

Santa Barbara Body Therapy Institute

516 N. Quarantina St. Santa Barbara, CA 93103 (805) 966-5802

www.sbbti.com



Course Catalog

Jan 1, 2017 – July 1, 2018

Important: Prior to signing an enrollment agreement please read this catalog carefully. You are also encouraged to review the School Performance Fact Sheet available upon request.

Revised and printed on Feb 28, 2017

Our Mission

Our mission is to prepare students for professional practice in holistic massage, to provide an educational environment that fosters personal health, vitality, full self-expression, and a bridge between students and the community that educates, serves and promotes the therapeutic benefits of massage.

The Institute

Santa Barbara Body Therapy Institute (SBBTI) is a private institution offering vocational and avocation bodywork training, affordable student massage and professional bodywork. Our programs include a broad range of approaches to bodywork addressing the circulatory, neuromuscular, immune, and neuroendocrine body systems as well as the subtle fields and flows. In any given month, we have roughly 50 students enrolled in assorted programs, courses and clinics. Within our clinics students provide roughly 200 massages to the general public monthly. Our classes are personal and intimate with lots of one-on-one attention and a student teacher ratio that ranges from 6-1 to 12-1. Our graduates are successfully employed throughout the tri-counties in spa settings, private practice and medical centers as well as sharing their skills with families and friends.

The Institute was founded in 1984 and ownership was transferred to Katie Mickey in October 1989. The school became incorporated in 1997 with full ownership remaining with Katie Mickey. We are approved to operate by the Bureau for Private Postsecondary Education. The school received approval to operate by the CA BPPE (its current name) in 1985 #19282 as in compliance with CA state standards, School code #4201111. Approval to operate means that this institution is in compliance with the minimum standards contained in the BPPE Act of 2009 and Division 7.5 Title V of the California Code of Regulations. www.bppe.ca.gov. The 550 hour Massage Therapist program specifically is approved by California Massage Therapy Council (CAMTC) to provide education for certification purposes effective 8/18/16-8/17/18. School approval code is SCHOO20. In addition, we are approved for training for Veterans and eligible persons by the CA State Approving Agency for Veterans #2-5-1333-05. Our continuing education is also accepted by CA Board of Registered Nursing #CEP10769.

SBBTI is not accredited by any accrediting agency recognized by the US Department of Education. SBBTI participates in federal and state financial aid programs through the Department of Veteran's Affairs, the California Department of Vocational Rehabilitation, CA Workers Compensation and the CA Workforce Investment Act.

Location and Facility: Our office and teaching facility is located at 516 N. Quarantina St, Santa Barbara, one mile from the ocean, and 100 miles north of Los Angeles. Santa Barbara offers 20 miles of beautiful beaches, rich gardens, charming architecture, endless cultural activities and a diverse choice of outdoor activities due to the unique accessibility of mountains and seashore. The region's climate is fair year round the city's population is approximately 92,000.

Our facility is located two blocks west of Milpas Street between Haley and Cota Street, (a mere half block from Ortega Park and the Santa Barbara Junior High School/Marjorie Luke Theatre) within easy access to city bus stops, pedestrian walkways, bike lanes and the 101 Freeway. Our facility includes a large classroom space, office and reception area, a bathroom, two treatment rooms, a print library and multimedia library with DVDs, kitchen/break room with a small retail section providing textbooks and oils. Our classroom serves as a lecture space, semi-private clinic, treatment and exercise space. The classroom is well stocked with chairs, massage tables, massage chairs, exercise rollers, bolsters, blankets, heating pads, pillows, full sized skeleton model, wall charts, two large white boards, projector, screens and hanging dividers for our practicum clinics. Our classroom can accommodate up to 22 students during classroom hours and 11 students and 11 clients during clinic hours. Please visit us at 516 N. Quarantina Street Santa Barbara, CA 93103 or visit our website: www.sbbti.com.

