

The International College of Healing Arts

1605 W Olympic Blvd #509

Los Angeles

CA 90015

Tel: 213-949-8109

www.tichaeducation.com

January 1st, 2020 until December 31st, 2020

Last updated: September 1st, 2020

TABLE OF CONTENTS

CATALOG DISCLOSURE	4
MISSION	5
Objectives	5
Disclosure Statements	5
FACILITIES	8
Library and Learning Resources	8
ADMISSIONS POLICIES	9
Non-Discrimination Policy	9
Procedures for Admissions	9
General Admissions Criteria	9
Admission Standards	10
Wonderlic Test Score	10
English Language Requirement:	10
Notice concerning transferability of credits and credentials earned at our institution.	11
ACADEMIC POLICIES	12
Attendance/Probation/Dismissal	12
Letter Grade and Grade Point System	12
Course Retake Policy	13
Maximum Time in Which to Complete	13
Leave Of Absence	13
Attendance Probation	13
Make-Up Work	14
Automatic Withdrawal	14
STUDENT ACTIVITIES AND SERVICES	15
Academic Counseling	15
Academic Advisement	15
Placement Services	15
GENERAL TERMS AND CONDITIONS	16
Dress Code	16
Dress for Success	16

<u>General Conduct</u>	17
<u>Important Notice</u>	17
<u>Groundings For Disciplinary Action</u>	19
<u>Student Grievance Procedure</u>	20
<u>Liability</u>	21
<u>Retention of Records</u>	21
<u>Transcripts</u>	21
<u>SCHEDULE OF CHARGES</u>	22
<u>Student Tuition Recovery Fund</u>	22
<u>CANCELLATION AND REFUND POLICY</u>	24
<u>Students Right to Cancel</u>	24
<u>Student Withdrawal, Refund Policy</u>	24
<u>CERTIFICATE PROGRAMS</u>	25
<u>Massage Therapy</u>	25
<u>Class Schedules</u>	27
<u>COURSE DESCRIPTIONS</u>	28
<u>Ownership</u>	31
<u>Administrative Control</u>	31
<u>Staff</u>	31
<u>Rebecca Cooper</u> <u>Director of Student Services</u>	31
<u>Faculty</u>	31
<u>Office Hours</u>	32
<u>Holidays 2019</u>	32

CATALOG DISCLOSURE

It is the policy of the institution to always provide a copy of the latest catalog either in writing or electronically on the institution's website to all prospective students. The catalog is updated at least once a year or whenever changes to policies take place. Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the institution. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

MISSION

The Mission of the International College of Healing Arts is to train students to become skilled and effective at the highest level of academic and creative standards by providing outstanding Natural Healing education for Massage Therapists, Physical Therapy Aides and Chiropractic Assistants.

The International College of Healing Arts is dedicated to assisting students in acquiring skills to meet their targeted profession with Holistic Health principles. Students learn how to evaluate, analyze, and synthesize information to develop critical thinking and problem solving skills in a career environment. It is our goal to fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field.

OBJECTIVES

- To encourage and foster the value of life-long learning in our students;
- To foster health, healing, joy, meaning, awareness and appreciation;
- To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned;
- To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions;
- To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem solving skills in a career environment.
- To teach students proper techniques as well as business ethnics.

DISCLOSURE STATEMENTS

- ✓ The International College of Healing Arts is a private postsecondary Center licensed to operate by the Bureau for Private Postsecondary Education. Approval to operate signifies that an institution is in compliance with the minimum standards as set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
- ✓ The Bureau for Private Postsecondary Education approves a person or legal entity to operate an institution in California. An approval to operate signifies that an institution is in compliance with state standards as set forth in the Private Postsecondary Education Act. Only accrediting agencies can accredit an institution. Accreditation is a voluntary non-governmental review process. State approval is mandatory for an institution operating in California subject to the California Private Postsecondary Education Act of 2009 unless exempt from the Bureau oversight pursuant to CEC 94874 or 94874.1.
- ✓ The International College of Healing Arts is not accredited.
- ✓ All of The International College of Healing Arts programs are Non Degree programs.
- ✓ The International College of Healing Arts has not been granted approval by CAMTC and is no longer under provisional approval.

