL REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENT TO PAY IT.

3. ACADEMIC CALENDAR

3.1 Schedule of Classes

The Massage Therapy program follows a non-standard schedule and does not operate according to a conventional academic calendar.

| CODE | Program | Pre-requisite | Hours/Days 30 min for prep & 30 min lunch break included * <i>subject to change</i> | Length | Break |
|------|-----------------|-----------------------------|---|-----------------------|---------|
| MT | Massage Therapy | High School Diploma/ GED | 8:30a-5:30p M~F | 750 hours 19 weeks | See 3.2 |

This diverse and often intensive calendar allows students to achieve their educational goals in a more time-efficient manner. AEC's low student/faculty ratio and class size, which averages 20 students per instructor, facilitates active learning and collaboration.

AEC reserves the right to modify this schedule. Students will be notified of any changes in a timely manner.

3.2 Holidays

AEC observes the following holidays:

- New Year's Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

4. ACADEMIC POLICIES

4.1 Grading Policy

The progress and quality of a student's work in the diploma program is measured by a system of letter grades and grade percentages as shown below. Evaluation may be measured by means of written tests, projects, reports, term papers and clinical performance. The final grade is a composite of all evaluation measures taken.

4.2 Grading Standards

The grading standard is according to the following system:

Theory/Practicum Lab

| Grade | Score (%) | Grade Explanation | Grade Point |
|-------|-----------|-------------------|-------------|
| A | 100 - 90 | Excellent | 4.0 |
| B | 89 - 80 | Very Good | 3.0 |
| C | 79 - 75 | Good | 2.0 |
| F | Below 75 | Failing | 0 |
| CR | | Credit | Credit |
| NC | | No Credit | N/A |
| I | | Incomplete | N/A |
| W | | Withdrawal | N/A |

Additional codes include:

| Code | Explanation of Code |
|------|---------------------|
| RP | Repeat a Course |
| AU | Audit |
| R | Remediation |

4.3 Attendance Policy

A student is expected to attend ALL clock hours of the program. Missed clock hours have to be made-up within a specified schedule (coordinate make-up schedule with Instructor/Program Director). The student is held responsible for all material presented during the absence.

A student who is late by more than 15 minutes is considered tardy. Three incidents of tardiness will be considered as one absence.

Excessive absences can result in a drop or dismissal from class. If a student's absences in a specific period exceed the number of hours the class meets per week, the student may be prohibited from further attendance in the class.

4.4 Satisfactory Academic Progress

The purpose of measuring and enforcing SAP standards is to ensure that students are progressing towards academic program completion in accordance with the institution's academic standards with respect to qualitative performance (e.g., GPA) and at a required pace, within a maximum timeframe.

American Empire College requires all institutions to establish SAP policies and apply these standards consistently to all students and academic programs as established by an institution.

4.5 Failure to Complete the Program

There are four possible results if students fail to complete the program as originally enrolled. Failure to take the appropriate steps can lead to an F in the student's permanent records.

1. **Withdrawal:** It is the student's responsibility to process an official withdrawal from class either in person or in writing to be sent to the Registrar. Students must withdraw by the end of the second week of classes or an Incomplete will result.
2. **Leave of Absence:** A LOA status can be granted once during a student's academic career. The leave cannot exceed a maximum of 180 calendar days.
3. **Incomplete:** After the second week of class, a withdrawal from class receives an incomplete grade. Incomplete grades may be made up upon arrangement with the instructor. Students are entitled to a prorated refund.
4. **Fail:** A student whose grade is below C fails the course, receiving an F. These students may be readmitted in a future term to strive for a higher grade after a program director evaluates and approves his/her readmission.

4.6 Completion Requirements

Students enrolled in this program will be considered “graduates” after meeting the following requirements:

- Must achieve passing grades for the program
- Must maintain satisfactory attendance
- Must have completed the program within 150% of the planned program length*
- Must be in good financial standing with the college

A Certificate of Completion will be awarded to each graduate upon completion of a certificate program.

**Students unable to satisfy the graduation requirements within the allotted time may appeal.*

4.7 Licensure/Certification Process

Completion of the following programs enables the student to take or submit application with appropriate fees for licensure or a certification examination.