Effective Dates: Jan 1 thru Dec 31, 2017

Massage Practitioner Program (250 hours)

Our Massage Practitioner Program imparts essential methods for inducing relaxation, pain reduction, mental clarity and heightened states of well-being. Our Practitioner training qualifies graduates to obtain a Massage Technician's Permit within the city of Santa Barbara and specific municipalities which only require 200- 250 hours of training from a BBPE approved school. Obtaining a Massage Technician's Permit then allows practitioners to gain entry level employment within the local spa industry as well as build a self-employment practice. Our Practitioner / 250 hour Program provides the foundational knowledge and skills required for the advanced bodywork modules that comprise our Massage Therapist/550 hour Program, as well as covers content required for MBLEx exam preparation.

The Practitioner Program day format is scheduled twice weekly for 17 weeks, comprising Swedish Massage, Chair Massage and Ethics in the mornings; Nutrition and concurrent clinics Tuesday-Thursday afternoons. The Practitioner Program evening format is scheduled twice weekly for 20 weeks, with student's choice of clinics concurrent clinics on Tuesday evenings or following classroom portion on Tuesday-Thursday evenings. Students have up to one year to complete without financial penalty. The Practitioner Program also includes a weekend in Reflexology and an integration weekend in Swedish Massage. Completion of the program requires passing grades on bodywork and written exams. Students qualify to start working in the clinic once they have passed their bodywork exam for Swedish or Reflexology. Both bodywork exams involve giving a full body session on an instructor. Students will be given daily quizzes, a midterm exam and final exam.

250 Hour Massage Practitioner Program					
Transcript Breakdown		Module Breakdown			
<u>Subjects</u>	<u>Hours</u>	<u>Modules</u>	<u>Hours</u>		
Bodywork Theory & Practice	148	Swedish	200		
<i>Classroom</i>	88	<i>Classroom</i>	143		
<i>Practicum</i>	60	<i>Clinics (19x3hrs)</i>	57		
Anatomy	10	Reflexology	24		
Kinesiology	30	<i>Classroom</i>	21		
Physiology	10	<i>Clinic</i>	3		
Clinical Pathology/Contraindications	15	Nutrition	13		
Health and Hygiene	15	Ethics	13		
Ethics	19				
Business	3				
TOTAL HOURS	250	TOTAL HOURS	250		
Program Cost Breakdown:		Hours	Reg Fee	Tuition	Total Cost
Tuition 250 MP - \$11/hr		250	\$200	\$2750	\$2950
Veterans			\$10		\$2760

The schedule of total charges for a period of attendance equals an estimated schedule of total charges for the entire educational program.

Swedish (200 hrs) Our Swedish course is foundational for all of our Massage related courses and programs. We begin with the essential methods of healing: gentle movement, massage, deep breathing and deep relaxation for the benefit of self and others. Students are guided through a succession of exercises that deepen their capacity to apply physical force, flow energy and hold presence. Once established in a state of presence, students engage in the giving and receiving of massage techniques: using gentle, big mitt contact, fluid pushing strokes, warming, and squeezing strokes. Students learn to flow progressively through each area of contact like water pouring over the body, penetrating the tissues and inducing states of deep relaxation. Building on relaxation techniques, students learn to warm, stretch and knead tissues with effective use of pressure to assist in tissue mobilization, metabolic waste removal, and nutrient absorption. Students learn how to modulate Swedish techniques based on body type, presenting patterns, and contraindications.

Concurrent with their developing massage skills, students are guided through an applied approach to Anatomy, Physiology and Kinesiology. The eleven body systems are explored in relationship to the stress response and relaxation response. Our Kinesiology study, explores the human body in movement, emphasizing: joint structure, function and range of motion as well as the location, origins, insertions and actions of 55 major muscles. Learning methods include exploring movement through isometric contractions, stretches and palpation, open book study, building muscles on a clay manikin and applying the five basic strokes on each muscles attachment site to attachment site.

