

McKinnon Body Therapy Center
2940 Webster St Oakland CA 94609
510-465-3488
www.mckinnonmassage.com

School Catalog 6/1/2011-12/31/2011

Mission Statement

The mission of the McKinnon Institute, LLC is to create a positive climate for massage therapy so that safe, competent, caring touch can enrich peoples' lives at each stage of life's journey. Through state of the art training programs, we offer relevant, inspiring education, setting the stage for a successful and rewarding practice.

McKinnon Body Therapy Center has been granted institutional approval from the Bureau for Private Postsecondary Education #0101661. The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary education institutions.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at PO Box 980818 West Sacramento, CA 95798-0818. Toll Free: (888) 370-7589 Fax: (916) 263-1897

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.

We offer 250, 500 and 1000 hour certificate programs, fulfilling the requirements for CAMTC Certification. Our 500 and 1000 hour options allow you to apply to the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), We also offer a basic entry level option of 100 hour Swedish or 150 hour asian systems as well as numerous continuing education courses recognized by the NCBTMB for required Continuing Education Units. There is currently no state certification for massage therapy. CAMTC certification is voluntary. Local regulations vary and compliance is required in each and every city you are working.

FACILITIES & SERVICES

OFFICE HOURS: 9:00 am - 5:00 pm, Monday-Friday Weekend hours by appointment.

Classes are held on school premises at 2940 Webster Street, Oakland, CA 94609-3407. Instruction is limited to 12 students for hands-on training and 20 students for lectures and is intended for students who have a vocational objective as their goal. The classrooms are furnished with massage tables, chairs, pillows, and reference charts. Lotion, sheets, towels, and storage space for personal belongings are available for student use (sheets are available for a fee). The institute, its facilities and equipment fully comply with any and all federal, state, and local ordinances and regulations, including those requirements regarding fire safety, building safety, and health precautions. McKinnon BTC is operating in good financial standing and is free from any pending debts or bankruptcy petitions.

Prospective enrollees are encouraged to visit the school, attend an orientation evening, and discuss personal educational and occupational plans with staff prior to enrolling or signing the enrollment agreement. The institute does not offer scholarships, provide grants, or waive portions of tuition fees for students, nor does it provide English-as-a-second-language instruction. There are student support services available for assisting students with determining a schedule, finding temporary housing, accessing resources such as computer or library services. There is not a library on-site, nor student

housing facilities. Students must be able to read and write English. If there is any question about this, a meeting between the school manager and student will be used to determine if the student will be able to participate satisfactorily in class. Students must be 18 years of age at the time the Certificate is issued. Students who wish to enroll before they are 18 will need parental permission. McKinnon BTC does not participate with any loan services, federal, state, or private.

Courses within the Swedish, Asian, Sports/Deep Tissue, and Touch, Health and Common Conditions may be taken separately as electives. The student must work with a school counselor in planning his/her course schedule. **CREDIT FOR PREVIOUS TRAINING must be arranged with the administrator prior to or at the time of enrollment.** Students with previous Anatomy and Physiology education from a University or degree program are eligible to test out of Anatomy & Physiology courses. Students must provide transcripts documenting the equivalent education prior to testing out. Adequate notification must be given to the counselor when a student's program objective changes. Paperwork adjustments will, at that point, be made in the office. **Any fees, if applicable, will be paid at that time. To receive a certificate, all phases of a program, including all make-up hours, must be completed within the guidelines for the enrolled program.**

McKinnon BTC will evaluate any transfer credits upon receipt of official transcripts, hands-on interview, and completion of equivalent exams. Any student wishing to transfer credits must meet with a Director prior to enrolling and verification of the transfer credits must be completed by the Director.

McKinnon BTC does not offer student visas for people coming from other countries. All coursework is provided in English. If English is not a native language, an English competency exam may be required. This in-house exam is provided at the school at no charge.

California statute requires that students who successfully complete a course of study be awarded an appropriate diploma or certificate verifying this fact. Upon completion of a massage program and after passing the final practical examination including any additional requirements, a certificate of completion will be issued. If a student fails a final exam, he/she must retake it and a fee will be charged (see fee schedule). If failed a second time, additional training is required at full price. The practical exam may be taken no more than 3 times, and no more than 4 weeks may elapse between retesting or the right to a certificate is forfeited.

ATTENDANCE, CONDUCT, AND CONDITIONS FOR DISMISSAL

Missed class hours must be made up before certification or letter of completion will be awarded. To receive a certificate all phases of a program, and this includes all make-up hours, must be completed within one year. Make-ups must be taken in regular class segments (i.e. mornings, afternoons or evenings) and are offered on a space-available basis. The make-up fee, if applicable, must be paid prior to making up the hours. Students may elect to complete make-ups directly with instructors, all fees will be paid directly to instructor and make-up hours are reported to staff. Tardiness is a disruption of a good learning environment and is discouraged. Time missed due to tardiness will be accumulated and must be made up before graduation. Students making up a class are required to stay for the full length of the session. For example, if you need to make up 2.5 hours, you are required to make-up the 4 hours block. You will only be charged for the number of hours you have missed. All make-up fees must be paid prior to attending make-up sessions.

