



HANDS ON HEALING INSTITUTE **2018 COURSE CATALOG**

valid from January 2018 thru December 2018

CAMTC CODE: SCHO106
Provider Approved by CAMTC & BPPE

Hands on Healing Institute (HHI)
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"Our work is at the resonate edge of physical existence. The 'work' then transforms into a state of joyous deep play... dolphin-ing in the fascinating seas of the experience of being a human being." — Director, Eloise Albrecht

The Institution reserves the rights to limit registration, add or remove programs, postpone, cancel or change dates, hours, change instructors or raise tuition fee from any published material or electronic advertisement.

MISSION STATEMENT

The mission of Hands on Healing Institute is to graduate excellent, well-rounded professional bodyworkers. We use the connection of Mind, Body and Spirit as a guiding principle, knowing that becoming a massage therapist enhances a students life as they learn to help others. It is a practice of 'peace work' on a very practical level.

*“He who works with his hands is a laborer.
He who works with his hands and his head is a craftsman.
He who works with his hands and his head and his heart is an artist.”*

—Saint Francis of Assisi

Why HHI?

EDUCATIONAL OBJECTIVES

HHI students are exposed to different styles of therapeutic touch, enabling students to create bodywork sessions that are both an authentic response to a client's needs and an expression of the therapist's unique healing instincts. With a deep groundwater of foundational training, the therapist can then “get out of the way” and release control of the Thinking Mind. It is possible to drop into a meta-awareness of the present moment, resting in your You-ness and joining with the other person's Them-ness. In this mode, you don't *do* a session--instead you let go and participate in its unfolding. A bodywork session can then become a unique jazz collaboration between therapist and client.

Students are exposed to the best of the new information that brings together 'science' and 'spirit', because there is a commonality and synergy between these seemingly very different ways to understand the body. Combining intellect and instinct creates a partnership of perception that is stronger than either is separately.

Aside from being able to understand basic physiology, our students have a familiarity with the workings of the body in ways that help with day-to-day living. Students will be able to make better choices to thrive in their own lives, and they can teach their clients these same tools.

We develop active listening skills, which help in creating treatment plans and also encourages compassion for humanity, in general. Students learn about boundaries and the power differentials that can arise during any human interaction, but especially in a massage practice.

During the basic program, students are introduced to senior practitioners who specialize in a modality. These different modalities are supported at HHI in ongoing relationships. HHI is interested in providing space and support for life-long learning.

Students are prepared to pass the National Exam, which is a requirement to become certified to do massage in the State of California. We prepare our students for the job market with both business management classes and exposure 'to the public' in our student clinic. Our goal is to offer a crucible of learning and growth, out of which comes confident therapists, able to start a financially and emotionally rewarding career.

"The body cannot be cured without regard for the soul." — Socrates

CURRICULUM

Hands on Healing Institute offers:

Professional Massage Program (MT550): Our Professional Program addresses all aspects necessary to a successful massage career. This comprehensive course is ideal for students who would like to excel in the field of professional massage therapy. The 550-clock hour curriculum emphasizes both the understanding of conventional anatomy and the meta-organization of both fascial and energetic systems. Our therapists are trained in active listening skills and an appreciation of psychological and energetic boundaries. The core 450 hours cover Swedish massage, Therapeutic Deep Touch, Polarity Energy work, Thai massage, a myofascial release protocol, pregnancy massage and chair massage. 50 hours are spent in the Student Clinic for hands-on experience with clients. The last 50 hours are comprised of electives from our extensive list of continuing education offerings. This is where students fine-tune their education towards their own interests and professional goals. We will guide students in visioning their future as successful massage therapists with practical business classes and personal introspection. Throughout the program, we prepare students for the required National MbLEX exam. Once 550 hours are completed, and students pass the MbLEX, students are eligible to apply for State Certification as a Massage Therapist through the California Massage Therapy Council.

Electives: HHI believes that becoming a massage therapist is a life-long unfolding and deepening of the practice. We have many electives to help individuals find their own path. The electives are listed on the website - current offerings are on the calendar. People who are interested in a particular class are encouraged to contact us to be put on a waiting list. When there is enough interest in a class, it will then be scheduled to run.

TUITION

Professional Massage Therapy Program (MT550): \$7,195 (textbooks not included)

Breakdown-

\$100.00 NON-REFUNDABLE Registration Fee

\$220.00 PARTIALLY REFUNDABLE Student Bundle which includes:

NON-REFUNDABLE

ABMP Student Liability Insurance \$50.00, HHI Course Manual \$42.00

REFUNDABLE

Transcript Fee \$15.00, Hold All Holster \$20.00, ½ gal Biotone Dual Purpose Cream \$45.00, Flannel Sheet Set \$33.00, HHI Tote Bag \$15.00

\$6,875 REFUNDABLE TUITION FEE (see Pro-Rated Withdrawal/Refund Policy)

“Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around.”

—Leo Buscaglia

SEQUENCE, SCHEDULE & MATERIALS

Professional Massage Program (MT550)

Our day 550 program is comprised of three segments; Core, Clinic and Electives. The Core Program is 23 weeks long, 450 hours of class. Class is from 9:30am to 1:30pm, Monday through Friday. There are 50 hours of Student Clinic required - Clinic is 5 hours, on a weekend day. 50 hours of electives, completed at the individual students pace.

REQUIRED TEXTS

Textbooks should be purchased before the first class.