- ✓ The International College of Healing Arts does not offer distance education and does not plan to offer distance education.
- ✓ Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at Address: 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818. Web site Address www.bppe.ca.gov
Phone: (888)370-7589 or by fax (916)263-1897
(916) 574-8900 or by 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.
- ✓ 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).
- ✓ The International College of Healing Arts does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- ✓ The International College of Healing Arts does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any program.
- ✓ The International College of Healing Arts does not have an articulation agreement or transfer agreement with any other college or university at the present time.
- ✓ If student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.
- ✓ The School Director is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.
- ✓ Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.
- ✓ The International College of Healing Arts is not approved to participate in State or Federal Student Aid programs.
- ✓ The International College of Healing Arts does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.
- ✓ The International College of Healing Arts does not provide housing assistance services to the students.
- ✓ There are available housing options located reasonably near the institution's facilities.
- ✓ The average cost for a room or apartment rental varying from between \$550 for a room per month to \$1,250 per month for a 2 bedroom apartment.

- ✓ Students will find rental information on Craig's List at <http://losangeles.craigslist.org/search/apa>
- ✓ The International College of Healing Arts has no responsibility to find or assist a student to find housing.

FACILITIES

All class sessions are held at the International College of Healing Arts campus which occupies 1,445 square feet at 1605 W Olympic Blvd #509, Los Angeles CA 90015, which is divided into reception area, offices, dispensary, theory and practical classrooms, student lounge, resource center, and restrooms for male and female students. The school assumes no responsibility or liability for lost or stolen personal item. Classrooms are equipped with TV/DVD, visual aids and/or other instructional resources, which are for the use of students. The practical supplies consisting with all equipment necessary to complete their chosen course of study are purchased by the students before they start class. Students are responsible for the maintenance and safety of their equipment and supplies. Students will be held responsible for replacing any lost, stolen, or damaged items. Students receive instruction on school owned equipment, hardware and software. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health. The campus is wheel chair accessible. Students with special needs are advised to meet with the Chief Academic Officer to assess their personal needs as well as determine if the training courses offered and the occupations they lead to are suitable for the prospective students' individual situation.

LIBRARY AND LEARNING RESOURCES

The International College of Healing Arts has established a resource center consisting of textbooks and periodicals providing information in the various the healing arts and related massage therapy and business administration disciplines offered by the institution. The institute subscribes to the several periodicals that expose students and faculty to the very latest in the healing arts and massage therapy industry. In addition, The International College of Healing Arts offers a wide variety of resource material related to general education including textbooks on cultural diversity, communication, elementary statistics, marketing, organizational behavior, cultural diversity and public health and safety. The resource center provides students with access to current publications and a quiet workspace. Computers are available for student use. The International College of Healing Arts also will provide students with online library resources. A student may conduct a search by title, author, subject area, or key words. Student may sign out books, videos or CDs out for a period of 2 weeks. Books may be renewed only twice. Students are limited to two (2) books to be checked out at one time. Students are held responsible for any book checked out on their library check out card.

ADMISSIONS POLICIES

NON-DISCRIMINATION POLICY

The International College of Healing Arts is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students into all programs.

PROCEDURES FOR ADMISSIONS

Potential applicants should contact The International College of Healing Arts by visiting the institution and meeting with an admissions representative. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The application and enrollment process begins with the completion of a general questionnaire and an initial interview with an admissions representative. The interview usually lasts approximately one hour. During that time, the admission representative will discuss the various aspects of the training programs offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date. Applicants are encouraged to observe classes if they desire.

GENERAL ADMISSIONS CRITERIA

Each program offered at The International College of Healing Arts has its own admission standards and it is the responsibility of the applicant to meet those standards. Applicants should review the program description for the specific admission standards for each program offered. Applicants may be admitted provided they are beyond the compulsory age of school attendance (18) or are high school graduates, or have a high school equivalency certificate (GED). Applicants who are under the compulsory age of school attendance may be admitted provided they are high school graduates or the equivalent. A parent, legal guardian or spouse of legal age is required to co-sign the enrollment agreement.

- ✓ The International College of Healing Arts does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its programs.
- ✓ The International College of Healing Arts has no articulation agreement in place with other schools or colleges. At this time The International College of Healing Arts does not recognize transferability of credits you earn at other colleges.
- ✓ Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

- ✓ All students without a High School diploma or equivalent who demonstrate that they have the "ability to benefit" from our programs through successful completion of the Wonderlic examination are accepted pending the results of a personal interview with a counselor.