Students are obligated to follow all classroom guidelines and to provide prompt feedback to fellow students, instructors, and institute staff regarding problems and complaints. The institute will take reasonable steps to assure adherence to the policies of the institute, but is not responsible for the individual behavior of students other than the outlined herein.

A student may be dismissed from the institute if it is determined by the institute that it would not be in the best interest of the school or the student to continue his/her enrollment. This determination shall be made at the sole discretion of the institute. The student shall be informed of the problem(s) and how it can be corrected. If, after the first warning, infractions continue, the institute reserves the right to dismiss the student. Grounds for dismissal include, but not limited to, the following:

- 1) Incident of intoxicated or drugged state of behavior.

- 2) Possession of weapons on school premises.
- 3) Behavior creating a hazard to persons at the institute.
- 4) Disrespectful behavior toward an instructor, staff member, or a fellow student of the institute.
- 5) Improper touching or draping during class or while on school premises.
- 6) Disruptive entrance or departure to or from the classroom or bathroom facilities.
- 7) Improper attire when on premises.
- 8) Poor attendance.
- 9) Disruption of the learning environment if disruption continues after feedback is given.

In the event of dismissal, students shall be entitled to appeal the decision. The appeal must be in writing and a request for hearing must be delivered to the Director within seven (7) working days of the receipt of the decision. All costs of appeal including payment of fees to the panel shall be the obligation of the student. The institute shall only have the obligation to provide a time, place and impartial panel (consisting of no more than three members) for the hearing.

Students seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action can be made in writing to office staff, then to the Director, Selena Lee at 2940 Webster Street Oakland, CA 94609. 510-465-3488.

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 Web site: www.bppe.ca.gov/enforcement/complaint.shtml

BUYER'S RIGHT TO CANCEL

1) You may cancel your enrollment contract with McKinnon BTC without penalty or obligations as described in the Notice of Cancellation. Please see detailed information under Cancellation and Refund Policies.

2) If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address printed below for information.

3) If you have any complaints, questions, or problems which you cannot work out with the school, write or call: Bureau for Private Postsecondary Education, PO Box 980818, WEST SACRAMENTO, CA 95798-0818, (916) 413-6959.

WITHDRAWAL, CANCELLATION, AND REFUND POLICIES

The student has the right to withdraw or cancel the enrollment agreement on or before the first day of instruction and receive a full refund minus the nonrefundable administrative fee. After the first day of instruction, refunds are pro-rated minus the administrative fee, for up to 60 percent of the education hours, beyond which there is no refund on the unused portion of tuition. **For example**, a student paying full tuition for a Swedish Massage Certificate course of \$1295 and canceling class after 16 hours of instruction would receive a refund of \$937.80 [\$1295.00 minus the \$150.00 non-refundable administrative fee, minus \$207.20 for 16 hours of class attended, charged at \$12.95 per hour]. Cancellation of enrollment must be made either in person (delivered to office staff in writing) or by mail to 2940 Webster St Oakland CA 94609. The student must receive written confirmation if notice is hand delivered. Cancellations cannot be made retroactive to a date prior to delivery of notice in writing to office staff. Attendance time is the time between the scheduled starting date of the first class and the date on which the student formally cancels his/her enrollment in writing whether or not the student attends class. Cancellation cannot be made by telephone. A refund will be made of the unused portion of tuition within 30 days following the student's formal withdrawal date.

Attendance Requirements

All coursework at McKinnon BTC is based on hours and it is required by the state that all hours are attended in order to receive credit. There are no credits offered for experiential learning. Make-up policies are based on how many hours are in

the course. Students will need to communicate with the administration when their absences exceed the maximum number of hours allowed to miss. Any such absences should be communicated to the administration as soon as possible. Directors will make all decisions regarding transfers, make-ups and refunds based on whether a student has been in contact with the administration regarding their situation that has resulted in absences.

Tardiness Policy

Tardiness is considered anything exceeding 15 minutes. All tardiness will accumulate and may result in required make-up time.

Transfer Policy

Students may transfer their tuition to another course up to 48 hours before the first day of class. The fee is \$25. After this point, students may transfer remaining balance minus the non-refundable deposit to another course.

Continuing Education

McKinnon is a Provider approved by the California Board of Registered Nursing, Provider CEP14591. One Continuing Education Unit is equal to 10 continuing education contact hours. For example, our 100 hour Swedish Massage Certificate offers 10 Continuing Education units. Our state approval also qualifies us to provide continuing education for those needing to comply with NCTMB requirements.

Student Records

The Institute will maintain student records for a period of fifty (50) years. There is a \$15 fee for transcripts, duplicate certificates, and for letters relating to attendance and performance.