1. *Trail Guide to the Body* 5th Ed., by Andrew Biel
2. *Body³*, by Tom Myers
3. *The Ethics of Touch: The Hands-on Practitioner's Guide to Creating a Professional, Safe and Enduring Practice* Second Ed. by Cherie M. Sohnen-Moe, Ben E. Benjamin PhD
4. Additional texts may be required at instructor's discretion

Required Material

Students must bring their own basic supplies (e.g. linens, lotion, etc.) and any required material for course. See web site for Course requirements - <http://gotohhi.org/electives/>

SEQUENCE AND COURSE HOURS FOR MT550 HOUR MASSAGE THERAPY PROGRAM			
Subject	Lecture	Lab hours	Clock hours
Medical Terminology*	8		8
Anatomy & Physiology*	49		49
Advanced Anatomy & Kinesiology			
Contraindications*	32		32
Health/Hygiene*	14		14
Ethics*	23		23
Swedish Massage		160	160
Therapeutic Deep Touch		136	136
Business & Marketing*	20		20
Chair Massage		8	8
Total Clock Hours			450

*State Certification requirements

CLOCK HOUR DEFINITION

One clock hour is defined as 56.5 minutes of lecture or practical and 3.5 minutes of rest time. All classes are calculated based upon a 60- minute clock hour. Two hundred and fifty clock hours are equivalent to 300 60-minute hours.

CORE 450 COURSE DESCRIPTIONS

Anatomy:

Anatomy is the geography of your body. Instead of learning about cities and countries, anatomy teaches the locations, forms, and names of muscle, bone, and joints. Massage therapists need to know how to identify the shapes that they feel so they can understand what is going on with their clients bodies.

Business:

We discuss the different settings in which massage therapists practice; how to interview for jobs; resumes, business cards and websites; and practice management for the self-employed.

Clinical Skills:

We use role-playing and case studies to present scenarios of 'real life' clinical experience. We practice interviewing a new client, how to assess interview information for contraindications and treatment planning, and pose some unusual situations for students to problem-solve, based on our instructors' real experiences.

Contraindications:

Some conditions should not be touched. The primary understanding of contraindications provides safety for you and your clients. A deeper layer of contraindications begins with the study of Pathology, which is necessary in "medical massage" disciplines.

Ethics:

Ethics for business and ethics specific to massage professionals are explored. We also examine the published 'Code of Ethics' of the AMTA & AMBP.

Health and Hygiene:

This class is about protecting yourself and your clients by cultivating the habits that a professional therapist needs for safety and cleanliness.

Kinesiology:

Kinesiology is the study of movement. There are crucial clues in how people move—or how they can't move—that tell a therapist where to focus their work, to create the greatest benefit for the client.

Medical Terminology:

Understanding the language of medicine is the basis of learning anatomy, physiology, and kinesiology. It is also how massage therapists communicate with other health professionals.

Physiology:

Physiology is the study of how all the structural components and the organ systems function, both individually and in relationship to each other.

Student Clinic:

There is nothing like meeting a person for the first time and, within ten minutes, having them lying on your table, waiting for your help. Student clinic provides a transition between the safety of the classroom and the realities of professional life.

Swedish Massage:

When someone needs to de-stress, they often seek the comfort and soothing effect of Swedish massage. Swedish class is the first touch modality we teach, and it is almost infinitely adaptable—from "simple" relaxation work, to more specialized therapeutic goals. During the Swedish section of our program, we

also put into practice the skills of centering and grounding, and using the breath of both therapist and client to create deep relaxation.

Therapeutic Deep Touch [TDT]:

Deep work should not be painful, and can be a catalyst for the client to evolve into better function. TDT teaches students how to feel more deeply and specifically, and how to then analyze what they feel. We toggle between the micro-focused perception of Origins and Insertions, Joints and Actions, Tissue and Tightness, and a realization that all those details are interrelated as a Body - which is inextricably linked to a Consciousness. TDT utilizes connective tissue work, trigger points, fascial planes, an understanding of the nervous system, and the ability to pause and allow change to unfold.

INTRODUCTORY CORE CLASSES

The “Introductory” modality classes are supported with additional elective courses, such that HHI students can customize their studies with deeper practice in what most interests them, after completion of the Core program.

Chair Massage:

Chair massage is a great way to meet potential clients, and can it be a whole business model in itself. Clients are seated, in their normal street clothes, and sometimes only have 5 minutes—and you can make a difference in their day!

Myofascial Release:

This work deals mostly with the big fascial planes of the body, instead of specific musculature. Students learn physical techniques specific to this fascinating work, plus the skills of “body reading.”

Polarity:

Polarity Therapy is a holistic health care system that works with the Human Energy Field. In Polarity class, students learn a variety of therapeutic techniques to work with the currents of energy in the human body. There are three polarity therapeutic techniques taught as a part of the holistic health system - polarity movements, hands-on bodywork and diet/nutrition. Energy exists everywhere in nature, and health can be defined as an ongoing and dynamic balance of the energies that flow through our minds, bodies, emotions and spirits.

Pregnancy Massage:

This class covers the physiology of the trimesters of pregnancy and the contraindications for massage during each stage. Students learn a prenatal full body massage routine, with modifications for each stage of pregnancy, including the use of bolsters, creams and the side-lying protocol.

Thai Massage:

Thai massage is done on a mat with the client fully clothed, and uses bodyweight, leverage, breath, and “metta,” or unconditional loving kindness to unblock stagnation. It is a meditative dance for sharing compassionate touch, a gentle yoga practice for giver and receiver, with gentle stretches and rhythmic compression. Class begins on mats, and the last day is spent translating techniques onto a massage table.