ADMISSION STANDARDS

For admission to one of The International College of Healing Arts' programs, a potential student must complete all of the following:

- ✓ Submit an original high school certificate or original transcript indicating that the student graduated from an accredited high school or a signed statement by the student attesting to possessing a high school certificate or GED. All non-English transcripts must be translated into English and be officially certified.
- ✓ Submit official copies of transcripts of all postsecondary level institutions attended by the applicant prior to enrolling at The International College of Healing Arts. All Non-English transcripts must be translated into English and be officially certified.
- ✓ Attain an acceptable score on the applicable admission test given to all certificate program applicants when necessary. (E.g. Wonderlic/ TOEFL).
- ✓ Attend a new student orientation.
- ✓ Complete and submit an application form.
- ✓ Complete, sign, and submit an enrollment form.
- ✓ Sign documents acknowledging receipt of disclosure forms as required by the California Private Postsecondary Education Act of 2009, Articles 11. School Performance Fact Sheet.
- ✓ Pay a registration fee of \$250.00.

WONDERLIC TEST SCORE

Prospective applicants without proof of a high school diploma or its equivalency certificate (GED) must successfully complete of an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing scores of 200 on Verbal and 210 Quantitative.

ENGLISH LANGUAGE REQUIREMENT:

The International College of Healing Arts does not provide English language services. The International College of Healing Arts does not provide visa services and does not vouch for student status and any associated charges.

All instruction is conducted in English only.

It is required that all applicants demonstrate English-language proficiency during their interview with admission personnel. Candidates will be judged on their ability to speak English proficiency.

Though it should be obvious whether a student has sufficient comprehension of the English language, in certain circumstances where there may be sufficient doubt, the school will reserve the right to require an applicant to take a TOEFL exam. In such instances the applicant will be required to present documentation of a score no less than that recommended by the test publisher to represent a good command of the English language. A minimum score of no less than 550 will be accepted.

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

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

ACADEMIC POLICIES

The International College of Healing Arts' attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

ATTENDANCE/PROBATION/DISMISSAL

The faculty and staff of The International College of Healing Arts consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured. Satisfactory Academic Progress requires a student to maintain a minimum of 80% attendance. Students who are excessively absent (20% or more of classroom hours) will be placed on probation. If the student's attendance does not improve at the next evaluation point, the student will be dropped from the program. Any student absent for ten (10) consecutive calendar days without a written and approved Leave of Absence will be terminated from their program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer. If a student is absent for a test he/she will be given an opportunity to retest at the earliest convenience of the instructor. Makeup classes may be required at the discretion of the instructor and with approval of the Chief of Academic Officer. A student is considered tardy when arriving 8 minutes or more after the start of class, or leaving 10 minutes or more before the end of class. Tardy students may or may not be allowed into Technical Instruction at the discretion of the School Director. Tardiness and early departures are included in the student's attendance record of absences.

- ✓ One tardy equals 1-2 hours of absence (depending on the program)
- ✓ One early departure equals one hour of absence;

LETTER GRADE AND GRADE POINT SYSTEM

The International College of Healing Arts grades on a 4.0 scale system. Following is the letter grade/numerical equivalents of the institution's system.

Letter Grade	Percentage	Indicator
A	90-100 %	Excellent
B	80-89 %	Good
C	70-79 %	Satisfactory
D	60-69 %	Unsatisfactory
F	Below 59 %	Failing

70% is the minimum requirement in theory and practical training. Students must maintain a “C” average for successful progression and graduation. Students need to retake tests scored below 70%.

Satisfactory Academic Progress requires a student to maintain a minimum “C” average in theory and practical training. Students with less than 70% average in theory and practical training will be placed on probation. If the student’s academics (theory and practical) do not improve at the next evaluation point, the student will be dropped from the program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer.

COURSE RETAKE POLICY

The course retake policy is offered to students who have unsuccessfully completed a course and received a failing grade (F), subject to additional tuition and fees.

MAXIMUM TIME IN WHICH TO COMPLETE

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

LEAVE OF ABSENCE

Students are entitled to take only one leave of absence during any calendar year. The duration of the leave of absence is minimum 14 consecutive days and may not exceed sixty (60) consecutive days. A student may request a LOA by notifying the school in person. Requests for leave must be submitted in writing to the Chief Academic Officer and must include an anticipated return date and be signed by the student. Failure to return to College as scheduled without prior written notification and approval from the Chief Academic Officer will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The Chief Academic Officer may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

ATTENDANCE PROBATION

At least once a week, the Chief Academic Officer monitors the student attendance cards of all active students and calls those students that have missed one or more days during that week. Students are required to have an overall attendance rate of 80% or more to meet the minimum attendance requirement of the program. A student who has consecutively missed more than 20% of the scheduled class hours in any given level or module

will be put on probation until the next evaluation point. If the student's attendance does not improve at the next evaluation point, the student will be dropped from the program. A probation letter will be sent to that student.

