HEALING HANDS SCHOOL OF HOLISTIC HEALTH

Catalog July 1, 2026 - December 31, 2027

Main Campus: 344 East Valley Parkway, Escondido, CA 92025
Separate Classroom / Satellite Location: 9025 Balboa Ave #130, San Diego, CA 92123
Telephone: (760) 746-9364
Non-Main Campus: 23022 La Cadena, Suite 205, Laguna Hills, CA 92653
Telephone: (949) 305-2722
www.hhs.edu

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FORWARD

At Healing Hands School of Holistic Health, we believe that certified Massage Therapists and Holistic Health Practitioners should have a variety of bodywork modalities at their disposal. This is why we offer a solid background in circulatory and sports massage, traditional oriental healing techniques, anatomy and deep tissue manipulation. We also believe therapists should have an understanding of the structure and function of the body and have the opportunity to fine tune their craft with many hours of practical experience. We strive to bring our students a comprehensive and well-rounded approach to Holistic Health. We pride ourselves in presenting a solid education at an affordable price. We are dedicated to enabling our students to realize their potential as professional Healers and to providing them with an environment where they can feel secure in their learning and growth process. Since 1993, we have trained over 7,000 Circulatory Therapists, Multi-modality Therapists and Practitioners in San Diego and Orange Counties.

Paula Curtiss
CFO/ Director /
Placement Director

MISSION STATEMENT

The mission of Healing Hands School of Holistic Health is to preserve and enhance human health by providing quality education and training programs in massage therapy and holistic health to interested students. Our Massage Therapist Program prepares graduates for entry-level positions in the field of Massage Therapy. Our Holistic Health Practitioner Program prepares graduates to enter the field of Massage Therapy with a well-rounded, broad range of specialized skills and knowledge in the Holistic Healing Arts. Graduates of our programs are prepared to promote the benefits of natural health and wellness to their clients thus benefit in the communities they serve. We provide a challenging, compassionate educational experience that facilitates the personal and professional development of our students. Our goal is to enable our students to realize their potential as professional Healers, and provide a learning environment within which students feel secure in their learning and growth process.

Neha Curtiss
Director /
Director of Education

Table of Contents

I. About Our School ... 6
About this Catalog ... 6
Campus Locations ... 6
Academic Calendar ... 7
Classes Conducted in English ... 8
Consumer Disclosures ... 8
Delivery of Education ... 8
Accreditations, Approvals and School Memberships Information ... 9
History ... 10
Objectives ... 11
Hours of Operation ... 11
Library Resources ... 11
Location of Class Sessions ... 11
Ownership/Officers and Legal Control ... 11
School Equipment ... 11
Statement of Non-Discrimination ... 12
II. Academic Programs ... 13
Changes to School Programs ... 13
Entry Level Skills Of Practitioners & Therapists ... 13
Additional entry-level requirements ... 13
The Field of Massage Therapist ... 13
Massage Therapist Program ... 14
The Field of Holistic Health Practitioner ... 15
Holistic Health Practitioner Program ... 15
Program Transfers ... 16
III. Admissions ... 19
Admission Procedures ... 19
General Requirements ... 20
Distance Education Minimum Requirements ... 22
Articulation and Transfer Agreements ... 22
Challenge Credit ... 22
Notice Concerning Transferability of Credits and Credentials Earned ... 22
IV. Definitions ... 24
Academic Year ... 24
Clock Hours ... 24
Instructional Weekly Hours of attendance ... 24
V. Enrollment Tuition & Fees ... 25
TUITION AND FEES - COST OF PROGRAMS ... 25
Additional Education Costs ... 26
Please Note ... 26
Student Tuition Recovery Fund fee ... 26
Additional Fees that Maybe Incurred: ... 27
Federal Student Aid ... 28
Types of Financial Aid ... 29
Federal Student Aid; FAFSA ... 29
Cal Grant: ... 29
Veterans Benefits including Title IX Post 9/11 GI Bill ® Chapters 30, 31, 33 ... 30
MyCAA: for Active Military Spouses ... 31
Vocational Rehabilitation Education Benefits ... 31
“In-House” Payment Plans ... 31
Private Grants ... 31
Payment Plans and Financial Assistance ... 31
Massage Therapist Program ... 32
Holistic Health Practitioner Program ... 32
Transfer of credits to the School ... 33
VI. Administrative Staff & Faculty ... 35
Management Listing ... 35
Administrative Staff ... 37
Additional Office Staff ... 38
Faculty ... 38
VII. Course Descriptive Listing ... 50
VIII. Student Information ... 64
Family Educational Rights and Privacy Act of 1974 As Amended ... 64
Housing ... 64
Transcripts ... 64

Student Responsibility 64
Student/Teacher Ratio 64
……IX. Student Services..... 66
Academic Advising 66
Academic Counseling 66
Access to Records 66
Career Services and Job Placement 66
Disclaimer of Employment Guarantee..... 66
Student Guidance..... 66
Orientation..... 67
Personal Counseling..... 67
Retention of Student Records..... 67
Student Activities 67
Transfer of credits to the School..... 67
Voter Registration 68
Notice from the California Massage Therapy Council . 68
……X. Graduation……. 69
Certificate Awarded upon Graduation..... 69
Requirements for Graduation 69
Transcripts..... 69
……XI. School Policies……. 70
Attendance Policy 70
Full Time and Part Time Course Attendance 70
Attendance and Tardiness Standards 70
Distance Education Attendance Policy 71
Student Authentication for Distance Education 71
Self-Questionnaire for Distance Education..... 72
Response Times for Distance Education 72
Classroom Tardiness/Early Departure Rules..... 72
Course Work Make-up Policy..... 72
Leave Of Absence (LOA) Policy 73
Dress and Appearance 73
Conduct Guidelines 73
Personal Conduct 74
Unacceptable Conduct..... 74
Actions Resulting in Immediate Termination 75
Disciplinary Action and Dismissal for Misconduct ... 75
Online Student Code of Conduct 76
Healing Hands Computer Use Policy..... 76
Course and Schedule Change Policy 77
Copyright Infringement Policy 77
Copyright Infringement Policies and Sanctions 77
Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws..... 77
Grading Policies..... 78
Grading Scale 78
Exams 78
Make-up Policy..... 78
Grievance Policy..... 78
Grievance Procedures 79
Informal Complaint Procedure for Students..... 79
Formal Complaint Procedure 79
Student Complaint Records and Log..... 80
Health, Safety & Controlled Substance Policies..... 80
Sexual Harassment Policy 80
Crime Awareness and Campus Security 80
Infectious Conditions Policy..... 81
Personal Hygiene Standards 81
Required Study Time and Outside Preparation 81
Satisfactory Academic Progress (SAP) 81
Measurements and Standards..... 81
Students' academic progress will be measured as follows:..... 82
Attendance and SAP..... 83
Appealing A SAP Evaluation 83
Course Repeats, Withdrawals, Failed Courses and SAP 83
Incomplete Grades and SAP..... 83
SAP and Leave of Absence 84
Maximum Timeframe and SAP 84
SAP Warning 84

Actions Resulting in Termination / Dismissal 84
Termination/Dismissal Protocol 85
Appealing Termination/Dismissal 85
Withdrawal and Readmission 85
Withdrawal from School 85
Readmission to School and Conditions for Reinstatement 85
Student's Right to Cancel 86
Refund Policy: Withdrawal From The Program 87
Refund Distribution for Financial Aid Recipients 88
The Difference between the Healing Hands Refund Policy and The Return to Title IV Policy: 88
When the student receives financial aid in excess of the aid that was earned by the student: 88
Post-Withdrawal Disbursement for earned financial aid: 88
XII. Drug and Alcohol Policy 90
Standards of Conduct 90
Disciplinary Sanctions 90
Legal Sanctions under State and Federal Law 91
California State Laws and Penalties 91
Federal Student Aid (FSA) Penalties for Drug Law Violations 92
Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol 92
Alcohol and Other Drug Prevention, Intervention, Treatment, Recovery and Rehabilitation Services 94
National Resources 94
Resources in San Diego County 95
Resources in Orange County 95

……..I. About Our School……

About this Catalog

Healing Hands School of Holistic Health certifies that the information contained in this publication is current and correct, and applies to the main campus in Escondido, California, additional classroom in San Diego, California and the non-main campus in Laguna Hills, California. The information contained in this catalog is effective July 1st, 2023. The purpose of this catalog is to familiarize applicants and others with the programs and policies of the Healing Hands School of Holistic Health. The contents of this catalog are subject to change without notice. If changes are made to the information in this catalog, an update will be made available.

The Healing Hands School is not responsible for any statement of our policies, job placement activity, or references to our curriculum or the facility that is not directly discussed in this school catalog.

The Healing Hands School reserves the right to add, delete or improve upon any class or program. An ensuing change in tuition rates will not affect students already enrolled in a program, and who have been continuously enrolled since signing an Enrollment Agreement (Contract).

The catalog version that is current at the time of the student's enrollment is the governing document for that student, providing enrollment has been continuous.

The Annual catalog is updated annually. The Annual Catalog is for the period of July 1, 2023 – December 31, 2024

Any questions a student may have regarding this catalog that have not been satisfactorily answered by Healing Hands School of Holistic Health, may be directed to the Bureau for Private Postsecondary Education at, 1747 North Market, Suite 225, Sacramento, CA 95834 www.bppe.ca.gov, toll-free telephone number (888) 370-7589 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 Post-secondary Education by calling 888-370-7589 toll-free or by completing a complaint form which can be obtained on the Bureau's Internet Web site www.bppe.ca.gov.

Photos included here are not actual photos of institution, laboratories or classroom. Photos of the school, staff, and classrooms can be found on our website www.healinghandsschool.com.

Campus Locations

The Healing Hands School of Holistic Health, Main campus is located at 344 East Valley Parkway, Escondido, California, 92025. It occupies approximately 3,000 square feet of space with 2 classrooms, and offices. The schools phone number is 760-746-9364 ext 1.

The Escondido Campus has an additional classroom located at 9025 Balboa Suite #130, San Diego, CA 92123. The phone number is 858-505-1100 ext 3.

There is a non-main campus located at 23022 La Cadena, Suite 205, Laguna Hills, California that occupies an additional 2,500 square feet with one classroom and administrative offices. The Laguna Hills phone number is 949-305-2722 ext 2.

Academic Calendar

Our Healing Hands School academic year starts on July 1st of every year. The chart below gives you the beginning and ending dates of this next year's quarters. It also provides the projected graduation dates for the full time and part time student of either of the programs. Healing Hands School of Holistic Health has rolling admissions and students may start the program mid-week or quarter. The holidays that the school closes on are listed last.

July 1, 2026 – December 31st, 2027

SUMMER 2026

MASSAGE THERAPIST
Quarter Start 07/01/2026
Quarter End 09/30/2026

Projected Graduation Date
4/6/2027 [F/T] 1/11/2028 [P/T]

HOLISTIC HEALTH PRACTITIONER
Quarter Start 07/01/2026
Quarter End 9/30/2026

Projected Graduation Date
10/12/2027 [F/T] 1/24/2029 [P/T]

FALL 2026

MASSAGE THERAPIST
Quarter Start 10/01/2026
Quarter End 12/30/2026

Projected Graduation Date
7/8/2027 [F/T] 4/13/2028 [P/T]

HOLISTIC HEALTH PRACTITIONER
Quarter Start 10/01/2026
Quarter End 12/30/2026

Projected Graduation Date
1/13/2028 [F/T] 4/26/2029 [P/T]

WINTER 2027

MASSAGE THERAPIST
Quarter Start 01/02/2027
Quarter End 03/31/2027

Projected Graduation Date
10/9/2027 [F/T] 7/15/2028 [P/T]

HOLISTIC HEALTH PRACTITIONER
Quarter Start 01/02/2027
Quarter End 03/31/2027

Projected Graduation Date
4/15/2028 [F/T] 7/28/2029 [P/T]

SPRING 2027

MASSAGE THERAPIST
Quarter Start 04/01/2027
Quarter End 06/30/2027

Projected Graduation Date
1/6/2028 [F/T] 10/12/2028 [P/T]

HOLISTIC HEALTH PRACTITIONER
Quarter Start 04/01/2027
Quarter End 6/30/2027

Projected Graduation Date
7/13/2028 [F/T] 10/25/2029 [P/T]

SUMMER 2027

MASSAGE THERAPIST
Quarter Start 07/01/2027
Quarter End 09/30/2027

Projected Graduation Date
4/6/2028 [F/T] 1/11/2029 [P/T]

HOLISTIC HEALTH PRACTITIONER
Quarter Start 07/01/2027
Quarter End 9/30/2027

Projected Graduation Date
10/12/2028 [F/T] 1/24/20230 [P/T]

FALL 2027

MASSAGE THERAPIST
Quarter Start 10/01/2027
Quarter End 12/30/2027

Projected Graduation Date
7/8/2028 [F/T] 4/13/2029 [P/T]

HOLISTIC HEALTH PRACTITIONER
Quarter Start 10/01/2027
Quarter End 12/30/2027

Projected Graduation Date
1/13/2029 [F/T] 4/26/2030 [P/T]

HOLIDAYS
July 4, 2026
November 26, 2026
December 24, 2026
December 25, 2026
January 1, 2027
July 4, 2027,
November 25, 2027
December 24, 2027
December 25, 2027

Classes Conducted in English

The Healing Hands School of Holistic Health does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. The admissions interview
2. Receipt of prior education documentation as stated in the admission policy

Consumer Disclosures

Federal Consumer Disclosure Information About Our Programs. How can I find out more about this career?

For more information about a career in Massage Therapy and Holistic Health please visit the U.S. Department of Labor's O*NET website. The Standard Occupational Code (SOC) for the career is 31-9011.00 (Massage Therapists) and the Classification of Instructional Programs (CIP) code for this program is 51.3501.

Healing Hands School of Holistic Health has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of 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.).

Delivery of Education

Healing Hands School is approved to deliver course work in residential, or distance learning format.

Residential coursework is completed at the location selected by the student

- Main Campus in Escondido, CA
- Additional Classroom in San Diego, CA
- Non-main Campus in Laguna Hills, CA

Coursework that is delivered through distance education is completed at a location determined by the student. Technical support for distance education is available as follows:

- Main Campus in Escondido, CA Monday – Friday : 9:00 AM to 5:30 PM 760-746-9364
- Additional Classroom / Satellite in San Diego, CA Monday - Friday: 9:30 AM to 6:00 PM with lunch from 1:00 PM to 2:00 PM 858-505-1100
- Non-main Campus in Laguna Hills, CA Monday - Friday: 9:00 AM and 5PM 949-305-2722

Or go the:

https://support.goto.com/webinar

Required courses, such as Anatomy for Bodworkers & Professional Practices, will be offered in both Distance Learning and residential formats. All students can choose which format to participate in. Note: students receiving Veterans Benefits may not participate in Distance Education under US Law.

Accreditations, Approvals and School Memberships Information

- National Accreditation: Institutionally Accredited by Accrediting Bureau of Health Education Schools [ABHES] Is nationally accredited and recognized by U.S. Department of Education OPE ID#04141700.
  Phone: (301) 291-7550
  Address: 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852
  Email: info@abhes.org
  Website: www.abhes.org
- Federal Recognition: Recognized by U.S. Department of Education to process Title IV Benefits (Federal Student Aid)
  - OPE ID # 04141700
- California State Approval – BPPE
  - Healing Hands School of Holistic Health has met the standards of approval by the Bureau for Private Postsecondary Education to operate in the State of California. Approval to operate means Healing Hands School is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of California Code of Regulations.
  - The Bureau establishes educational standards for instructional quality and institutional stability for private postsecondary schools in California. The Bureau responds to student complaints and oversees a fund designed to help reimburse a student's tuition if a school closes unexpectedly. Any questions students may have regarding this catalog that have not been satisfactorily answered by HHSHH may be directed to the Bureau for Private Postsecondary Education at, 1747 North Market, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.
- The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting https://www.osar.bppe.ca.gov/.
  -
- California Massage Therapy Council: Programs approved by the California Massage Therapy Council for voluntary State Certification.
  - Escondido CAMTC School Code: SCH0131
  - Laguna Hills CAMTC School Code: SCH0131-S1
  - San Diego CAMTC School Code: SCH0131-S2
- Approvals for Special Funding:
  - Approved by California State Approving Authority to use the Department of Veteran Affairs for VA Education Benefits and training including title IX and Post 9/11 GI Bill®

  - Approved to process CALGRANTS.
  - Approved to process Department of Vocational Rehabilitation benefits
- Industry Related Certifications and Approvals
  - A member in good standing of the American Bodyworkers' & Massage Practitioners' Association
  - A member in good standing of the American Massage Therapy Association
- Currently offers CEU's for health care professionals—(approved by the California Board of Registered Nursing, for continuing Education hours equal to course hours successfully completed).
  - Provider #CEP 11194
  - Note: CEU's do not fall within the ABHES scope of accreditation nor do we award academic credits for those courses. CEU courses are also not eligible for Financial Aid

History

Healing Hands School of Holistic Health began on February 7, 1992 when we, Neha and Paula Curtiss taught the first day of our first Circulatory Massage class. At that time we carried Healing Hands School around in a station wagon; the business office was at our kitchen table.

While working as massage therapists, we knew we had something more to offer. Our vision: to teach therapeutic bodywork so that the massage student not only learns the techniques but is inspired by the art and craft of the work. We understood that the student must be able to feel the work; we saw then, and now, the need for the beginner to be both the therapist and the client. We looked to our many teachers who had so generously given of themselves; we looked to the traditions of Western Science and to the disciplines of Eastern philosophy in addressing the question: "How can we teach hands-on massage skills while encouraging deep respect for the physical body and compassion for each other." With faith that, given a positive environment, most individuals will rise to meet given expectations, we embarked on our mutual dream.

Since that first day of Healing Hands School, over 8,000 students have taken the 100-hour Circulatory Massage Training. We now know a variable that we had not anticipated: we've encountered students who not only rose to given expectations, but completely blew the mold away. We have seen the student/therapist demonstrate deep compassion so often that our original vision is continually renewed.

Healing Hands School has been blessed beyond our wildest dreams with a steady flow of dedicated Healers. Several students continued with the community of Healing Hands by becoming part of our staff, while others move out into their communities to bring our vision of healing to those in need.

Since 1992, Healing Hands School has seen massage therapy grow from a very exclusive experience, to the most frequently used adjunct therapy in the United States. As our industry continues to expand, we can do well to keep our vision in mind and remember the words of the 12th century Islamic mystic, Rumi, who wrote.

"The more you strive to reach the place of splendor, the more the invisible Angels will help you."

Objectives

The Healing Hands School of Holistic Health is committed to its students. The following reflects the school's primary commitments which are to:

- Educate and develop professional practitioners in the fields of Massage Therapy and Holistic Health.
- Provide highly qualified instructors to ensure an effective, efficient and enjoyable learning experience.
- Provide facilities, equipment and resources that support our programs, students' learning and skill development.
- Provide teaching and learning experiences that foster personal and professional integrity and a commitment to the respectful care of individuals in the clinic and classroom environments.
- Be an asset to the community by facilitating and promoting professional excellence in Massage Therapy and Holistic Health.
- Educate students, and assist them in preparing for the working world; promote students' development of independent thinking and professional behavior

Hours of Operation

Escondido Office is open from 9AM to 5:30 PM Monday – Friday. Laguna Hills Office is open from 9AM to 5 PM Monday - Friday. The additional San Diego office is minimally staffed between hours of 9:30 AM to 6:00 PM with lunch from 1:00 PM to 2:00 PM. Classes are scheduled in both the Escondido Classrooms, San Diego additional classroom, and Laguna Hills non-main campus classrooms, Monday – Sunday between the hours of 8 AM and 10 PM. Refer to the class schedule for more information.

Library Resources

The Healing Hands School of Holistic Health has a library which contains books, videotapes and DVDs on the subjects of massage therapy, holistic health, nutrition, exercise, personal growth and development, etc. The library also contains periodicals and references for use by students and instructors. Books are available for check out on a daily basis, and students will be assisted by staff.

Location of Class Sessions

All students may attend classes at:

Main Campus:
344 East Valley Parkway
Escondido, CA 92025

Additional Classroom / Satellite
9025 Balboa #130
San Diego, CA 92123

Non-main campus:
23022 La Cadena #205
Laguna Hills, CA 92653

Ownership/Officers and Legal Control

The Healing Hands School of Holistic Health is a private corporation, Healing Hands School of Holistic Health, Inc. Both the Main campus, additional classroom and the Non-Main campuses are owned by Healing Hands School of Holistic Health owners, Paula and Neha Curtiss.

School Equipment

The Healing Hands School provides equipment to appropriately support the objectives of the programs. Audio-visual equipment is used to support the "hands-on" training in the fields of Massage Therapy and Holistic Health, and reinforces the concepts learned and practiced. There are massage tables, massage chairs, overhead projectors, white boards, Wi-Fi, and training models.

Statement of Non-Discrimination

The Healing Hands School of Holistic Health does not discriminate on the basis of race, color, religion, national or ethnic origin, sex (including pregnancy, childbirth, and related medical conditions, transgender status, gender identity, gender status and gender / sexual orientation), marital, parental, familial, veteran, or military service status, political affiliation or belief, age or disability.

Healing Hands complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for employment and admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the School Director, Paula Curtiss who will provide students with procedures available in resolving complaints relating to alleged unlawful discriminatory actions.

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

A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability, and the Healing Hands Director has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

Applicants with disabilities who may need accommodations in any class must provide documentation to the Director at least two weeks prior to enrollment. This documentation must be from a professional who is qualified and has appropriate credentials to conduct an assessment, and document the disability.

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

All students are required to be able to give and receive a professional massage. In order to give professional massage students must be able to stand for several hours using properly trained body mechanics.

……..……. II. Academic Programs……..……

Changes to School Programs

The Healing Hands School reserves the right to change or modify the program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

Entry Level Skills Of Practitioners & Therapists

The following are entry-level requirements:

- A fundamental understanding of human Anatomy and Physiology.
- A thorough understanding of the muscular system of the body.
- A basic understanding of pathologies of the human body, when and where to refer if needed, including understanding of indications and contraindications for massage therapy.
- The ability to perform Circulatory Massage techniques appropriately and effectively.
- Practice appropriate draping techniques, and client confidentiality.
- Have a fundamental understanding of medical terminology.
- Be proficient in the use of proper body mechanics needed for professional massage practice.
- Be able to maintain client records.
- Have a general understanding of business procedures.
- Have a solid understanding of customer service.

Additional entry-level requirements for Holistic Health Practitioners include:

- Have fundamental understanding of adjunct Holistic Health modalities.
- Have advanced ability to customize bodywork sessions to meet the specific needs of clients.
- Have fundamental understanding of advanced manipulation techniques.

The Field of Massage Therapist

Massage Therapists practice in a variety of settings, such as private offices or massage therapy clinics, Chiropractors' or Doctors' offices, Holistic Health clinics, health clubs and fitness centers, spas, nursing homes and hospitals, with sports teams, and sports medicine facilities. Some Massage Therapists have portable equipment and work at their clients' offices or homes. Most recently, Massage Therapists have appeared in some rather innovative settings, such as storefronts, shopping malls, and airports.

Massage Therapists generally work as salaried or commissioned employees, or independent contractors. Their earnings vary widely, depending on variables such as the area of the country, type of practice, skills and experiences. Licensure requirements may include the passing of an exam, either written or hands-on, a physical examination and criminal background check. The Massage Therapist Program provided at Healing Hands satisfies the minimum requirements to take a standardized exam: 'MBLEX' proctored by the Federation of State Massage Therapy Board or www.fsmtb.org.
Please go to www.camtc.org for more information for California Massage Therapy Council requirements.