*“Science is observing truth in the light of head.
Religion is observing truth in the light of heart.
Humanity is using both the lights.
And education is developing humanity.”
— Amit Ray*

ELECTIVES

Note: The time it will take to complete 50 hours may vary depending on the schedule of classes. Fees may apply for hours earned beyond the 50 clock hours of Professional Massage Program eligible electives.

Course	Hours	Additional
Aromatherapy	18	+Oils
Aromatherapy II	20	+Oils
Aromatherapy III	20	+Oils
Aromatherapy IV	32	+Oils
Aromatherapy V	32	
Aromatherapy Blending	7	
Aromatherapy Lab: Meditation/ Stretching	2	
Aromatherapy Spa Facial Massage	14	+Kit
Aromatherapy Meridian Massage	18	+Oils
Artists Way for Bodyworkers	26	
Bridging the Gap	20	
Brush Up Your Swedish	7	
Chair Massage I	21	
Chair Massage II	21	
Chair Massage III: Focus on Fascia	21	
Crystal Therapy & Energy Polarity	14	
Deep Tissue Fundamentals	12	
Deep Tissue: Legs and Feet	19	
Deep Tissue: Arms & Hands	19	
Deep Tissue: Synthesis/Clinic	30	
Energy Therapy I	20	
Energy Therapy II	20	
Energy Therapy III	30	

Course	Hours	Additional
Energy Therapy IV	30	
Ethics: Boundary Setting	3	
Focus on Fascia I	21	
Focus on Fascia II	21	
Focus on Fascia III	21	
Focus on Fascia IV: Advanced Techniques	14	
Focus on Fascia: Arthritis/Joint Pain	7	+Oils
Focus on Fascia: Breast Care	7	+Oils
Focus on Fascia: Carpal Tunnel Syndrome	7	
Focus on Fascia: Dialoging	7	
Focus on Fascia: Fibromyalgia	7	
Focus on Fascia: Pelvic Girdle/Low Back	14	
Focus on Fascia: Deep Mobilization	21	
Focus on Fascia: Oscillations	14	
Focus on Fascia: Shoulder Girdle/Rotator Cuff	14	
Focus on Fascia: Plantar Fasciitis	7	
Focus on Fascia: Headaches/ Sinus/ Neck Pain	14	+Oils
Focus on Fascia: Myofascial Stretching	7	
Focus on Fascia: Scar Tissue	7	+Oils
Focus on Fascia: Scoliosis	7	
Focus on Fascia: Skin Rolling	9	
Focus on Fascia: TMJ Conditions	7	
Focus on Fascia: Unwinding	14	
Focus on Fascia: Visceral Release for Digestion	9	
Gemstone Therapy	14	
Heated Stone Massage	7	
Introduction to Fascia: Anatomy	6	

Course	Hours	Additional
Social Media for your Business	3	
Introduction to Modalities	2	
Kinesiology/Advanced Anatomy: Legs & Feet	18	
Kinesiology/Advanced Anatomy: Back & Neck	18	
Kinesiology/Advanced Anatomy: Arms & Hands	18	
Lomi Lomi: Fundamentals	21	
Lymphatic Massage I	28	
MBLEx Prep Course	18	
Nutritional Awareness	7	
Philosophy of Eastern Medicine I	18	
Philosophy of Eastern Medicine II	21	
Philosophy of Eastern Medicine III	11	
Polarity Practitioner Modules	6	
Pregnancy Massage	16	
Rebook Every Time	6	
Reflexology: Ear/Hand/Foot	28	
Reflexology: Face	12	
Reiki I	12	
Reiki II	14	
Shiatsu Basic Course	48	
Sports/Fitness Fusion Massage	21	
Taking Care of Your Tools	3	
Trigger Point Therapy	21	
Vibration and Sound Therapy	7	

"To work in the world lovingly means that we are defining what we will be for, rather than reacting to what we are against." —Christina Baldwin

CURRICULUM CONTINUED:

Fundamental Massage Program (MT250): Interested in gaining the introductory skills and knowledge needed to give a professional massage? Planning to practice in a city like Pasadena? We have a program for you. In this course HHI gives you the basics needed in order to practice with confidence. While not a certification course, this program is an excellent choice to receive the basic training for cities with a 250 hour requirement. This program focuses on the power of touch, and how massage affects the mind, body, and spirit to facilitate the body's healing process. The student is grounded in Swedish massage techniques, and starts the study and practice of Therapeutic Deep Touch - HHI's approach to Deep Tissue massage. The 250-clock hour program provides an excellent foundation toward earning the requirements in anatomy & physiology, kinesiology, medical terms, contraindications, health & hygiene, ethics and business classes needed to apply for State Certification as a Massage Therapist, and will allow students to work in cities that do not require CAMTC certification. The 250 hours are comprised of the first 240 hours of the Professional 550 program, and two sessions [10 hours] in the Student Clinic. Students who have completed the 250 hours want to come back for the Professional Program, can join the next program available at the 241 hour mark.

Fundamental Massage Program (MT250) SCHEDULE:

The Core Program is 12 weeks long, 240 hours of class. Class is from 9:30am to 1:30pm, Monday through Friday. There are 10 hours of Student Clinic required - Clinic is 5 hours, on weekend days.