1. Must complete Live Scan background check and complete applications to the certifying organizations and pay appropriate fees.
2. Eligible to sit for the Massage and Bodywork Licensing Exam administered by the FSMTB or sit for the National Certification Examination administered by the NCBTMB.
3. Eligible to apply for Certified Massage Therapy (CMT) status through the California Massage Therapy Council or eligible to apply for massage technician licensure with the City of Los Angeles.

***Due to policy change by California Massage Therapy Council (CAMTC), starting July 1, 2016, CAMTC will only accept applications from the CAMTC approved schools. Currently, American Empire College’s Massage Therapy program is pending approval by CAMTC.**

4.8 Academic Appeal

When a Student believes that his or her final grade for a course was incorrect, that the Student suffered unfair treatment by an Instructor or Administrative Staff of American Empire, or that any matter related to the Student’s satisfactory academic progression, probation, suspension or termination from a program was unfair, the Student may use the appeals process described herein to seek resolution of the matter. Any matter subject to appeal will be referred to as “the conflict” in this policy.

The burden of proving a claim of unfair grade or treatment rests with the Student. Grades may be awarded or changed only by the Course Instructor or through this appeals process. Students should be aware that grades may not be changed by other Instructors, Program Directors,

Deans or College Administrators. An appealed grade may be raised or lowered during the course of this appeals process, and other conflicts may be resolved through the appeals process.

4.9 Disclosure Statement

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

5. STUDENT RIGHTS

5.1 Notice of Student's Right to Cancel

The Student has the right to withdraw from the program of instruction at any time. To withdraw or cancel enrollment, the Student must send a signed Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the seventh day following the first day of class (or delivered to the school before midnight of the same day). Compliance with this policy will result in a full refund.

Notice of Cancellation or Letter of Withdrawal must be sent to:

Administration Office
American Empire College
1168 San Gabriel Blvd., Suite Q & R
Rosemead, CA 91770-4236

If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Bureau for Private Postsecondary Education (The California Department of Consumer Affairs) 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website at <http://www.bppe.ca.gov>

5.2 Student's Right to Privacy (FERPA)

American Empire College (AEC) maintains compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA defines requirements which are designed to protect the privacy of student records maintained by AEC. The law requires that:

1. Students should be provided access to official records directly related to them. Students who wish to see their records must make an appointment or submit a written request through AEC's Registrar's Office.
2. Students may not remove any materials, but are entitled, at their expense, to one copy of any materials contained in their file, unless a disclaimer appears on the document indicating that the student is not to be given a copy, or if the student waived the rights to the document.
3. Students should be given the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the faculty member.
4. Students' written consent must be received prior to releasing personally identifiable student data from their records to other than a specified list of exceptions. AEC is authorized to release

public directory information concerning students. Directory information includes the student's name, address, phone number, date and place of birth, major field of study, dates of attendance, certificates and awards received and the most recent previous educational agency or institution attended by the student. Directory information is subject to release by AEC at any time unless the Registrar has received a prior written request from the student specifying that the information not be released.

AEC is authorized to provide access of student records to AEC officials and employees who have legitimate educational interests. These are persons who have responsibilities in AEC academic, administrative, service or research functions.

A copy of AEC's FERPA policy is available to students through the Registrar's Office. Education records will be released pursuant to a judicial order or a lawfully issued subpoena, but only after the student is given reasonable and necessary notification of AEC's intent to comply with the subpoena before release of the records.

Students have the right to restrict disclosure of directory information. Written requests for privacy holds should include name, address, specific records to be withheld and/or to whom the privacy hold applies, and the student's signature and date. Requests are valid throughout student's enrollment unless otherwise notified.

Congress has provided the Family Education Rights and Privacy Act in that a student have certain rights of access to his/her education records (available in the front office).

5.3 Non-Discrimination Policy

American Empire College (AEC) does not deny admission or discriminate against students currently enrolled on the basis of race, color, religion, sex, age, disabilities and area of origin, residence or sexual orientation from participating in any of the school's activities. AEC will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

5.4 Educational Safety Environment

Due to requirements set forth by the Occupational Safety and Health Administration (OSHA), proper attire including shoes, eyewear and other articles should be worn during all class hours.