Massage Therapist Program

600 Clock Hours Total Weeks: Full-time 40 weeks, Part-time 80 weeks, Accelerated 26 weeks

Massage Therapist Program Description and Objectives:
You begin our Massage Therapist Program with the Circulatory Massage course. Other requirements include our 100 hour Anatomy for Body-workers course, 50 hours of Clinical Practicum for the Massage Therapist, 50 hours of Professional Practices plus an additional 300 hours of training, which you select from the elective courses that are part of the Massage Therapist Program. Some cities/ counties in California do not allow Massage Therapists to be self-employed. This program is intended for adults who wish to enter the field of Massage Therapy. The program prepares the graduate with the skills, knowledge and work habits needed to obtain an entry-level position in Massage Therapy.

The courses in this program include lecture, laboratory experience in Anatomy, Physiology, demonstration, and hands-on practice of various massage strokes and techniques. The program prepares the student for real-world application of the skills learned in the classroom. Students also complete 50 hours of Clinical Practicum for the Massage Therapist which is a clinic/externship to gain experience working with the public prior to graduation.

At the Conclusion of the Massage Therapist Program

The student will be able to:

- Demonstrate an understanding of the professional conduct required to be a Massage Therapist.
- Perform proper draping techniques.
- Demonstrate an understanding of universal precautions.
- Demonstrate a thorough understanding of body mechanics.
- Show an understanding of Anatomy and Physiology for Body-workers.
- Be competent in the hands-on skills related to each Circulatory Massage technique learned.
- Demonstrate an understanding of, and be able to assess, contraindications to massage.
- Demonstrate an understanding of the theories and philosophy of massage.
- Have an understanding of the physiological benefits of massage.
- Successfully demonstrate competency and understanding of the required skills when participating in clinic or other externship opportunities. Such competencies include adhering professional standards and ethics, conscientious client assessment, practical application techniques and appropriate self-care.
- Explore their personal career goals as they relate to developing their career as a Holistic Health Practitioner; with a focus on opening their own practice, if desired.

Massage Therapist Program

Course Number	Massage Therapist Course Title	Clock Hours
101……...	Circulatory Massage……..	…..100
201……...	Anatomy for Bodyworkers…….	…..100
700C……	Clinical Practicum for the Massage Therapist……	……50
206……...	Professional Practices……...	……50

Select three (3) courses from the following Therapist Electives……..300

205……... Advanced Circulatory & Sports Massage……... …..100

202……... Deep Tissue Manipulation……. …..100

203……... Shiatsu……... …..100

204……... Tui Na: Acupressure…… …..100

The Field of Holistic Health Practitioner

The Holistic Health Practitioner may elect to work in any one of a variety of settings as a Massage Therapist or, once licensed, one may own and operate their own massage establishment.

In some parts of California, laws require 1,000 hours of training to practice as a Holistic Health Practitioner. In addition, testing requirements may include the passing either the Board Certification Exam for Therapeutic Massage and Bodywork (BCETMB) or the Massage & Bodywork Licensing Examination (MBLEx). Additional licensure requirements may include the passing of a physical exam and criminal background check. You may obtain complete information on licensure requirements by contacting the massage therapy authority for the city and county where you intend to work. In California students would check with the *California Massage Therapy Council* or CAMTC, found on-line at www.CAMTC.org.

The Holistic Health Practitioner Program, provided at Healing Hands, satisfies the minimum requirements to take the Board Certification Exam. As a trained Holistic Health Practitioner, you will join other health professionals in the movement to increase the health and well-being of those in your community.

Holistic Health Practitioner graduates should have all the skills and knowledge required to be a Massage Therapist, as well as a fundamental understanding of complementary Holistic Health modalities and advanced manipulation techniques.

Holistic Health Practitioner Program

Clock Hours: 1000 Total Weeks: Full-time 67 weeks, Part-time 134 weeks, Accelerated 52 weeks

Holistic Health Practitioner Program Description and Objectives:

Our Holistic Health Practitioner Program encompasses the Massage Therapist Program, and includes, an additional 400 hours of body-work electives. Our wide variety of electives provide students with an integrated array of health tools, practices, skills and work habits needed to successfully enter the field and thrive as a Holistic Health Practitioner (HHP). This program is intended for adults who wish to enter the field of Holistic Health. All HHP graduates will be provided the knowledge and skills necessary to obtain entry level employment as a Holistic Health Practitioner and/or Massage Therapist. The courses in this program include lecture, massage theory and technique, hands-on application, Anatomy, Physiology, a clinical and/or externship, plus various specialized bodywork electives.

At the Conclusion of the Program

The student should be able to:

- Demonstrate an understanding of the professional conduct required to be a Holistic Health Practitioner.
- Perform proper draping techniques.
- Demonstrate an understanding of universal precautions.
- Demonstrate an understanding of Anatomy and Physiology for body-workers.
- Have an advanced understanding of sensory awareness, stress reduction, pain relief, and rehabilitation.
- Show competency in performing the hands-on techniques related to the advanced complementary modalities learned.
- Demonstrate an understanding of, and ability to assess contraindications to massage.
- Demonstrate an understanding of the theories and philosophy of massage and Holistic Health.
- Have an understanding of the physiological benefits of massage.
- Successfully demonstrate competency and understanding of the required skills when participating in clinic or other externship opportunities. Such competencies include adhering to professional standards and ethics, conscientious client assessment, practical application of techniques and appropriate self-care.
- Explore their personal career goals as they relate to developing their career as a Holistic Health Practitioner; with a focus on opening their own practice, if desired.

Program Transfers

Students who have begun their training and wish to transfer to another program must seek permission from the School Director or Program Director. Students who are receiving Title IV funding, are required to meet with the Director of Financial Aid before a program transfer may be granted. Students who are approved for a program transfer will be dropped from their current program and enrolled in the new program as a new student under the current catalog.

Holistic Health Practitioner Program Course Listing

Course Number	Massage Therapist Course Title	Clock Hours
101……...	Circulatory Massage……..	…..100
201……...	Anatomy for Bodyworkers…….	…..100
700C……	**Clinical Practicum for the Massage Therapist.…	……50
206……...	Professional Practices……	……50
Select three (3) courses from the following Therapist Electives……...300		
205……...	Advanced Circulatory & Sports Massage……...	…..100
202……...	Deep Tissue Manipulation…….	…..100
203……...	Shiatsu……...	…..100
204……...	Tui Na: Acupressure……	…..100

**Clinical Practicum for the Massage Therapist may increase in hours for students in the Holistic Health Practitioners program.

Select 400 hours of training from the following HHP Electives……..400

401……....	12 Sessions of Structural Integration……	…..120
409ad……...	Advanced Herbal Formulations…….	…..100
301ad……	Aromatherapy……	……30
360ad……	Ayurvedic Massage…….	……50
302……...	Chair Massage…….	……10
332ad…….	Chakra Balancing……	……20
411mDL……..	Clinical Acupressure ……	…..100
404m…….	Community Service Internship / Externship……	……50
349m…….	Cranio Sacral Therapy……	……30
349m…….	CranioSacral Therapy II……..	……30
495ad…….	Dynamic Cupping…….	……20
342ad……	Energywork for Bodyworkers……	……20
304m…….	Geriatric Massage……..	……40
321ad……...	Herbal Healing & Massage……	……30
408ad……...	Herbal Preparations……	……10
405ad……...	Herbal Studies & Applications……...	…..100
414m.……...	Herbal Thai Massage……..	……50
314ad……...	Holistic Living Retreat…….	……20
406ad……...	Holistic Nutrition……...	……60
306ad……...	Homeopathic 1st Aid……	……20
333ad……...	Hot Stone Massage…….	……30
429ad…….	Hydrotherapy……	……10
326ad……	Intuitive BodyReading…….	……20
325m……	Lomi Lomi: Hawaiian Massage…….	……60
345ad……	Lymphatic Drainage……..……..……..	……40
320ad……	Meditation & Healing……..	……20

355m……..	MyoFascial Release……	100
357ad……...	NeuroMuscular Therapy……...……	…..100
312m…….	Passive Joint Movement…….	……50
327ad……...	Pre-Natal Massage…….	……30
418m.……...	Principles of Structural Integration……	……40
313m.……...	Reflexology……...	……40
315ad……...	Reiki I…….	……20
344ad……...	Reiki II……	……40
322ad……	Somatics……	…..100
323ad……	Spa Techniques……...	…....20
428ad……	Superfoods & Dietary Practices…….	……40
319m.……...	Thai Massage……...	…..100
185ad……...	Thai Foot Massage……..	……30
424m……..	Therapeutic Mobilization…….	……20
402ad…….	Therapeutic Stretching……...……	……30
186ad……...	Traditional Oriental Clinical Techniques……..	……40
346m…….	Trigger Point Therapy…….	..…100
425m……..	Visceral Manipulations……	……20

……..III. Admissions……

Admission Procedures

Applicants must adhere to the following procedure in order to be considered for admission.

- Complete and submit the Application for Admission.
- Applicants must receive an Annual School Catalog prior to enrollment, either in print or by email.
- Applicants will be screened and his/her credentials will be evaluated prior to being accepted or rejected to the program.
- Applicants for the Massage Therapist and Holistic Health Programs must meet with a Healing Hands School representative.
- Those interviewing in person will be given a tour of the Healing Hands School facility; those not interviewing in person will tour the facility during Orientation.
- Decisions of acceptance or denial are made only by the School Directors.
- Applicants are notified of acceptance or denial to the schools programs, once applicant has completed the admissions requirements.
- Upon acceptance, the applicant must complete the enrollment process as follows:
    a. Student must read and understand the contents of this Catalog.
    b. The applicant must have all financial arrangements completed, and agreed to as stated on the Enrollment Agreement.
    c. Any prospective student participating in distance education will be provided the Distance Education Self-Questionnaire to assist with determining readiness to participate in coursework at a distance.
- Institutional Eligibility: the institution admits as regular students only persons who-
    - Have a High School diploma; and/or
    - Have the recognized equivalent of a high school diploma; and/or
    - Are beyond the age of compulsory school attendance in California
    - Hold a Associates degree or higher from a traditional college or university

The following documents must be satisfactorily completed and submitted prior to commencement:

- Applicant must complete an “Application for Admission”.
- Applicant must sign “Enrollment Agreement and provide a $250 refundable “on-time deposit”.
- Applicant must pay the fees as agreed to on the front page of the “Enrollment Agreement”.
- Applicant must provide a copy of his/her high school diploma that reflects high school graduation, or documentation of equivalency to High school, and be beyond the age of compulsory attendance in California.
    - International transcripts must be evaluated to determine High School equivalency.

- In the case that the applicant is Homeschooled and under the compulsory age limit, applicant must have a parent or guardian present at the time of enrollment to sign enrollment agreement. Applicant will be asked to provide High School equivalency such as GED or California High School Proficiency Exam (CHSPE) in addition to parental permission.
- In the case of emancipation, applicant needs High School diploma or the equivalent to enroll and provide proof of emancipation if under the compulsory age limit.
- If the institution has reason to believe that the High School diploma provided is not valid, or was not obtained from an entity that provides secondary school education, Healing Hands School may:
    a. Require transcripts in addition to diploma.
    b. Require transcript/diploma to be certified to be at least the equivalent of a U.S. high school diploma by a agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) prior to enrollment.

- Applicants are encouraged to provide a copy of their high school transcript in addition or in place of High School diploma.
- Applicant must complete and provide the distance education questionnaire if participating in distance education coursework.

General Requirements

Healing Hands enrolls only students who can reasonably be expected to benefit from the instruction we provide. Applicants must provide the appropriate credentials and demonstrate the potential needed to indicate a reasonable probability of successfully completing the program offered at Healing Hands. Healing Hands has established the following Admissions Requirements, upon which it evaluates all applicants for admission to the school.

To qualify for admission to the Healing Hands School of Holistic Health, an applicant must meet the following requirements:

- Applicants to the Massage Therapist or Holistic Health Practitioner programs must be beyond the compulsory school age limit in California. Students may take any individual course a-la-carte regardless of age, however, all students must be able to physically and emotionally give and receive massage.
- Applicants must be residing in California and within commuting distance to a campus location. Residency is verified by student address.
- Applicants must be high school graduates or have a recognized equivalent to high school diploma. All applicants must provide a copy of his/her high school diploma or General Equivalency Diploma (GED) or recognized equivalent to demonstrate satisfaction of this requirement. In addition, applicants are encouraged to provide a copy of his/her high school transcript.
    b. High school documentation from a country other than the United States must be translated and certified to be at least the equivalent of a U.S. high school diploma by a agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) prior to enrollment.\

c. In the case that the applicant is Homeschooled and under the compulsory age limit, applicant must have a parent or guardian present at the time of enrollment to sign enrollment agreement. Applicant will be asked to provide High School equivalency such as GED or California High School Proficiency Exam (CHSPE) in addition to parental permission.
d. In the case of emancipation, applicant needs High School diploma or the equivalent to enroll and provide proof of emancipation if under the compulsory age limit.
e. If the institution has reason to believe that the High School diploma provided is not valid, or was not obtained from an entity that provides secondary school education, Healing Hands School may:
    a. Require transcripts in addition to diploma.
    b. Require transcript/diploma to be certified to be at least the equivalent of a U.S. high school diploma by a agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) prior to enrollment.

- Applicant must complete the distance education self- questionnaire if participating in distance education coursework.
- English language proficiency must be equivalent to the 8th grade level and up with a High School Diploma or Test of English as a Foreign Language.
- Applicants who do not have a high school diploma or its equivalent, cannot be enrolled in the Massage Therapist Program or Holistic Health Practitioner Program, however, such applicants may enroll in an individual course, i.e. Circulatory Massage, etc. Information about GED testing is available from the Admissions office staff.
- Applicants are advised that an individual must be at least 18 years old to qualify for licensure in those cities/counties in which licensure is available, or for California Massage Therapy Council Certification.
- Due to the nature of the training, all applicants must be in good health, and be capable of effectively meeting the physical demands of performing therapeutic massage applications. Applicants must also be able to receive massage.
- Applicants must satisfactorily complete all admissions requirements, including submitting an accurate and complete Application for Admission. Applicants, who fail to provide accurate information, may not be considered for admission.
- Prior to signing the Enrollment Agreement and being accepted in the program, each applicant must have received a school Annual Catalog containing the school rules and policies.
- Each applicant must read and sign the Enrollment Agreement, which outlines the details and obligations of the student and Healing Hands School and acknowledges the Applicant's understanding of the contents of the Healing Hands School's Catalog.
- A former student, who did not complete the program of study and/or has been terminated or withdrawn from the program, is required to reapply for admission. The readmission policy is included in this Catalog. A readmitted student is governed by the Catalog current at the time of the readmission.
- The applicant must display a genuine desire to become part of a learning atmosphere with the ability and aptitude to succeed in the classroom.
- An applicant must provide proof that he/she is 18 years or older, or beyond the age of compulsory education in the State of California. Applicants under the age of 18 are advised that licensure requirements in some cities and counties, for some programs we offer require that the individual be 18 years old or older.

- Applicants are advised that the massage therapist and holistic health practitioner programs are regulated occupations in many cities and counties. Licensure in some cities and counties require a criminal background check, and convictions could prevent the student from being licensed/certified. We encourage you to contact the School Director before you enroll to discuss any concerns you may have regarding this licensure requirement.
    a. In addition, the California Massage Therapy Council (CAMTC) certifies qualified massage professionals; certification is voluntary, however, it may be required by some employers and/or in some cities or other jurisdictions in which you wish to work. Graduates applying to CAMTC will be required to submit to a fingerprint investigation and respond to specific questions including convictions other than minor traffic violations, formal complaints lodged against the graduate of an alleged sexual misconduct, lawsuits filed against the graduate, and any administrative citation or government complaints filed against the graduate. If the applicant has any concerns that he/she will not be able to successfully seek CAMTC certification, he/she is encouraged to discuss this with the Healing Hands Director, as it may hinder successful employment after graduation. CAMTC School Codes: Escondido CampusSCH0131; San Diego Campus SCH0131-S2; Laguna Hills Campus SCH-0131-S1

Distance Education Minimum Requirements

The institution is offering coursework temporarily in a blended format (residential and distance education method of deliveries). To participate in distance education
each prospective studentmust have the following equipment and access to participate in a progr am:

- Computer
- Webcam
- Speakers
- Internet Connection

Articulation and Transfer Agreements

Healing Hands School of Holistic Health has not entered into any articulation or transfer agreements with any other institution.

Challenge Credit

The Healing Hands School does not grant challenge credit clock hours. The School does not accept advanced placement or credit for experiential learning. Remedial courses and refresher courses are not considered for credit.

Ability to Benefit

The Healing Hands School of Holistic Health does not admit ability-to-benefit students.

Notice Concerning Transferability of Credits and Credentials Earned at Healing Hands School of Holistic Health

The transferability of credits you earn at Healing Hands School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your

educational program (Holistic Health Practitioner or Massage Therapist Program) is also at the complete discretion of the institution to which you may seek to transfer. If the clock hours 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 Healing Hands School of Holistic Health will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Healing Hands School of Holistic Health to determine if your clock hours or certificate will transfer.

…….IV. Definitions……..…….

Academic Year

The Healing Hands School's academic year is defined as 52 weeks of training.

Clock Hours

The Healing Hands School of Holistic Health evaluates courses in terms of clock hours. A clock hour is a 60 minute block of time consisting of a minimum of 50 minutes of instruction.

Instructional Weekly Hours of attendance

Massage Therapist Full Time	Massage Therapist Part Time
Attends 15 hours per week,	Attends 8 - 14 hours per week,
40 weeks to complete program	80 weeks to complete program
Holistic Health Practitioner Full Time	Holistic Health Practitioner Part Time
Attends 15 hours per week,	Attends 8-14 hours per week,
67 weeks to complete program	134 weeks to complete program

.....V. Enrollment Tuition & Fees.....

TUITION AND FEES - COST OF PROGRAMS

Holistic Health Practitioner – Total Program cost

Books, Equipment and Materials ……	$ 2,200.00
*On-time Deposit ……..	$ 250.00
**STRF Fee…….	$ 0.00
Tuition ……...	$ 17,000.00
Total Tuition and Fees ……...	$ 19,450.00

*On-time Deposit is refundable to students who graduate on time
**Non-Refundable - $0.00 for every $1,000 rounded to the nearest $1,000 of institutional charges.
There are two payment periods for the program that are determined at 50% of the program length.

HHPP 1st Period of Attendance, 1 – 500 hours

Books, Equipment and Materials ……	$ 1,500.00
*On-time Deposit ……..	$ 250.00
**STRF Fee…….	$ 0.00
Tuition ……...	$ 8,500.00
Total Tuition and Fees ……...	$ 10,150.00

HHPP 2nd Period of Attendance, 501 – 1000 hours

Books, Equipment and Materials ……	$ 700.00
*On-time Deposit ……..	$ 0
**STRF Fee…….	$ 0
Tuition ……...	$ 8,500.00
Total Tuition and Fees ……...	$ 9,300.00

Massage Therapist Program – Total Program cost

Books and Equipment …….	$ 1,400.00
*On-time Deposit ……..…	$ 250.00
**STRF Fee……..	$ 0.00
Tuition ……..….	$10,200.00
Total Tuition and Fees ……...	$11,850.00

*On-time Deposit is refundable to students who graduate on time.
**Non-Refundable - $0.00 for every $1,000 rounded to the nearest $1,000 of institutional charges.
There are two payment periods for the program that are determined at 50% of the program length.

MTP 1st Period of Attendance, 1 – 300 hours

Books and Equipment …….	$ 1,100.00
*On-time Deposit ……..…	$ 250.00
**STRF Fee……..	$ 0.00
Tuition ……..….	$ 5,100.00
Total Tuition and Fees ……...	$ 6,450.00

MTP 2nd Period of Attendance, 301 – 600 hours

Books and Equipment …….	$ 300.00
*On-time Deposit ……..…	$ 0

**STRF Fee……..	$ 0
Tuition ……..….	$ 5,100.00
Total Tuition and Fees ……...	$ 5,400.00

Additional Education Costs

In addition to the above educational expense, the student should anticipate the following expenses: Folders/Markers/Paper Supplies $ 50.00

Please Note

Student (and Co-buyer, if applicable) understands that payments are to be made to the School, or assignee. If this Agreement be assigned, Student (and Co-buyer, if applicable) will be bound by all of its terms and conditions. Students who miss two payments as scheduled on the Enrollment Agreement are subject to notification and given ten (10) days to bring the account current or face termination from Healing Hands School of Holistic Health. Students are assessed a fee of $35.00 for all returned checks. Students are assessed a fee of $50.00 for late payments. The Agreement is not binding until accepted by the School.

The schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same.

Visa services are provided at no additional cost. Healing hands School of Holistic health will vouch for students' status.

Student Tuition Recovery Fund fee

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 you 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 North Market, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Additional Fees that Maybe Incurred:

1. The Registration fee, also known as the On-time deposit, of $250.00 is refundable pending the students on-time graduation by the Scheduled Completion Date. The on-time deposit will be used to cover any additional fees that may be incurred over the course of my program. If no additional fees are incurred, the student will be refunded this payment after the successful on time completion of all HHP program requirements. If a student terminates the program at any time before completion, the $250 deposit is non-refundable.

2. Registration for classes is due in writing by the registration dates listed in the class schedule. Subject to availability, students may register for a class after registration date or walk into a class by paying a $50 registration fee.

3. A $50 registration fee will be assessed for classes registered for but not attended unless we are notified in writing by registration date of the class that the student will be unable to attend.

4. If an individual class is unsuccessfully completed, or failed, the student will pay for all class hours of enrollment up to the official drop date at a rate of $16.00 per hour plus a $50 Registration Fee.

5. All course work must be completed within three months of the end date of said class, or by the Scheduled Completion date of the program, whichever comes first.

6. If withdrawal or dismissal should occur before completion of the program, student will incur a withdrawal penalty of $4.50 per hour of enrollment.

7. Non-payment of monthly tuition for over 90 days will result in the student being dropped from the program.

8. If it becomes necessary for an account to be processed by a collection agency, there will be an additional 40% charge added to all monies owed.

Federal Student Aid

The Healing Hands School of Holistic Health participates in Title IV Student Financial Aid programs including Pell Grants and Direct Loan programs. The School also accommodates students by providing options for payment plans. Healing Hands School of Holistic Health is eligible to participate in Federal Department of Education Title IV Programs. Information about these programs is available from the Financial Aid Department. Brochures and pamphlets regarding student loan programs include information on specific loan types and repayment conditions, the availability of federal and state grants and the requirements for loan eligibility. These materials may be obtained in the Financial Aid Department. Healing Hands has developed the following policy and procedures to guide students applying for financial aid.

- Students seeking financial aid must first complete the Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The School's Financial Aid Administrator will use this information to determine the student's eligibility and assists them in deciding what resources are best suited to their circumstances. Students must meet all eligibility requirements to qualify for Federal Student Aid. The Financial Aid Department may request additional documentation to support the student's request for financial assistance, including, for example, signed copies of federal income tax returns.
- For those students selected for verification the school will use the current Verification Guide issued by the Department of Education as the governing document. Any supporting documentation, required for verification, must be submitted to the Financial Aid Department by the required deadline. If the student fails to provide the documentation by the required deadline, the student will receive no further financial aid and must return to the Department of Education all Pell disbursements received prior to being selected for verification. Please see the Financial Aid Administrator for more information.
- Renewal of financial aid is not automatic. Recipients are required to reapply each year by the announced deadline.
- Students are encouraged to seek tuition assistance from other possible sources such as private agencies, community grants, etc.

All healing Hands School of Holistic Health students are notified that if a student obtains a loan to pay for an educational program, the student will have the responsibility to 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 moneys not paid from federal student financial aid program funds.