Scheduling

Classes are offered weekdays and weekends, starting at 9:00 am, and evenings starting at 6:30 pm, to provide flexibility for students. Classes will not be scheduled on any legal holiday. In addition to the class schedule listed in the brochure, other scheduling information may be given to students in class or by mail. Special class schedules can be set up according to demand, e.g. nurses, therapists, teachers, etc., whose present commitments do not fit the above schedule or who wish for a more intensive format. Classes are subject to cancel when enrollment does not meet the minimum requirements. Classes may be combined when enrollment in one class is low and the classes meet at the same time. Students may be transferred in the event they are unable to pay the tuition and/or the class has insufficient enrollment. **Students must contact the office in advance (or before 10am on Friday if the class is on a weekend) to withdraw from, transfer to, or reschedule any class. If proper notice is not given, students will be counted as absent.**

GRADING SYSTEM

Students will be graded Pass or Fail. Any student receiving a Failing grade will be informed immediately. At the mid-way point of any program or certificate course, a failing student will be notified, informed how to correct the situation, and be reminded of his/her refund rights. Hands-on courses are evaluated based on students professionalism, relationship with client, body mechanics, draping, lubrication, technique, pacing, timing, tempo and overall impression. Lecture courses including Anatomy, Physiology, and Pathology have written exams for which 70% is passing level.

PLACEMENT ASSISTANCE

The Institute does not offer job placement. However, the institute does maintain a binder of current job openings in the Bay Area. Our online networking center is another place students can look for job posting. www.mckinnonmassage.com

DISCLOSURE OF POTENTIAL ADVERSE SIDE EFFECTS

Please be informed that in certain limited circumstances, massage can possibly have adverse side effects for persons with certain physical or mental conditions. The personnel at McKinnon BTC cannot determine whether you are susceptible to possible adverse side effects. Consequently, if you have been, or currently are, under the care of a doctor, therapist or medical practitioner of any kind, or if you are concerned that your participation in any class or massage activity may possibly result in an adverse side effect. It is your responsibility to contact your doctor, therapist or medical practitioner and

obtain his/her permission to participate in any class offered at McKinnon BTC. Your enrollment in any McKinnon BTC class constitutes your voluntary acceptance of any possible adverse side effect and your full release of McKinnon BTC and its personnel from any liability relating thereto.

LEAVE OF ABSENCE

Under certain circumstances a leave of absence will be granted if a student requests *in writing* for a specific period of time. A ruling will be made by the school administration within 2 weeks and supplied to the student in writing.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits (hours) you earn at McKinnon BTC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the hours you earn at McKinnon BTC is also at the complete discretion of the institution to which you may seek to transfer. If the hours you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 McKinnon BTC to determine if your hours will transfer.

FEE SCHEDULE

Linens (charged if renting linens)	\$ 3.00/day
Returned Check (for each returned check)	\$25.00
Duplicate Certificate	\$15.00
Transfer Fee (charged when a student changes classes)	\$25.00
Records Name Change	\$15.00
Transcript	\$15.00
Class Hour Make-up	\$10.00/hour
Late Payment Fee (after 7 days)	\$10.00/wk
Anatomy Waive/Challenge	\$25.00
Financial Assistance	\$50.00
STRF	\$ 2.50 per \$1,000 tuition
Tutorial Make-Up	\$60/hr

STRF (Student Tuition Recovery Fund)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgement against the institution for a violation of the Act.

You must pay the state imposed assessment for the STRF if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed loans, or personal loans, and
2. Your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

TUITION & FEES

(Tuition prices do not include required books or STRF)

*250 Hour Massage Practitioner = Swedish + Asian Systems OR Sports/Deep Tissue OR Touch, Health and Common Conditions
Total tuition \$ 3245*

500 Hour Massage Therapist = 250 hour certificate + 250 hours of elective Total Tuition = \$6635

1000 hour Professional Bodyworker = 500 hour Certificate + 500 hour electives = \$ 13,270

	Nonrefundable	Tuition
<u>Swedish Massage 100 hours</u>	\$150	\$1295
<u>Esalen 150 hours</u>	\$150	\$1770
<u>Asian Systems 150 hours</u>	\$150	\$1950
<u>Advanced 5 Element Acupressure (Prerequisite: Acupressure I)</u>	\$150	\$1695
<u>Advanced Shiatsu 125 hours (Prerequisite: Shaitsu I)</u>	\$150	\$1695
<u>Sports/Deep Tissue 150 hours (Prerequisite: Swedish Certificate)</u>	\$150	\$1950
<u>Clinical Deep Tissue 125 hours (Prerequisite: Deep Tissue I and A&P M)</u>	\$150	\$1695
<u>Advanced Sports Massage 125 hours (Prerequisite: Sports I)</u>	\$150	\$1695
<u>Touch, Health and Common Conditions 150 hours (Prereq: Swedish or Asian Cert)</u>	\$150	\$1950
<u>Craniosacral Therapy 125 hours (Prerequisite: Intro to Craniosacral)</u>	\$150	\$1695

ELECTIVES: All elective courses have a non-refundable \$50 deposit

Acucraniatsu – 24 hrs - \$315	Advanced Esalen – 32 hrs - \$420
Hot Stone Massage – 32 hrs - \$450	Thai Massage – 48 hrs - \$ 625
Intro to Craniosacral – 24 hrs - \$315	Advanced Craniosacral – 24 hrs - \$315
Reflexology – 24 hrs - \$315	On site Chair Massage – 16 hrs - \$230
Sports Events – 24 hrs - \$315	Body Mechanics for Bodyworkers – 8 hrs - \$ 115
Trigger Point – 16 hrs - \$ 230	Kinesiology – 16 hrs - \$ 230
Couples Massage – 8 hrs - \$ 115	Reiki I – 16 hrs - \$230
Reiki II – 16 hrs - \$230	Taxes 4 Bodyworkers – 4 hrs - \$ 75
Myofascial Release – 16 hrs - \$ 230	Back, Neck & Shoulders - 8 hrs - \$ 115
Carpal Tunnel – 8 hrs - \$ 115	Facilitated Stretching – 8 hrs - \$ 115
Lymph Drainage I – 16 hrs - \$ 230	Lymph Drainage II – 16 hrs \$230
Going Deeper - 32 hrs - \$495	Business for Bodyworkers – 24 hrs - \$315
Ethics for Bodyworkers – 4 hrs - \$75	Infant Massage – 4 hrs - \$75
Pregnancy Massage – 32 hrs - \$420	