TUITION

Fundamental Massage Therapy Program (MT250) \$3,445 (textbooks not included)

Breakdown:

\$100.00 NON-REFUNDABLE Registration Fee

\$220.00 PARTIALLY REFUNDABLE Student Bundle

\$3,125 REFUNDABLE TUITION FEE (see Pro-Rated Withdrawal/Refund Policy)

INSTRUCTORS

Lisa Kroner CAMTC 41322

Lisa completed certification training at HHI in 2012. While placing her hands on her clients' heads, she often experienced a feeling of "intimate connection and profound stillness," which led her to specialize in craniosacral therapy. Soon after, she started her private practice in the remote town of Sitka, Alaska. She now lives in Ventura, California, where she uses yoga, qi gong, and connection with nature as tools for health, fitness, and self-healing. She does customized bodywork on private clients - both humans and horses! "I do this work to connect people to the wisdom of their bodies. Everyone must participate in their own health and healing."

Erin Rogers CAMTC 41551

Erin graduated from HHI in 2012. Her decision to join the massage profession came after years of helping friends and family with their aches and pains. Erin first worked in corporate spas, then transitioned to private spas, and currently has a flourishing private practice. She uses her training in Therapeutic Deep Touch and Myofascial Release to work with people who have a history of injury and chronic pain.

Alexandra Stocks CAMTC 68666

Alex graduated from the Chicago School of Massage Therapy in 2006. That 720 hour program focused extensively on Kinesiology, which has strongly influenced Alex's therapeutic approach to massage. She also has proficiency in Prenatal massage and Trigger Point Therapy. She believes the beauty of trigger point work is that it can be easily integrated into any massage, it is very effective, and it is also very kind to the therapist's body.

Vanessa Cheatwood - CAMTC 38803

Vanessa Cheatwood is a licensed massage therapist (NY and CA) since 2003. She currently lives and works in the San Gabriel Valley. She started her career in bodywork with a 1000 hour program at the Finger Lakes School of Massage in 2002 and fell immediately in love with the healing power of touch. She went on to study shiatsu and western herbalism and uses an integrative blend of eastern and western techniques to help clients manage stress and chronic pain.

Coco Olinger CAMTC 2544

Coco Olinger has been licensed as a massage therapist in the greater Los Angeles area since 2006. She first worked in the spa world - creating unique experiences for guests, and also training therapists on body treatments, boundaries, and client retention. She has transitioned those skills into a successful private practice working both with athletes, and clients with long term health issues, disabilities or autoimmune disorders.

Eloise Albrecht CAMTC 11435

Eloise was first Nationally Certified in massage after 1,100 hours of massage training in 1994, but her first memory of doing massage is from when she was 15 years old at summer camp. Currently, Eloise is an acupuncturist who often treats chronic pain, so she combines bodywork and acupuncture in the same session. She also was involved with the creation of Hands on Healing almost 20 years ago, and is thrilled to be able to continue the great legacy of Camille Sandroni, the original director of HHI. www.authenticbody.net

Sarah Yovovich CAMTC 67428

Sarah Yovovich has been teaching formally since she was 12 years old. She became a massage therapist in 2004, as part of a healing journey that was spurred by reconstructive knee surgery and affirmed by the emotional and spiritual rewards of practicing the healing arts. In 2009, she fell in love with the playful, meditative dance of Thai massage, which is therapeutic for the giver as well as the receiver. In 2011, she began an apprenticeship/partnership with a Licensed Acupuncturist, studying 5 Element Theory, which Sarah embraces as a holistic method for illuminating the connections between "mysterious symptoms," emotions, exercise, environment, food, relationships, and the seasons. She loves working with clients one-on-one, but is most inspired by sharing her practices with other students of the healing arts. www.sarahpeutics.org

Daniel Baldwin, CMT #27832

Daniel is a practicing attorney. When his wife developed Parkinson's disease, he came to HHI to study and become proficient in the art of massage and other therapeutic modalities to assist his wife with the symptoms from which she suffers. Daniel continues his practice of law and concurrently engages in his practice of treating clients with Swedish Massage, Deep Tissue Massage, Aromatherapy and Craniosacral Therapy.

Alison Plesset CMP # 44093

Alison was drawn to massage therapy for many years prior to pursuing a formal education in the healing arts in 2003. She first came to Hands on Healing to study chair massage and was hooked! She has been practicing chair massage for many years and likes the variety of working in many different locations. Alison is now the Cooperate Liaison for The Kneaded Experience- LA. She also has a thriving private practice that focuses on Deep Tissue, Sports and Pregnancy Massage. Alison greatly enjoys teaching the chair massage portion of the MT500 Program.

Sharon Munatones, CMT #7505

Sharon graduated from the Hands on Healing Institute's CMT Program in 2006 and continued to study while building her private practice and completing the HHI Teacher's Training Program. Sharon loves the mind, body, spirit concept, nature and massage. With 18 years of counseling experience working in the mental health field as a behavioral counselor, with children's programs for the YMCA and for Nino's Earth Centro, an environmental awareness program, she has a realistic understanding of the issues that affect our mind/body/spirit connection in today's world.

Frances Nicolais, LMT, CMT #14157

Frances is one of our original instructors. She has such loyalty to our school; word has it that she has been known to dye her hair purple to match our school color. Frances is also the owner of the KELA-Kneaded Experience LA, a professional chair massage company in operation since 1995. Her passion is myofascial release, which she provides to any willing participant at her office in Montrose. She has developed the Focus on Fascia classes at Hands on Healing and teaches them with as much passion and enthusiasm as any one person can! Frances also teaches the Myofascial Trigger Point classes and has developed and teaches the only 100- hour chair massage program in Los Angeles.