How to Request a Dependency Override
Sometimes students have unusual circumstances that they feel should qualify them as an independent student even though they technically fall under the dependent student classification. If you feel that you have an unusual circumstance that may change your status from 'dependent' to 'independent', you may request our financial aid administrator for review your request.
We will review your request when you submit:

1. Proof of 17 years of age or older
2. A letter by you summarizing your unusual circumstance identifying that you longer live with either of both parents, that you receive not financial assistance from either or both parents, and that you have no emotional or parental guidance from either or both parents.
3. A second letter by an independent 3rd Party documenting the unusual circumstance. Example of 3rd Party are, social workers, clergy, teachers, guidance counselors, doctors or others who are familiar with the student's situation. Police reports documenting domestic violence and abuse, drug abuse.
4. You may also include letters from friends or family members such as an Aunt / Uncle, or the people you are living with. These letters must be notarized.
5. Unusual circumstances include: involuntary dissolution of the family, parental homelessness or unable to provide home, parental mental illness/drug abuse, parental abandonment, parental incarceration, domestic violence/abuse, parental whereabouts unknown.

Types of Financial Aid

Healing Hands School of Holistic health is a federally recognized and certified school, enabling students who qualify to take advantage of the following government subsidized financial aid programs:

Federal Student Aid; FAFSA

The Healing Hands School of Holistic Health is eligible to participate in Federal Department of Education Title IV Student Financial Aid Programs. Brochures regarding student loan programs, specific loan types, repayment conditions and the requirements for loan eligibility may be obtained in the Financial Aid Department. To apply, please go on-line to the FASFA Website at www.fafsa.ed.gov and use the
School Code# 041417 when you complete the on-line application.

If you have any questions, call a student advisor at Healing Hands School of Holistic Health at 760-746-9364.

Cal Grant:

When to apply by?
FAFSA/ DREAM Act must be applied for by September 1st of the award year the student is enrolling in. For Example, if a student starts anytime between July 1st, 2026 – June 30, 2027 the FAFSA must be completed by September 1st of 2026

Students may be eligible for a Cal Grant award by first applying for FAFSA/DREAM act by September 1st. Then student's login through the California Student Aid Commission (CSAC) at:

https://mygrantinfo.csac.ca.gov/. Students go through the Webgrants for Students portal. Student must have completed either a FAFSA or a DREAM Act application, that application is then sent to CSAC. Grants administered by CSAC are based on a students' Family contribution and need.

Eligibility for the Cal Grant is also subject to students full-time, three quarter time, or half-time enrollment at the time that Healing Hands School does a Census for each quarter.
Healing Hands School will administer a Census six weeks after each quarter begins.

Ex: Summer quarter begins July 1st, Census will be administered August 12th
Fall quarter begins October 1st, Census will be administered November 12th
Winter begins January 2nd, Census will be administered February 13thth
Spring begins April 1st, Census will be administered May 13th

Full time, three quarter time, or half time is determined by the amount of hours or credits a student takes per quarter. 20 clock hours = 1 credit unit. To be considered full time, a student must take 260 hours, or 12 credits in one quarter. Anything different will change the amount of grant a student is eligible for.

Ex: 200 hours in a quarter = 10 units = 3/4 time
In this example a student would then be eligible for ¾ of the grant available for that quarter.

The Cal grant is split into 4 separate quarters. This means that whatever the total amount a student is eligible for gets spilt into 4 separate quarters, with the same amount available in each quarter. A student will use 133% of eligibility each year, or 33% per quarter. The max amount of funding for a lifetime is based on 400%

EX: $2,000 cal grant: $500 available in each summer, fall, winter, and spring quarter.

All Cal Grant applications for Healing Hands are part of the competitive award cycle. There is no guarantee that someone can be awarded during the competitive cycle as funds are extremely limited.

Veterans Benefits including Title IX Post 9/11 GI Bill ® Chapters 30, 31, 33

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill.

Healing Hands is approved by the Bureau for Private Post-secondary Education, under SAA, to process Veterans Benefits including Title IX and Post 9/11 GI Bill®, Chapters 30, 33. Eligibility for Post 9/11 GI Bill® Veteran Benefits requires that you have served at least 90 days on active duty after September 10, 2001. You are also eligible if you were honorably discharged for disability resulting from service after serving 30 consecutive days following September 10, 2010.

As a part of this bill, qualifying members receive a tuition and fee payment that is paid to your school, a monthly housing allowance and a books and supplies stipend. To enroll at Healing Hands School, you must provide a Certificate of Eligibility that explains the amount of tuition and aid you will receive from the Post 9/11 GI Bill®. You may enroll in either the Massage Therapy Program or the Holistic Health Practitioner Program. For more information you may also view this Post 9/11 GI Bill® pamphlet (PDF) or visit www.gibill.va.gov. Please use facility code # 25-1481-05 for VA forms.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch.

or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Also in accordance with Title 38, students who are receiving benefits from Post 9/11®, Chapters 30, 31, 33, or 35 may not participate in Distance Learning Education at Healing Hands School, or any other NCD school, unless authorized by the United States Congress by law. This could include laws due to a pandemic.

MyCAA: for Active Military Spouses

My Career Advancement Account (MyCAA) will grant a military spouse a scholarship of $4,000 to go to Healing Hands School of Holistic Health. This funding can be combined with Federal Student Aid. If you would like to apply visit: https://aiportal.acc.af.mil/mycaa/

Vocational Rehabilitation Education Benefits

If you qualify for private or state funding for retraining, we can process your vocational retraining benefit. To find out more about California Department of Vocational Retraining (DOR), go here: http://www.rehab.cahwnet.gov/Vocational-Rehabilitation.html

“In-House” Payment Plans

Healing Hands School of Holistic Health offers three “in-house” payment plans for students. Payment plans are based on the hours of enrollment, if a student is enrolled as a full-time, part-time, or accelerated student.

Private Grants

Students are encouraged to seek tuition assistance from other possible sources such as private agencies, community and corporate grants, etc.

Payment Plans and Financial Assistance

Healing Hands School offers several different payment options.

Massage Therapist Program

Payment Plan Information (Not Applicable if Paid In Full)
Students will pay for books when received.
The Registration Fee will be applied to tuition for students who graduate by the Expected Graduation date.

1. Your first payment, due on or before the start of your contract, will be:
[ ] $960 Part-Time = $710 monthly Payment + $250 Registration + STRF
[ ] $1,390 Full-time = $1,140 monthly Payment + $250 Registration + STRF
[ ] $1,950 Accelerated Full-time = $1,700 monthly payment + $250 Registration + STRF
[ ] $_____Alternative Funding Installment = $_____ monthly Payment + $250 OT Registration + $_____STRF

2. Your monthly payments will be:

A. Part-time [ ]
The BALANCE OF $_____ (Est. $9,490.00) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be $710 each month.** Your payments are due on the _____of each month commencing on _____for 14 months, or until paid in full.

B. Full-time [ ]
The BALANCE OF $_____ (Est. $9,060.00) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be $1,140 each month.** Your payments are due on the _____of each month commencing on _____for 9 months, or until paid in full.

C. Accelerated Full-time [ ]
The BALANCE OF $_____ (Est. $8,500) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be $1,700 each month.** Your payments are due on the _____of each month commencing on _____for 7 months, or until paid in full.

D. Alternative Funding [ ]
The BALANCE OF $_____ FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be _____ each month.** Your payments are due on the _____of each month commencing on _____for ____ months, or until paid in full.

Holistic Health Practitioner Program

Payment Plan Information (Not Applicable if Paid in Full)
Students will pay for books when received.

1. Your first payment, due on or before the start of your contract, will be:
[ ] $960 Part-Time = $710 monthly Payment + $250 Registration + STRF
[ ] $1,390 Full-time = $1,140 monthly Payment + $250 Registration + STRF
[ ] $1,670 Accelerated Full-time = $1,420 monthly payment + $250 Registration + STRF
[ ] $_____Alternative Funding Installment = $_____ monthly Payment + $250 OT Registration + $_____STRF

2. Your monthly payments will be:

A. Part-time [ ]
The BALANCE OF $_____ (Est. $16,290.00) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be $710 each month.** Your payments are due on the _____of each month commencing on _____for 23 months, or until paid in full.

B. Full-time [ ]
The BALANCE OF $_____ (Est. $15,860.00) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be $1,140 each month.** Your payments are due on the _____of each month commencing on _____for 15 months, or until paid in full.

C. Accelerated Full-time [ ]
The BALANCE OF $_____ (Est. $15,580.00) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be $1,420 each month.** Your payments are due on the _____of each month commencing on _____for 11 months, or until paid in full.

D. Alternative Funding [ ]
The BALANCE OF $_____ FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be _____ each month.** Your payments are due on the _____of each month commencing on _____for ____ months, or until paid in full.

Simplified Version

Massage Therapy - 600 hours	Monthly pymt + $250 On-time + STRF = (1st payment)	Monthly Payments	Hours of class time per quarter
	$960 (15 months)	$710	100 hours (1 class)
	$1,390 (9 months)	$1,140	200 hours (2 classes)
	$1,950 (6 months)	$1,700	300 hours (3 classes)
HHP - 1000 hours	Monthly pymt + $250 On-time + STRF = (1st payment)	Monthly Payments	Hours of class time per quarter
	$960 (2 years)	$710	120 hours or less
	$1,390 (15 months)	$1,140	200 hours or less
	$1,670 (1 year)	$1,420	250 hours

Transfer of credits to the School

Students who wish to apply for advance standing in their program must submit official transcripts to Healing Hands for review prior to beginning their training. The Program Director will evaluate previous education and training that may be applicable to an educational program offered at Healing Hands in writing.

Massage school or program transferred hours must come from a California Massage Therapy Council (CAMTC) Approved School list. To view the schools Approved by CAMTC, go to:

https://www.camtc.org/schools/. When applying for CAMTC Certification, transcripts must be sent from the school that the student is transferring from AND from Healing Hands School.

Credit may be given if the education and/or training were completed at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), including military training, as well as programs approved by the Bureau for Private Postsecondary Education where courses and clock hour values are comparable to those offered at Healing Hands and a grade of 'C' or 70 percent or better was attained.

Students who petition for transfer credit must provide Healing Hands with an official transcript that includes the courses the student wishes to transfer. In addition, students may be required to demonstrate competency in requested transfer training courses. The Director or Program Director will prepare a written report to document the evaluation of the courses for which the student is petitioning for transfer credit; the report will list the documentation, (including the transcript of the courses the student is seeking to transfer) in the student file that was used in evaluating the transfer credit request and final determination. The maximum number of hours the student is allowed to transfer to a Healing Hands School of Holistic Health program is 50% of the total program hours. Transfer course hours will be the equivalent to those for which the student is receiving credit. Transfer hours are counted as both attempted and successfully completed.

Acceptance of credits earned at another institution that is not located in the United States or its territories will be evaluated by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded. It is the student's responsibility to use the credential evaluation services of an agency that has published standards for membership, affiliations to international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions and employers (e.g., NACES and AICE).

Transfer hours affect a students' tuition. Any transfer hours that have been accepted by Healing Hands School will receive $16 off each transferred hour.

Example:
If a student transfer in 100 hours into a program, tuition will be deducted $1,600 and be recorded as a Credit Balance.

…….VI. Administrative Staff & Faculty……

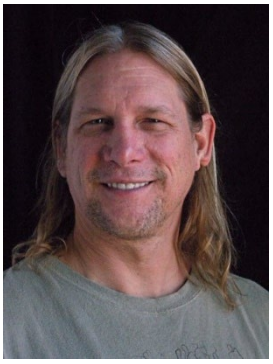
Management Listing

Paula Curtiss
Chief Financial Officer and Co- Director
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Paula is a licensed Holistic Health Practitioner and Founding Co-Director of Healing Hands School of Holistic Health. Since 1978, Paula has studied a myriad of healing traditions which can be the catalyst for the body's quest to ever obtain homeostasis, or balance in health. Paula has a fascination for the human being's awesome power to heal itself, including studying anatomy, physiology, yoga, nutrition, meditation, visualization, and Oriental healing techniques. Paula received Certification in Acupressure from Pacific College of Oriental Medicine, Certification in Zen Shiatsu from the School of Healing Arts in Shiatsu and a Certification in Massage Therapy from the Institute of Psycho Structural Balancing. Paula received her Holistic Health Practitioner certificate from Healing Hands School of Holistic Health in Escondido, CA in 1993.

Paula brings to her practice and her classes a keen interest in the body and a fascination with the incredible resiliency of the human spirit. She sees her role as a Holistic Health Practitioner as helping to provide the missing link in her client's own self-healing process. In teaching others how to provide this link, Paula feels that she is able to contribute to the increased well-being of all mankind.

Neha Curtiss
Director of Education and Co-Director
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program



Neha is a Licensed Holistic Health Practitioner, graduated from the Institute of Psycho-Structural Balancing, San Diego, CA, as a certified Holistic Health Practitioner in 1988. He is founding Co-Director of Healing Hands School of Holistic Health. Neha's life-long examination of the human condition led him to explore the realm of the Healing Arts, including Native American healing traditions, East Indian techniques, Western systems of structurally balancing the body, and the exploration of compassionate communication skills.

Neha has both witnessed and experienced for himself the awesome power of physical and emotional awareness gained through bodywork therapy. As a bodywork practitioner, he is dedicated to bringing his healing touch to integrate the physical, emotional, and spiritual selves of the whole person. As a teacher, he brings this same whole person dedication to every class.

Directors Note:

Paula and Neha have taught locally since 1988. They developed and led the first Circulatory Massage Training Programs to be held at any Community College in the state of California at Mira Costa Community College and Irvine Valley Community College, as Paula and Neha see the need for healing in all levels of our society. The Healing Hands School grew out of their dedication to make healing arts available and affordable in a hands-on, practical skills approach.

The school is easily accessible to residents of North and South San Diego County and South Orange County communities. Healing Hands School classes offer comprehensive, professional training in a unique atmosphere of warmth and caring, which is integral to the healing process.

Harmony Morgan, BA, CMT
Director of Laguna Hills non-main campus
Student Clinic Director for Laguna Hills
Director of Admissions
Director of Operations
Director of Special Funding

Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of Service: Since September 2006

Harmony Morgan is the Director for Laguna Hills Campus, Admissions and Operations. As the leader of the Laguna Hills Campus, Harmony ensures a safe, welcoming, and informative educational experience for students. Office staff, faculty, and students are all part of the greater Healing Hands Community that Harmony supports through her work. Harmony manages Admissions throughout Healing Hands School, providing feedback to marketing and making sure that all admissions staff have the resources they need to communicate effectively with prospective students. She is the Operations Director of the school, managing various systems that the staff uses toward data gathering, reporting, and documentation. Harmony manages all Special Funding umbrellas, including; Veteran Administration, Vocational Rehabilitation, Calgrant, Workforce Innovation & Opportunity Act, MyCAA, Tuition Assistance for Active Duty Militay, and any other 3rd party funding options that someone may be involved with.

She is also an instructor at Hands School of Holistic Health. With a legacy of massage to support her work, she is excited to teach massage principles and train students in their dreams. After many years of working in the Healing Hands School office, speaking with employers, graduates, instructors and massage therapists, she has a unique outlook for her students to learn from. Harmony received her certificate in Massage Therapy from Healing Hands School of Holistic Health in Laguna Hills, CA in 2008. She worked in a busy chiropractor's office as a Massage Therapist, and enjoyed a modest private practice for many years. Harmony's main focus is devoted to the school and students. Harmony believes that Massage Therapists enjoy a unique perspective on health and preventative health care and is excited to share that vision. She believes that through the healing touch of massage, graduates are equipped to change lives and facilitate healing in the world.

Harmony received her Bachelors of the Arts in Political Science from the University of California, Irvine in 2010 and loves to use her skills for organization to help students benefit from the Healing Hands curriculum of the study of Holistic Health.

Harmony teaches courses in Circulatory Massage, Shiatsu Massage, Professional Practices, and oversees the Laguna Hills Student Clinic

Teodora Valdez Curtiss, BS, HHP, CMT
Escondido-Kearny Mesa Branch Manager
Director Institutional Compliance
Director of Financial Aid
Registrar
Length of Service: Since June 2007.

Teodora administers International Student Services and the Title IV Federal Student Aid (FSA) program for Healing Hands School. She provides guidance, resources, and information for international students and to those utilizing FSA. Teodora also serves as the Manager of the Escondido Campus.

She has worked in the field of higher education administration since 2001. Teodora holds a Bachelor's degree in Business Administration (emphases in Business Entrepreneurship and Marketing) and a minor in Psychology from the University of Southern California, Los Angeles in 1995. She earned her Holistic Health Practitioner certificate from Healing Hands School of Holistic Health, Escondido, CA in March 2008.

Administrative Staff

Hannah Thompson, CMT
Admissions
Student Adviser
Receptionist
Length of service since February 2019

Hannah is a devoted employee to Healing Hands School and has always been interested in the mystic arts of Holistic Health. During the past few years, Hannah has passionately worked to guide students on the paths of massage and holistic health. As a crucial member of the Escondido office staff, she brightens the room and enlightens students who gravitate towards her understanding of the Holistic Health field. Hannah is a Certified Massage Therapist, and received her certificate as a Massage Therapist at Healing Hands School of Holistic Health, Escondido, CA in 2018. We are so proud and happy to have such a valuable and amazing member of our staff here at Healing Hands and we are so grateful to share our time & community with her.

Erickmhar Valdez, CMT, HHP
Financial Aid Adviser
Veteran Representative
Student Adviser
Receptionist

Length of service since February 2017

Born in San Francisco and currently residing in Escondido, California, Erick Valdez is a valued Staff member at ***Healing Hands School of Holistic Health*** (HHS). A dedicated employee who wears multiple hats, Erick serves as a Financial Aid Advisor, Veteran Representative, Student Adviser, and Receptionist

Erick received his certificate as a Holistic Health Practitioner from Healing Hands School of Holistic Health in Escondido, CA in April, 2015. Erick's familiarity with the school's Curriculum, Instructors and Program requirements make him an effective adviser for HH students. Just as importantly, Erick exemplifies HH's values of Empathy, Respect, Excellence, and a 'Heart-centered Approach' to education in the Holistic Healing Arts. A self-proclaimed Philosopher and Seeker of Wisdom and Knowledge, Erick says he sought employment at HH because he "Loved the Community and the Energy" and wanted to learn all he could about Holistic Health. Possessing a great passion for the Holistic Healing Arts, he says the most rewarding part of his job is meeting prospective students and introducing them to what he considers to be an empowering and important career. Now currently working closely with all Veterans that are interested in starting a career in Massage or Holistic Health, and helping maintain our Financial Aid Department.

Additional Office Staff

Andrew Walker
Admissions / Student Adviser
Length of service since July 2024

Faculty

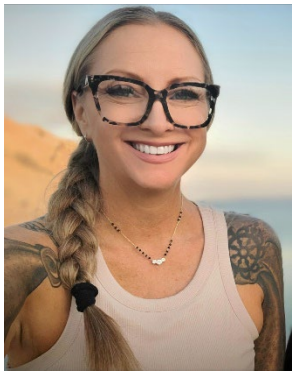
Shaunna Avila McClure, HHP, CMT
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of Tenure: Since April 2005 (Part-time)

Shaunna is a Certified Massage Therapist, and received her certificate as a Holistic Health Practitioner at Healing Hands School of Holistic Health, Escondido, CA in 2010. She has been a Massage Therapist since 2000. Shaunna began studying massage in 1996 and has had 10 working years' experience in different venues with an emphasis on facilitating clients to integrate their experience with massage to help themselves to heal and grow.

Shaunna instructs courses in Circulatory Massage and Deep Tissue Manipulations.

Jeni Jamuna Bingle, CMT, HHP
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program



Length of Service: Since October 2009 – September 2011; January 2013 – current (Part-time)

Jeni gained her Massage Therapist credentials at Healing Hands School of Holistic Health, Laguna Hills in 2005 and has enjoyed her career massage therapy ever since. Jeni has worked in luxury hospitality for over 20 years in Southern California and the Central Coast. She currently practices massage therapy at Montage Resort and Spa, Laguna Beach, where she achieved her diploma in Spa Therapies in 2006 from the Advanced Spa Therapies Education and Certification Council (ASTECC).

Modalities she practices practice include; Advanced Circulatory and Sports Massage, Deep Tissue Manipulation, Connective Tissue Massage, Passive Joint Movement, Tui Na Acupressure, Clinical Acupressure: Chi Nei Tsang, Traditional Chinese Medicine (TCM), Chakra Balancing, Meditation and Healing, Breathwork and Conscience Breathing, Craniosacral Therapy, Intuitive Body Reading, Herbal Healing and Massage, Homeopathic First Aid, Ayurveda, Crystal Healing and Sound Healing, Crystal Salt Stones, Coastal-inspired Hydrotherapy, Contrast and Compress Hydrotherapy, Cryotherapy, Mud and Phango Chemical Elements, Prenatal Massage, Reflexology, Hot and Cold Stone Massage, Dr. Vodder technique Manual Lymph and Lymphedema Drainage (MLD), Oncology Massage, Aromatherapy and Nervous System

Response, and Somatotype Body Typing with the ability to assess the clients best suited treatment and the power to immediately execute it.

Her career gained much fulfillment at the advent of her teaching career in 2009, at Healing Hands School of Holistic Health. She is also an advid SCUBA diver and certified PADI Rescue Diver. She enjoys traveling the world visiting celebrated dive sites.

She feels that she has been especially blessed in her career, and believes that it is through giving that we truly receive, and through teaching that we truly learn.

Jeni instructs courses in Deep Tissue Manipulation, Circulatory Massage, Hot Stone Massage, Lymphatic Drainage, and Professional Practices.

Courtney Bird, LAc
Staff Instructor Holistic Health Practitioner Program

Length of service: Since February 2024

Courtney Bird is a California state licensed Acupuncturist, Herbalist and Massage Therapist. From an early age, Courtney found that time spent in nature produced a profound healing effect on my mind, body and spirit. Inspired by nature based healing she began studying at College of the Healing Arts in Santa Cruz, CA where she graduated as a Massage Therapist in 2002. It was there that she learned about Five Element Medicine and Acupressure. She found that using Five Element theory and Acupressure points in her massage practice produced highly effective, dare to say: magical results. This inspired her to deepen her knowledge and pursue a career as an acupuncturist. Courtney completed a Masters of Science in Traditional Chinese Medicine at South Baylo University, Anaheim, CA and advanced training at The Institute of Classical Five Elements Acupuncture in Santa Monica, CA. Her passion is helping others restore health and balance to their lives using both ancient and modern applications of natural medicine.
She is currently practicing Five Element Acupuncture, Cupping, TCM bodywork and Massage at Revive Qi Health Center in Irvine, CA.

Courtney instructs Traditional Oriental Clinical Techniques.

Ireneya Burns, BA, HHP
Staff Instructor Holistic Health Practitioner Program

Length of Tenure: Since March 2023 (Part-time)

Neya combines her love for massage with 28 years industry experience, over 1000 hours of massage education, and an intuitive sense of touch. She has maintained her own practice, Catalyst Massage and Wellness Cooperative, since 2011. After receiving her Bachelor's degree in Foods and Nutrition and a credential as a Dietetic Technician, Registered, and she began working at Palomar Health Center in Escondido in the Nutrition department helping the dietetic team manage the nutrition software and creating therapeutic dietary menus. Currently, she is working remotely for NANA Management Services, a company in Alaska as part of the regional team. She has taken her expertise in nutrition and is assisting the management team with five different facilities for the Native Alaskan Tribes.

She is excited to share her passion in nutrition balancing her medical background with a holistic perspective. She looks forward to educating students about the foundational basics of nutrition, the benefits of healthy foods and dietary patterns. Understanding these concepts can elevate their sense of well-being and create sustainable life-transforming, behavioral shifts.

Neya graduated from Healing Hands School of Holistic Health in Escondido, CA in 2008 as a certified Holistic Health Practitioner. Further, she graduated Magna Cum Laude from San Diego State University in 2016 with a Bachelors of the Science in Foods and Nutrition.

Ireneya instructs Holistic Nutrition and Superfoods & Dietary Practices.

Sandra Christie, MA, HHP
Program Director
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of service: Since October 2001 (Part-time)

Sandra received her Holistic Health Practitioner certificate training in 2001 at Healing Hands School of Holistic Health, in Escondido, CA, and is a Licensed Holistic Health Practitioner. Her educational background includes a Masters Degree in Education from California State University San Bernardino, CA, 1988; Bachelor of Arts Degree in Art, from Ricker College, Holton, Maine, in 1976; and, a California Teaching Certificate in Art. Sandra is Board Certified in Therapeutic Massage & Bodywork by National Certification Board for Therapeutic Massage & Bodywork since 2010.