**Books are not included in this fee schedule.*

McKinnon BTC does not participate in Title IV funding and does not offer federal loans.

Payments are accepted by cash, check or VISA, Mastercard

Discounts apply when payments are made in full at the time of enrollment.

FACULTY

All McKinnon BTC Faculty are well trained and currently practicing the modalities they teach. We require teachers to have a minimum of three years in the profession and a successful bodywork practice. Many of our teachers have been with McKinnon BTC for decades.

Linda Aldridge, MA - LMT from Arkansas, Teaches Anatomy, Physiology, and Pathology and Taxes for Bodyworkers. Linda brings over thirty years of experience to the classroom.

Bhaskar Banerji - Bhaskar began his journey as a healer twenty years. He has studied Shiatsu, Swedish and Sports massage and Thai Yoga Bodywork in Chiang Mai, Thailand. Bhaskar teaches Shiatsu and Thai Massage.

Stacey Brown, MT – Stacey has been practicing massage since 1987, when she graduated from a program in Virginia. She teaches in our Swedish program.

Marlene Elbin, L.Ac, MT – Trained and liscensed in Washington DC in 1974. Marlene has a private practice in Oakland. Marlene teaches courses in Acupressure and Swedish.

Susanne Fluor, MA, MT Susi has trained extensively at McKinnon since 2001. She teaches several programs and leads the Sports Team.

Jason Frye, CAMT, L.Ac - Graduated from Acupressure Institute. Specializes in Jin Shin Jyutsu, Acupressure and Tui Na massage. Teaches Asian Systems. He has a thriving private practice in Oakland.

Jason Garcia, MT - Graduated from NHI with special training in myofascial release, injury rehabilitation for stroke survivors and posture reintegration. He is currently in Feldenkrais Training.

Keith Grant, Ph.D., CMT - McKinnon Graduate. Teaches Sports/Deep Tissue, CDT, Kinesiology, and Trigger Point.

Matt Green, DC – Matt teaches in our first level Sports and Deep Tissue as well as our advanced level Clinical Deep Tissue, Advanced Sports, Anatomy, Physiology and Pathology courses.

Carl Johns, MT - McKinnon Graduate and current Co-Director. Carl has extensive training from McKinnon and Upledger Institute. Teaches most classes offered at the school.

Maeve Jordan, MT - Maeve teaches in our Swedish Massage and Prenatal Massage programs. She has training from various bay area schools including the Body Therapy Center and McKinnon and over a decade of experience in the field. She is an active Doula, and a Midwife in training.

Lucia Knight, MT - McKinnon Graduate with over 20 years of experience. Other training includes Orthopedic Massage and Rosen Method Bodywork. Teaches Swedish Massage and Working with Chronic Illness & Disability.

Paula Koepke - MA in Somatic Psychology, McKinnon Graduate. Certificates in Swedish, Acupressure, Shiatsu, Polarity and Craniosacral Therapy. Teaches Swedish, Business, Reflexology, and Working with Trauma.

Selena Lee - MA in Holistic Health Education. Selena teaches Business and Ethics courses as well as Infant Massage.

Fred Lewis - BS, MT - McKinnon Graduate from 1990. Teaches On-Site Chair Massage. Fred opporates a vey successful bay area corporate on-site massage business.

Katie Lewis - Katie is a yoga teacher, movement therapist & healthcare educator. She has over ten years experience That she brings to our classroom in Craniosacral courses.

Helen Morgan Helen Morgan is a Rosen Method bodywork practitioner, massage therapist, and Comfort Touch practitioner with a private practice in Berkeley. Helen works mostly with elders and teaches in our Working with Elders course.

Heidi Moser, RN, MT, MFT – Heidi teaches in our various Anatomy courses. She has been exploring healing from many perspectives for two decades.

Ellen Mossman, With decades of experience, Ellen brings a tremendous amount of skill and expertise Ellen teaches in our Craniosacral courses.

John Norikane, MT. John teaches in the Sports and Deep Tissue massage courses, both beginning and advanced levels. John has been active in the field since the late 1990's.

Char Pias, Char comes to us from Esalen and also teaches Reiki I and Reiki II. She has decades of experience and training.

Felix Payomo, MT. Felix studied at McKinnon in 2004 and teaches Swedish Massage. He has a full private practice in Oakland.

Rose Scott, MT. Rose teaches Shiatsu, Swedish, and Deep Tissue at McKinnon. Rose has a full private practice in Oakland.

Irene Smith, MT. Irene has over four decades of experience working with the Elder population and teaches in our Hospice class.