Students also learn to work effectively with or without oil on the table and in a massage chair. Students learn to address stress through compressive work on the muscles and meridians of the back, shoulders and neck, with clients fully clothed in a stimulating 15- minute, seated massage protocol for enhancing mental clarity, relieving stress and physical tension.

In addition to the twice weekday or weeknight format, illuminating the “Science of Massage”, concurrent night and day classes join for a weekend immersion in the “Art of Massage”. The weekend curriculum offers a rich variety of subtle sensing, assessment, and restorative practices. Students learn to deepen their empathic skills through active and reflective listening, and subtle sensing with flower essences, healing foods as well as the fields and flows of the human body. Students also learn blood pulse assessment for understanding imbalances within the physical and subtle anatomy.

As students gain proficiency with their massage skills and potency of their touch, they can effectively address a wide range of stress and pain profiles. Following evaluation, students begin working with the general public practicing Swedish Massage within our community clinic and Seated Massage in our Community Outreach Program. In addition to the benefits of vocational training, students often report that the body/mind shifts they experience throughout their training has lasting impact in their daily lives, creates greater ease within themselves and harmony between family, friends and coworkers.

Our Practitioner Program also covers a portion of the content required for success in sitting for the MBLEx exam. MBLEx type quizzes and exam included.

Reflexology and Detoxification (24 hrs)

Reflexology Detoxification synthesizes the ancient art of vitalizing the whole body through stimulation on the feet and hands with self-care measures for assisting and supporting the detoxification process. The protocol and approach within this module specifically catalyzes tissue detoxification, lymphatic drainage, organ elimination, immune function and pain reduction. In addition to Reflexology protocol, students are introduced to the adjunctive measures of earthing, essential oils, hydration and nutrition. The course includes assessment of the ten zones, the vital organs, glands, lymphatic, musculoskeletal and nervous system reflexes. The course also includes clinic, SOAP notes and quiz.

Nutrition for Bodyworkers (13 hrs)

Our Nutrition course empowers students with nutritional measures to address common challenges that may arise in the life of a student or professional bodyworker. The course specifically offers nutritional strategies for enhancing strength, immune function, mental focus and capacity for a restful night's sleep as well as resolving inflammation. The course also covers fundamental nutritional principles of Western Science.

Ethics (13 hrs)

Our Ethics training offers a lively overview of the ethical issues that may arise within the context of bodywork practice. The course illuminates key bodies of knowledge within our profession: scope of practice, standards of practice, code of ethics, legal regulations, limits of practice and professionalism. The course instruction utilizes a variety of learning methods to explore personal and conceptual boundaries, negotiate agreements and establish appropriate goals and strategies for the session. Students engage in exercises such as pushing hands, sensory awareness of energy fields, active listening, reflective listening, nonviolent communication, and role play in addressing difficult clients. Issues regarding sex, money and power will be explored within the context of practicing massage. The course also prepares students for success in sitting for the ethics portion of the MBLEx exam.

Massage Therapist Program (550 hours)

Our Massage Therapist program offers advanced bodywork training, preparing graduates to address a broad spectrum of neuromuscular dysfunction, distribution of fluid, hormonal and electrical imbalances. The Massage Therapist Program satisfies the CAMTC's requirements for certification as a Massage Therapist as well as covers the content knowledge required to pass the MBLEx exam. Roughly half of California cities are now requiring CAMTC certification to obtain a business license and engage in professional practice. Many employers as well are now requiring CAMTC certification for employment. As of January 1st 2015, California State Certification requires 500 minimum hours of training and a passing grade on the MBLEx exam for all incoming therapist applications. As of Dec 31, 2016, 34 graduates have taken the MBLEx exam, with a pass rate of 76.5% first time takers and 80% second time takers.