She brings her love of communication and teaching to the Circulatory Massage course. A yoga enthusiast, Sandra is a student of the Yoga Instructor Training, bringing balance of the physical and spiritual into her massage work and classes.

Sandra instructs courses in Circulatory Massage.

Raina Colvin, HHP, CMT
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of service: Since April 1997 (Part-time)

Raina Colvin is a talented Fine Artist, multi-modality Massage Therapist and Licensed Holistic Health Practitioner. She received her Holistic Health Practitioner certificate at Healing Hands School of Holistic Health, Escondido, CA in 1997 and has been a valued Instructor and Faculty member ever since. Raina possesses a gift for blending insightful observation with powerful, targeted hands-on body-work. Though she's been practicing and teaching massage for over 16 years, she maintains a child-like sense of wonder about the human form and all its amazing capabilities. Seeing bodywork as a gateway for personal growth and a medium for nurturing, Raina brings a wealth of knowledge, experience, and the joy of doing to Healing Hands School.

Raina instructs courses in Chair Massage, Tui Na Acupressure, Shiatsu, Circulatory Massage, Advanced Circulatory & Sports Massage.

Kelly Crutchfield, CMT, HHP
Staff Instructor of the Holistic Health Practitioner Program

Length of tenure: Since January 2025 (Part-time)

Kelly began her journey at Healing Hands School of Holistic Health in 2021 and became California Massage Therapy Council certified in July 2022. She graduated the Holistic Health Practitioner program from Healing Hands School of Holistic Health, Escondido, CA in January 2023. While being trained in many modalities of massage, trigger point therapy quickly became a favorite due to helping people solve their myofascial pain and dysfunction. Kelly graduated with a Bachelor of the Arts Literature and Writing degree from California State University, San Marcos, San Marcos, CA in December 2012. She always had a passion to teach—little did she know that years later it would lead to the wonderful world of massage and sharing that knowledge. Kelly is a firm believer that bodywork and touch is essential to healing in all living beings.

Kelly instructs Trigger Point Therapy.

Dr. John Economos
Staff Instructor: Holistic Health Practitioner Program

Length of service: January 2023 (Part-time)

John received a Ph.D. in Philosophy from the University of Michigan in Anh Arbor, MI on December 15, 1991 and has published writings on the methodology of the Life Sciences, has an HHP license from the city of San Diego, CAMTC certified and is a Guild Certified Feldenkrais Teacher, Reese Movement Institute, San Diego in 1996. John is a Certified Structural Integrator from the International Association of Structural Integrators as of May 2003, certified in Thai Massage from the Changmai School in Thailand in 1991 and has studied Tui Na in China with an AMTA grant. He was a member of the Graduate Faculty in Philosophy at The Univ. Of Illinois in Chicago for 15 years, taught at the Univ. of New Hampshire, The Aslo Conservatory at the Univ. of South Florida and San Diego State. He is presently Core Adjunct Professor in the Dept. of Sociology at National University, Guest Faculty at Healing Hands Massage

School, Adjunct Faculty at PCHS, and has a private practice in San Diego. He was on the staff of the Gero-Psychiatric Ward at Mission Bay Hospital for many years as well as teaching in the Integrative Medicine Unit at Scripps. He has taught Tai Chi, meditation, and stress reduction techniques at many venues around the country and has practiced Zazen and Transcendental Meditation for 40 years.

John continues his education with recent work over the past 3 years in Orthopedic/medical massage, sound/dance/art therapies and recent pain science developments. John has taught a wide variety of massage classes, ranging from Thai massage and Tai Chi to Structural Integration, Kinesiology and Orthopedic Massage at numerous massage schools locally over the past 35 years including IPSB, SOHA/ICOHS, The California College of Holistic Health as well as having designed several educational programs and served as Ethics Liaison for many years at the School of Healing Arts (SOHA). Healing Hands School of Holistic Health is his most recent addition. He continues to mentor students from the Massage/Feldenkrais communities, loves traveling and a good road trip, listening to good music (jazz, Blues, Rock and Roll) and remains an analogue island in an increasingly digital universe (which includes his ever-expanding vinyl collection).

John instructs Neuromuscular Therapy, Principles of Structural Integration, 10 Sessions of Structural Integration, and Passive Joint Movement.

Denise Fultz, CCH, HHP
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of service: Since May 1996 (Part-time)

Denise received her certificate as a Holistic Health Practitioner from Healing Hands School of Holistic health, Escondido, CA in 1997. Her strong desire to teach brought her to the teacher training program at Healing Hands where she became qualified to teach Circulatory Massage, Anatomy for Body-Workers and Geriatric Massage. Her many years as a Hospice volunteer in patient care led her to specialize in massage for the terminally ill. She has since developed and supervises the Massage Intern Program for Hospice of the North Coast. Interested Healing Hands students have the opportunity to intern with this specialized community under Denise's supervision.

In 2006, a long awaited dream came true and Denise began her journey to become a Homeopathic Practitioner, graduating from Homeopathic Academy, Carlsbad, CA in 2009. *In 2014, she was granted her CCH, National Certification in Homeopathy.* She has since added Homeopathic First Aid to her list of classes she teaches. Working with chronic and terminally ill patients led to a deeper study of the Immune and Lymphatic System and the development of the current Lymph Drainage class.

Denise has been in private practice since 1998 in Vista, Inner Wellness: Massage and Homeopathy. Valued for her compassion and humor, she encourages her students to assimilate the effects of massage at deeper levels, to see the possibility of healing in all clients and to really love and appreciate what an honor it is to be in the field of Holistic Health.

Denise instructs courses in Anatomy for Body Workers, Geriatric Massage, Reflexology, Homeopathic First Aid, Lymphatic Drainage, Circulatory Massage

Sharyl Grayson, MBA, HHP
Staff Instructor Holistic Health Practitioner Program

Length of service: Since September 2022 (Part-time)

Shari is a Massage Therapist, Educator, Yoga Instructor and Owner of Healthy Touch Massage & Bodywork. Shari's intention is to offer healthy touch experiences to those needing relief from stress, tension and pain. With so many of us in busy jobs, using our heads all the time, we tend to get "out of touch" with our bodies. Massage and Yoga are wonderful ways to take some time for yourself, to breathe, reconnect with and increase your awareness of your body.

Shari received her bodywork training at IPSB College ~ the International Professional School of Bodywork in San Diego, CA, where she earned 1000 hour Holistic Health Practitioner certificate in July, 1993. With Continuing Education, Shari now has well over 1500 hours of Bodywork training. She earned a Bachelor's degree in Psychology from University of California, Los Angeles in September, 1983, and a Master of Business Administration from the University of San Diego, San Diego CA in May, 1988. Shari was honored to be on the faculty, teaching massage and business at International Professional School of Bodywork College (IPSB) from 1994-2016. She also served as the Academic & Faculty Dean, Program Coordinator and Program Director for many of those years. After IPSB closed, she was a Massage Provider at the Bastyr University California Clinic, Sharp Health Care Cushman Wellness Center and continued her own Private Practice. From Spring 2018-Fall 2019 she served as Academic Coordinator and Instructor at ICOHS-International College of Holistic Studies. She has taught at the Costa Rica School of Massage and is currently a guest lecturer teaching Craniosacral Therapy for Healing Hands School of Massage in San Diego.

Shari has been Nationally Board Certified in Massage Therapy since 2004, and is an Approved Provider of Continuing Education courses with the NCBTMB. Shari is a California state Certified Massage Therapist.

Sharyl instructs CranioSacral I and CranioSacral Therapy II

Chris Harmon
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of Service: Since September 2020 (Part-time)

Chris Harmon received his Holistic Health Practitioner Certification from Healing Hands School of Holistic Health, Escondido, CA in June 2007, but he began his journey in therapeutic massage practice back in 1977. A former competitive runner, Chris is known in the athletic world community for helping athletes recover from repetitive-use related injuries. His main focus is Myofascial Pain and Dysfunction. Chris enjoys being behind the scenes tuning-up elite athletes before and after major competitions in the San Diego area. He finds great fulfillment in being involved in helping athletes in all sports on the high school, college, and elite professional levels.

Chris has always been drawn to seeking the path of healthful living in balance with the full spectrum of life. He believes that bodywork is an essential part of healing in the human experience. Chris has come to the understanding that as facilitators of healing, each one of us has a set of keys unique to ourselves that unlock the healing process in those we touch. Bodywork is a dance between the giver and the receiver, a true harmonic relationship.

Chris instructs Advanced Circulatory & Sports Massage, Tui Na Acupressure, Triggerpoint Therapy, and Thai Massage.

Milynda Heck
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

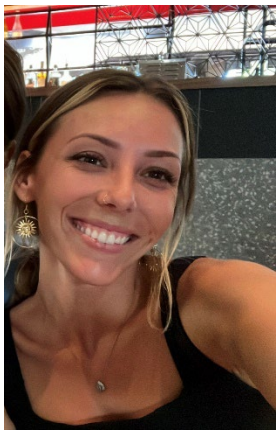
Length of tenure: Since June 2019 (Part-time)

Mindy has the unique experience of growing up in a military family. Living in a variety of places as a child, Mindy enjoyed watching people and quickly developed an interest in people's diverse patterns of behavior. Mindy's attraction to human behavior compelled her to pursue a career in health care. When she took the circulatory class at Healing Hands School she fell in love with massage and graduated from the Massage Therapist Program, at Healing Hands School of Holistic Health, Escondido, CA in 2007. She then continued on to complete the Holistic Health Practitioner at Healing Hands School of Holistic Health, Escondido, CA in 2010. Mindy began experimenting with different venues of massage in 2007. After some time exploring different health care avenues for massage, she found herself working in the spa industry where she flourished. When Mindy is not teaching classes at Healing Hands School in Escondido or Kearny Mesa she continues her healing work in the spa industry.

Mindy instructs Circulatory Massage, Anatomy for Bodyworkers, Advanced Circulatory & Sports Massage, and Professional Practices.

Stephanie Lowery, CMT
Staff Instructor Massage Therapist Program

Length of tenure: March 2023 (Part-time)



Passionate about the art of touch and its transformative power, Steph is dedicated to sharing her expertise in massage therapy as a means of promoting wellness and healing. With years of experience and a deep understanding of the human body, she strives to create a nurturing and inclusive learning environment where students can develop their skills, ignite their passion, and cultivate a profound connection between mind, body, and soul. Guiding others on their journey to becoming compassionate and skilled massage practitioners brings Steph immense joy, as she believes in the profound impact that therapeutic touch can have on enhancing the lives of individuals and communities alike.

Steph Lowery received her certificate in Massage Therapy from Healing Hands School of Holistic Health in Escondido, CA in 2019 and continues her education in the Holistic Health Practitioner Program.

Steph Lowery instructs Circulatory Massage.

Yahrlen Nathalia Jiménez, CMT
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of tenure: November 2022 (Part-time)

Yahrlen Nathalia Jiménez approaches healing as both an art and a dance, where movement and intuition flow together in harmony. Drawn to the rhythmic beauty of Shiatsu, she fell in love with its seamless blend of structure and fluidity—much like the way she teaches. With a warm and intuitive nature, Yahrlen creates a space where learning feels both grounded and playful, balancing technique with creativity. She deeply cherishes the exchange between teacher and student, finding inspiration in their curiosity, growth, and unique perspectives.

Born and raised in San Diego, Yahrlen feels deeply honored and rooted in serving her community. She received her Holistic Health Practitioner certification in 2022 from Healing Hands School of Holistic Health in Escondido, CA, and has been growing her own business for over 4 years.

It was through studying lymphatic drainage that Yahrlen first became captivated by the connection between healing and beauty. This sparked her passion for face massage, where she discovered the magic of working with the lymphatic system to awaken the skin's natural glow. She now integrates these techniques into her work and teaches others how to enhance both radiance and structural balance through touch.

For Yahrlen, healing is a love language—one that she shares with passion and wonder. Each day, she feels more enchanted by the expansion of her practice, ready to guide others on their journey toward renewal, connection, and a touch of magic.

Yahrlen instructs Shiatsu Massage and Face Massage.

Daniel Martin, HHP, CMT
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of service: Since September 2011 (Part-time)

Daniel is a Certified Massage Therapist, and received his certificate as a Massage Therapist from Healing Hands School of Holistic Health, Laguna Hills, CA in 2010. He continued on to complete and graduate as a Holistic Health Practitioner from Healing Hands School of Holistic Health, Laguna Hills, CA in 2013.

Daniel and his wife created a very successful Skin Care and Massage practice in Lake Forest. Daniel finds his one-on-one work with his clients very fulfilling, and he is humbled to be able to pass on his knowledge and experience to students at Healing Hands. Daniel's classroom is full of creativity, engaging all senses and passion for learning. He truly loves Healing Hands and its positive and nurturing environment.

Daniel instructs Circulatory Massage and Anatomy for Bodyworkers.

Chelsea Mitchell, CMT
Staff Instructor Massage Therapist Program

Length of service: Since March 2026 (Part-time)

Chelsea received her Massage Therapy Certification from Healing Hands School of Holistic Health in San Diego, CA in 2024. She trained to specialize in deep tissue massage after experiencing first hand its efficacy to

treat physical and emotional tension in the body. Also, the transformative power of the practitioner-client relationship. Chelsea supports her clients in having empowered relationships with themselves and their bodies.

Chelsea teaches Deep Tissue and Circulatory massage. Alongside her mentor Shaunna Avila, Chelsea encourages students to develop their palpatory skills and understanding of the musculoskeletal system, while also demonstrating interpersonal skills needed to create a supportive and professional healing environment.

Christopher Morgan, HHP, CMT
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of service: Since August 2016 (Part-time)

Christopher (Chris) Morgan received his certificate as a Holistic Health Practitioner from Healing Hands School of Holistic Health in Laguna Hills, CA in January 2016. Chris is a Certified Massage Therapist whose focus is clinical sports massage therapies and soft tissue injury rehabilitation with an exceptional grasp of Anatomy and Physiology, and owns his own massage business Body-Wise OC located in Laguna Hills, CA

In his massage therapy sessions, Chris blends deep tissue techniques with detailed visualizations and movement cues to facilitate healing and re-program his clients' movement patterns. Chris uses strong communication and analytical skills to establish client rapport, discern the cause of his client's pain, and customize a treatment plan. Prior to pursuing an education in Massage Therapy, Chris served as a Customer Support Analyst and Corporate Trainer, using strong analytical, customer service and communication skills to do his job. Chris re-purposed those skills to train students, establish rapport, investigate the causes of pain, and customize treatment plans to address core issues. Chris takes great pride in instructing his students to facilitate that same kind of therapeutic healing.

Chris instructs Advanced Circulatory & Sports Massage, Deep Tissue Manipulations and Professional Practices

Ashley Peak, CMT, HHP
Staff Instructor of the Massage Therapist & Holistic Health Practitioner Program

Length of service: Since June 2024 (Part-time)

Ashley Peak is a Certified Massage Therapist and Holistic Health Practitioner from Healing Hands School of Holistic Health, Laguna Hills, CA. Ashley graduated and received her Holistic Health Practitioner Certification in February 2018, and passed the first attempt on the MBLEx exam in August 2018 – receiving her California Massage Therapist Certification from the California Massage Therapy Council in October 2018

Ashley started her massage career with Massage Envy and worked from a part-time to full-time position. In her first year of massage she found her niche to help clients with specific needs of pain and discomfort which has developed her strength in massage therapy as a Therapeutic Deep Tissue therapist. In October of 2020 she started offering private mobile massage services.

Ashley left Massage Envy in June 2021 and began working part-time with Burke Williams Spa in Mission Viejo while she continued to build a private client base. In November of 2021 she registered her private practice, Massage By Peak, as an LLC and left he corporate world of Massage. Since Massage By Peak gained a studio location in February 2023 and was just recently accredited by the Better Business Bureau in July 2024.

Now Ashley is excited to join the teaching staff at Healing Hands School as a Circulatory Massage Instructor. She is passionate about sharing her experience and the nuances of techniques she has developed over the years with new students coming into the field and inspiring them for their futures in this amazing work we call Massage and Bodywork.

Ashley instructs Circulatory Massage.

Keoni John Salgado, HHP, CMT
Staff Instructor Holistic Health Practitioner Program

Length of service: Since January 2023 (Part-time)

Keoni has been in the Massage industry since 1994, receiving Certified Massage Therapist and Holistic Health Practitioner certificates from the Natural Healing Institute in Encinitas, CA in 1994. He has a B.S. degree from San Diego State university in Athletic training, and was an ACE and IDEA certified personal trainer and group exercise instructor. He has taught Massage programs in 3 San Diego massage schools which included Hawaiian Lomi Lomi, Swedish/circulatory, Sports Massage, Deep tissue, Chair massage, and Dynamic Sports cupping. His Hawaiian Lomi lomi program and Sports Cupping has earned him 2 teacher of the year awards and has landed him with professional sports teams such as the Los Angeles Chargers, San Diego Loyal, San Diego Padres and ATP tennis tournaments. He currently owns and operates his private practice in Encinitas, "Salgado Sports Recovery" where he treats Professional athletes and active clients, mentors young therapists and teaches private workshops to Spas and Resorts.

Keoni instructs Lomi Lomi Hawaiian Massage and Dynamic Cupping.

Donald Shum, HHP, CMT
Staff Instructor Massage Therapist Program & Holistic Health Practitioner

Length of service: Since January 2023 (Part-time)

Donald Shum graduated from the Massage Therapist Program in August, 2022 and went on to complete the Holistic Health Practitioner Program in October of 2023 from Healing Hands School of Holistic Health, Laguna Hills, CA. Donald worked in the restaurant industry and came to Massage in search of a fulfilling and rewarding career. He has been excited to be involved in a physical practice of massage, and when he massaged his first partner in class knew that this was the right field for him. A couple years into his practice and after teaching at the school he graduated from, he feels beyond privileged to be able to say that he LOVES his jobs!"

Donald instructs Circulatory Massage.

Willian Solis, CPT, CMT
Staff Instructor of the Massage Therapist & Holistic Health Practitioner Program

Length of service: Since April 2024 (Part-time)

Will is a Strength and Movement Coach as well a Manual Therapist, that specializes in Pain Management and Injury Rehab. As someone who has lived with chronic pain, he spent the last decade learning about Applied Neurology and Pain Science, the nature of chronic pain and human movement to better understand his own pain and that of his clients. He has worked with hundreds of people to get out of pain and create lasting changes throughout their bodies by targeting the nervous system. While enrolled in Healing Hands, he found a deep connection between the Eastern Modalities and his work with Applied Neurology, in the way they view the human body, and since then has spent the last few years expanding his knowledge into Eastern Modalities. Will achieved his California Massage Therapist Council Certification in April 2022.

Will instructs Tui Na: Acupressure and Thai Massage.

Michael Tenenberg, HHP, CMT
Staff Instructor Massage Therapist Program & Holistic Health Practitioner Program

Length of service: Since April 2023 (Part-time)

Mike is a holistic health professional focused on creating lasting structural change and therapeutic massage. He has worked with many people who have dealt with extreme pain and helped them to create lasting physical change and improvement through myofascial intervention and structural organization and integration.

Mike received his Holistic Health Practitioner Certificate and Massage Therapy License from Healing Hands School of Holistic Health in Escondido in October, 2021

Mike instructs Myofascial Meridians and Deep Tissue Massage.

.....VII. Course Descriptive Listing.....

12 Sessions of Structural Integration
Staff Instructors : Michael Tenenberg
Course Code : 401
Total Clock Hours : 120
Lecture : 50
Lab : 70
Clinic : 0
Prerequisites : 101 Circulatory Massage, 418 m Principals of Structural Integration

In this class we will learn a modified version of the structural integration series. Originally developed by Ida Rolf to be a ten session series, this class takes that framework and expands it into a twelve session series based on the work of Ida Rolf, Ed Maupin and Tom Meyers. Students will learn postural analysis and session planning based on individual postural compensation patterns within the framework of the twelve sessions, going from differentiation to integration and beyond. This introduction to structural integration is composed around the idea that the body is one holistic system, and the balance of that system is predicated on the alignment of the three and two half diaphragms of the body.

Advanced Circulatory & Sports Massage
Staff Instructors : Chris Morgan / Raina Colvin, Chris Harmon, Milynda Heck
Course Code : 205
Total Clock Hours : 100
Lecture : 52
Lab : 38
Clinic : 10
Prerequisite : 101 Circulatory Massage

Advanced Circulatory Massage introduces students to new ways of using their thumbs, fingers and palms as well as new tools such as elbows and knuckles, to take the Circulatory Massage to new healing heights. The Sports Massage portion of the class teaches techniques to treat a variety of clients ranging from the moderately active to the serious, competitive athlete. Also presented are deep, invigorating Massage techniques enhance the performance of athletes at athletic events or prior to weight training. Special focus is given to cross-fiber techniques that release old adhesions and scar tissue thereby promoting better performance and faster healing. This class equips the student with a whole new range of Massage techniques to enhance their body-work and its impact on their clients.

Advanced Herbal Formulations
Staff Instructors : Paula Curtiss / Hayley Simon
Course Code : 409ad
Total Clock Hours : 100
Lecture : 70
Lab : 10
Clinic : 20
Prerequisite : 405ad Herbal Studies & Application

This class takes the introductory herbal experience and goes deeper. We discuss the vitality of herbal healing, constitutional healing, and formulations based on constitutional balancing and the different ways of making tinctures. We also develop nutritional and herbal protocol for some of our most prominent health conditions, including but not limited to Colds & Flus, Sinus Infection/ Bronchitis, Urinary Tract infections, High Blood Pressure, etc.
Herbal Studies & Applications is a prerequisite of this course.

Anatomy for Body-workers
Staff Instructors : Paula Curtiss/ Denise Fultz/ Daniel Martin / Milynda Heck
Course Code : 201
Total Clock Hours : 100
Lecture : 100
Lab : 0
Clinic : 0
Prerequisite : 101 Circulatory Massage

This course takes a deeper look into the fascinating world of the human body. The instructor presents a detailed exploration of its many systems including: Muscular, Circulatory,

Skeletal, Immune, etc. Students learn how these systems serve the whole body while performing their individual functions. Through a greater understanding of the body's systems and how they interact, the student becomes aware of the many ways it responds to and benefits from massage therapies. Anatomy for Body-workers greatly increases the student's knowledge of anatomical terms and concepts, and improves their ability to communicate with the medical community, such as Chiropractors, Physical Therapists, Osteopaths, and Fitness Managers. *Please note: This course is required for the Massage Therapy Program and the Holistic Health Practitioner Program. This course is available in both Distance Education and In-Person.*

Ayurvedic Massage

Staff Instructors : Paula Curtiss
Course Code : 360ad
Total Clock Hours : 50
Lecture : 24
Lab : 26
Clinic : 0
Prerequisite : None

This course combines Ayuvedic: The Vishesh, Ayurvedic: Abhyanga, and Ayurvedic: Udvartana into one course. "Ayurveda" which means "Science of Life" in Sanskrit, is an ancient self-care healing system developed over 5,000 years ago. It is considered the "mother of all healing". This course is an introduction to Ayurvedic principles and practices. It includes an overall view of Ayurvedic healing and Panchakarma including hands-on instruction of three different bodywork modalities based on the Ayurvedic constitutional types or Doshas: Abhyanga, Vishesh and Udvartana massages. Students will become familiar with the three Doshas (distinct combinations of physical, mental and emotional characteristics : Vata, Pitta and Kapha), three qualities of mind (Sattva, Rajas and Tamas), and three qualities of energy (Prana, Tejas and Ojas). In addition, they will learn hands-on the "marmas" (pressure points), Shirodhara ("thread of oil on the forehead") and Indian Head Massage. These practices restore balance, boost immunity and enhance the quality and duration of life for themselves and their clients."