Nina Stavinga, MT – Nina is a McKinnon graduate, she teaches in our Swedish and Deep Tissue courses.

Craig Toonder, MFT, MT - Holds Masters Degree in Somatic Psychology. Teaches Anatomy & Physiology.

Kristan Trunzo, MT – Kristan has been practicing bodywork for over a decade. She teaches Deep Tissue, Swedish and Prenatal massage.

Program Descriptions, Hours and Requirements for Completion

250-Hour Massage Practitioner Program: Complete the 100-hour Swedish Certificate-then add a second Certificate (either Touch, Health, and Common Conditions; Sports/Deep Tissue; or Asian Systems) to fulfill hours. Any option will satisfy not only McKinnon BTC program requirements, but CAMTC Certified Massage Practitioner requirements as well. Program requirements include participating in an individualized counseling session, receiving detailed feedback on your work, and completing a thorough self-evaluation process in addition to successful completion of individual courses. Courses need to be completed within 12 months of the initial enrollment date.

500-Hour Massage Therapist Program: Hours from every Certificate and Elective count-for both McKinnon BTC and CAMTC-toward achieving the 500-hour total after completing the 250-Hour program. Follow your interests from the wide array of available Certificates and Electives-Esalen; Advanced Shiatsu; Clinical Deep Tissue; Craniosacral Therapy; Hot Stone Massage; and complete an additional 250 hours of education. Program requirements include participating in an individualized counseling session, receiving detailed feedback on your work, and completing a thorough self-evaluation process in addition to successful completion of individual courses. Courses need to be completed within 24 months of the initial enrollment date.

1000-Hour Professional Bodyworker Program: Completing an additional 500 hours of coursework at McKinnon BTC after successful completion of the 500 hour Massage Therapist Program will allow you to earn a 1000 Hour Professional Bodyworker certificate. Again, all coursework counts toward your 1000-hour total, as long as you include at least 125 hours of Anatomy, Physiology, and Pathology and 30 hours of Business and Ethics. Additional Program requirements include participating in an individualized counseling session, receiving detailed feedback on your work, and completing a thorough self-evaluation process. CAMTC does not recognize achievement at this level. Courses need to be completed within 36 months of the initial enrollment date.

Individual courses:

SWEDISH	100 total clock hours
ASIAN SYSTEMS	150 total clock hours
SPORTS/DEEP TISSUE	150 total clock hours
TOUCH, HEALTH & COMMON CONDITIONS	150 total clock hours
ESALEN MASSAGE	150 total clock hours
CLINICAL DEEP TISSUE	125 total clock hours
SPORTS MASSAGE TRAINING & RECOVERY	125 total clock hours
SPORTS MASSAGE EVENTS & REHABILITATION	125 total clock hours
CRANIOSACRAL THERAPY	125 total clock hours
ADVANCED SHIATSU	125 total clock hours
5 ELEMENT ACUPRESSURE	125 total clock hours
Elective Courses	500 total clock hours

OCCUPATIONAL OBJECTIVE: MASSAGE TECHNICIAN (DOT Code 334.374.010)

Swedish Total Hours: 100

Swedish Massage - 76 hrs - The objective of this course is to teach the mechanics of massage and prepare you for a career in the field. This basic course involves techniques that consist of long muscle strokes on the skin, using lotion or oils. The work is done on a massage table. Numerous protocols for a full body massage are covered along with the body usage/mechanics, contraindications, tailoring sessions, and introduction to alternate modalities. In each class you will observe the teacher demonstrate techniques, practice on a partner and then receive a massage from your partner. This process of seeing, doing and experiencing allows you to learn each technique "inside and out". Requirements for completion: Meet attendance requirements, 2 quizzes, Hands-on Mid-term and Final

Anatomy & Physiology Fundamentals - 16 hrs - A lecture class which introduces the parts of the cell, the major bones of the body, the joints, the major muscles, connective tissues, and a brief look at the cardiovascular system. Requirements for completion: Meet attendance requirements, Written Final

Business, Ethics & Hygiene - 8 hrs - This lecture class covers places of employment, record keeping, laws governing massage and licensing as well as how to set up a professional environment and maintaining proper hygiene. Meet attendance requirements, Verbal participation.

Asian Systems Certificate Total Hours: 150.00

Acupressure - 56 hours - An ancient system of healing from China that has mapped out pathways (meridians) of vital life energy (qi). You will learn to use points on the meridians to contact the flow of qi and help the body reach a state of balance and harmony. There will also be an introduction to the traditional concepts of pulse reading and five-element theory that will help you gain insight into the needs of each individual client. Requirements for completion: Meet attendance requirements, 3 quizzes and Hands-on Final

Shiatsu - 64 hours - Shiatsu is an ancient Japanese healing art that incorporates deep breathing, medium to deep pressure techniques, rhythmic movements and the use of various body tools to create wonderfully relaxing and restorative massage. The yang partner to acupressure, shiatsu literally means "finger pressure". In this traditional Japanese form of bodywork, based on the concepts of Chinese medicine, you will learn to use stretching, kneading, pressing, and rocking with fingers, thumbs, palms, forearms, elbows, knees and feet to work muscles and open the energetic body. Requirements for completion: Meet attendance requirements, Hands-on Final.