MAKE-UP WORK

Students can make-up missed class hours at the end of their scheduled class day with Director Approval. In addition, students may make-up hours by participating in school-sponsored events or other extra-curricular activities at which a College instructor is present. All assignments, tests and homework may be made up. Students who were absent on theory days, whether excused or unexcused, or fail to take a theory test must make up the test within the same month the test was given. If the test is not made up within the same month, the test missed will be posted as an "O" (zero) when calculating the academic progress grade point average.

AUTOMATIC WITHDRAWAL

A student will automatically be withdrawn from the program for the following reasons:

- ✓ Failure to attend College for ten (10) consecutive class days.
- ✓ Failure to return from an approved leave of absence on the scheduled return date
- ✓ Failure to maintain satisfactory progress for two consecutive modules.
- ✓ Failure to fulfill financial agreements
- ✓ Failing any course in the program twice (at specific evaluation points) during the one enrollment period

STUDENT ACTIVITIES AND SERVICES

The International College of Healing Arts offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment. Students are provided with the following services:

ACADEMIC COUNSELING

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty and Chief Academic Officer have a sincere interest in the personal welfare of each student and therefore an open-door policy is employed.

ACADEMIC ADVISEMENT

The course requirements are clearly presented in the institution's catalog. It is the student's responsibility to coordinate any make-up work if the student cannot comply with the chosen program of the student. Any alteration to any program offered by the College has to be preauthorized by the Chief Academic Officer.

PLACEMENT SERVICES

The International College of Healing Arts does not guarantee employment for its graduates. The graduate services staff assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques. The College makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught in workshops offered by student services towards the end of each program.

- ✓ Preparing resumes
- ✓ Developing job interviewing skills
- ✓ Identifying job position openings
- ✓ Following up with employers after interviews
- ✓ Negotiating wages and benefits
- ✓ Maintaining employment once hired
- ✓ Securing opportunities for advancement once hired
- ✓ Developing and utilizing a network of professional contacts who can aid the job search effort

GENERAL TERMS AND CONDITIONS

DRESS CODE

Classroom dress is casual yet appropriate. Massage students will be draped at all times.

DRESS FOR SUCCESS

Professional dress is recommended at all times, and for some programs, specific uniforms are required. The dress policy was established in order to enable our students to become comfortable with the type of apparel expected by the majority of employers who hire our graduates. This policy is part of The International College of Healing Arts expectations for graduation. Should one not have the proper attire to professionally interview, it is recommended that one begin obtaining a suitable wardrobe during the early days of training. Students should discuss with their instructor and/or the Placement Office, the typical type of clothing one should wear to an interview as well as on the job. Dressing the part of a successful professional raises our self-esteem and confidence. Furthermore, employers will occasionally visit the campus, sometimes unannounced; therefore all students will want to look their best. Good personal hygiene is required. Hair must be professional in style and clean.

RECOMMENDED PROFESSIONAL DRESS ATTIRE FOR WOMEN

Recommended	<u>Not</u> Recommended
Dresses	Backless Attire
Skirt and Blouse	Bare Midriff/Low cut tops
Pant Suits	Tank Tops/Halters
Dress Slacks and Blouse	Leggings, Leggings, jeans/denims
Dress Shoes/Boots	Hat/Cap/Hair Net
Sweater	Shorts, Athletic Attire
Limited jewelry	Heels over 2"
Prescribed Uniforms	See-through Clothing
Athletic Shoes (clean/good condition)	Ragged, Frayed Clothing
Hair must be professional in style and clean	Spandex Pants

RECOMMENDED PROFESSIONAL DRESS ATTIRE FOR MEN

Recommended	<u>Not</u> Recommended
Dress Shirt/Tie	T-Shirts/Tank Tops
Dress Slacks	Shorts/Athletic Attire
Sport shirt	Jeans/Denims
Sweater	Sandals
Limited jewelry	Shoes without socks
Prescribed Uniforms	Hat/Cap/Hair Net
Athletic shoes (clean/good condition)	

Students who are out of dress code, unprofessionally dressed may be sent home and counted absent for the day with a corresponding reduction in their required attendance hours. As recommended by the local enforcement division The International College of Healing Arts will not allow any attire, which is known as gang colors, or gang related clothing.

GENERAL CONDUCT

Students are expected to comply with College policy regarding curriculum, testing, absences, tardiness and makeup while displaying courtesy and consideration towards instructors, staff and other students. The International College of Healing Arts defines improper conduct as the following: discourteous towards instructors, staff, and other students; fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; and disregard for College policy. Improper conduct is cause for suspension or expulsion.