Chair Massage

Staff Instructors : Paula Curtiss / Raina Colvin / Denise Fultz / Chris Harmon
Course Code : 302
Total Clock Hours : 10
Lecture : 4
Lab : 6
Clinic : 0
Prerequisite : None

Chair Massage is a form of bodywork that addresses the needs of the desk-bound, working person. In this course student's learn to deliver an effective and restorative massage to clients who are fully dressed and in a seated position. They'll examine the structure of the shoulder girdle and how movement occurs in the upper body. Through lecture, demonstration and hands-on practice they'll master techniques to provide relief in the high-tension areas of the neck, shoulders, arms, and upper back. In addition, the instructor will convey various marketing strategies, discuss practical applications, and identify licensure concerns. This fun and informative class also explores new ways to expand business opportunities while contributing to the greater health and well-being of those in our community.

Chakra Balancing

Staff Instructors : Paula Curtiss / Harmony Morgan
Course Code : 332ad
Total Clock Hours : 30
Lecture : 20
Lab : 10
Clinic : 0
Prerequisite : None

Enjoy the complexities of the multifaceted Chakra system. As a subtle energy organ, they affect us in body, mind and spirit. By altering subtle energies you can shift physical reality. Here you will be introduced to the classical Hindu Chakra system and understand the structure and depth of these wondrous energy vortexes. Then through tools and exercises

learn to sense and understand information given by these wheels of light.

Circulatory Massage
Staff Instructors : Shaunna Avila-McClure/ Sandra Christie/ Jeni Bingle/ Dan Martin/ Raina Colvin/ Denise Fultz/ Harmony Morgan/ Milynda Heck/ Stephanie Lowery
Course Code : 101
Total Clock Hours : 100
Lecture : 40
Lab : 55
Clinic : 5
Prerequisite : None

The most commonly requested massage in the Spa, a Swedish massage involves lubricating the skin with massage oil and performing a variety of strokes to increase circulation and smooth muscle knots. Through lecture, group discussion, and supervised hands-on practice this course teaches students how to give a full-body Swedish-style massage. Techniques learned include gliding (Effleurage), kneading (Petrissage), and cross-fiber friction (Fanning). Special focus is given to the body's anatomy, and proper body mechanics used by professionals. In addition students will learn "draping" techniques for assuring their client's privacy. By the end of this course the student will be able to deliver a full-body Swedish massage that promotes relaxation, lowers blood pressure, detoxifies the system, relieves pain and facilitates many other health benefits.
Please note: This course is required for the Massage Therapy Program and the Holistic Health Practitioner Program

Client Communication & Healing
Staff Instructors : Paula Curtiss
Course Code : 328ad
Total Clock Hours : 20
Lecture : 20
Lab : 0
Clinic : 0
Prerequisite : None

Communicating with your client is a key factor that will determine the success of a career in massage or any of the other holistic/alternative health field endeavors. Interaction and speaking with the client, while maintaining Personal and Professional ethics will be addressed and practiced.
How will this course "inspire the path of health" in the student's holistic practice?
Most conflicts and stress can be resolved through listening and communication skills. Students will learn to facilitate "Calm Passionate" communication and rapport skills while maintain both personal and professional ethics.
Course Goal and Objectives: To teach students effective communication attitudes and language skills that evoke a safe and healing environment for bodywork, and other holistic health sessions.

Clinical Practicum for the Massage Therapist
Staff Instructor : Paula Curtiss / Harmony Morgan / Neha Curtiss
Course Code : 700 c
Total Clock Hours : 50
Lecture : 0
Lab : 0
Clinic : 50
Prerequisite : 101 Circulatory Massage

The 50-hour Clinical Practicum the Massage Therapist is designed to give the Massage Therapy student extended experience in clinic. Students practice their hands-on massage therapy skills, their professional communication skills such as client intake and basic paperwork procedures, draping techniques, and on the job work ethics. This course prepares the massage therapist for hands-on job interview and job expectations. Students in the Holistic Health Practitioner program may complete more then 50 hours of student clinic.
Please note: This course is required for the Massage Therapy Program and the Holistic Health Practitioner Program

Community Service: Special Population Groups
Staff Instructors : Jeni Hartung

Course Code : 407m
Total Clock Hours : 30
Lecture : 19
Lab : 11
Clinic : 0
Prerequisite : None

Working in the massage therapy industry, we will often come across many clients who have special needs, disabilities, impairments, or diseases. In massage therapy, these people are referred to as Special Populations. Often there is no heads up from the time the client books their treatment with you, until the time you first meet them to begin your session, that they do in fact have a disability, impairment, or disease. What accommodations can we as massage therapists make to serve these unique populations? What is the best way to proceed if you client is geriatric, obese, or even in a wheelchair?

Through lecture, discussion, and hands on practice, you will learn a verity of Soft Tissue Techniques, client positioning, and ethical boundaries to observe when working with Special Population clients. Some of the people with disabilities, impairments and diseases we will learn to work with, and how to adapt to, include people with: obesity, muscular dystrophy, Parkinson's disease, neuropathy, nerve damage, fibromatosis, scar tissue and skin graphs, uses wheelchair, children, geriatric, celebrities, people with autism, people with mental illness and more.

By the end of this course the student will be able to more confidently and accurately massage our Special Population clientele, that we so often see throughout our career.

CranioSacral Therapy
Staff Instructors : Sheryl Grayson
Course Code : 349m
Total Clock Hours : 30
Lecture : 12
Lab : 28
Clinic : 0
Prerequisite : None

In this class students will learn the basics of Craniosacral Therapy (CST); which is a gentle, non-invasive hands-on technique that can be used to address not only the structure and fascia of the body, but also affects every system and function in the human body. History of the development of CST, research studies for evidenced based practice for a variety of conditions and basic knowledge and understanding of CST I anatomy, including the: bones of the skull, cranial membranes, intracranial membranes, Dural tube, CS fluid and rhythm will be presented. Practices to develop and deepen the practitioners' awareness, perception and subtle listening skills enhancing their ability to "listen" to the body from 'Neutral'. Techniques learned will include: CS Rhythm palpation, Still Point induction; Diaphragm Releases for the fascia of the Sacral Complex; Respiratory Diaphragm, Thoracic Outlet; Hyoid Bone, and Cranial Base. Gentle assessment and movement of the Cranial bones, Dural Tube and the holding Sacred Space will be explored.

CranioSacral Therapy II
Staff Instructors : Sharyl Grayson
Course Code : 350m
Total Clock Hours : 60
Lecture : 28
Lab : 32
Clinic : 0
Prerequisite : None

This course continues teaching students how to use traditional Cranio-Sacral Therapy techniques to facilitate a non- traumatic realignment of the soft tissue component of the cranial-sacral mechanism. Advanced cranio-sacral manipulations include: TMJ decompression, sphenoid release and still point focus points.

Deep Tissue Manipulation
Staff Instructors : Neha Curtiss, Shaunna Avila-McClure, Jeni Bingle, Chris Morgan, Michael Tenenberg
Course Code : 202
Total Clock Hours : 100

Lecture : 50
Lab : 45
Clinic : 5
Prerequisite : 101 Circulatory Massage

In this course students will discover the Deep Tissue techniques of Muscle Sculpting and Structural Organization as pioneered by Ida Rolf. Students learn how to manipulate “fascia” (the web-like network that permeates the entire body) to create more balance (as it relates to gravity) and ease of movement in the body. This work requires client participation, and special emphasis is given to the mind-body connection. Students are taught effective communication skills to facilitate the emotional awareness associated with this kind of deep bodywork. Benefit of Deep Tissue include dramatic improvement in their client’s posture, flexibility, range of motion, and energy level, while at the same time providing relief from tension, aches, pains and stiffness.

Dynamic Cupping
Staff Instructors : Keoni John Salgado
Course Code : 495ad
Total Clock Hours : 20
Lecture : 10
Lab : 10
Clinic : 0
Prerequisite : None

Dynamic Cupping’s use of vacuum therapy is centuries old, dating back to ancient Egyptian, African and Asian cultures. This form of therapy uses suction to increase circulation, and soften myo-facial and muscular structures. Traditional Asian cupping uses fire to provide suction, alternate cupping techniques use hand held pumps, rubber cups, and “Baguanfa” silicone cups. This course covers basic history of vacuum therapy including the benefits and contraindications of using cups. We will learn a basic and dynamic cupping protocol to add to existing body work sessions or develop a stand-alone treatment plan. We will learn the basic handling of silicone cups and be able to apply, remove, and incorporate cupping movement to achieve desired outcomes of circulation, adhesion/muscle knot breakdown, and relaxation.

Energywork for Bodyworkers
Staff Instructors : Paula Curtiss
Course Code : 342ad
Total Clock Hours : 30
Lecture : 5
Lab : 25
Clinic : 0
Prerequisite : None

In this introductory class, we go over a wide variety of techniques that include different styles of Breathwork, a brief discussion of the chakra system and meditation. It will include a variety of breathing techniques and exercises the students can use to complement their massage practice once integrated into their well-being. The chakra system and meditation will be briefly discussed in a traditional and non-traditional sense allowing the student to decide for themselves how they may fit them into their healing practice. Learning about energy, intention, grounding, clearing methods & how to also work with crystals to complement your massage.

Face Massage
Staff Instructors : Yahrlen Jimenez, Paula Curtiss
Course Code : 306ad
Total Clock Hours : 30
Lecture :12
Lab : 18
Clinic : 0
Prerequisite : None

In this class, you will explore the anatomy of the face while mastering massage techniques. Learn how to release excess tension in the face, scalp, and jaw, and discover methods to move fluid that naturally enhances beauty. Perfect for those looking to elevate their face massage, skincare routine and achieve a rejuvenated, radiant complexion.

Herbal Healing & Massage
Staff Instructors : Paula Curtiss
Course Code : 321ad

Total Clock Hours : 30
Lecture : 20
Lab : 10
Clinic : 0
Prerequisite : None

This course teaches how various herbs can affect the physical/emotional body and how students can use them to enhance their massage practice. Students are taught the specific healing effects of different herbs and how to incorporate them into a collection of advanced therapeutic practices. In addition to covering herbal functions and their applications, students learn to create herbal massage products that they will take home, including an herb-infused massage oil and salve. Other areas covered include herbal medicine and nutrition to reduce inflammation, relax muscles, reduce spasms, and more. This course is available in both Distance Education and In-Person.

Herbal Preparations
Staff Instructors : Paula Curtiss
Course Code : 408ad
Total Clock Hours : 10
Lecture : 2
Lab : 8
Clinic : 0
Prerequisite : None

This is an herbal craft class where we make a variety of preparations. Class includes recipes and leaving with samples of everything we make it class. Products may include syrups, bath salts, lip balms, room deodorizers, personal deodorant, hand sanitizers and more! It's empowering and cost effective to make your own products and share them with your family. Material fee pays for all the products made in class.
In this course students learn how to incorporate herbs and their healing effects into their massage practice. The course provides in-depth information on specific herbs that work well with an oil medium. Students will use these herbs to create their own unique massage oil. In addition, they'll learn the benefits of various types of oil as well as resources needed to make their own formulations at home. This course is beneficial to anyone wanting to utilize herbs to enhance their client's massage while keeping cost of materials for their practice low.
Note: This class requires a materials fee for products made for students to take home.

Herbal Studies and Applications
Staff Instructors : Paula Curtiss
Course Code : 405ad
Total Clock Hours : 100
Lecture : 36
Lab : 64
Clinic : 10
Prerequisite : None

Herbal Medicine is the study and use of plants for food and medicine. As one of the oldest forms of medicine on the planet, people around the world have been using herbs for thousands of years. This 100 hour course is an introduction and offers a strong foundation of the western energetic model discussing herbal concepts and organ system physiology including Respiratory, Digestive, Urinary, Skin, Immune, Lymphatic, Nervous and Endocrine systems. The class is divided into segments that include lecture, the production of herbal preparations, and ecologically-based field work with special focus on native medicinal plants. Students visit a natural preserve where they explore the diverse eco-systems and native plants of Southern California. By the end of this course students will be familiar with many traditional uses for medicinal plants, understand how to work with herbal medicine in a safe and effective manner and will develop their own herbal apothecary (medicine cabinet). This class is the prerequisite for the Advanced Formulations class. This course is available in both Distance Education and In-Person.

Herbal Thai Massage
Staff Instructors : Paula Curtiss
Course Code : 414m
Total Clock Hours : 50
Lecture : 20
Lab : 30
Clinic : 0
Prerequisite : None

Thai Herbal Massage (Luk Pra Kob) originated from Thailand's ancient Herbal Medicinal Practices that date back several centuries. In this course Students will learn how to prepare a Thai herbal ball as well as the many therapeutic benefits of the essential oils released with the ball's steam, after heating. Through lecture, demonstrations and guided hands-on practice students will learn how to apply the herbal ball along the Sen Sib (Thai acupressure points) and joints of the body for maximum efficacy. In addition they'll learn how to integrate Thai oil massage and associated stretching into their Herbal Thai Massage practice. Benefits of this modality include detoxification deep muscle relaxation, increased circulation and lymph flow, relief from pain and stiffness, enhanced flexibility, range of motion and a sense of overall well-being.

Holistic Living Retreat

Staff Instructors : Paula Curtiss / Neha Curtiss / Harmony Morgan
Course Code : 314ad
Total Clock Hours : 20
Lecture : 4
Lab : 16
Clinic : 0
Prerequisite : None

A holistic approach to life, health and healing means seeing the body and mind as an integrated whole. This two-day holistic living retreat reminds the student that living a balanced and health-conscious life can foster a powerful state of well-being. By modeling a more holistic approach to life, students help their clients re-discover their own innate power and ability for self-healing. This retreat gives students the opportunity to unwind, rejuvenate and reconnect with nature and a community of like-minded Healers. Students will sleep under the stars, and enjoy nutritious, simple meals and a variety of fun activities like yoga, T'ai Chi, breath therapy, and meditation. This popular, Spring-time retreat takes place in a beautiful, natural setting located in the heart of an undeveloped canyon complete with fresh- water creek. With no modern conveniences to distract them, students are immersed in outdoor, holistic living. All Healing Hands students and graduates are invited to attend and experience two days of personal growth, learning, healing and love.

Holistic Nutrition

Staff Instructors : Paula Curtiss
Course Code : 406ad
Total Clock Hours : 60
Lecture : 30
Lab : 30
Clinic : 0
Prerequisite : None

The goal of holistic nutrition is to facilitate a healthy nutrition plan as well as build a strong foundation for long term health and wellbeing. In this course, students examine the basic nutrients in food including: carbohydrates, vitamins, enzymes, fatty acids, and amino acids and how food affects the mind/body connection. Discussions include how food choices impact our health and how the energy of food ingested affects our own energy. Students also explore the process of digestion to gain a better understanding of the breakdown and utilization of our food. A portion of this class includes demonstration, preparation and sharing of delicious and healthy recipes the student can incorporate into their own unique nutrition program. This course is available in both Distance Education and In-Person.

Homeopathic 1st Aid

Staff Instructor : Denise Fultz
Course Code : 306ad
Total Clock Hours : 20
Lecture : 20
Lab : 0
Clinic : 0
Prerequisite : None

Homeopathy, or homeopathic medicine, is a philosophy and practice based on the idea that the body has the ability to heal itself. Founded in Germany during the late 1700s, Homeopathy has been widely practiced throughout India and Europe for centuries. This course educates the student about safe and effective Homeopathic remedies they can use to deal with the shock and trauma of many medical emergencies.

They'll learn how to stimulate their client's innate healing abilities, and develop a tool-kit of Homeopathic remedies to address emergencies requiring first aid. Homeopathy is an information-packed course that will enable the student to treat nosebleeds, bruises, cuts, abrasions, sports injuries, muscle aches, cramps, fevers, insect bites, sunburn, food poisoning and other common medical emergencies.

Hot Stone Massage

Staff Instructors : Jeni Bingle
Course Code : 333ad
Total Clock Hours : 30
Lecture : 10
Lab : 20
Clinic : 0
Prerequisite : None

This course teaches students how to perform a specialty massage in which smooth, heated stones are used to relieve stress, increase energy flow, deeply relax muscles and purify the body. Students learn how to use hot-stones as an extension of their own hands, plus various techniques to soothe and heal sore muscles. The course also teaches students the protocol for heating, sanitizing and clearing the stones for repeated use.

Lomi Lomi Hawaiian Massage

Staff Instructors : Keoni John Salgado
Course Code : 325m
Total Clock Hours : 60
Lecture : 20
Lab : 40
Clinic : 0
Prerequisite : None

Lomi Ka'ala Hoku or Lomi Lomi massage, is an energetic healing modality based on the ancient Hawaiian concept of working with the life force of an individual to promote health and well-being. Lomi Ka'ala Hoku translates to "Massage Journey to the Stars" which reflects the intention of this massage, which is to calm the mind in order to heal the body. In this course students learn how to give the traditional, full-body Lomi Lomi massage as well as advanced strokes. They also practice releasing all prejudice and ego so they can come from a place of total acceptance of their client's uniqueness, and where they are in their life's journey. The energy work behind this style of bodywork comes from ancient Hawaiian teachings of personal empowerment, and was taught in the Hawaiian Temple for generations. Known as "Temple bodywork" Lomi Lomi is the most common form of "Hawaiian Massage" being done outside The Hawaiian Islands.

Lymphatic Drainage

Staff Instructor : Denise Fultz / Jeni Bingle
Course Code : 345ad
Total Clock Hours : 60
Lecture : 30
Lab : 30
Clinic : 0
Prerequisite : None

Within each of us is a silent healing partner, the Lymph System, which works in conjunction with the Immune System to keep us healthy, vibrant and strong. Without it our bodies would swell up like balloons, swamping our cells with stagnant, toxic fluid. The Lymph System's impact on the body is so far reaching that we often don't realize that our minor aches and pains, low energy or susceptibility to colds and flu may be due to its dysfunction. In this class students will discuss the anatomy of the System, contraindications for lymphatic massage, and specific techniques for draining lymph fluid from the legs, arms, torso and face. A great addition to any Practitioner's "tool kit", by learning how to stimulate the Lymph System through massage, students can significantly increase their client's Immune System function and ultimately, their health and well-being.

Meditation & Healing

Staff Instructors : Paula Curtiss
Course Code : 320ad
Total Clock Hours : 20
Lecture : 10
Lab : 10
Clinic : 0
Prerequisite : None

Course title being changed to Meditation & Healing. This course focus's on a technique of deep inner work, through guided meditation, that brings our awareness to our energetic system and the guidance and information that is offered there. This teaches grounding and balancing, available through oneness with our spiritual source (ie: God). It includes techniques for profoundly expanding awareness and healing, is spiritually based, and doesn't conflict with any religion. Through Spiritual Healing we can release negative patterns that can cause stress and disease, and harmonize our system as a whole for optimal health, peace, ease and grace.

Some of the systems we will be working with are: the chakras, kundalini, our internal organs, our subconscious, consciousness, higher self and spirit that is our multidimensional awareness system.

Myofascial Release

Staff Instructors : Michael Tenenberg
Course Code : 355m
Total Clock Hours : 100
Lecture : 60
Lab : 40
Clinic : 0
Prerequisite : 101 Circulatory Massage

In this course students will learn how to address myofascial dysfunction in the body by understanding the lines of tension that run through the myofascial system, otherwise known as myofascial meridians. Students will also be guided in postural and gait analysis in order to create session plans for working with patients to create impactful change in the body with lasting results through myofascial release of both adhesions and trigger points. Students will learn the tracks and stations of the meridians as well as their relation to TCM meridians and their interactions with each other via fascial walls and inside/outside front to back balance.

NeuroMuscular Therapy

Staff Instructors : John Economos
Course Code : 357m
Total Clock Hours : 100
Lecture : 55
Lab : 45
Clinic : 0
Prerequisite : 101 Circulatory Massage

Neuromuscular Therapy is a precise examination of the body's soft tissues with an emphasis on thorough treatment until results are achieved. In this course, we assess injuries and determine effective treatments. We outline the normal mechanics and relationships of the structures for a baseline. The assessment process takes us through exploring the relationship of various clinical conditions to musculoskeletal pain symptoms. Treatment involves performing techniques of mobilization, soft-tissue mobilization, friction massage, and myofascial release.

This course examines the normal mechanics of all major joints in the body and their interrelationship to soft tissue structures. We explore the following pathologies and present corrective treatment measures for various soft tissue sprains and strains, to include-thoracic outlet syndrome, rotator cuff tears, glenohumeral instabilities, impingement syndrome, frozen shoulder, carpal tunnel syndrome, tennis and golfer's elbow, and others. We will also examine Ischemia, Trigger Points, Nerve Compression/Entrapment, Postural Distortion, Biomechanical Dysfunction, Biochemical Dysfunction.

Passive Joint Movement

Staff Instructors : John Economos
Course Code : 312ad
Total Clock Hours : 50
Lecture : 25
Lab : 25
Clinic : 0
Prerequisite : None

This class introduces the student to the subtle but powerful use of rocking, oscillations and mobilizations pioneered by Milton Trager, M.D. through his Psycho-Physical Integration techniques, picking up along the way the osteopathic joint manipulations, and facilitation protocols designed to reset the proprioceptive system to a more deeply parasympathetic self-regulating and thus self-healing state. This is

effected on one level by providing a novel sensation or “feeling” of through-ness, resonance and rebound of the connective tissue, a reset of the Gamma Gain levels of the joint and tissue receptors providing the recipient with a new and deep sense of ease, lightness and pleasure, and on another deeply profound level, through what Trager called “hook-up”, the linking of the nervous systems of the client and practitioner (in this Trager borrowed from the ancient Ayurvedic tradition) Since modeling is an important communication tool, exercise to improve the practitioner’s sensation sensitivity will be provided and practiced along with detailed hands-on session protocols.

Pre-Natal Massage

Staff Instructors : Paula Curtiss/ Harmony Morgan
Course Code : 327ad
Total Clock Hours : 30
Lecture : 20
Lab : 10
Clinic : 0
Prerequisite : 101 Circulatory Massage

Studies indicate that massage therapy performed during pregnancy can reduce anxiety, decrease symptoms of depression, relieve muscle aches and joint pains, and improve labor outcomes and newborn health. This class focuses on how to work with the rapidly changing female body during the nine months of pregnancy. In this course students will be given guidelines for positioning the pregnant client, and learn how to address contraindicated areas. Through lecture, demonstration and lots of hands-on practice, the student will gain the knowledge to facilitate a completely safe and deeply therapeutic pregnancy massage.

Principles of Structural Integration

Staff Instructors : Michael Tenenberg
Course Code : 418 m
Total Clock Hours : 40
Lecture : 20
Lab : 20
Clinic : 0
Prerequisite : None

This course introduces students to the teachings of Ida P. Rolf, which uses touch to provoke awareness and balance in the human frame. Students will learn how human adaptation of gravity can be a negative or positive force, and how to apply geometry to balance structure and improve posture. They will gain a clear understanding of the role connective tissue plays in our bodies and how introducing client movement can achieve longer lasting results. This course teaches students how to touch our clients’ awareness, not just their bodies, and to use these principals to design tailor-made sessions for many common ailments.

Professional Practices

Staff Instructors : Christopher Morgan, Harmony Morgan, Paula Curtiss, Jeni Bingle, Milynda Heck
Course Code : 206
Total Clock Hours : 50
Lecture : 50
Lab : 0
Clinic : 0
Prerequisite : None

Professional Practices covers skills students need to pass their licensing state exam [MBLEx], and supports the professional and business decisions graduates will make upon entering the field. This is a homework intensive course. Students should be prepared to talk about test anxiety, testing skills, learning habits and tools, and develop a rigorous study habit in preparation for the exam. Professional Practices will include benefits and contraindications of massage, ethics, boundaries and laws, compassionate but firm communication skills. Business practices will include: Career development, simple budgeting and financing skills, business operations, records and security. This course includes clinical terminology for a review of Anatomy, Kinesiology and Pathology. The ABMP Exam Coach is required. Students are highly encouraged to plan on paying for and taking the MBLEx at the end of this course. *Please note: This course is required for the Massage Therapy Program and the Holistic Health Practitioner*

Program. This course is available in both Distance Education and In-Person.