Anatomy, Physiology & Pathology - Bones, Breath & Belly - 30 hours - This class deals primarily with the organ systems discussed in Asian Systems classes from a western medical perspective. You will continue to build a solid foundation in western anatomy and physiology while gaining insight into the complementary ways these two cultures view the functioning of the body. Requirements for completion: Meet Attendance requirements, Take-Home Assignment and Written Final

Sports/Deep Tissue Total Hours: 150.00

Sports Massage - 48 hrs - The sports program provides practices in techniques requiring a more precise and anatomical framework than was required in Swedish massage – an opportunity to learn by actively doing. We discuss the choice of appropriate techniques, depths, and tempos for pre-event, training, post-event, and rehabilitative massage. Techniques and concepts for this goal-oriented program are drawn from friction massage, active muscle relaxation techniques, trigger-point, deep-tissue, passive movement, exercise physiology, kinesiology, sports first-aid, and martial arts movement. Finally, we focus on helping you develop fluid and biomechanically safe body usage while applying these techniques. Requirements for completion: Meet attendance requirements, Attend Sports Event and Hands-on Final.

Deep Tissue - 56 hrs - Emphasizes slow tempo with penetrating longitudinal strokes and myofascial release techniques. Learn to identify dysfunction and tension at different layers of soft tissue structures and address them appropriately. Requirements for completion: Meet attendance requirements, Hands-on Final.

Anatomy, Physiology & Pathology-Muscles, Movement & Massage - 40 hrs - This course is intended to give the student an understanding of the deeper muscular structures, their skeletal attachments, their fiber orientations, and their functions. We will also discuss muscle physiology and the importance of bodywork in affecting muscle physiology. Our discussions will include the topics of tissue injury and repair as well as the role of the cardiovascular systems on muscular function. Requirements for completion: Meet Attendance requirements, Take-Home Assignment and Written Final

Touch, Health and Common Conditions: 150 hour

Touch for Elders - 40 hrs - As the average age of people in the United States increases, the need for massage professionals trained to serve the elderly and terminally ill also grows. In this course, we will learn relevant physiological and psychological factors, techniques, the role of touch, marketing and self-care in working with these populations. In-class and on-site practice will provide direct, hands-on experience. Requirements for completion: Meet attendance requirements, Research project and Hands-on Final.

Touch and Trauma - 24 hrs - This class is designed to provide the bodyworker with information and skills important in facilitating recovery from traumatic stress. Students will learn approaches for working with post-traumatic stress survivors and practice these approaches both in the classroom and on-site. Requirements for completion: Meet attendance requirements, Research project and Hands-on Final.

Touch and Chronic Illness - 46 hrs - This class offers an introduction to pathology and hands-on work for chronically ill and disabled people. Students will learn to work with their hands in a subtle manner and have the experience of working with this population through field trips. This course will cover information regarding working with such conditions such as cancer, fibromyalgia, and cerebral palsy. Requirements for completion: Meet attendance requirements, Research project and Hands-on Final.

Anatomy, Physiology & Pathology-Senses, Signals & Streams - 40 hrs - This course is intended to give the student the necessary anatomy, physiology, and pathology background for the hands-on classes in the Touch, Health and Common Conditions certificate. You will learn functions of the brain, spinal cord and nerves, sympathetic and parasympathetic systems and their relationship to health and stress. Requirements for completion: Meet attendance requirements, Take-Home Assignment and Written Final.

Continuing Education – Electives

Introduction to Craniosacral Therapy - 24 hours - Craniosacral therapy is a gentle hands-on therapy based on the principals of cranial osteopathy. It uses light touch and subtle movements to unwind holding patterns in the body and to release restrictions in the craniosacral system. Releasing those restrictions improves nervous system function, which can have a positive effect on all the tissues of the body. This subtle form of bodywork can help bring a deeper sense of balance to clients and allow the therapist to practice listening in a more profound and meaningful way. This course will cover basic history, relevant anatomy and physiology, technique, and a basic treatment protocol. Students will refine palpation skills for tuning into very subtle systems of the physical and energetic body. All of the techniques presented in this class can also be incorporated into other bodywork modalities. Requirements for completion: Meet attendance requirements, Hands-On Final.

On-Site Chair Massage - 16 hours - Learn to perform 10-30 minute massages on location in offices, at conventions, markets, etc. Techniques as well as business practices will be taught. The objective of this 16 hour course is designed to teach you to use chair massage as an adjunct to your table practice. It is a unique tool to educate the public in the therapeutic value of massage. Learn hands-on techniques to relieve mental and physical stress, calm the nervous system, lease tight muscles and increase circulation. In each class you will observe the teacher demonstrate techniques, practice on a partner and then receive a massage from your partner. This process of seeing, doing and experiencing allows you to learn each technique "inside and out". Requirements for completion: Meet attendance requirements, Hands-On Final.

Advanced Swedish Techniques - 24 hours - The objectives of this course are to expand the use of tools and techniques within the context of Swedish massage, to make the practitioner more comfortable in the use of their body during massage, and to expand on the concepts of client assessment, session planning, and goal setting. The students will see a variety of approaches to Swedish technique and dealing with common scenarios presented by clients. Requirements for completion: Meet attendance requirements, Hands-On Final.