The College reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The College reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

IMPORTANT NOTICE

Cellular phones, beepers/pagers, headset, personal radios, CD players and iPods will not be allowed during class or at any time while the student is on school property. This could interfere with the learning process and safety of the student and/or others. Anyone in violation, the item may be kept by a school official until class is over or

the student will be asked to leave the class. The school is not responsible for any lost, stolen or damage of any student's property.

- Eating and/drinking is not allowed in any of the classrooms at any time.
- Children are never allowed in the classrooms. This policy is for their safety.
- Smoking is not permitted anywhere inside the school facilities or building. Please smoke outside the building in the designated areas and use the appropriate disposal containers for all used cigarettes.
- Telephone: The Receptionist Desk will only take emergency calls for students. School phones are not intended for personal use by students.
- Students are not to use any of the office equipment, this is reserved for personnel.

An important part of the training at The International College of Healing Arts includes the development of professional attitudes and behaviors. Prospective employers seek employees who will be positive additions to their companies. Therefore, The International College of Healing Arts has created a professional "work-like" environment in which students can grow and develop according to their professional expectations.

Students are expected to conduct themselves in a businesslike manner. Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at school. Students who are dressed inappropriately may be subject to disciplinary action. The effectiveness of any training program is dependent upon the full cooperation between students and College staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with Instructors and Administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct.

Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining one-self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers. The International College of Healing Arts' students are encouraged to pursue the development of these attitudes and behaviors because they serve in their best interest when it comes time to seek employment. Students are asked to work in harmony with the institution to be as fully prepared as possible to succeed in the competitive job market. Those whose conduct reflects discredit upon themselves or the school may be subject to dismissal. The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

GROUNDINGS FOR DISCIPLINARY ACTION

- 1) Unsatisfactory Academic performance.
- 2) Unsatisfactory Attendance.
- 3) Unprofessional Behavior and/or conduct that reflects unfavorably upon the school and/or its students.
- 4) Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
- 5) Failure to meet Financial Requirements.
- 6) Inappropriate professional clothing worn during training.
- 7) Failure to abide by the Rules and Regulations of the College.
- 8) Failure to pay tuition (or any other charges) when due.
- 9) Breach of school enrollment agreement.
- 10) Cheating.
- 11) Falsifying school records.
- 12) Carrying a concealed or potentially dangerous weapon.
- 13) Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
- 14) Instigation and/or participation in rebellious activities against the school and/or its student(s).
- 15) Solicitation, which reflects unfavorably upon the school and/or its students.
- 16) Vandalism of school property.
- 17) Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
- 18) Fighting (physical or verbal)
- 19) Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behavior or conduct, may request re-admittance into their program by following the procedure Student Grievance Procedure as noted in this catalog.

STUDENT GRIEVANCE PROCEDURE

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor.

For this reason, we urge both students and staff to communicate any problems that arise directly to the individual (s) involved.

If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of “discussing” differences will resolve the problem.

In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so.

All written complaints will be resolved within 10 days and will be sent to the student in writing.

If a complaint cannot be resolved the student can contact BPPE anytime, before exhausting all school grievance procedures. . The student may contact the Bureau for further details. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education,
Address:1747 N. Market Blvd. Suite 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address www.bppe.ca.gov
Phone: (888)370-7589 or by fax (916)263-1897
(916) 574-8900 or by fax: (916) 263-1897.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

LIABILITY

The International College of Healing Arts assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds.

RETENTION OF RECORDS

The International College of Healing Arts will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training (proof of training) for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training (proof of training) for which the student has not paid.

TRANSCRIPTS

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The School reserves the right to withhold an official transcript, if the student's financial obligation to the School is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The School also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy. Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar. Subject to processing fees.

ACCREDITATION/ DEGREE AND NON-DEGREE

If the institution is unaccredited and offers a degree program, or is accredited and offers an unaccredited degree program.

- (A) Whether a graduate of the degree program will be eligible to sit for the applicable licensure exam in California and other states.
- (B) A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.
- (C) That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

SCHEDULE OF CHARGES

Program of Study	Cost Breakdown				
	Registration	Tuition	STRF *	Uniform, Books and Supplies	**Total Cost
	<i>Non refundable</i>	<i>Refundable</i>	<i>Non Refundable</i>	<i>Refundable</i>	<i>Refundable</i>
Massage Therapy	\$100.00	\$6,500.00	\$0.00	\$280.00	\$6,880.00

*Since January 1st 2015 the STRF fee has been temporarily REDUCED to \$0.00

**These are the total charges for the period of attendance and are the total charges for the entire program.

STUDENT TUITION RECOVERY FUND

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818. Web site Address

www.bppe.ca.gov

Phone: (888)370-7589 or by fax (916)263-1897

(916) 574-8900 or by fax: (916) 263-1897.