5.5 Americans with Disability Act (ADA)

American Empire College recognizes and accepts its obligations under the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973, prohibiting discrimination on the basis of a disability and requiring AEC to provide reasonable accommodations to qualified disabled students in all programs and activities. Students have the responsibility to both self-disclose and request accommodation through the school's ADA Compliance Officer. Communication with faculty or other staff members does not constitute in itself fulfilling the ADA accommodation requirements. Verification through documentation from a health care provider is required prior to accommodations being determined and fulfilled. AEC's ADA Compliance Officer will review documentation for accommodation consideration. No student shall be retaliated against for seeking accommodation under this policy or for participating in any complaint procedures brought against AEC for its non-compliance with the policy.

5.6 Equal Opportunity

To ensure proper handling of all equal opportunity matters, including the Civil Rights Act and Americans with Disabilities Act, discrimination, accommodation and compliance issues, inquiries should be directed to the following individual:

School Director/Compliance Officer at (626) 965-5566, for the following matters:

- Sexual Harassment
- Discrimination - Education/Race
- Discrimination - Workplace - Hiring/Promotion
- Training
- ADA
- EEO - Hiring/Promotion
- Gender Equality

5.7 Right to Appeal

Students may submit a written appeal for any decisions that negatively affect their ability to complete a course or program, such as failure, suspension, or termination. All such appeals must be submitted within 30 days of notice to the Appeal Committee. It is the responsibility of the student to submit all relevant documents or statements of support with their appeal letter. Appeals should be brought or mailed to:

American Empire College
Attn: Appeal Committee
1168 San Gabriel Blvd., Suite Q & R
Rosemead, CA 91770-4236

In all cases of student grievances, if the complaint cannot be resolved after exhausting the school's procedures, the student may file an external complaint.

5.8 Student Grievance Policy

The grievance procedure may be initiated by a student or group of students who reasonably believe he/she/they have been subjected to unjust action or denied rights that adversely affect his/her/their status, rights or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

The programs offered at American Empire College are difficult and demanding programs. Students enrolled in these programs may sometimes experience problems. The school will make every effort to help resolve these problems when made aware of them. The following procedure is designed to assist students to resolve any problems they identify.

1. First, discuss the problem with your instructor rather than with other students.
2. Next, make an appointment to approach the Director of Academics if you and the instructor were unable to resolve the problem.
3. If the problem is still not resolved, the student will make an appointment to discuss the matter with the School Director.
4. 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 the school may contact:

California Massage Therapy Council (CAMTC)
One Capitol Mall, Suite 320, Sacramento, CA 95814
T: (916) 669-5336 • F: (916) 669-5337
Web: www.camtc.org

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95814
T: (888) 370-7589 • F: (916) 263-1897
E-mail: bppe@dca.ca.gov • Web: www.bppe.ca.gov

6. STUDENT RESPONSIBILITIES

6.1 Student Code of Conduct

Students are expected to conduct themselves ethically, honestly and with integrity as responsible members of AEC's academic community. This requires the demonstration of mutual respect and civility in academic and professional discourse. American Empire College reserves the right to suspend or terminate any students whose conduct is deemed unacceptable. Such conduct includes excessive number of absences or tardiness, failure to maintain satisfactory academic standing, failure to achieve satisfactory clinical performance, inappropriate behavior toward fellow students, faculty, staff or affiliates, failure to abide by school rules and other conduct deemed inappropriate.

6.2 Hygiene & Dress Code Policy

Students are expected to follow this dress code as follows:

1. Wear the school issued uniform every day for both the Theory and Practicum classes at American Empire.
2. Uniform (top and bottom) in neat and clean condition.
3. If the weather is cool, a shirt may be worn under or a sweater over the uniform.
4. White socks are to be worn with white or light-colored comfortable, clean flat shoes (no high heels allowed). Shoes must have closed heels, toes, and sides.
5. Finger nails must be kept short (no longer than the finger tip), clean, with no nail polish or clear nail polish only. Absolutely no artificial nails are allowed. They are known to carry excessive amounts of bacteria and/or virus. Any student who arrives at practicum with artificial nails will be sent home immediately and will be marked absent.
6. Jewelry shall be limited to a conservative wrist watch with second hand, wedding ring(s), and very small stud earrings. No necklaces, earrings that drop below the earlobe, or other jewelry that could interfere with patient care or be a source of infections may be worn. If a clinical instructor or agency or site staff instructs the student to remove a piece of jewelry, the student must comply or be dismissed from the clinical/externship site.
7. Hair shoulder length or shorter or pinned up. Hair must be kept in such condition that it does not swing forward to fall on or touch a patient when providing care.
8. Beards are allowed if kept trimmed.
9. No exposed tattoo is allowed.
10. The school ID badge on lanyard around neck or pinned to uniform left chest.
11. No hats/beanies.

6.3 Drug and Alcohol Policy

It is the policy of American Empire College (AEC) to provide a safe and productive environment for all its students. The goal of this policy would be severely compromised by drug or alcohol abuse. AEC requires that every student be free of alcohol, illegal drugs, and controlled substances. New applicants will be referred to an outside service for a physical exam and drug testing.

Any possession of controlled substances which would constitute a violation of California Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances, the possession of which is prohibited by the same or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. "Controlled substances," as used in this section, include, but are not limited to the following drugs and narcotics: opiates, opium and opium derivatives, mescaline, hallucinogenic substances, peyote, marijuana, stimulants, depressants, cocaine.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

| | | |
|---|---|--------------------------------|
| L.A. Center for Alcohol and Drug | 612 E. 4 th St., Los Angeles | (213) 626-6411 |
| So. CA Alcohol & Drug Program | 11500 Paramount Blvd., Downey | (562) 923-4545 |
| Say No to Drugs | 10153½ Riverside Dr. #353, Toluca Lake | (323) 960-8860 |
| Drug Abuse Resistance Education (D.A.R.E.) | 9800 La Cienega Blvd. #401, Inglewood | (800) 223- DARE |
| National Council on Alcoholism & Drug Dependence, Inc. (NCADD) | ncadd.org | (800) NCACALL (622-2255) |

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact these organizations.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession, or distribution of drugs and alcohol.

6.4 Draping Policy

American Empire College maintains strict standards of draping and modesty. No exposure of a person's private genital region will be permitted.

Women are required to use a chest towel at all times and to keep the breast tissue covered.

Students are taught to drape with care, intention and regard for modesty and comfort and to always respect the rights of the person they are treating, be it a classmate or a client.

6.5 Understanding of the Unfair Business Practices as Related to Massage

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

- To hold himself or herself out 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 the California Massage Therapy Council.
- To falsely state or advertise or put out any sign or card or other device, or 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 government agency as a massage therapist or massage practitioner.

7. STUDENT SERVICES

7.1 New Student Orientation

All new students are required to attend an orientation session conducted by the AEC Admissions Office.

7.2 Career Counseling & Placement Assistance Services

The Career Counseling and Placement Assistance Services provide students with:

- Individual and group counseling, exploration of career options and information on occupational fields and employment trends
- Overseeing a variety of educational and career options, including non-credit programs, VESL classes and vocational assistance
- Seminars in resume writing, interviewing skills, working with people and other job-related topics

Disclaimer on Job Placement

The purpose of attending the Massage Therapy program offered by AEC is to extend the nature and range of career available to our students by providing a quality education that integrates theory with practical application. However, AEC cannot offer guarantees of job placement, advancement, or continued employment.

7.3 Library, Computer Lab & Practicum Lab

AEC has a Physical Library to access books and periodicals related to massage therapy.

The Computer Lab serves as a student group-study area as well as a workspace for library research instruction conducted by the American Empire College Librarian. The Computer Lab currently features laptop stations installed with Windows OS and MS Office and current browsers for online access.

The Clinic/Practicum Lab is equipped with several massage tables and massage chairs where students can complete their hands-on practicum on the various massage therapy techniques. Each student's progress will be evaluated by his/her instructor using the MT Skills Checklist.

7.4 Shuttle Service

Shuttle service for pick-up and drop-off is available for students living within 10-miles of American Empire College campus.