Business for Bodyworkers - 24 hours - Explore ways to expand your practice and find your personal path in the field of massage. In this course we will discuss where you are at in your massage career, where you would like to be and the steps required in getting there. We will develop and refine a Resume, begin the process of developing a business plan, and delve into defining and maintaining professional boundaries. Requirements for completion: Meet attendance requirements, Four course assignments.

Pregnancy Massage - 32 hrs - This course offers information, discussion and techniques for working with healthy pregnant women, women with complications, women in birth and post partum. The objective of the class is to familiarize students with the pathology of pregnancy and the special needs of pregnant women. Requirements for completion: Meet attendance requirements, Hands-On Final.

Advanced 5 Element Acupressure – 125 hrs - Expand the depth of your knowledge in Acupressure. Use practice and clinic sessions to learn more about point associations, yin/yang theory, five-element theory, the twelve organ meridians, four extraordinary vessels, special points, and tongue and pulse assessment. Incorporate Tui Na and Qi Gong exercises to improve your own flexibility as well as your clients'. Learn to use the five elements to assess and treat your clients, improving the flow of qi and the inherent health of the body. Requirements for completion: Meet attendance requirements, Hands-On Mid-term, Written final and Hands-On Final.

Advanced Shiatsu – 125 Hrs - Deepen your knowledge of Asian systems bodywork and improve your skills in floor, table, and seated Shiatsu. Explore the concepts of five-element theory, yin/yang theory, and the concepts of assessment and session planning in Asian bodywork. Learn to combine shiatsu with other eastern and western modalities. Refining your skills in this highly flexible and portable bodywork modality will be useful in all areas of your practice. Meet attendance requirements, Hands-On Mid-term, Journal Assignment, Written final and Hands-On Final.

Clinical Deep Tissue – 125 hrs - Take your deep tissue skills to the next level. Understand the complexity of myofascial pain syndromes, identify predisposing conditions and facilitate corrective ergonomics, learn to work with soft tissue injuries and understand contraindications, and appropriately utilize terminology to communicate with professionals and non-professionals. Anatomy, physiology, kinesiology, body mechanics and self-care will be covered. Requirements for completion: Meet attendance requirements, Hands-On Mid-Term and Final as well as Written Final.

Craniosacral Therapy – 125 hrs - Enhance your practice by learning the deep sensing skills of this subtle and incredibly effective form of bodywork. Gain an understanding of the craniosacral system, it's effect on the body, and how to work with it to promote comfort, relaxation, and healing. The major branches – biomechanical and biodynamic work will be explored, working with the physical and the energetic body. Learn assessment skills, protocol, and working with intuition and instinct. This course will prepare you to offer craniosacral sessions to your clients. Requirements for completion: Meet attendance requirements, Hands-On Mid-Term and Final, Written Final.

Body Mechanics for Bodyworkers – 8 hrs - This class is designed for practitioners who find themselves in pain during or after giving a session, feel tired after giving a session, or simply want to improve the way they work. Better body mechanics can also help practitioners apply greater pressure for 'deeper work' and can increase their work efficiency and vitality, enabling them to see more clients. Requirements for completion: Meet attendance requirements, Active participation.

Trigger Point – 16 hrs - Trigger Points are defined by Dr. Janet Travell as "highly irritable localized spots of exquisite tenderness in a nodule in a palpable taut band of muscle tissue." Trigger Points can cause referred pain, burning, tingling or numbness throughout the body. In this class, students will learn the techniques for locating and treating these tender spots in order to give their clients relief from pain, better circulation to affected areas and better muscle performance and range. Requirements for completion: Meet attendance requirements, Hands-On Final.

Kinesiology – 16 hrs - Study the form and function of the musculoskeletal system. Learn how understanding the anatomy of movement can enhance your assessment skills and bodywork practice. Requirements for completion: Meet attendance requirements, Hands-On Final.

Thai Massage - 48 hours - Learn to open the energy lines of the body with movement, stretching and compression. This ancient and dynamic form of bodywork opens the joints and releases blocked energy and can be practiced in its traditional form or integrated with other forms. The 48-hour class offers an introduction to Thai massage and techniques for integrating it into a Swedish table massage. Thai massage, also known as "Traditional Massage", works with the major meridians that run throughout the body. Its aim is to harmonize the body, to loosen blocks and to recoup deficiencies along the energy lines. This course will teach the foundational techniques, both energetic and physical, as well as ways in which to integrate these techniques into a table massage. Requirements for completion: Meet attendance requirements, Hands-On Final.

Reiki I – 16 hrs - You will receive instruction in the energy technique of Reiki, First Degree; how to treat imbalances in self and others as well as how to use it as a preventative method and transformational practice. Reiki is easy to learn and is received through clothing. Students will exchange treatments. Requirements for completion: Meet attendance requirements, Hands-On Final.

*Reiki II – 16 hrs - Second Degree Reiki is available to anyone who has completed the First Degree. Second Degree is comprised of techniques to intensify the effect of Reiki sessions - a highly effective absentee healing technique as well as a technique for dealing with emotional and mental problems. Requirements for completion: Meet attendance requirements, Hands-On Final.