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

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

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

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

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

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you the student.

CANCELLATION AND REFUND POLICY

STUDENTS RIGHT TO CANCEL

You have the right to cancel the enrollment agreement you sign for a course of instruction including any used or unused equipment, books, materials, and supplies, or any other goods and services included in the agreement, and obtain a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the College shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days, following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned), within 45 days after your notice of cancellation is received.

STUDENT WITHDRAWAL, REFUND POLICY

The student has the right to withdraw from a program of study at any time and pay only for tuition reflective the amount of time the student was enrolled. If the student withdraws prior to completion of the Program of study in which she/he is enrolled the College determines whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula up until the student has been enrolled for sixty percent (60%) of the scheduled hours of the Program. Should the number of scheduled hours during the student's enrollment in the Program exceed sixty percent (60%) of the total hours in the Program, the College shall have earned and will retain 100 percent of the institutional charges assessed to the student, as explained on page one of the Enrollment Agreement. If the student withdraws from his/her Program of study after the deadline for the student's right to cancel the Agreement has passed and the student is entitled to a refund per the pro rata calculation mentioned above, the College will issue such refund to the student less a registration fee \$100.00, within 45 days follow. If you obtain books or equipment, as specified in the enrollment agreement and return within 30 days following the date of your withdrawal, the school shall refund the charge for the books or equipment paid by you. Students can obtain a full refund whether or not they return books, equipment, etc. in good conditional. Books and equipment are refundable if that is within the cancelation period.

CERTIFICATE PROGRAMS

MASSAGE THERAPY

Certificate Level Courses
(Below college level courses)
660 Clock Hours/22 weeks at 6 hours a day/ 5 days a week

Program Description

The Massage Therapist Program is designed to provide students with complete and comprehensive training in Massage Therapy and advanced massage techniques including shiatsu, lymphatic, stone and pregnancy massage. Graduates of the Massage Therapist program will receive a certificate upon completion and are eligible to sit for MBLEX (Massage & Bodywork Licensing Examination). Graduate may apply for certification from the California Massage Therapy Council (CAMTC) as a Certified Massage Therapist (CMT).

Admission Requirements

Applicants must possess a High School diploma or GED certificate or successfully complete of an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing scores of 200 on Verbal and 210 Quantitative.

Program Objectives:

- Demonstrate knowledge of anatomy and physiology.
- Utilize knowledge of pathology to ensure client safety.
- Demonstrate appropriate business/record keeping techniques.
- Demonstrate appropriate safety practices.
- Apply ethical behavior.
- Demonstrate and perform classical/Swedish massage.
- Demonstrate understanding of hydrotherapy.
- Demonstrate basic knowledge of kinesiology.
- Apply concepts of polarity to massage therapy.
- Demonstrate knowledge of reflexology.
- Demonstrate basic trigger point therapy.
- Apply concepts of joint mobilization.
- Introduction to Eastern modalities.
- Demonstrate concepts of Sports Massage at intro level.
- Discuss application of special massage techniques to specific populations.
- How to build a career as a Massage Therapist.
- Ability to perform massage therapy and bodywork for therapeutic benefit
- Ability to develop and implement a self-care strategy

- Ability to develop successful and ethical therapeutic relationships with clients
- Ability to develop a strategy for a successful practice, business, or employment situation

Occupational Objective:

O*NET-SOC Code 31-9011.00 - Massage Therapists Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength or propose client therapy plans.

Sample of reported job titles: Massage Therapist, Licensed Massage Therapist, Certified Massage Therapist (CMT), Licensed Massage Practitioner (LMT), Registered Massage Therapist, Bodywork Therapist, Clinical Massage Therapist, Hospice Massage Therapist, Integrated Deep Tissue Massage Therapist, Medical Massage Therapist

Program Outline

Module Number	Module Title	Lecture Hours	Lab Hours	Clock Hours
MT 101	Terminology	8	0	8
MT 102	Anatomy & Physiology	90	0	90
MT 103	Theory and Practice of Massage	48	60	108
MT 104	Kinesiology: Upper Body	20	0	20
MT 105	Kinesiology: Lower Body	20	0	20
MT 106	Pathology	40	0	40
MT 107	Business and Ethics	20	0	20
MT 108	Deep-tissue Therapy	2	10	12
MT 109	Sports Massage	12	30	42
MT 111	Shiatsu Massage	25	50	75
MT 112	Swedish Massage	25	50	75
MT 113	Chair Massage	25	50	75
MT 114	Spa Treatment	25	50	75
	Total Hours	360	300	660

Licensure

The California Massage Therapy Council (CAMTC) was created to implement a statewide certification process with clear standards of preparation and education enabling massage professionals to obtain one of two certification levels:

**Certified Massage Therapist (CMT) required completing at least 500 hours of massage education and training at an approved massage therapy school. CMTs also must undergo background checks, including fingerprinting and other identification verification procedures.