Rosa Rosales CMT, CATMAT #24693

Rosa earned a BS degree in Kinesiology/ Exercise Science in 1998 and began her career as a Personal Trainer who specialized in using exercise to help clients relieve chronic pain. She decided to add massage therapy to help clients get faster results and graduated from Hands on Healing Institute in 2006 where she continued her studies in Deep Tissue Massage. The combination of personal training and deep tissue massage kept Rosa very busy. In 2008, she traveled to Belize to study Maya Abdominal Massage with Dr. Arvigo. This massage benefits digestion, menstruation, fertility, pregnancy, labor, postpartum and menopause. It has become her passion to empower women with this knowledge in order to avoid unnecessary pain and suffering.

Andrea Schally, CMT #4325 and Aromatherapist

Andrea is our Associate Director and in charge of our MT500 and Aromatherapy programs. She is a certified Aromatherapist born in Austria and practicing in the United States since 1994. Andrea concentrates on healing with essential oils by revealing and unblocking physical, emotional, spiritual and mental imbalances in order to achieve homeostasis and restore the body's health. She has been studying essential oils for over 20 years and her knowledge of essential oils and their uses is extensive.

Cynthia Arneson, CMT # 35955

Cynthia first came to HHI in 2011, having been touched by the healing power of massage therapy, and seeking to share this touch with others. Already certified in Reiki and a long-time metaphysical practitioner, she sprinted through her 500 hours to MT certification within a year, exploring a number of modalities including Deep Tissue, Myofascial Release, Craniosacral Therapy, and Aromatherapy. Over her years of study she has found that although every modality she has encountered is unique in its approach to healing, the core is always the same-the fostering of healing through safe, loving, connective touch, whether that touch physical, mental, emotional, or spiritual. Now, in addition to her own bodywork practice and running metaphysical workshops, she teaches the Kinesiology & Deep Tissue Track at HHI with Director Eloise Albrecht-a modality which, in her opinion, is the ideal marriage of the instinct and the intellect for crafting deeply moving touch. As a teacher, her aim is to help you find the shape that fits you best-to tailor the learning and the technique into a form that is optimal to you.

STUDENT TESTIMONIALS

"This has been a profound experience for me on so many levels: a rich body of knowledge combining practical information with philosophy, relationships with wonderful new people, and much love and fun."

Laila C., Pasadena

"I feel confident and ready to start my business and know if I ever have any questions that I can call any instructors to get answers."

Gary C., Pasadena

"The feeling I got when I walked in the first day was of excitement and compassion. I knew this is where I wanted to study. I was truly blessed to be a part of this school and walk out of here with an open heart and the knowledge to find success in this world."

Shannon P., Burbank

"I found myself immersed in and completely embraced by the school. I was taught extremely well to touch with care, responsibility and skill. The teachers are highly effective at creating an enjoyable and inspiring environment as well as providing a comprehensive and well designed program."

Rebecca C., Tujunga

"After 20 years of being away from school, I couldn't believe it could be this fun! Now I can walk with my head high knowing I have accomplished something that no one can take away from me. I am now a "certified massage therapist". Thanks to Hands On Healing for all their help and support."

Cris N., Alhambra

"This school teaches more than massage techniques. I leave here with a new perspective on life and people and a greater respect for the soul."

Tamara M., Castaic

"My learning experience at Hands on Healing Institute, taught me the language of touch, and has allowed me, through the teachers' example, to reach into my heart and find compassion, to be sensitive to another person's pain (physical/emotional/spiritual) and ways to help relieve it. I have learned to communicate nonverbally with greater sensitivity, to develop more inner awareness, and increase my intuitive capacities through touch. I am grateful."

Pat C., Arcadia

"I have been searching for a new journey to take in my life. HHI has helped direct me on my new path. It has opened several doors that I never knew existed. I'm really enjoying this new path."

Teryl M., La Canada

"Far beyond my wildest expectations, this class was an amazing exercise in personal growth, expanded awareness, and self-healing, not to mention one of the most empowering and humbling experiences I've ever had. I'm so grateful to all my teachers!"

Jennifer H., Glendale

"This school was everything I expected it to be and way more! The teachers are very compassionate and passionate about the school and body work. They truly want you to succeed and knew what they taught. While maintaining a great sense of professionalism, I still felt like they were all my friends to where I could give them a big hug. I learned so much and I don't want to stop! I think I want to take every class they have to offer!"

Kelly E., Los Angeles

"I came in thinking I was only going to learn how to be a massage therapist. I never dreamed that I would learn so much about myself. To me, HHI is more than just a 'massage school,' it's a place to learn about the person that was buried deep inside of me, and the person I can become! This school helped me get connected to *me*, which I have not experienced for a long time."

Rosalynn R., Los Angeles

"True healing is found in the memory of wholeness"—Deepak Chopra

REGISTRATION

**To enroll, please register in person, call (818) 951-5811
or visit our website at www.gotohhi.org**

Prepayment is required for enrollment.

CEU's will automatically be added to your HHI transcripts.

If you need a transcript for some other institution, please let us know before the class.

Schedule and fees are subject to change: please call to confirm (818)951-5811.

Completed application is required for enrollment and receiving credit hours.

ADMISSION REQUIREMENTS

Admission is based upon student character, ability to satisfy financial commitments, and ability to complete the coursework's determined by admission of a completed application form, attendance of an Open House or a scheduled interview. In addition, the applicant must:

1. Provide a Copy of High School Diploma, GED or ATB (Ability to Benefit) test

How do I obtain a copy of my High School transcript?