The skills and competencies gained through our 550 hour program are specific to preparing graduates for employment in the spa industry as well as private practice. Our Massage Therapist Program includes: the Massage Practitioner Program, Neuromuscular Therapy modules, Physiology and Pathology of the eleven body systems, business skills as well as a wide assortment of elective bodywork modules. Students who enroll in their 550 concurrent with their 250 enrollment will perform 27 hours of their 250 Program clinic requirement, practicing advanced modalities. Students attending classes twice weekly, evenings or mornings and occasional weekends can complete the program in a twelve month time frame. Students attending 4 classes weekly, evenings or mornings, and one monthly weekend course could complete in a six month time frame. Completion of the program requires full attendance and passing grades on bodywork exams and written exams.

550 Hour Massage Therapist Program					
Transcript Breakdown		Module Breakdown			
<u>Subjects</u>	<u>Hours</u>	<u>Modules</u>	<u>Hours</u>		
Bodywork Theory & Practice	248	Massage Practitioner	250		
<u>Classroom</u>	<u>155</u>	Neuromuscular Modalities	120		
<u>Practicum</u>	<u>93</u>	Bodywork Electives	76		
Clinical Pathology/Contraindications	84	Immune Physiology/Pathology	30		
Kinesiology	55	Neuroendocrine Physiology/ Pathology	28		
Physiology	52	Musculoskeletal Physiology/Pathology	20		
Anatomy	52	Business Skills	20		
Business	23	MBLEx Prep/Final Exams	6		
Ethics	19				
Health and Hygiene	15				
TOTAL HOURS	550	TOTAL HOURS	550		
Program Cost Breakdown:		Hours	Reg Fee	Tuition	Total Cost
Tuition 250 MP - \$11/hr		250	---	\$2750	-----
Tuition 550 MT - \$14/hr		300	\$200	\$4200	\$7150
Veterans			\$10		\$6960

The schedule of total charges for a period of attendance equals an estimated schedule of total charges for the entire educational program.

Business Skills

Business Skills (20 hrs) covers a broad range of business skills for employment and private practice. A number of leading marketing practices will be offered by successful graduates and employers. Topics include business planning, strategic planning, office management, marketing, hiring/interviewing, documentation and records, client records, business records as well as current employment opportunities. The course also prepares students for success in sitting for the MBLEx exam. MBLEx type quizzes included.

Neuromuscular Modalities (choose 2 - 120 hrs)

Muscle Testing/ Cross Fiber Deep Tissue (60 hrs) Students will learn to assess 14 indicator muscles and their related organs, glands and meridians to address the evaluation and treatment of common client pain profiles and deficiency syndromes through re-establishing the flow of life energy to the muscular and organ systems. Balancing techniques include: Neurolymphatic Release, Neurovascular Holding Points, Origin/Insertion technique, Acupressure Holding Points, Tracing the Meridians, Spinal Reflex, and Muscle Spindle Cell technique. Students will also learn to integrate these balancing techniques into a potent Cross Fiber Deep Tissue session. Students learn to powerfully release pain diminishing endorphins, blockages within the meridian and vascular system, irritants within the tissues and binding within the fascia. The protocol includes the use of elbows, knuckles and palms, cutting across the muscles fibers for the purpose of breaking up restrictions within the fascia. In addition to myofascial pain syndromes, students will be shown how to address an assortment of visceral pathologies such as hiatal hernia, and congestion in the colon, liver and gall bladder.

Orthopedic Massage (60 hrs) covers Orthopedic Massage skills for assessment and treatment of pain, postural imbalances and limited range of motion. In this class students will become skilled at performing a full body postural evaluation using range of motion tests and visual analysis on each joint. Then students will learn to release restrictions in each joint using static pressure, pressure with passive motion, pressure with active motion, along with resistance stretching. Students will also make many of the muscles out of clay, for greater clarity of their layering and attachment sites. After taking this class, students will be able to reduce a client's pain by 90% in one session, and increase significantly ROM. Students will learn how to assess their clients by testing and retesting, thereby affirm the effectiveness of the work. MBLEx type Quizzes and exams included.