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

To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage

practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.

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

Requirement for Satisfactory Completion

Students who have completed theory and operations with an average of “C” (70%) and attendance minimum of 80% of 660 clock hours (528 clock hours) or better will receive the “Certificate of Completion”.

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

CLASS SCHEDULES

Students will attend class up to 6 classroom hours a day from Monday through Friday from 9:00 A.M. to 3:00 P.M. A course time hour is 50 minutes of instruction during a 60 minute period.

Morning	9:00 - 9:50	Class	1 hour
	9:50 - 10:00	Break	10 minutes
	10:00 - 10:50	Class	1 hours
	10:50 - 11:00	Break	10 minutes
	11:00 - 11:50	Class	1 hour
	11:50 - 12:00	Break	10 minutes
	12:00 - 12:50	Class	1 hour
	12:50 - 1:10	Lunch Break	20 minutes
Afternoon	1:10 - 2:00	Class	1 hour
	2:00 - 2:10	Break	10 minutes
	2:10 - 3:00	Class	1 hours

- **DUE TO COVID 19 CAMPUS HAS BEEN CLOSED SINCE MARCH 26 2020. CLASSES WILL NOT BE RESUMED UNTIL FURTHER NOTICE**

COURSE DESCRIPTIONS

MT 101 Therapeutic Terminology

Students learn the terminology used in massage and body therapy including an understanding of human anatomy and physiology, and study of the normal and related functions of the human body and its systems in health and disease.

Prerequisites: Acceptance into the program

MT 102 Anatomy & Physiology

This class presents a study of human anatomy and physiology as appropriate to massage therapists and body workers. All body systems, including cells, tissues, the integumentary, musculoskeletal, and nervous systems are covered including but not limited to orientation to the human body; integumentary, skeletal, fascial, muscular, nervous, cardiovascular, and other body systems; and kinesiology.

Prerequisites: MT 101

MT 103 Theory and Practice of Massage

The theory behind the effectiveness of massage therapy is discussed. Students learn the techniques and procedures for massage therapy and other body conditioning treatments for hygienic or remedial purposes including but not limited to understanding disease, therapist hygiene and infection control. Standard precautions and the need to ensure client and therapist safety and wellbeing are also covered. Massaging the body using a variety of established techniques for health purposes. Giving direction of a medical practitioner, giving instruction for activities such as reducing or remedial exercises. Entry-level employment may also be available as a physical or corrective therapist assistant.

Prerequisites: MT 101/MT102

MT 104 Kinesiology: Upper Body

The Kinesiology classes focus on skeletal-muscular movement. In this class, students learn to identify the origins and insertions of skeletal muscles of the upper body and the postural expressions they produce. Students learn neuromuscular techniques to palpate the muscles and relieve chronic tension in the upper body.

Prerequisites: MT 101/MT102/MT103

MT 105 Kinesiology: Lower

The Kinesiology classes focus on skeletal-muscular movement. In this class, students learn to identify the origins and insertions of muscles of the lower body and the corresponding postures they produce. Students also learn

the physiology and neurology of muscle tissue, plus movement and practice neuromuscular techniques to palpate the muscles and relieve chronic tension in the lower body.

Prerequisites: MT 101/MT102/MT103/MT104

MT 106 Pathology

Class content focuses on disorders and diseases commonly encountered by massage therapists and body workers. Students learn the symptoms of the pathologies, as well as the indications and contraindications for massage and bodywork including but not limited to endangerment areas, contraindications, and medications and massage.

Standard precautions and the need to ensure client and therapist safety and wellbeing are also covered.

Prerequisites: MT 101/MT102

MT 107 Business & Ethics

This class introduces students to the business of massage and the ethical issues facing the profession including but not limited to obtaining and maintaining credentials, adhering to laws and regulations, ethical principles, standards of ethical practice, and compliance with the Law applicable to CAMTC certified massage professionals. Various employment options for massage therapists and body workers are presented. Students learn how to best present themselves for employment, and how to develop basic promotional materials. Topics also include ethics, success strategies, standards of practice, and tax and record keeping principles.