In order to obtain a copy of your high school transcript, you should contact the high school from which you graduated or its school district office. School districts are required by law to maintain copies of your high school academic record (transcript). School contact information can be located through the CDE School Directory.

How do I obtain a copy of my General Education Development (GED) results?

Results of GED exams can be obtained from the State GED Office or call (866)370-4740.

How do I obtain a copy of my California High School Proficiency Exam (CHSPE) results?

For more information on how to obtain copies of CHSPE, see the CHSPE Results and Transcripts (Outside Source). If you have questions about the CHSPE or your results, email chspe@cde.ca.gov or call (916)445-8420.

2. Be at least eighteen years of age
3. Be physically fit enough to receive and perform massage
4. Have a serious intention to help others
5. Review & submit filled out Enrollment & Admissions forms
6. Have a reasonable command of the English language

HHI does not offer English as a second language training.

****Hands on Healing Institute** accepts applicants without regard to age, sex, race, or personal beliefs. The school may refuse applicants whom it deems are not well suited or qualified for this field.

ADMISSION PROCEDURES

As a prospective student, you are encouraged to review this catalogue and the School Performance Disclosure which must be provided to you prior to signing an enrollment agreement. Students should enroll at least 2 weeks prior to the start of class. Enrollment will guarantee a place in class. We encourage potential students to attend one of our **Open Houses** to view our facilities and meet our staff. Open House is considered an interview; however, a student is not accepted until we receive & review their Enrollment & Admissions forms. **If the applicant has not attended Open House**, after completing the Enrollment & Admissions Application forms, the applicant **must schedule an interview appointment with a Director or appointee.**

*“If you want others to be happy, practice compassion;
if you want to be happy, practice compassion.” — Dalai Lama*

GRADING SYSTEM

The school's grading system is as follows:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% or less

Students are required to score a 70% or higher on their overall grade to graduate successfully from the program. Assessment includes both practical and written Midterm and Final exams; and must be passed with a 70% or higher. All Midterms and Finals must be retaken within one week, until passed.

Grades are calculated as follows:

Midterm Written (15%)
Midterm Practical (15%)
Final Written (20%)
Final Practical (20%)
Homework (15%)
Participation (15%)

If a student does not complete the program as scheduled, the letter grade "I" will be placed on the student's transcript to designate "incomplete". An "I" grade becomes a grade of "F" if the student does not complete required course material within 30 days of Graduation. If a grade of "F" is submitted, then student forfeits right of certification.

MAKE-UP WORK

Make-Up work is required for any absence and must be equivalent to the subject material covered in the time missed. Make-up work can only be accepted as hours of class attendance under instructor supervision or tutoring. If a student is requesting individual tutoring or requires it for make-up the cost is \$20.00/hour. All make-up hours must be completed at *Hands on Healing Institute* (HHI) 6708 Foothill Blvd. Tower #2 Tujunga, CA 91042.

CLASS SIZE

Class sizes are limited to 20 students in order to guarantee optimal teacher to student ratio. Students wishing to register for a course when enrollment has been filled are placed on a waiting list. We recommend registering early to secure your place in the current class.

PHYSICAL FACILITY

Hands on Healing Institute is located at 6708 Foothill Boulevard in Tujunga, just north of Glendale and west of Pasadena. The building is on the south side of Foothill Boulevard between Tujunga Canyon and Haines Canyon. Located conveniently near the 210, 2, and I-18 Freeways.

For directions visit: www.gotohhi.org/contact.html

This school, the facility it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including fire safety, building safety and health requirements.

“I have always held firmly to the thought that each one of us can do a little to bring some portion of misery to an end.” — Albert Schweitzer

CERTIFICATION

Our **Professional Massage Therapy Program** Certification (550 hours) is needed to apply for State Certification as a Massage Therapist through the California Massage Therapy Council (CAMTC), which allows you to practice anywhere in California. The website for the CAMTC is <http://www.camtc.org>. When you have completed the 550 hours and passed any and all applicable tests of the additional 50 hours of advanced electives, we will issue a Certificate of Completion and send your transcript (breakdown of all classes completed) to CAMTC. Transcripts will not be issued until student accounts are paid in full. At this point you may visit the CAMTC website (<http://www.camtc.org/>) for the steps to take to apply for State Certification.

NOTE: You can start accumulating hours for your transcript before you start the MT550 Program under Electives offered to the community. You don't have to be a massage therapist to take these classes.

STATE CERTIFICATION

Certification through the California Massage Therapy Council (CAMTC) entitles you to work as a Certified Massage Therapist (CMT) throughout the state. The CMT category requires a minimum of 500 hours of massage education, and passing the MbLEX exam. You can find out more about the test by going to (<http://www.fsmtb.org/>). Students must apply for state certification on their own through the CAMTC (www.camtc.org). 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 sections 4600et.Seq.

CALIFORNIA LICENSING REQUIREMENTS

With an HHI certificate of completion, you can still choose to obtain/maintain a local permit, but you may not use the professional title of "MP", "MT", "CMP" or "CMT": without CAMTC state certification. Also, certification is not to be confused with licensing. Some licensing still occurs at the individual city and county level, and varies from city to city and county to county. Business Licensing is separate from Massage licensing, although many cities are now requiring 500 hours of training and CAMTC State Certification in order to get a business license. Students are responsible for researching, determining and meeting their particular area requirements.

INSURANCE

Your student insurance is through the ABMP. ABMP offers the "Exam Coach", which costs \$75 per student (for a 6 month subscription) and would allow you a discounted rate of \$75 on your first year of Professional Membership and Coverage. Go here to find out more <https://www.abmp.com/students>

TRANSCRIPT FEE

Additional transcripts are prepared at the student's request. The student must allow 15 days to receive the transcript either by mail, e-mail or fax. There is a \$15 charge payable at the time the request is made. Current MT550 students have already paid the fee.

TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTE

Acceptance of the certificate you earn from Hands on Healing Institute in the Professional (MT550) Program, Fundamentals (MT250) Program, or any advanced electives are also at the complete discretion of the institution to which you may seek to transfer. If the (credits or certificate) that 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 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 Hands on Healing Institute to determine if your certificates will transfer.

ATTENDANCE REQUIREMENTS

Students are expected to attend all scheduled classes. No classes are scheduled on legal holidays. The instructor of each class will record absences and tardiness. If a scheduled class is missed, classroom hours and instructional material must be completed by the student as soon as possible. In order to complete the core 450 hour section of school, missed hours must be made up no later than 30 days after the core curriculum. Missed hours must be completed on site in order to receive credit completion. Private Tutoring is available to make up missed hours. To arrange these sessions, see individual instructors.

Failure to complete the hours of classroom attendance required for the course will result in an "incomplete" assessment by the Institute, and any Certificate of Completion or transcript will be withheld until all required hours are completed. **Missing more than 15% of class hours will result in an automatic drop, forfeiting all hours and payments.**

RECORDS RETENTION

Enrollees are advised and cautioned that state law requires this educational institution to maintain school records for a five-year period only. Students should keep copies of all their school records. This includes: copies of tests, application and enrollment forms, payment receipts and Certificate of Completion.

ACADEMIC CREDIT POLICY

Upon enrollment, the student will be asked to list any previous education, training, or experience related to the proposed field of training. If relevant training is recent enough, sufficiently thorough and relevant, and performed with proficiency, appropriate credit will be allowed pending proper documentation and proof of study. California does not recognize or permit courses of massage involving correspondence (through-the-mail) or on line instruction. Additionally, no more than 10% of previous education may be granted toward completion status. For practicing massage therapists who have no accredited documentation of studies and who wish to take HHI's advanced classes, credit will be allowed after passing HHI's written and practical examination and subject to a Director's approval. We do not have a transcript agreement with any other institution.

SATISFACTORY PROGRESS

When the score of a student falls below 70% after the midterm exam, the student will be placed on probation and must retake exams. If by the final exam the student's grade point average is still below 70%, the student will be required to repeat course material through the arrangement of make up sessions. Students must complete course material in a timely manner not to exceed 30 days past the completion date. The school Directors will affect dismissal from the program if the student is unable to achieve a grade point average greater than 70% after advising and repetition of course material. Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions related to the student's low grade point average have been remedied.

PROBATION FOR UNSATISFACTORY ATTENDANCE

Whenever excessive absences, or late arrivals, are deemed to be detrimental to the learning process, a student will, upon written notification, be required to meet with a Director, or a designated representative. At which time, at the recommendation of the Instructor, or at the discretion of the Administration, probation or dismissal may result.

LEAVE OF ABSENCE

Written requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school Director.

HOLIDAYS (no classes)

New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.

PLACEMENT ASSISTANCE

Job opportunities that arise in nearby metropolitan areas are dated and posted on the school's bulletin board and on our HHI alumni yahoo group. The school does not offer placement services, nor does it guarantee employment.

HYGIENE, DRESS CODE, AND DRAPING POLICY

Comfortable loose clothing should be worn. No short skirts, short-shorts, low cut tops, underwear showing, low-riding pants or bare midriffs. Please do not wear perfumes or cologne to class. Nails should be trimmed short and long hair should be tied back. HHI's draping policy is that students drape each other and clinic clients with a flat sheet over entire body prior to massage. Student only undrapes the area of the body that they are massaging at that time (with the exception of arms/hands and feet if person is warm).

CONDUCT POLICY

At the discretion of the Directors, a student may be dismissed for any serious incident or repeated incidents including but not limited to: an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at the school, disobedient or disrespectful behavior toward another student, an administrator, or faculty member, untimely tuition payments, inappropriate attire, or any other unstated or determined infraction of conduct. Professional behavior towards instructors and fellow students is important in a massage therapy setting.

TERMINATION POLICY

A serious infraction will result in immediate dismissal. Small infractions will incur warnings. Three warnings result in dismissal. A student may apply in writing for re-admission, and, solely at the discretion of the school Directors, be re-admitted to the program.

SEXUAL HARASSMENT POLICY

As a student at HHI if you feel you have been sexually harassed by means of inappropriate language, touch or behavior on the part of another student or member of the HHI staff, you are encouraged to submit a written dated complaint to the administration as detailed in the Complaint Procedure above. Complaints may be submitted in a sealed envelope to anyone in the administrative office and it will be forwarded to the Directors. An interview will be scheduled at the earliest date possible to investigate the complaint. The alleged offender will be contacted and an interview scheduled. In many cases that sexual inappropriateness may be a matter of ignorance about social behavior and as such HHI strongly suggests counseling as a first course means of action in hopes that an understanding of boundaries in therapeutic contact can be established. Repeated offenses will result in requesting that the student voluntarily withdraw from the program with appropriate tuition refunds as described in the catalog or involuntary expulsion from the program. The context of this policy is one of compassion. We believe a person who is not able to respect sexual boundaries will not be able to successfully practice massage, as they may bring psychological or emotional harm to another human, or may themselves be held legally accountable for their actions. It is our hope that any of these outcomes might be prevented by the implementation of this policy.