Trigger Point Therapy (60 hrs) covers how to treat trigger points and injuries. Trigger points are areas of hyper-irritability within soft tissue that develop when a muscle is injured or overworked. Trigger points caused by trauma create changes in the chemical balance in the tissue, irritating the sensory systems. Trigger points are characterized by local tenderness and referred phenomena, which can include, pain, tingling, numbness, burning or itching. Students learn direct pressure techniques with fingers, thumbs and tools to assess and alleviate trigger points, as well as cross fiber friction techniques for breaking up scar tissue, releasing adhesions and speeding tissue repair. Students also learn adjunctive treatment measures such as RICE, tennis balls, Theracane, foam roller, and Thumbies. The course is formatted in weekly area specific modules, including: lower back, pelvic floor, headaches, neck /shoulders, TMJ/jaw, rotator cuff and extremities. Each module includes palpation skills in locating related muscles and attachments sites, tendons and ligaments, trigger point location and clinical pathologies specific for each body section.

Physiology and Pathology

Immune Physiology and Pathology (30 hrs) this course covers the functions, pathologies, pharmacologies, contraindications, areas of caution related to the systems involved with immunity. These systems specifically include: the circulatory, lymphatic, skeletal, skin, respiratory, integumentary, digestive and urinary. Clinical pathologies addressed include: cardiovascular disease, cancer, open wounds/sores, high blood pressure, edema, common cold, sinusitis, asthma, irritable bowel syndrome, AIDS and assorted. The course also prepares students for success in sitting for the MBLEx exam. MBLEx type quizzes included.

Neuroendocrine Physiology and Pathology (28 hrs) Introduces the science of body/mind medicine. This course illuminates bio-molecular science's most recent understanding of feelings, emotions and mental states. The course presents the anatomy, physiology and pathologies of the nervous and endocrine systems and the chemicals that give rise to our emotional/mental states in health and disease. The course explores the benefits and limitations of the leading approaches to mind/body balance including pharmacology, mindfulness, nutrition and bodywork. The course also prepares students for success in sitting for the MBLEx exam. MBLEx type quizzes included

Neuromuscular Physiology/Pathology (20 hrs) Covers common musculoskeletal pathologies such as hypertonic/ hypotonic muscles, fibromyalgia, sprains, strains, ruptures, tendinosis, tendonitis, osteoporosis, arthritis, and postural distortions. The course also covers the physiology and of the muscular and skeletal systems. The course also prepares students for success in sitting for the MBLEx exam. MBLEx type quizzes included

Electives (76 hrs)

Acupressure (30 hrs) introduces students to meridian theory and application, based on ancient Chinese healing art. Techniques utilized include finger and hand pressure to stimulate specific points on the body which release muscular tension, increase blood circulation and enhance qi. Students will learn the location of the 14 main meridian channels, 20 key master points and a general protocol that delivers a deeply relaxing and energetically restorative massage.

Barefoot Compressive Deep Tissue (16 hrs) Offers a deep tissue protocol for working the major muscle groups using the therapist's feet. The technique is especially suitable for physically active people, athletes and bodies that require sufficient force to effectively release core muscular tension. The method is a lifesaver for hands, wrists and shoulders that tend to become overworked using traditional massage techniques.

Craniosacral Therapy I (30 hrs) This course is based on the biodynamic approach to Craniosacral Therapy. Students learn to provide a fulcrum for clients that facilitate the integration of the endocrine and nervous systems, while monitoring with the oceanic environment of the cerebrospinal fluid. When the nervous system is distressed, it signals the endocrine system to secrete hormones to help balance the stress. An imbalance and over secretion of these hormones leads to syndromes such as PMS, chronic fatigue, hypoglycemia and diabetes. Students learn to sit in stillness and deepen communication with self and client. As balance occurs, both therapist and receiver experience a deep sense of wellbeing that fosters health and peace of mind.