Prerequisites: MT 101/MT102

MT 108 Deep-tissue Therapy

Working with the layers of muscle and connective tissue, this technique helps facilitate structural release and balance, relieves tension and holding patterns, and brings greater awareness to the somato-emotional relationship of the body.

Prerequisites: MT 101/MT102/MT103/MT104/MT105

MT 109 Sports Massage

Sports massage uses a variety of techniques to help athletes maximize their physical potential. Pre-event massage used to aid flexibility and prepare the muscles for exertion, and post-event massage is used to decrease the buildup of lactic acid that can cause sore, inflexible muscles. Also, maintenance techniques are used during training to help athletes remain flexible and help prevent injury and speed recovery should an injury occur.

Prerequisites: MT 101/MT102/MT103/MT104/MT105

MT 111 Shiatsu Massage

Students learn Shiatsu technique using of fingers and palms of one's hands to apply pressure to particular sections on the surface of the body for the purpose of correcting the imbalances of the body, and for maintaining and promoting health. It is also a method contributing to the healing of specific illnesses

Prerequisites: MT 101/MT102/MT103/MT104/MT105

MT 112 Swedish Massage

This course teaches the student to perform the techniques involved in a complete Swedish massage, including the use of massage media such as oils and lotions. Students will be able to explain and demonstrate the application and the effects of massage on the body systems for relaxation and stress reduction. This course also includes a historical overview of massage and its relationship to health care; classification of massage movements; requirements for the practice of therapeutic massage; sanitary and safety practices.

Prerequisites: MT 101/MT102/MT103/MT104/MT105

MT 113 Chair Massage

This module is designed to introduce the student to the theory and hands-on skills involved in practicing a form of massage known as Seated Chair Massage. The student will gain information about the growing popularity of workplace wellness programs. These employer-sponsored programs make services and activities available to employees to improve their overall health and well-being. Many businesses recognize the benefits of massage for their employees and seated chair massage has become a popular choice for most businesses exploring ways reduce stress on the job, maintain job related injuries and increase productivity.

Prerequisites: MT 101/MT102/MT103/MT104/MT105

MT 114 Spa Treatments

This course is designed to prepare students in the preparation and performance of the most popular current spa treatments available. A history and overview will also be entailed. Completion of this class gives the student a working knowledge to prepare a "signature" spa treatment for their own practice combining various methods from Aromatherapy, Hydrotherapy and various techniques of bodywork.

Prerequisites: MT 101/MT102/MT103/MT104/MT105

OWNERSHIP

The International College of Healing Arts is owned by Deborah Bolanos .

ADMINISTRATIVE CONTROL

STAFF

Deborah Bolanos School Director/ Owner

Naturopathic Holistic Health Practitioner, International College of Healing Arts, Los Angeles, California
Holistic Healing Arts Practitioner, International College of Healing Arts, Los Angeles, California
Massage Therapist, Los Angeles Vocational Institute, Los Angeles, California
Physical Therapist Aide, Los Angeles Vocational Institute, Los Angeles, California
Chiropractor Assistant, Institute of Professional Practical Therapy, Los Angeles, California
Board Certified Naturopathic Doctor, American Naturopathic Medical Certification Board
Certified Massage Therapist CMT 17068 (California Massage Therapy Council)

Glenn Cooper Director of Student Services

Massage Therapist, International College of Healing Arts, Los Angeles, California
Master in Physiology and Rehabilitation, International College of Healing Arts, Los Angeles, California
Naturopathic Holistic Health Practitioner, International College of Healing Arts, Los Angeles, California
Holistic Healing Arts Practitioner, International College of Healing Arts, Los Angeles, California

FACULTY

Deborah Bolanos Physical Therapy Aide and Chiropractic Assistant Instructor

Certified Massage Therapist CMT 17068 (California Massage Therapy Council)

OFFICE HOURS

Business office hours are Monday through Friday from 8:30 AM to 5:00 PM. Class sessions vary and are described in the course information section that accompanies each program. The International College of Healing Arts observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided below.

HOLIDAYS 2020

New Year's Day	January 1
Martin Luther King Day	January 20
President's Day	February 17
Memorial Day	May 25
Independence Day	July 4
Labor Day	September 7
Veterans Day	November 11
Thanksgiving Day	November 26
Day after Thanksgiving	November 27

Winter Holidays will last from December 21, 2020 until January 2, 2021

. Additional holidays or school closures may be declared at the discretion of the School Director.