Reflexology

Staff Instructor : Denise Fultz
Course Code : 313m
Total Clock Hours : 30
Lecture : 16
Lab : 14
Clinic : 0
Prerequisite : None

Reflexology is a form of body work that involves applying pressure to specific points on the feet, hands, or ears to promote optimal health. This course covers “reflex zones” and techniques used in Reflexology. Through instruction, demonstration and hands-on practice the student will learn exact locations of “reflex points” that relate to organs, glands and other body systems. They’ll practice touching points that promote deep relaxation, reduce stress, improve circulation, facilitate detox, and revitalize the body. By including Reflexology in their massage practice, students can positively affect their clients’ circulatory, respiratory, endocrine, immune, and neuropeptide systems.

Reiki I

Staff Instructors : Paula Curtiss
Course Code : 315ad
Total Clock Hours : 20
Lecture : 16
Lab : 4
Clinic : 0
Prerequisite : None

Reiki is a gentle, spiritual, healing practice that promotes balance throughout the mind/body system. It does not involve physical manipulation; instead, it works with the subtle vibrational field that surrounds and penetrates the body. In this course students learn to awaken the innate healing power within and are encouraged to “open” to their own spiritual insights and wisdom. Through instruction, demonstration and practice they learn to “flow” loving energy through their hands and hearts to heal themselves and their clients. A simple yet powerful treatment, Reiki can relieve pain, alleviate chronic illness, and accelerate the healing process after any type of medical or holistic treatment.

Reiki II

Staff Instructors : Paula Curtiss
Course Code : 344ad
Total Clock Hours : 40
Lecture : 16
Lab : 24
Clinic : 0
Prerequisite : None

Reiki II takes Reiki I principles and practices to a higher level. As this modality does not involve physical manipulation, but instead works on the vibrational field surrounding and penetrating its subject, its reach is virtually unlimited. In this course, students already familiar with this spiritual, healing practice will focus on techniques to “flow” loving energy through their hands and hearts out to their client, even at a distance! A simple to perform, yet powerful treatment, Reiki can relieve pain, alleviate chronic illness, and accelerate the healing process after any type of medical or holistic treatment.

Shiatsu

Staff Instructors : Raina Colvin, Harmony Morgan, Paula Curtiss
Course Code : 203m
Total Clock Hours : 100
Lecture : 50
Lab : 45
Clinic : 5
Prerequisite : 101 Circulatory Massage

Shiatsu is form of therapeutic bodywork that comes from Japan, and is based on the Chinese Five Element Theory. The intent of Shiatsu is to enhance overall health, increase blood and lymph circulation, heal injuries and balance the energies of the body, mind, and Spirit. Treatments are given on a mat with the client fully clothed and without the use of oil. In this course students learn about the energy channels (meridians) that flow through the body and examine how the body’s organs correlate to the Five Elements. Through demonstration and

guided, hands-on practice they will learn how to access “Acu-points” along these meridians and practice applying finger pressure, palm pressure, stretches, and other Massage techniques balance the “life-force energy” or (Chi) these meridians carry. By the end of the course, students will be empowered to give a full body Shiatsu massage to facilitate healing are restore vitality for their clients.

Somatics: Awareness through Movement

Staff Instructors : John Economos
Course Code : 324ad
Total Clock Hours : 30
Lecture : 8
Lab : 22
Clinic : 0
Prerequisite : None

This class will provide an introduction to the work of Thomas Hanna, founder of Hanna Somatics, student of Moshe Feldenkrais and person who first coined and defined the terms “Somatics” and be extended to include the many and varied modalities under the rubrics of Somatic Education, Somatic Repatterning and others contained in Mary Ann Foster’s book Somatic Patterning. Following that text we will consider, among others, developmental, neuromuscular, postural patterning techniques, integrative movement modalities such as Lab analysis, Bartenieff Fundamentals, The Alexander Technique, The Feldenkrais Method, and integrative manual therapies such as Rolfing and Aston Patterning, PNF, and Cranial Sacral Therapy. There will be an emphasis on postural, movement and pain easement exercises for both clients and practitioners.

Somatics: Functional Integration Techniques

Staff Instructors : John Economos
Course Code : 324adv
Total Clock Hours : 60
Lecture : 16
Lab : 44
Clinic : 0
Prerequisite : None

This class explores the hands-on technique of Functional Integration from the Feldenkrais Method and was inspired by Thomas Hanna’s work: Somatics. This class will guide students through fundamental Awareness Through Movement [ATM] exercises used to create functional integration in the body. We will explore other hands on work from the Alexander Technique, Bartenieff Fundamentals, and other Somatic Repatterning modalities.

Spa Techniques

Staff Instructors : Paula Curtiss
Course Code : 323ad
Total Clock Hours : 20
Lecture : 6
Lab : 14
Clinic : 0
Prerequisite : None

Spa Techniques is a course that introduces the student to a variety of commonly offered spa treatments that promote optimal health while helping the client unwind. Through lecture, discussion and hands-on practice, students learn about a variety of treatments to detoxify and exfoliate the body. Treatments explored in the course include body-wraps infused with herbal preparations, seaweed or essential oils. In addition students learn how to deliver salt scrubs, raindrop therapy and understand the benefits of each. A must-take course for any massage practitioner considering work in a Spa environment, Spa Techniques adds new dimensions to your collection of body-work modalities.

Superfoods & Dietary Practices

Staff Instructors : Ireneya Burns
Course Code : 428ad
Total Clock Hours : 40
Lecture : 40
Lab : 0
Clinic : 0
Prerequisite : None

This course combines Nutritional Superfoods with Healthy Dietary Practices. The term “Super-foods” is used to describe a food considered especially nutritious and beneficial to health and well-being. Known health benefits of Super-foods include preventing or reducing inflammation

helping to regulate metabolism and burn body fat, lowering cholesterol and blood pressure, helping protect against heart disease and cancer, among others. In this course, students are introduced to a variety of easy to prepare Super-foods and explore how these foods fight disease and promote wellness.

Have you been confused about the many different dietary practices? There are diets based on cultural background, season and location, ethical treatment of animals, nutritional components, environmental concerns, weight loss, cleansing and ultimate health; but what is right for you?

Come join us for this informative course and learn how different super-foods and dietary practices can increase nutrition and health. Students gain valuable nutritional knowledge they can use to facilitate optimal health for themselves, their families, and clients. This course is available in both Distance Education and In-Person.

Thai Massage

Staff Instructors : Willian Vasquez
Course Code : 319 m
Total Clock Hours : 100
Lecture : 48
Lab : 52
Clinic : 0
Prerequisites : None

This ancient massage modality was developed in Thailand and influenced by traditional medicine systems of India, China and Southeast Asia. Thai Massage works on both the physical and energetic systems of the body. It is performed on a floor-mat with the client wearing loose, comfortable clothing that allows for full movement.

In this course, students are introduced to the basic flow of Traditional Thai Massage, and will study Thai Massage Theory (which operates on the premise that our body is permeated with “lom” (air) that travels throughout the body along 72,000 pathways or energy lines called “sen”. Through lecture, demonstration and guided hands-on practice, students will learn the locations of the body’s 10 major “sen” lines and how to touch points along these energy lines to clear blockages and affect the entire body. With Thai massage, you learn a flow of movements that gently guide the client through a sequence of yoga-like motions. Combining rhythmic rocking and progressively deeper stretches, both client and therapist move into a state of meditative relaxation. Benefits include enhanced flexibility, a balanced and increased energy, better posture, and a lasting feeling of wellbeing. Come and experience how this unique and dynamic method will benefit both you and your clients. The class goal is a complete 90-minute Thai Massage treatment for the entire body.

Thai Foot Massage

Staff Instructors : Paula Curtiss
Course Code : 185ad
Total Clock Hours : 30
Lecture : 10
Lab : 20
Clinic : 0
Prerequisite : None

In this course students will learn about the Thai acupressure points found along “Sen Lines” or energy paths in the body, as well as the Chinese reflex points affected by techniques used in a Thai Foot massage. Through lecture, demonstration and guided hands-on practice, the student will study the location of acu-points and how to touch them to produce relaxation, reduce stress, improve circulation, detoxify and revitalize the body. In addition, students will learn how to incorporate the use of a Thai Massage-stick and techniques such as two-handed palm movements, circular massage movements and thumb pressure movements into their practice.

Therapeutic Stretching

Staff Instructors : Neha Curtiss
Course Code : 402ad
Total Clock Hours : 30
Lecture : 12
Lab : 18
Clinic : 0

Prerequisite : None

Learn stretching techniques to help open and loosen tight, stuck, stiff areas.

Traditional Oriental Clinical Techniques

Staff Instructor : Courtney Bird
Course Code : 186ad
Total Clock Hours : 40
Lecture : 16
Lab : 24
Clinic : 0
Prerequisite : None

This course introduces students to the fundamentals of Traditional Oriental Medicine, and their application to massage therapy and holistic health. Students will examine the principle concepts of yin, yang, and qi as well as the 12 primary meridians and functions of their associated organs. Through instruction, demonstration and guided, hands-on practice, the student learns traditional healing techniques such as: Fire Cupping, Gua Sha, Moxibustion, Castor Oil Packs and the use of liniments.

Trigger Point Therapy

Staff Instructor : Chris Harmon, Kelly Crutchfield
Course Code : 346m
Total Clock Hours : 60
Lecture : 30
Lab : 30
Clinic : 0
Prerequisite : None

In this class, we will focus on repetitive use injuries that are common to the general populous. We will learn about pain patterns generated by habitually contracted muscle fibers called trigger points that are very specific in nature and cause myofascial pain and dysfunction. We will be successful in identifying and initiating the healing release of trigger points on ourselves, our partners and clients thus solving the pain problem. Common pain issues that we will address include: - Headache, Neck, Temporomandibular Dysfunction (TMJ), Ear Issues - Carpal Tunnel, Tennis Elbow, Golfer's Elbow, Upper Arm , Thoracic Outlet Syndrome - Frozen Shoulder, Upper Back, Chest and Side - Mid and Low Back, Buttock, Diaphragm, Abdominal, Hip Flexor - Lateral Hip and Thigh, Anterior Hip and Groin - Lateral/Anterior/Medial Knee, Hamstring and Posterior Knee - Shin Splints, Ankle, Achilles Tendonitis, Plantar Fasciitis, Morton's Foot Syndrome.

Tui Na: Acupressure Massage

Staff Instructors : Raina Colvin, Denise Fultz
Course Code : 204
Total Clock Hours : 100
Lecture : 52
Lab : 43
Clinic : 5
Prerequisite : None

Tui Na, is a massage modality based on Traditional Chinese Medicine. It involves stimulation of acupressure points to directly affect the flow and balance of "chi", (life energy) through "meridians" or channels in the body. In this course students learn manipulation techniques to move chi through ill and injured areas of the body where blockages tend to occur. They will practice specific treatments to address chronic pain, common illnesses, and disorders of the spine and joints, such as, Sciatica and rotator cuff problems. Through demonstration and hands-on practice students will master both oscillating techniques to increase energy, as well as the traditional presses and pulls characteristic of Tui Na.

.....VIII. Student Information.....

Family Educational Rights and Privacy Act of 1974 As Amended

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the school receives the request for access.
    a. Students should submit to the Director or other appropriate official, a written request that identifies the record(s) the student wishes to inspect.
    b. The School official will make arrangements for access and will notify the student of the time and place where the records may be inspected.
    c. If the records are not maintained by the Healing Hands School official for whom the request was submitted, that official shall advise the student of the appropriate official to whom th request should be addressed.
- The right to request an amendment of the student's educational records that the student believes are inaccurate misleading, or otherwise in violation of the student's privacy rights under FERPA.
    a. Students who want to amend their record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
    b. If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Housing

The Healing Hands School does not have on-campus housing nor does it assist students in finding housing.

There is housing for rent within 5 miles of each location of Healing Hands School of Holistic Health. Average cost of rental is $1,800.

Transcripts

Current or former students may request one free copy of their official transcript by submitting a written request to Healing Hands School with the name and address where the transcript is to be mailed. A fee of $ 5.00 will be charged for additional copies and must be paid in advance before the transcript request is processed. Transcripts sent directly to the student will be marked to indicate that they are 'unofficial' copies.

Student Responsibility

It is the student's responsibility to read and understand the contents of this Catalog. Any questions regarding Healing Hands School's policies should be addressed and satisfied prior to starting class.

Student/Teacher Ratio

The student to teacher ratio, at the Healing Hands School of Holistic Health is approximately one instructor to every 30 students in lecture and one instructor to 20 students in lab.

……IX. Student Services…….

Academic Advising

The Director is available to provide academic advising as requested or needed to assist students in meeting satisfactory academic progress standards, and successfully completing graduation requirements. Instructors also provide ongoing student advising.

Academic Counseling

The Director is available to assist students with academic concerns. Students who are not making satisfactory progress must meet with the Director, review his/her progress, and agree to the steps that may be required to improve academic standing.

Access to Records

Students are guaranteed access to their academic records upon request. Upon written request to the Healing Hands School, and in the presence of an administrator, a student may view his/her records. The student must give written consent before information will be released to a third party. A $5.00 fee is charged for each official transcript.

Career Services and Job Placement

The Healing Hands School offers placement services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the 'Standards of Satisfactory Academic Achievement' section of this Catalog. Many students desire self-employment, and elect to establish an independent practice.

Placement assistance is provided under the direction of the Job Placement Director. Placement services include assistance with resume writing, identification of job openings, job search strategies and other job search activities. The School regularly communicates with employers in the community, and surveys their satisfaction with the job performance of Healing Hands School graduates.

It should be understood that placement services offered by the School do not represent a guarantee of employment. Graduates requesting placement services will be required to develop a professional resume, attend scheduled interviews, and comply with the placement policies in order to receive services.

The School cannot guarantee a job upon completion of our program. We do not guarantee employment. Healing Hands School does not make any claims of salaries available in this field.

Disclaimer of Employment Guarantee

While the Healing Hands School offers Placement Assistance, the School cannot, in anyway, guarantee employment after the student has successfully completed the program of study.

Student Guidance

Student Guidance is considered one of the School's most important and valuable services. Vocational and personal guidance begins at the time a prospective student indicates an interest in attending, and continues throughout and beyond the completion of the program. The goal of the Healing Hands School is to provide students with the support and guidance needed to successfully complete their training programs, and enter their chosen career field.

Orientation

All applicants for the programs are provided with an orientation on the educational system, services, policies and procedures. A tour of the facility and the School Campus will also be provided during Orientation. Orientation is scheduled prior to or during the student's first week of class. Students are provided an Orientation Booklet that contains information on study techniques, time management, problem solving and other important information.

Personal Counseling

For students requesting personal counseling and for any student who has become aware of a drug or alcohol problem, or is experiencing emotional or personal challenges affecting performance, the School's staff will attempt to provide referrals to appropriate community services, such as, licensed practitioners in the field of counseling, psychology, or psychiatry.

Retention of Student Records

It is the policy of the Healing Hands School of Holistic Health to maintain all records at its primary administrative location for a minimum of five years. Transcripts are maintained indefinitely.

Student Activities

The School plans for and encourages student participation in a variety of activities. Activities may include but are not limited to: providing volunteer massage therapy at sports events such as marathons, triathlons, etc; providing volunteer massage therapy at skilled nursing facilities and/or on-site locations; class field trips to local areas of interest in massage therapy such as job fairs or employment facilities; field trips to areas of local herbal/floral habitats; class parties to recognize achievements, graduation and events. We encourage participation is school events. Students and staff often record and post photos on social media. Therefore, it is the responsibility of the student to keep themselves out of photos if they choose to. The school does not take responsibility if a student's likeness or image appears on social media, websites or any online platform.

Transfer of credits to the School

Students who wish to apply for advance standing in their program must submit official transcripts to Healing Hands for review prior to beginning their training. The Program Director will evaluate previous education and training that may be applicable to an educational program offered at Healing Hands.

Massage school transferred hours must come from a California Massage Therapy Council (CAMTC) Approved School list. To view the schools Approved by CAMTC, go to: https://www.camtc.org/schools/. When applying for CAMTC Certification, transcripts must be sent from the school that the student is transferring from AND from Healing Hands School.

Credit may be given if the education and/or training were completed at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), including military training, as well as programs approved by the Bureau for Private Postsecondary Education where courses and clock hour values are comparable to those offered at Healing Hands and a grade of 'C' or 70 percent or better was attained.

Students who petition for transfer credit must provide Healing Hands with an official transcript that includes the courses the student wishes to transfer. In addition, students may be required to

demonstrate competency in requested transfer training courses. The Director or Program Director will prepare a written report to document the evaluation of the courses for which the student is petitioning for transfer credit; the report will list the documentation, (including the transcript of the courses the student is seeking to transfer) in the student file that was used in evaluating the transfer credit request and final determination. The maximum number of hours the student is allowed to transfer to a Healing Hands School of Holistic Health program is 50% of the total program hours. Transfer course hours will be the equivalent to those for which the student is receiving credit. Transfer hours are counted as both attempted and successfully completed.

Acceptance of credits earned at another institution that is not located in the United States or its territories will be evaluated by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded. It is the student's responsibility to use the credential evaluation services of an agency that has published standards for membership, affiliations to international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions and employers (e.g., NACES and AICE).

Voter Registration

In California you may register to vote by completing the online voter registration and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver's license or state-issued ID card. Voter registration forms are also available in the Financial Aid Office.

Notice from the California Massage Therapy Council

The California Massage Therapy Council [CAMTC] Publication of Law related to unfair business practices as related to massage: (1) Pursuant to California Business and Professions 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.

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 4600 et. Seq. 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 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-533

……X. Graduation…….

Certificate Awarded upon Graduation

When all requirements for graduation are successfully completed, and all financial obligations have been met, graduates from programs offered at Healing Hands School will be awarded a “Certificate” from the School.

Requirements for Graduation

The student will qualify to graduate when he/she meets the program requirements as listed in this Catalog. Graduates will receive a Certificate if the following requirements have been met:

- All required courses in the student’s program have been satisfactorily completed, including required tests, assignments, etc., and all program requirements have been satisfactorily fulfilled.
- A minimum grade of 80% or higher has been earned in each course.
- All required course hours have been completed within the maximum time frame allowed: 150% of the normal program length in clock hours and weeks of instruction.
- Student has attended at least 90% of the total hours in the program. Students receiving funding through Federal Financial Aid must complete 90% of hours.

Transcripts

Current or former students may request one free copy of their official transcript by submitting a written request to Healing Hands School with the name and address where the transcript is to be mailed. A fee of $ 5.00 will be charged for additional copies and must be paid in advance before the transcript request is processed. Transcripts sent directly to the student will be marked to indicate that they are ‘unofficial’ copies.

.....XI. School Policies.....

Attendance Policy

Students enrolled in the Holistic Health Practitioner elective courses can miss twenty five [25%] class time. Class time that is missed beyond 25% will result in a 'Fail'. Students in the Massage Therapist program may miss twenty percent [20%] of non-elective course. Class time that is missed beyond 20% in a non-elective course must be made up, and can not exceed an additional 20%. If a student misses more than 40% of a non-elective course, they fail the course.

Purpose of Policy

- To establish acceptable standards of attendance and punctuality for all students attending the School.
- To encourage students to pre-schedule absences in order to maintain adequate operations and disruptions within the classroom.
- To enable the student to complete the hours in the training program and meet the program objectives.

Full Time and Part Time Course Attendance

Refer to the chart below to view hourly differences in full time attendance versus part time.

Massage Therapist	Massage Therapist	Massage Therapist
Full Time	Part Time	Accelerated
Attends 15 – 20 hours per week	Attends 8 - 17 hours per week	Attends 20 - 24 hours per week
40 weeks to complete program	60 weeks to complete program	26 weeks to complete program
Holistic Health Practitioner	Holistic Health Practitioner	Holistic Health Practitioner
Full Time	Part Time	Accelerated
Attends 15 - 20 hours per week	Attends 8 - 17 hours per week	Attends 20 - 24 hours per week
67 weeks to complete program	134 weeks to complete program	52 weeks to complete program

Attendance and Tardiness Standards

All students are expected to adhere to the following standards for attendance and tardiness.

- Students are expected to attend classes and learning experiences as scheduled.
- Students should call Healing Hands School at least 30 minutes before class to report an absence.
- If a student has been absent for more than 2 consecutive days in the course, the student will be placed on attendance probation and will be monitored. If absences continue, the student will be withdrawn and the final grade will be ‘Fail’ is permanently reflected on the transcript.
- Students enrolled in the Circulatory Massage course in their program can miss ten hours of class time. They must be in attendance for 90 percent of class time.
- Students enrolled in Clinical Practicum for the Massage Therapists are required to complete 100% of the time.
- Students enrolled in Massage Therapy are allowed to miss twenty percent [20%] of non-elective course. Class time that is missed beyond 20% in a non-elective course must be made up, and cannot exceed an additional 20%. If a student misses more than 40% of a non-elective course, they fail the course.
- Students enrolled in the Holistic Health Practitioner elective courses can miss twenty five [25%] class time. Class time that is missed beyond 25% will result in a 'Fail'.

- Please note: Students receiving funding through Federal financial Aid are allowed to miss only 10% of class time per course.
- The withdrawal date is the last date of academic attendance (LDA) as determined by the institution from its attendance records. If the student does not provide notification to the institution, the Date of Determination (DOD) is the date the institution becomes aware that the student ceased attendance. Except in unusual instances, the date of the institution's determination that a student withdrew should be no later than 14 days after the student's last day of attendance from the institution's attendance records.
- Tardiness is defined as any time a student is not at his/her seat and ready to study as scheduled. Students are expected to be ready to commence and end school on schedule; accordingly, arriving late or leaving early in connection with starting, ending, meal and break times is tardiness. Incidents of tardiness, which exceed Healing Hands School's standards, will result in a warning.
- Please refer to the Satisfactory Academic Progress Policy for more information). A 'W' Withdrawal is only in the case when a student has been approved for a Leave of Absence or is withdrawing from school and has not exceeded the attendance policy limit in the courses in which he/she is currently enrolled. In such cases, a "W" Withdrawal will be posted to the student's transcript for each course he/she withdraws from.
- If an individual course is unsuccessfully completed, the student will pay for all class hours of enrollment up to the official drop date at the program rate, at time of enrollment, plus a $50 registration fee. This will be reflected as a Failed Course fee on the students financial statement

Distance Education Attendance Policy

Students taking classes in an online format are expected to attend each session. Attendance is defined as participating in an academic activity within the online classroom, which includes posting in a graded discussion forum or submitting a written assignment. Experience has shown that good grades are strongly correlated with attendance, practice and participation. Students who do not participate in class are often surprised at how quickly and thoroughly they get behind. Lack of participation does not qualify the student for a refund.

Students are responsible for following the published policy on deadlines for drop and withdrawal. Students who do not attend at least once in any seven consecutive day period shall be issued an attendance warning. Students who do not attend at least once in any 14 consecutive day period may be dropped from the course and administratively withdrawn from the school retroactive to the last date of recorded attendance. Students who attend on the first day following 14 consecutive days of non-attendance will not be dropped from their course or administratively withdrawn.

Students must be officially enrolled in order to attend class and receive a grade. The school shall not post grades for students who are not enrolled.

Required courses, Anatomy for Bodyworkers and Professional Practices, will be offered as Distance Education or in-person for any student who would like to choose which format to attend in.