SUBSTANCE ABUSE POLICY

Illegal drugs or alcohol are not permitted on HHI premises during operational hours of the school. It is not the intention of HHI to dictate anyone's lifestyle or interfere with anyone's freedom of choice but it is our belief that entering into a therapeutic relationship with someone under the influence of mind altering substances is a breach of trust and compromises the learning experience for students in the role of both therapist and client. Anyone under the influence of illegal drugs or alcohol during school will be asked to leave the premises. Repeated offenses may result in the students' voluntary withdrawal or expulsion.

UNFAIR BUSINESS PRACTICES AS RELATED TO MASSAGE

(1) Pursuant to California Business and Professional code section 4611, It is an unfair business practice for a person to do any of the following:

(a) 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.

(b) 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.

MESSAGE THERAPIST OCCUPATIONAL EMPLOYMENT & WAGE INFORMATION

For updated information on massage therapist occupational employment & wages visit the U.S. Department of Labor website at: <http://www.bls.gov/oes/current/oes31901L.htm>

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 licenses 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 the Division within 30 days before the school closed or, if material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute proves and collect on a judgment against the institution for a violation of the Act.

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

You must pay the state-imposed assessment for the Student Tuition Recover Fund (STRF) if all of the following applies to you:

1. **You are a student in an education program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student 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 assessment, 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 a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Questions regarding the STRF may be directed to:

Bureau For Private Postsecondary Education Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818 Phone Number: (916) 431-6959 Toll Free: (888) 370-7589 Fax Number: (916) 263-1897

COMPLAINT PROCEDURE/GRIEVANCES

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:

- Bureau For Private Postsecondary Education: 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 Toll Free: (888) 370-7589, Fax Number: (916) 263-1897 or by completing a complain form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov
- California Massage Therapy Council: 1 Capitol Mall #800, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337

APPROVAL DISCLOSURE STATEMENT

Hands on Healing Institute is a private institute licensed to operate by the Bureau of Private Postsecondary Education for MT250, MT550 Massage Therapy Programs and all continuing education courses.

OPTIONAL PAYMENT PLANS

Optional interest-free payment schedules, should a student prefer to pay tuition in installments.

PROFESSIONAL PROGRAM (MT-550) PAYMENT PLAN SCHEDULE		
PAYMENT	DUE DATE	Amount
REGISTRATION	UPON ENROLLMENT	\$ 320.00*
1st PAYMENT	FIRST DAY OF CLASS	\$ 875.00
2nd PAYMENT	TWO WEEKS FROM LAST PAYMENT	\$ 750.00
3rd PAYMENT	TWO WEEKS FROM LAST PAYMENT	\$ 750.00
4th PAYMENT	TWO WEEKS FROM LAST PAYMENT	\$ 750.00
5th PAYMENT	TWO WEEKS FROM LAST PAYMENT	\$ 750.00
6th PAYMENT	TWO WEEKS FROM LAST PAYMENT	\$ 750.00
7th PAYMENT	TWO WEEKS FROM LAST PAYMENT	\$ 750.00
8th PAYMENT	TWO WEEKS FROM LAST PAYMENT	\$ 750.00
	TOTAL	\$ 7,195.00

*Includes Registration Fee and Student Bundle

PAYMENTS

Credit Cards are accepted over the phone.

To authorize automatic payments to be processed each due date please see office administrator for forms.

Late Fees: A \$25.00 late fee will be charged for non-payment of tuition over 3 days past due. If an account is delinquent beyond 3 days, a Director's approval is required in order to continue attending.

Cancellation Fee: A \$25.00 cancellation fee will be charged for program cancellation.

Returned Check Fee: A \$15.00 fee will be charged for all returned checks.

Refunds: Elective cancellation requires two days notice in order to be refunded.

OPTIONAL PAYMENT PLANS

Optional interest-free payment schedules, should a student prefer to pay tuition in installments.

FUNDAMENTAL PROGRAM (MT-250) PAYMENT PLAN SCHEDULE		
PAYMENT	DUE DATE	Amount
REGISTRATION	UPON ENROLLMENT	\$ 320.00*
1st PAYMENT	FIRST DAY OF CLASS	\$ 875.00
2nd PAYMENT	TWO WEEKS FROM LAST PAYMENT	\$ 563.00
3rd PAYMENT	TWO WEEKS FROM LAST PAYMENT	\$ 563.00
4th PAYMENT	TWO WEEKS FROM LAST PAYMENT	\$ 563.00
5th PAYMENT	TWO WEEKS FROM LAST PAYMENT	\$ 561.00
	TOTAL	\$ 3445.00

*Includes Registration Fee and Student Bundle

PAYMENTS

Credit Cards are accepted over the phone.

To authorize automatic payments to be processed each due date please see office administrator for forms.

Late Fees: A \$25.00 late fee will be charged for non-payment of tuition over 3 days past due. If an account is delinquent beyond 3 days, a Director's approval is required in order to continue attending.

Cancellation Fee: A \$25.00 cancellation fee will be charged for program cancellation.

Returned Check Fee: A \$15.00 fee will be charged for all returned checks.

Refunds: Elective cancellation requires two days notice in order to be refunded.

Questions: Any questions a student may have regarding this catalog, please call us at (818) 951-5813 or email administration@gotohhi.org. Remaining questions may be directed to the Bureau of Private Postsecondary Education and /or the California Massage Therapy Council at at: One Capitol Mall, Suite 800, Sacramento, CA 95814, www.camtc.org, phone (916)669-5336, or fax (916)669-5337.