Taxes 4 Bodyworkers – 4 hrs - Through lecture, discussion, and group exercises, we'll explore fundamentals of tax planning and tax preparation -- and learn about allowable business expenses relevant to those of us in the bodywork professions. Come learn the difference between an expense and a deduction; the importance of separating personal and business finances; how to read and fill out relevant IRS Forms; tips for minimizing your tax liability, and more. Please note that this workshop provides information and resources only and does not convey legal advice. Requirements for completion: Meet attendance requirements.

*Myofascial Release – 16 hrs - Myofascial Release and Muscle Energy Techniques was developed by osteopaths and East European physical therapists. This course embodies many of the major developments in cutting edge bodywork techniques. The class allows you to move away from confrontational pain management techniques and enhances the effects of neuromuscular trigger point techniques as well as by addressing the whole body. This modality can achieve breakthroughs in chronic myofascial pain cases. In addition, you will understand how M.E.T. (Muscle Energy Techniques) interrelate in reinforcing ease of movement and pain free mobilization permanently. Requirements for completion: Meet attendance requirements, Hands-On Final.

Back, Neck & Shoulders - 8 hrs - This popular and specialized class is designed to teach students basic oil massage strokes and techniques for encouraging relaxation in the tension-prone areas of the back, neck, and shoulders. This is a perfect class for beginners or those just wanting to have fun giving mini-massages to their friends. Requirements for completion: Meet attendance requirements.

Carpal Tunnel – 8 hrs - Learn to work effectively with Carpal Tunnel Syndrome, one of the most common repetitive stress workplace injuries. Anatomy of the carpal tunnel and related structures will be covered. Strategies for working with this injury will include techniques for working with the arm, hand, shoulder, neck, and upper back. Ergonomics and proper body mechanics will also be discussed. Requirements for completion: Meet attendance requirements, Hands-On Final.

Facilitated Stretching – 8 hrs - Learn and practice three different methods of stretching to use with your clients: passive, resistive, and active isolated stretching. We will review the physiological principles behind stretching, stretching benefits, and strategies for helping clients adopt stretching as part of their lifestyle. You'll have lots of hands-on practice. Wear loose comfortable clothing. Requirements for completion: Meet attendance requirements, Hands-On Final.

Hot Stone Therapy- 32 hours - In this 3-day course you will learn the use of hot stones blended with a traditional Swedish massage. We will also go over cold stone placement, the importance of it and how each body is unique to which stones it

calls for and where they can be placed or used to massage. We will provide various types of rock warmers, rocks, essential equipment and set up so that you can learn what set up will work best for you in your practice. As you learn to prepare the stones you will see how we are using the basic elements of life, fire, water, air, and earth to do so, therefore making it a total healing experience. The objective of this course is to introduce students to the concepts of using stones as a healing technique within a traditional massage. This can be a wonderful and attractive addition to your established massage practice or it will give you something to offer and provide a specific healing experience to a specific group of cliental. Requirements for completion: Meet attendance requirements, Hands-On Final.

Lymph Drainage – 16 hrs - Lymph Drainage is an extraordinary body movement technique that focuses on the congestion and restricted areas of the Lymphatic System. Congestion of the lymph nodes, Lymphoid tissue, and the lymph glands is the cause of many of our illnesses. This class teaches how to help clients release stored up toxins using hands-on techniques that give amazing results. You'll also learn other strategies for cleansing and strengthening this system. Requirements for completion: Meet attendance requirements, Hands-On Final.

Reflexology - 24 hrs - This class explores the reflexes of the hands and feet and their relationship to corresponding parts of the body. History and theory will be discussed, students will learn the thumb and finger techniques (grip sequences) of reflexology, and will be able to perform a 60-minute session by the end of class. The student learns to use reflexology as a tool to release tension and help the client's body seek its own equilibrium. Requirements for completion: Meet attendance requirements, Hands-On Final.

Acucraniatsu – 24 hrs - In this 3 day workshop, learn how to blend the concepts from the ancient tradition of Asian Bodywork and Chinese Medicine with the modern tradition of craniosacral therapy. Deepen your awareness and sensitivity during your sessions while offering this highly effective, versatile modality. This modality can be used with any population to support enhanced quality of life. The modalities blend together in a way that makes this easy to adapt to various levels of intensity. Requirements for completion: Meet attendance requirements, Hands-On Final.

Ethics For Bodyworkers – 4 hrs - This course covers ways for massage professionals to create a safe and consistent therapeutic environment We will cover the terms "transference," "countertransference," "confidentiality" and "dual relationship". We will also cover ways to minimize problems related to client transference and "red flags" that can often indicate an ethical decision point. By understanding what we bring to the table, we can be better at setting and enforcing boundaries. Requirements for completion: Meet attendance requirements, verbal participation.

Going Deeper – 32 hour – This course is designed to refine the basic tools and concepts of deep tissue work. We will take a detailed look at body mechanics in order to make your work more effective and more comfortable - for both the therapist and the client; cover intake, making decisions and planning sessions, and communicating this information effectively to your clients; look at strategies for working with common complaints; and explore the integration of detailed deep tissue work into full body massage. Working on these skills will improve the quality of your work and unlock the potential deep tissue massage. Requirements for completion: Meet attendance requirements, Hands-On Final.