Student Authentication for Distance Education

Student Authentication is mandated by the federal government and assures academic integrity. Student authentication allows for the use of unique student identification and passwords to ensure compliance and requires that, "...institutions of higher education offering distance education

programs have a process by which the institution of higher education establishes that a student registered for a distance education course is the same student that participates in, completes, and receives credit for the course."
(The Higher Education Opportunity Act, 2008).
Healing Hands Distance Education therefore requires the current minimal standard for authentication: all distance education course work must be accomplished through a secure course management system with unique usernames and passwords each time a student engages in online coursework. Prospective students are asked to complete a self-questionnaire to determine if they have the necessary equipment to do distance education:

Self-Questionnaire for Distance Education

To participate in the distance education portion of the program, each prospective student must have the following equipment and access to successfully participate in their program:
• Computer • Webcam • Speakers • Internet Connection
I attest that I own, or have access to, for the use of the duration of my program:

1. Device i.e.: Computer/Tablet/or Phone with webcam and audio Initial _____
2. Internet connection [Wi-Fi or hardwire Ethernet] Initial_____
3. Basic Cell Phone/Computer Skills Initial_____Date_____

Response Times for Distance Education

Healing Hands supports the timely completion of student evaluations of learning outcomes by qualified faculty, which are appropriate for use with the distance education methods used and evaluated by qualified faculty.

Healing Hands will employ a sufficient number of faculty to assure that (A) the institution's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the institution; and (B) the institution's response to, or evaluation of, each student project or assignment is returned to the student within the time disclosed below.

The recommended instructor response time to student inquiries is to respond within 24 hours during business days, and 48 hours for non-business days. If the instructor cannot provide a detailed response to the inquiry within these time frames, it is recommended that the instructor inform the student regarding when a more detailed response will be provided.

Healing Hands shall maintain a record of the dates on which lessons, projects, and reports were received and responses were returned to each student.

Classroom Tardiness/Early Departure Rules

- Students may not enter or exit class except during break without express permission from the instructor.
- If a student is more than 5 minutes late, the student will be counted absent for 15 minutes, 16 minutes late counts as 30 minutes, 31 minutes late counts as 45 minutes, etc.
- Students who arrive late for an exam, may be admitted at the instructor's discretion.

Course Work Make-up Policy

Students may make up class time and/or course work in the following Director approved options:

- Students may attend a scheduled 'Practice Session'. Practice sessions are held as needed throughout the quarter, cost $14.00 per hour, are instructor supervised. Student must attend full hours of the Practice session; i.e., student cannot attend part of a practice session. Example: If a student needs three hours of attendance and the practice session is scheduled for four hours, the student must pay for and attend all four hours. The Instructor will supervise make-up of missed lessons.
- Students may attend a class from a different session of the course they have missed. In order to make-up time of course work in a different class, students must pay $14.00 per hour, must attend the full day of class, and must have permission from Director and Instructor.

Leave Of Absence (LOA) Policy

Students may file a written petition requesting a leave of absence due to extenuating circumstances, which include but are not limited to the following reasons: medical, financial, or personal. Students who are on SAP Warning will not be permitted to take a Leave of Absence. Readmission will be on a space available basis and will fall under guidelines for readmission.

A Leave of Absence may be for a period of no more than one quarter (90 days). One Leave of Absence may be granted during the program of study. If the student does not return from the scheduled Leave of Absence on the scheduled return date, the student will automatically be withdrawn from attendance at the Healing Hands School and will be notified in writing of this action.

The student will officially withdraw from all courses the student is enrolled in at the time the student takes an approved Leave of Absence; a grade of 'W' Withdrawal will be posted to the student's transcript for these courses. Hours attempted in all courses in which a 'W' Withdrawal is received are counted in the determination of the Student's Satisfactory Academic Progress (SAP); refer to the SAP Policy in this catalog for more information.

A student, who is receiving financial aid, who is on an approved Leave of Absence retains 'in-school' status for purposes of Title IV loans. However, the student should be aware that if he or she does not return from a Leave of Absence, some or all of the grace period of the loan could have been used up, as the withdrawal date is the student's last day of actual attendance.

Dress and Appearance

Students should utilize good judgment in determining their dress and appearance. Neatness and cleanliness are necessary at all times. Dress in clothing that allows free movement. The Director will advise the student of inappropriate dress or appearance.

Conduct Guidelines

The Conduct Guidelines are designed to protect the interests of the Healing Hands School, its students, clients, models faculty and staff. All students at the School are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter. Students must act in a manner that is non-disruptive and is conducive to their learning and the learning of others.

The Healing Hands School reserves the right to suspend or dismiss any student whose conduct, in the opinion of the Administration, is disruptive or in any way interferes with the learning process of other students. The School further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or as set forth in writing by the School.

Code of Conduct

The Healing Hands School of Holistic Health expects a high level of maturity in the classroom of each student in the academic pursuit of his/her professional goals to become a massage therapist.

Personal Conduct

Students are expected to demonstrate:

1. A desire to learn and develop his/her professional skills, demonstrated by being prepared for each class, having consistent attendance at class, and showing positive classroom participation that contributes to personal and professional growth of themselves as well as the other students. Disruptive behavior that impedes the staff or students from utilizing class time constructively will not be tolerated.
2. A courteous, respectful and nonjudgmental attitude towards staff and other students.
3. An ability to contribute and participate in creating a supportive environment for staff and students.
4. A willingness to receive constructive feedback.
5. The desire to take responsibility for their own values, attitudes, interpersonal relationships and academic performance.

Students are expected to show reasonable care for the facility. A student damaging the facility or equipment due to negligence will be financially responsible for repairs.

6. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor, staff and/or fellow classmates. This includes, but is not limited to demeaning written or oral comments of an ethnic, religious, agist, sexist (or sexual orientation), or racist nature; and free of unwanted sexual advances or intimidations by email, or verbally.

Unacceptable Conduct

Since there are a wide variety of unpredictable and individual situations, the following is a list of examples of unacceptable conduct at Healing Hands School. This list is not meant to be all-inclusive:

- Insubordination.
- Willful abuse of the clinical site's building, equipment or other property.
- Smoking in unauthorized areas.
- Excessive absenteeism or tardiness.
- Absence without proper notification or adequate explanation.
- Leaving assigned work without permission.
- Violation of the clinical safety rules.
- Engaging in horseplay.
- Failure to report an accident involving a client, visitor, student or self.
- Theft, regardless of value.
- Dishonesty in dealing with the School.
- Reporting to the School under the influence of alcohol, drug or other illegal substance.
- Possessing or using alcohol while at the School or clinical site.
- Use, sale, solicitation, unauthorized possession of, or being under the influence of illegal drugs, including narcotics and/or controlled substances on School premises.
- Falsification of information on the "Application for Admission" or other records.
- Discourteous treatment or abusiveness toward fellow students, instructors, clients, visitor or guest of the School or Clinic.
- Unauthorized possession of firearms, explosives, knives or other lethal weapons on School or clinical site property.
- Indecent conduct on School premises.
- Conviction of any crime which renders a student unsuitable for employment.

- Gambling on School property.
- Violation of the no-solicitation rule.
- Failure to conform to dress and appearance standards.
- Failure to notify the School when absent from either clinical or theory.
- Removal of School, clinical site's equipment for personal use without approval.
- Violation of the School's sexual harassment policy. Sexual advances, repeated innuendos, or sexual activity on school premises or any massage therapy setting regardless of location.
- Refusal to cooperate in an investigation of suspected wrongdoing when cooperation is requested and the request is a reasonable one.
- Misusing the availability of, or the access to confidential information.
- Defiance of classroom protocol.

Actions Resulting in Immediate Termination

The following are examples of actions which constitute reason for termination from Healing Hands School:

1. Endangering life, safety or health of others.
2. Deliberate damage to client, other students, School or clinical materials and/or property.
3. Falsifying, altering, removing, destroying or the unauthorized disclosure of confidential records or information pertaining to a client or clinical site.
4. Falsifying personal or clinical records.
5. Unauthorized possession of School property.
6. Failure to maintain satisfactory academic progress as outline in the Standards of Satisfactory Academic Progress.
7. Unauthorized possession, use, or being under the influence of liquor, narcotics, hypnotics, hallucinogens or other chemical agents while on the premises of the School.
8. Unauthorized possession of any firearms or weapons (pistol, revolver, rifle, shotgun, ammunition, explosives, incendiary devices, knife, etc. on School premises, including the parking areas.
9. Conviction of a criminal offense committed on School property.
10. Willful or repeated violation of School or clinical site's policies and procedures.
11. Willful disregard of the School's welfare; interference with operations or relationships with patients or associates.
12. Unauthorized disposition of School or clinical site's assets or equipment.
13. Failure to comply with the Attendance Policy.
14. Sexual Harassment.
15. Harassment that is nonsexual.
16. Fighting or use of foul language.
17. Violation of any conditions as set forth in the Enrollment Agreement.
18. Willful disregard of the School's welfare; interference with operations or relationships with students, staff or clients.

Disciplinary Action and Dismissal for Misconduct

It is the policy of the Healing Hands School of Holistic Health to engage in the process of monitoring student conduct. This effort is designed to provide continuous, consistent and supportive services that are intended to inform and guide the student in all aspects of their educational experience. The Conduct Policies are uniformly administered based on the degree of seriousness and nature of the misconduct. In all cases, the Director will participate in the review and decision making process of all incidents of unacceptable conduct, and will take the appropriate action.

- Based on the severity of the misconduct, the student may not receive a written warning.
- If, a written warning is given, and the student's behavior is not corrected (misconduct is repeated), the student will be terminated.
- Refer to the Termination/Dismissal Appeal Policy for information on how to appeal a decision of termination or dismissal.

Online Student Code of Conduct

Freedom of speech and expression is valued not only throughout the society but also, and particularly, in the academic setting. Equally valued is the respect given to college computer systems and information technology. To that end, online students shall adhere to the following online code of conduct:

- Access Healing Hands courses only for lawful purposes.
- Respect the privacy of other members of the class and other students.
- Respect the integrity of the Healing Hands computer systems.
- Respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner.
- Maintain academic integrity by preventing unauthorized use of username and password.
- Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or verbally, or on discussion boards and other postings in course shells.
- Abide by all rules and regulations published by the school and agree to be subject to disciplinary actions as described in the General Catalog.

Disciplinary action may include probation, suspension, or dismissal from the school. Students suspected of committing any violation of the school policy are afforded due process before disciplinary action is imposed. However, in appropriate circumstances students may be suspended prior to a hearing.

When a violation has occurred, an incident report, including all pertinent data related to the alleged act must be submitted in writing to the Director. This report should include description of the action and names of all parties involved including witnesses. Upon receipt of the report, the Director will determine if a policy has been violated. If there is sufficient information, the Director will contact the student and initiate an investigation. The student will have the opportunity to provide any documentation to the committee to support or refute the report.

Healing Hands Computer Use Policy

The Healing Hands School's computer use policy states: "Healing Hands considers violations of the computer use policy to be a disciplinary offense. Violators of the policy shall be dealt with to the fullest extent of the student code of conduct, institutional policy, or (if applicable), criminal law and prosecution. Intentional attempts to impede, restrict, corrupt or in any other way disrupt the efficient operation of the Institution's network computer system shall be construed as a blatant and intentional attempt to breach the integrity and security of the campus computer system, and shall be subject to the fullest extent of disciplinary policy and/or law."

Course and Schedule Change Policy

Students are permitted to make schedule changes (add/drop) a course on or by the Registration dates listed in the class schedule prior to the course in which they are scheduled to attend. If the student does not attend and does not make an official course schedule change by the first day of the course, the student is subject to all conditions of the Attendance Policy, and will be dropped and will receive a 'Withdrawal' grade if he/she fails to attend as required.

Copyright Infringement Policy

Healing Hands has established Copyright Infringement policies. See the following 'Copyright Infringement Policy'.

Copyright Infringement Policies and Sanctions

Healing Hands School wants to protect you and our information resources. It is a violation of federal law and Healing Hands School policy to share and/or distribute copyrighted materials without permission of the copyright holder. Violators may be subject to civil and criminal prosecution under federal law, as well as personal sanctions specified in school policy.

Photocopies or reproductions of copyrighted material from the school library is not to be used for any purpose other than private study, scholarship, or research. If the user makes a request for, or later uses, a photocopy or reproduction for the purposes in excess of "fair use", that user may be liable for copyright infringement. The institution reserves the right to deny a copying order from any staff or faculty member, if, in its judgement, fulfillment of the order would involve a violation of copyright law.

Administrative computers provide scanners to faculty and staff. These scanners could be used to copy a book, journal, or other printed material. Scanning copyrighted material may also be a violation of the copyright law if done in excess of accepted "fair use."

File sharing software is most commonly used to download music and movies from the internet. Many do not realize that this software may turn your personal computer into a server, or upload site, even if that was not your intent. Many worms, viruses and other malicious code get transferred during peer-to- peer file transfers. Files on your network connected PC may then be illegally shared with every other person connected to the internet. It is imperative that the file sharing capability of these systems be disabled. If you do not know how to disable this function, please contact the front office. Industry representatives aggressively monitor the internet to discover incidents of illegal file sharing. When violations are discovered, they contact the network owner and/or the internet service provider and demand that the offending device be disconnected from the network. To protect the user and Healing Hands School from further responsibility under federal copyright law or school policy, the school IT specialist will disable network access for any machine for which a complaint of copyright infringement has been received.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory"

damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at (www.copyright.gov).

Grading Policies

The Healing Hands School instructor has the final authority for determining the student's grade for a course. Grades may not be changed by anyone other than the instructor. The scholastic progress of the student is reported at the end of each course and grades are recorded on the student's permanent record (transcript).

Grading Scale

The Healing Hands School's grading scale is as follows:

100 – 80% .... Pass
79 – 0% ..... Fail
W ..... Withdrawal (a course from which a student withdrew)
I ..... Incomplete (a course in which a student received an 'Incomplete'– refer to Incomplete Policy)
TC..... Transfer Credit

(Refer to the 'Incomplete' Grades and 'Course Repeats, Withdrawals, and Failed Courses' under the Satisfactory Academic Progress Policy for more information). A 'W' Withdrawal is permitted only in the case when a student has been approved for a Leave of Absence or is withdrawing from school and has not exceeded the attendance policy limit in the courses in which he/she is currently enrolled. In such cases, a 'W' Withdrawal will be posted to the student's transcript for each course he/she withdraws from.

Exams

Students are tested at the conclusion of each course to ascertain the required acquisition of knowledge/skills. Students may be tested based on observed performance of skills, or a written exam may be given. Consult the specific course syllabus for details. All grades are recorded and reviewed with students.

Make-up Policy

Students are permitted to make up exams and course work. A student may also repeat a course of study. To make up exams, students must make arrangements to do so with the instructor. Students are required to contact the instructor and make arrangements on the first day he/she returns to Healing Hands School. To make up class time refer to 'Course Work Make-up Policy' in this Catalog under 'Attendance'.

Grievance Policy

As directors, Paula and Neha Curtiss encourage open, honest communication among staff, teachers and students. It is the policy of the Healing Hands School of Holistic Health to have a procedure and operational plan for handling complaints. The purpose of the Complaint Procedure is to provide a prompt and equitable process of resolving complaints by students, faculty, staff and public.

From time to time, differences in interpretation of school policies will arise among students, faculty, staff or the public. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge individuals with complaints to communicate them to the appropriate school representative immediately.

Grievance Procedures

A student, faculty member, staff member or public may informally lodge a complaint by communicating orally or in writing to any instructor, administrator, admissions personnel or staff member as indicated in this policy. (The student is defined as an individual who is currently enrolled in an educational program at the Healing Hands School of Holistic Health). If the complaint is not resolved the student has the option to follow the Formal Complaint Procedure as described below. Note that the student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies.

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 toll-free or by completing a complaint form which can be obtained on the bureau's internet web site, www.bppe.ca.gov.

Or with the schools accreditor: Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852, (301) 291-7550, info@abhes.org, www.abhes.org.

Informal Complaint Procedure for Students

Students with grievances should first meet with their Course Instructor. If the complaint is not related to the educational program, the instructor will advise the student to contact the appropriate Healing Hands School administrator. Or, if, after meeting with the instructor, the student believes that the concern has not been satisfactorily resolved, the student should then follow the Formal Complaint Procedure as described below.

Formal Complaint Procedure

This formal complaint procedure is for students, faculty, staff and the public:

- If a student, faculty or staff member, or public still has concerns, he/she is directed to follow the Formal Complaint Procedure by:
    a. Preparing a written statement of complaint, that is signed, dated, and includes a clear and concise statement of the facts including pertinent dates.
    b. Submitting the written statement of complaint to the Director within 10 days of the incident.
    c. The Director may require the complainant to meet with School's representatives to discuss the grievance.
- The Director will review the written grievance, and will notify the student, faculty or staff member or public member, in writing, of the decision within 10 days of receiving the written complaint.
- Whether or not the problem or complaint has been resolved by the School to the complainant's satisfaction, he/she may contact the Bureau for Private Postsecondary Education. The address is provided above.

Student Complaint Records and Log

The School will maintain records and documentation related to complaints from students, faculty or staff, including a 'COMPLAINT LOG'.

Health, Safety & Controlled Substance Policies

Health, Safety and Security

The Healing Hands School of Holistic Health makes every effort to provide a secure and safe learning environment. The classrooms and campuses comply with all requirements of federal, state and local safety codes. A Safety Plan is in effect at the Healing Hands School. Please seek assistance from the Director if you wish to report a hazard or accident. All students and others are directed to immediately notify a school employee of any crimes that are witnessed, or that the student has been made aware of. Statistics regarding crimes on campus may be obtained through the Director.

Students must take responsibility for their own security and safety. Consideration of the security and safety of others is also expected. The Healing Hands School is not responsible for personal belongings, which are lost, stolen or damaged on campus or during an off-campus activity.

Students must notify a Healing Hands School employee of an injury or illness either experienced or witnessed. In addition, students are to advise a faculty member or other School employee, if they have seen or are aware of any compromises in security matters.

In case of an emergency, students are directed to immediately notify a School employee. Employees have been instructed in how to obtain the services of the appropriate professional help in the most expedient manner.

Sexual Harassment Policy

The Healing Hands School of Holistic Health is committed to providing an environment that is free from sexual harassment and from the fear that it may occur. Sexual harassment will not be allowed and is against state and federal law; it constitutes any unwelcome sexual approach that may intimidate an individual or create a hostile environment.

Any complaint of sexual harassment will be taken seriously and promptly and fairly investigated, and appropriate action taken if warranted. Corrective action may involve probation or termination, depending upon the seriousness of the offense. All complaints of sexual harassment are to be taken immediately to the Director of the School. Refer to the Safety Plan for additional information on Sexual Harassment.

Crime Awareness and Campus Security

Healing Hands School makes available to all current and prospective students and employees, upon request, the School policies and procedures for maintaining campus security.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. Section 1092(f). The Clery Act requires higher education institutions that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Disclosures about crime statistics and summaries of security policies are made in an Annual Security Report (ASR) by October 1st of each year. Faculty, staff, and all enrolled students are emailed a notification providing the website for this report, www.healinghandsschool.com, under "School Documents & Reporting". Copies of this report may also be obtained from the Director of Institutional Compliance by calling (760) 746-9364. Information

about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

Infectious Conditions Policy

The Healing Hands School strongly advises anyone with an infectious condition to consult with the School Director and a physician for the purpose of clarifying. The personal risk(s) and risk to the School community, prior to coming on campus.

The school utilities a 'Symptoms Stay Home' policy. Symptoms of illness are taken seriously. If you have any symptom of illness, stay home. From home, consult with a health profession to diagnose the cause of symptom. Please contact the school's administration to determine date of return to class.

Personal Hygiene Standards

Students are expected to take care, both in the classroom and when working with clients, to maintain the highest standards of personal hygiene, including, but not limited to, clean hair and body, appropriate clothing and avoidance of offensive odors and perfumes. Students are encouraged to wear clothing that allows for freedom of movement. Beyond these considerations, judgment of what is proper classroom demeanor rests with the instructor and Director.

Required Study Time and Outside Preparation

Outside study and preparation, apart from regular classroom work, is required to successfully complete the required course assignments. Outside preparation requirements will vary by course. Students are informed of outside preparation assignments by the instructors, and course syllabi include a summary of these assignments. Students are responsible for reading any study materials issued by their instructors, and for preparing for assignments as directed.

The Healing Hands School of Holistic Health has adopted the following academic standards for all programs, and these standards are applied to ALL students, full-time and part-time. This Satisfactory Academic Progress Policy is effective July 1, 2019 and applies to all students effective July 1, 2020.

Satisfactory Academic Progress (SAP)

Measurements and Standards

A student’s academic progress will be measured at the following SAP Evaluation Points:

- At the ½ point of the student’s program based on Expected graduation of the ½ of the total clock hours and weeks of instruction in the program. Example: If the student is in a 600 Clock Hour Program that is 40 weeks of instruction in length the SAP Evaluation point would be at the time the student is scheduled to complete 300 clock hours and 20 weeks of instruction.
- At the end of the program or at the end of 150% of the total program clock hours and weeks of instruction, whichever comes first. Students may not exceed 150% of the total program clock hours and weeks of instruction.
- Students are evaluated at the end of each payment period; there are two payment periods for Healing Hands students, consequently, each payment period approximates ½ the length of the program in clock hours and weeks.
- All hours attempted, including those take during the summer, are included in SAP evaluations at the end of each payment period.

In order to maintain satisfactory progress, students must meet the following SAP standards:

Holistic Health Practitioner Program:

- Successful completion of the clock hours and weeks of instruction is achieved when the student earns a passing grade of 80% in each individual course attempted and attends 75% of each elective course hours, and attends 80% in each non-elective course hours.
- For students receiving financial aid, successful completion of clock hours and weeks of instruction is achieved when the student earns a passing grade of 80% in each individual course attempted and attends 90% of the course hours in each individual course attempted.

Massage Therapist Program:

- Successful completion of the clock hours and weeks of instruction is achieved when the student earns a passing grade of 80% in each individual course attempted and attends 80% of the course hours in each individual course attempted.
- For students receiving financial aid, successful completion of clock hours and weeks of instruction is achieved when the student earns a passing grade of 80% in each individual course attempted and attends 90% of the course hours in each individual course attempted.

Students' academic progress will be measured as follows:

Healing Hands School of Holistic Health measures its programs based on clock hours and weeks of instruction; therefore, a student is not allowed to attempt more than 150 percent of the number of clock hours and weeks of instruction in their program. The maximum timeframe a student is allowed to complete the program is 150 percent of the total number of clock hours and total weeks of instruction in the program; this policy applies to all students, full-time and part-time.

The requirements for rate of progress are to ensure that students are progressing at a pace at which they will complete their program within the maximum allowable time frame. All courses attempted are given a pass or fail grade (qualitative measure), except for courses from which a student is in good attendance standing and official withdraws due to an approved Leave of Absence" or due to a withdrawal from school, which are given a 'W Withdrawal'; if the student has exceeded the attendance policy at the time they request a Leave of Absence, the student will receive 'Fail' in all courses in which they are currently enrolled.

All grades received and hours attempted will be included in assessing student progress against the maximum allowable time frame through the last day of attendance. A 'W' Withdrawal Grade, granted to students who take an approved Leave of Absence or withdraw from school and have not exceeded the attendance policy are not counted in the qualitative measurement (grades), but all hours attempted for Withdrawal courses and all other courses the student attempted are counted in the quantitative measurement (total hours attempted).

In addition, the cumulative number of clock hours attempted in the program includes transfer hours accepted, clock hours for courses from which a student has withdrawn and hours for every repeated course. Transfer course hours will be the equivalent to those for which the student is receiving credit. Transfer hours are counted as both attempted and successfully completed.

The rate of progress toward completion is calculated by dividing the cumulative number of clock hours the student has successfully completed in the program by the cumulative number of clock hours attempted by the student in the program. The cumulative number of clock hours attempted in the program includes transfer hours, hours for courses from which the student was given a 'W' Withdrawal, repeated course hours and all hours attempted.

Students are to be aware that a failed single course in the program may only be repeated one time. If a student fails a single course a second time, it will result in the student's dismissal.

Attendance and SAP

Students who are dropped from classes for failure to attend, according to the attendance policy, will receive a grade of 'F' 'Fail', which is permanently reflected on the transcript. Refer to the attendance policy in this catalog for more information. Refer to 'Course Repeats, Withdrawals and Failed Courses' above for information on the impact on SAP.

Appealing A SAP Evaluation

Should a student disagree with the application of these satisfactory progress standards, or with a determination related to academic progress, he/she must submit an appeal in writing to the School Director. The Director will respond within five (5) business days. The Director may meet with the student to discuss the appeal. The Director's decision is final, and may not be further appealed. Also, refer to the Grievance Procedure in this Catalog.

Course Repeats, Withdrawals, Failed Courses and SAP

Students who wish to repeat a course that have already achieved a passing grade must receive permission from the Director. Any courses that are repeated will count towards all SAP requirements the same as any other course.

Students must retake any course in which a final course grade of 'W'' (Withdrawal), or, 'Fail' (Not Passing) is earned if the course is a program requirement. Note: The student must retake the entire course and must pay for the hours of enrollment as an incomplete class fee in the initial course. Students are allowed to retake a course only one time; a second course failure will result in immediate dismissal from the program. All final course grades in which a student has earned a 'Fail' (Not Passing) will reduce the student's overall percentage of successfully completed courses in the program and thereby negatively affect his/her satisfactory academic progress.

The course hours, of courses in which the student has earned a 'W' or 'Fail', are counted in the determination of the percentage of successfully completed cumulative course hours of the total course hours attempted in the program. Therefore, a grade of 'W' or 'Fail' will reduce the student's overall percentage of successfully completed course hours of the cumulative course hours attempted in the program, and thereby negatively affect his/her satisfactory academic progress. The student is required to successfully complete 70% of cumulative course hours attempted and weeks of instruction in the program at each SAP Evaluation Point in order to maintain satisfactory academic progress.

Incomplete Grades and SAP

Students may be granted an 'Incomplete' grade for reasons that are deemed extremely serious. Students receiving a grade of Incomplete ("I") will be allowed 3 months after the end of the course, in which to complete the required work and submit it to the instructor of the course in which the grade was earned. The student will be allowed to continue attending while completing the required coursework of an 'Incomplete' grade. If, at the end of 3 months, the student has not completed the coursework, a final grade of 'Fail' will be recorded. An 'Incomplete' Grade does not affect the student's satisfactory academic progress, provided the student satisfactorily completes the coursework within the stated 'Incomplete Period' until the end of 3 months. All hours attempted in the course in which the student received an Incomplete are counted in the determination of SAP; if the

student does not successfully complete the required course work within the time allowed, the 'I' Incomplete grade will be replaced with a final grade of 'Fail' in the course and the entire course must be repeated. All final course grades in which a student has earned a 'Fail' (Not Passing) will reduce the student's overall percentage of successfully completed courses in the program and thereby negatively affect his/her satisfactory academic progress.

SAP and Leave of Absence

Students may be granted a Leave of Absence, during the program of training, based on the conditions described in the Leave of Absence Policy in this Catalog. A Leave of Absence will ultimately extend the time it takes for a student to complete the program, and, based on when courses are offered it may result in the student's not returning to the program until the next enrollment period. The student will be withdrawn from the courses he/she is currently attending and a grade of 'W' will be posted to the transcript. Refer to 'Course Withdrawals' above for information regarding how a student's SAP is impacted based on a course withdrawal. Refer to the Leave of Absence Policy contained in this Catalog for more information on the LOA Policy.

Maximum Timeframe and SAP

The student must complete all courses within 150% of the total clock hours and total weeks of instruction in the program.

SAP Warning

When a student fails to meet the SAP Standards, at any SAP Evaluation Point, (except the final evaluation at 150% of the total clock hours and weeks of instruction) the student will be sent an SAP Warning. The SAP Warning is for a period of one payment period or (approximately ½ of the program) and cannot exceed 150% of the total clock hours and total weeks of instruction in the program. SAP Warning is defined as any student not meeting SAP Standards at any SAP Evaluation Point (exception: students will not be given an SAP warning for failure to meet SAP at the final SAP Evaluation Point or 150% of the total clock hours and total weeks of instruction in the program).

Students placed on SAP Warning are provided written notice via a Student Progress Report in an email. A student may not have more than one payment period of SAP Warning during their time in the program; students who do not fulfill the course requirements to be taken off the Warning will be withdrawn from the program.

A student who meets the terms of their academic plan will regain Satisfactory Academic Progress and removed from SAP Warning status.

Financial Aid Students who have received an SAP Warning may receive financial aid for one additional payment period, based on eligibility. At no time may an SAP Warning exceed the total clock hours or total weeks of instruction in the program.

A student may appeal a Satisfactory Academic Progress decisions by explaining why they failed to make SAP and explain what has changed in the student's situation that will allow them to meet SAP requirements at the next evaluation.

Actions Resulting in Termination / Dismissal

A student is subject to termination, if the student:

1. Uses profanity.

2. Is defiant to administrators, instructors or staff.
3. Is unable to complete the coursework with a grade of 80% or higher after one course repeat.
4. Is abusing alcohol and/or drugs.
5. Is involved in sexual harassment of students, faculty or staff of Healing Hands School of Holistic Health.
6. Fails to comply with class requirements.
7. Falsifies his/her admission records or any school records or other documentation provided to Healing Hands School of Holistic Health.
8. Is found cheating.
9. Has inadequate attendance for graduation within the maximum time allowed. Refer to the satisfactory academic progress policy.
10. Classroom behavior is judged to be inappropriate according to the personal conduct policies of the Healing Hands School. Refer to “Personal Conduct” in this catalog.
11. Demonstrates behavior that is determined to be dangerous to him/herself or others while on Healing Hands School’s premises.
12. Demonstrates physical, emotional, or verbal abuse and/or insubordination with a staff member and/or faculty member.
13. Demonstrates verbal, physical, and/or emotional abuse with another student.

Termination/Dismissal Protocol

Upon witnessing and/or report of an unacceptable action by a student, the student will be notified as soon as possible of his/her termination. Administrators will assemble all paperwork to document the reason for termination/dismissal of the student and all paperwork applicable to withdrawal of the student from Healing Hands School.

Appealing Termination/Dismissal

A student who wishes to appeal the decisions for dismissal may petition the Director in writing. The Director will review the student’s request and will inform the student, in writing, of the decision.

Withdrawal and Readmission

Withdrawal from School

A student who wishes to withdraw from the course of study at Healing Hands must do so in writing and must state the reasons for withdrawal and any consideration for future readmission. The student is required to participate in an exit interview with the Director or designee. The student will be notified of total tuition charges and any refund due. Refunds that are due will be paid to the student within 45 days of the date of withdrawal.

The student is required to clear all obligations in order to receive a withdrawal in good standing. Failure to comply with this policy means that the School may not honor any request for transcripts, letters of recommendation, request for information, and/or readmission.

Readmission to School and Conditions for Reinstatement

Readmission to School and Conditions for Reinstatement
A student, who has withdrawn from a program, and is interested in returning, may apply for readmission. Readmission is dependent upon fulfillment of all conditions set forth at time of withdrawal. Applications are reviewed and the student is informed in writing of readmission eligibility. Readmission will be on a space available basis. A student who has been terminated from a program

for unsatisfactory academic progress and/ or violation of the attendance or conduct policy may apply for readmission after one academic year from the date of withdrawal.
The following conditions apply:

- Submit a letter of intent to enroll before the beginning of the new course. Failure to do this may result in a student not being admitted to the next scheduled course if the course is already full. However, current students are given priority, and therefore, there may not be an available seat for a student who wishes to be readmitted.
- If a student was terminated for failure to maintain satisfactory academic progress, the student must speak with the Director prior to re-admission. During this meeting, the student is expected to demonstrate how he/ she will benefit if reinstated. If the student is allowed to reinstate, he/she will be placed on academic probation for at least one quarter (90 days), and must maintain satisfactory academic progress as stated in the Standards of Satisfactory Academic Progress section above.
- The student must contact the School to obtain a new Student Contract (Enrollment Agreement). The student must discuss with the Director, any changes to curriculum, texts, fees and policies. All successfully completed courses (final course grade of 80%) will be transferred to the "new" enrollment and the student's tuition will be adjusted.
- If the student is re-admitted within one (1) year from their official withdrawal date, and the school is using the same learning materials, a student may begin where they successfully (80% grade or better) left off in the academic coursework. Students may be required to repeat courses if the syllabus or course materials have significantly changed during the year. All grades previously earned will remain on the student transcript, and the maximum timeframe for program completion will be adjusted based on the remaining hours in the program to be completed.
- If different learning materials are being used than those the student was issued originally, the student will need to purchase those materials upon re-enrollment

Student's Right to Cancel

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.
2. Cancellation may occur when the student provides a written notice of cancellation to the Campus Office that the student attends: Escondido Office, 344 East Valley Parkway, Escondido, CA 92025, or email to contactus@hhs.edu. Or Laguna Hills Office, 23022 La Cadena, Suite 205, Laguna Hills, CA 92653, or contactlaguna@hhs.edu. This can be done by email, mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. If the Enrollment Agreement is cancelled within three business days of signing an Enrollment Agreement the school will refund the student all monies he/she paid.
5. If the Enrollment Agreement is cancelled after three business days of signing the Enrollment Agreement, the school will refund the student all monies he/she paid less an administrative cost of $100.00.
6. Refunds are made 45 days from effective withdrawal date.

Service Member: Leave of Absence, Withdrawal and Readmission

A service member who is called to duty maybe advised to take either a Leave of Absence or be withdrawn from the program with the automatic ability to be readmitted with the same status as when they left.

- If the call to duty is expected to last less than 180 days, the service member will be advised to take a Leave of Absence and to return to the program of study when they have completed their duties.
- If the call to duty is expected to last more than 180 days, the service member will be withdrawn from the program, with the ability to be readmitted at a later date beyond 180 days. Service members who are withdrawn, then return after completing the service will be readmitted with the same status as when they left: Current student.

These policies follow the Student Academic Progress for the program length of time.

Refund Policy: Withdrawal From The Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if you have completed 60 percent or less of the scheduled hours of the payment period in your program through the last hour of attendance. There are two payment periods for Healing Hands students, consequently, each payment period approximates ½ the length of the program in clock hours and weeks.

The refund will be less a on-time (graduation) deposit not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. The refund will be paid to the student (or third party payer) within 45 days of withdrawal. If the student has completed more than 60% of the payment period for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the students withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 consecutive days.
- The student fails to return from a Leave of Absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the day of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the total hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 consecutive days. If the student has enrolled in more than 60% of the payment period for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

Refund Distribution for Financial Aid Recipients

Refunds on behalf of Financial Aid Recipients must be distributed in the following order:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal PLUS Loans
- Federal Pell Grants
- Other SFA Programs
- Other federal, state, private, or HEISEI sources of aid
- The student

The Difference between the Healing Hands Refund Policy and The Return to Title IV Policy:

The Healing Hands Refund Policy determines the amount of the tuition and fees that the school has earned. The Return to Title IV determines the amount of financial aid that, the student, has "earned." Any unearned financial aid must be returned. Under policies established by the federal government, the responsibility to return the money is shared by the student and the school. This may result in increasing debt to the school. The Return of Title IV funds is applicable until over 60% of the total program hours has been completed by the student. Based on the calculation, it may be the case that the school will have earned tuition funds that were initially paid by the government but must be returned to the Federal Aid Programs. Therefore, the student may leave owing additional funds to the school even though the account would have been paid in full if the student had completed the program.
From the date of the student withdrawal, Healing Hands School of Holistic Health will return Title IV funds as soon as possible but no later than 45 days.

When the student receives financial aid in excess of the aid that was earned by the student:

- The School must return any unearned federal financial aid that was used to cover institutional costs within 45 days of the students withdrawal. The student will then be billed by the School for the returned funds. The student must repay this amount in full or contact the Business Office to establish a satisfactory payment arrangement. Unpaid debts will be turned over to the Attorney General.
- The student must return any remaining unearned federal financial aid not covered by the School. The School will notify the Federal Department of Education of the student's receipt of the unearned aid. Failure to return those funds within 45 days will result in the loss of eligibility of federal financial aid.

Post-Withdrawal Disbursement for earned financial aid:

- In the event that Title IV funds have been earned but have not yet been disbursed to the student upon withdrawal, from the date the funds have been received by the school:
    - grants will be disbursed within 45 days
    - loans will be disbursed within 30 days

  This allows the student at least 14 days to respond. All post-withdrawal disbursements are applied to the student account first.
- If there is a credit after the application of disbursements to the student account, the credit balance will be disbursed within 14 days after the calculation of return to Title IV funds has been made.

.....XII. Drug and Alcohol Policy.....

Standards of Conduct

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school and at school sponsored events on or off campus is strictly prohibited. Students and employees violating this rule will be subject to disciplinary action up to and including immediate termination from the program or employment.

- Healing Hands School of Holistic Health is committed to protecting the safety, health, and well- being of its students, employees and all people who come into contact with its campuses, Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, Healing Hands School of Holistic Health is committed to ensuring a substance-free environment for all of its students and employees.
- Healing Hands School of Holistic Health therefore strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner.
- In addition, Healing Hands School of Holistic Health strictly prohibits the abuse of alcohol or prescription drugs.
- Any violation of this policy will result in disciplinary action up to and including expulsion, termination of employment, and referral for prosecution.

Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over- the-counter drugs. An illegal drug is any substance that is illegal to use, possess, sell, or transfer. An inhalant is any substance that produces mind-altering effects when inhaled. A prescription drug is any substance prescribed for an individual by a licensed health care provider. You are under the influence if any substance impairs your behavior or your ability to work safely and productively; results in a physical or mental condition that creates a risk to your own safety, the safety of others, or company property; or is shown to be present in your body, by laboratory evidence, in more than an identifiable trace.

Disciplinary Sanctions

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Students and employees violating this rule will be subject to disciplinary action such as written warning, probation, fines, restitution, suspension, expulsion and termination of employment. A conviction involving the possession or sale of illegal drugs can result in a loss of student eligibility for federal financial aid.

No alcoholic beverages or illegal drugs will be permitted inside the Healing Hands School, in the School's parking lot or on School's grounds. Students known to be abusing alcohol or drugs or coming to class with their functioning impaired by alcohol or drug usage will be expelled from the school according to the Dismissal Protocol included in this Catalog. These students may re-enroll one time only after a period of one (1) year and treatment for their problem as well as a letter of recommendation for re- enrollment from their treatment counselor. A second violation of the alcohol and/or drug usage policy will result in expulsion with no re-enrollment possible.

In accordance with California law, persons under 21 years of age may not consume, purchase, or possess alcohol.

Legal Sanctions under State and Federal Law

California State Laws and Penalties

A violation of California law for the use of alcohol by obviously intoxicated individuals will vary with the particular circumstances but may include imprisonment in the county jail and substantial fines and penalties. A DUI conviction may lead to a suspension or revocation of your driver's license, fine, jail time, and completion of a DUI program. Additionally, minors who are arrested for violations concerning the use of alcohol run the risk of having their driving privileges suspended or revoked until they are 18. A violation of the law involving an individual being under the influence of a combination of alcohol and other drugs (itself potentially deadly), may result in an increase in criminal sanctions and penalties.

- You must be 21 before you can buy or drink alcoholic beverages.
- Any person who furnishes, gives or sells any alcoholic beverage to someone under the age of 21 is guilty of a misdemeanor.
- Any person under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others is guilty of a misdemeanor.
- It is against the law for you to possess alcohol on any street, highway, or public place; or carry alcohol in a car; or be a passenger in a car carrying alcohol unless accompanied by a parent or legal guardian, *even if the container is sealed and in the trunk.*
- The court will order a one-year suspension of your driving privilege if you are between 13 and 21 years old and are convicted of a drug-related offense.
- It is a misdemeanor to ride a bicycle under the influence of alcohol, drugs or both.
- It is an infraction to possess an open container of an alcoholic beverage while in a motor vehicle.
- It is an infraction for an owner or driver of a motor vehicle to allow an open container of alcohol in the passenger area.

It is illegal to drive after consuming excessive amounts of alcohol in any form (including medications such as cough syrup), or taking any drug (including prescription medications), or using any combination of alcohol or drugs that impairs your ability to drive.

It is illegal for any person to operate a vehicle with a:

- BAC of 0.08%or higher, if the person is age 21 or older.
- BAC of 0.01% or higher, if the person is under age 21.
- BAC of 0.01% or higher at any age, if the person is on a DUI probation.
- BAC of 0.04% or higher, in any vehicle requiring a CDL—with or without a CDL issued to the driver. Federal Laws and Penalties

The Controlled Substances Act (CSA) is the statute establishing federal U.S. drug policy under which the manufacture, importation, possession, use and distribution of certain substances is regulated.

- First conviction: Up to one year imprisonment and fined a minimum of $1,000 or both.

- After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined a minimum of $2,500.
- After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined a minimum of $5,000.

For the Title 21 United States Code (USC) Controlled Substances Act regarding penalties for simple possession:
https://www.deadiversion.usdoj.gov/21cfr/21usc/844.htm

For the Title 21 United States Code (USC) Controlled Substances Act regarding civil penalty for possession of small amounts of certain controlled substances:
https://www.deadiversion.usdoj.gov/21cfr/21usc/844a.htm

For a comprehensive list of federal trafficking penalties: https://www.dea.gov/druginfo/ftp3.shtml

Federal Student Aid (FSA) Penalties for Drug Law Violations

A conviction of any offense involving the possession or sale of illegal drugs can result in a loss of eligibility for federal student aid. Convictions only count against a student for aid eligibility purposes if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid—they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

	Possession of illegal drugs	**Sale of illegal drugs**
1st offense	1-year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offense	Indefinite period	

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

Signs of abuse or addiction - The physical signs of abuse will vary according to the type of drug being abused. The short term and long term effects of drugs are the symptoms that will present themselves during abuse. Addiction is a complex brain disease with symptoms that include strong drug cravings, active seeking of the drug, and use of the drug that continues even in the presence of devastating life consequences including loss of job, the incurring of debt, family and personal relationship problems, and physical health problems.

The following is a description of health risks associated with the use of illicit drugs and abuse of alcohol:

Alcohol - Alcohol is made from the fermentation of sugars by yeast organisms. It is commonly served as beer, wine and spirits.

Short term effects: decreased brain function, mood swings, decreased coordination.

Long term effects: Cardiomyopathy, Arrhythmias, stroke, high blood pressure, Steatosis, hepatitis, Fibrosis, Cirrhosis, pancreatitis, increased risk of cancer, decreased function of immune system.

Inhalants - Inhalants are solvents, aerosols, gases and chemical vapors that are used to alter the perceptions of the user. They can be found in many common household products including: spray paints, glues, markers and cleaning fluids.

Short term effects include: confusion, nausea, poor speech, decreased coordination, euphoria, dizziness, hallucinations, intense headaches, sudden death due to heart failure or asphyxiation, seizures and coma.

Long term effects include: Liver and kidney damage, bone marrow damage, nerve damage, and brain damage.

Marijuana - Marijuana is made from the plant Cannabis sativa. Its main ingredient is the mind altering chemical THC (delta-9-tetrahydrocannabinol).

Short term effects: enhanced sensory perception, euphoria, decreased reactions, balance and coordination, difficulty with learning and memory, hallucinations and anxiety.

Long term effects: Mental health problems, frequent respiratory infections.

Methamphetamines - Methamphetamines are extremely addictive amphetamine stimulants.

Short term effects: increased alertness, decreased appetite, increased breathing, heart rate and blood pressure, irregular heartbeat.

Long term effects: anxiety, confusion, drastic mood swings, violent behavior, paranoia, hallucinations, weight loss, severe dental problems, skin sores from uncontrollable itching.
Tobacco/Nicotine - Tobacco is grown for its leaves which carry a large content of the perception altering and highly addictive chemical Nicotine.

Short term effects: increased blood pressure, breathing and heart rate.

Long term effects: increased risk of cancer (especially lung, mouth and throat), chronic bronchitis, emphysema, increased risk of heart disease, leukemia, cataracts and pneumonia.

Prescription Drugs – Prescription drugs are any substance prescribed for an individual by a licensed healthcare provider. There are a number of prescription drugs that are highly addictive and have potential for abuse. These include opiate painkillers (e.g., OxyContin, hydrocodone), central nervous system depressants (e.g., Xanax, Vicodin), and stimulants (e.g., Adderall, Ritalin).

Short term effects: impaired reflexes and perceptions; slowed respiration and heart rate, significantly greater risk of having an accident while driving, seizures and memory difficulties; withdrawal symptoms such as nausea, shaking, sweating and nervousness, bone pain, insomnia, vomiting and uncontrolled leg movements, depression, exhaustion and sleep problems.

Long term effects: organ damage and failure, especially to kidneys and liver; dependency and addiction; intense withdrawal symptoms; increased mental health symptoms such as paranoia and depression; decreased cognitive function; risk of overdose and death.

Alcohol and Other Drug Prevention, Intervention, Treatment, Recovery and Rehabilitation Services

Healing Hands School does not provide direct health or counseling services. The school can provide information about drug awareness programs, penalties for violations, and references to local resources. Students and employees are asked to speak with the Director for more information. The following agencies provide assistance and/or referral:

National Resources

Substance Abuse and Mental Health Services Administration (SAMHSA) 877-SAMHSA-7 (877-726-4727)
800-487-4889 (TDD)
www.samhsa.gov

Find alcohol and drug abuse treatment or mental health treatment facilities and programs around the country at https://findtreatment.samhsa.gov

Telephone Hotlines
All hotline numbers are toll-free.

SAMHSA's National Helpline	800-662-HELP (800-662-4357)
	TTY: 800-487-4889
Suicide Prevention Lifeline	800-273-TALK (800-273-8255)
	TTY: 800-799-4889
Disaster Distress Helpline	800-985-5990
	TTY: 800-846-8517
	Text **TalkWithUs** to 66746
Drug-Free Workplace Helpline	1-800-WORKPLACE (967-5752)

Resources in San Diego County

Behavioral Health Services Division Health and Human Services Agency County of San Diego
1600 Pacific Highway, Room 206 San Diego, CA 92101
619-563-2700
If you have a Behavioral Health emergency, please call 9-1-1.
To access referrals or call the Crisis Line, phone 1-888-724-7240.
http://www.sandiegocounty.gov/hhsa/programs/bhs/alcohol_drug_services/

- Alcohol and Other Drug (AOD) Programs
  AOD provides an integrated system of community-based alcohol and other drug prevention, intervention, treatment, and recovery services throughout San Diego County via contracts with local service providers

Resources in Orange County

Behavioral Health Services OC Health Care Agency 405 W. Fifth Street
Santa Ana, CA 92701 http://ochealthinfo.com/bhs

The OC Health Care Agency's Behavioral Health Services include children and adult mental health, alcohol and drug inpatient and outpatient, crisis programs, and prevention and early intervention services. Callers can be potential participants, family members, friends or anyone seeking out resources, or providers seeking information about Behavioral Health programs and services. Trained Navigators provide information, referral, and linkage directly to programs that meet the needs of callers.

If you would like to learn more about services available through Behavioral Health Services, please call (855) OC-LINKS or 855-625-4657between the hours of 8 am - 6 pm to be connected to a Behavioral Health Navigator, or click on the OC Links Chat icon during open chat hours. TDD Number: 714-834- 2332.

For Alcohol & Drug Prevention – Community Projects (ADEPT) available in Orange County: http://ochealthinfo.com/phs/services/healthlive/adpcp

For Alcohol & Drug Abuse Outpatient Clinics:
http://ochealthinfo.com/bhs/about/adult_and_older_adult_behavioral_health_services/clinics

*As an institution of higher education, Healing Hands School of Holistic Health complies with the Drug- Free Schools and Campuses Regulations of 1989 and the Drug-Free Workplace Act of 1988 which state that "as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees." In accordance with the regulation, notice of school's Alcohol and Drug Prevention Program, published on the school website (*www.hhs.edu) *is emailed annually to enrolled students and employees and a paper copy is available upon request. The school provides a paper copy and/or email to all new students or employees.*