Craniosacral Therapy II (30 hrs) This course offers additional holds and balances for the Craniosacral system, including balances for the temporal, parietal, frontal, zygoma, maxilla and mandible bones. Students will also deepen their capacity to track the rhythmic movement of the cranial sacral bones and fluid tides. As students provide a fulcrum for the unwinding of these bones, deep states of stillness and ease may arise for the client. The cranial impulse then shifts into the longer wave patterns known as the midtides and longtides.

Deep Tissue (30 hrs) introduces students to muscle stripping and prolonged compression. The course is designed to teach students a full-body protocol that will enable them to give deeper work without stress on their body and prepare them for the busy and demanding schedule of the commercial spas. Proper body mechanics and alignment will be heavily emphasized as well as the appropriate use of forearms, elbows and knuckles to reduce fatigue and the chance of injury. Students will learn to improve postural alignment, increase range of motion, initiate connective tissue regeneration, break-up adhesions caused by micro-scarring, injury, or surgery, address chronic pain and specific syndromes (e.g. headaches, sciatic pain, thoracic outlet syndrome, etc.)

Essential Oils and Hydrotherapy (16 hrs) introduces the practitioner to the therapeutic use of essential oils and hydrotherapy. Students will learn to work with over twenty therapeutic oils in singles and blends as well as therapeutic protocols for enhancing: circulation, oxygenation, nutrient delivery to cells, immune response, detoxification, pain relief and nervous system homeostasis. Students will also learn internal and external hydrotherapies using hot and cold adjuncts. The course offers several protocols for enhancing circulation, modulating temperature and speeding tissue repair. The course will cover a variety of common pathologies and recommended essential oil and or hydrotherapy applications.

Intro to Sensory Integration for Bodyworkers (30 hrs) This course considers the sensory tracks in our brains, which differ greatly from individual to individual. Students experiment with props, pressures, weight, toys, fiddle gadgets or other tools for down regulating a client's nervous system so that they increase neural openness to receiving bodywork. Students discover how they personally integrate sensory information and find out which of their neural tracks give ease or challenge of sensory integration as well as noting the wide differences within classmates. After learning and using various sensory integration tools with themselves and classmates, students demonstrations will occur with individuals who have more extreme sensitivity.

Manual Lymphatic Drainage (30 hrs) offers gentle lymphatic drainage techniques for detoxifying the body and enhancing the immune system. Manual Lymphatic Drainage involves, light pulsing pressure applied to the superficial lymph vessels within the extremities and torso. Manual Lymphatic Drainage is indicated for assorted immune system pathologies, low energy states and conditions of toxicity.

Medical Qigong Essentials (20 hrs) introduces the student to Medical Qigong self-healing exercises for establishing exceptional wellbeing in the body, mind and spirit. Medical Qigong exercises will be taught that help the body correct physical and energetic imbalances. The exercises strengthen and regulate the internal organs, nervous system and immune systems as well as relieve pain, regulate hormones and release deep-seated emotions. The course will introduce the student to the basic theories of energy tonification, purgation and regulation of the body's organs and energy channels, as well as strengthening the body's protective energy field.

Neuroplasticity/ Essential Methods (30 hrs) Course offers essential methods for re-patterning the brain through sound, thought, movement, consciousness and precise three dimensional touch. Whatever the cause of minute or severe brain injuries, brains need help to wake up to heal. Students learn to facilitate healing from within utilizing sensitive, educated hands, linguistics and movement. These experiential and effective methods can be integrated into most non-force touch therapies.

Polarity Therapy (30 hrs) presents an introduction to Polarity Therapy based on the work of Dr. Randolph Stone. Students learn an overview of the wireless anatomy, including the subtle bodies, chakras, bipolar currents, oval fields and transverse currents. Students learn light touch techniques for interfacing with the electromagnetic fields, flows and chakras of the human body.

Pregnancy Massage (30 hrs)

Our Prenatal Massage training includes side posture and semi-reclined positioning ideal for pregnant mothers, those with pain syndromes in the lower back and hip, and clients adverse to supine positioning. The techniques offered therein include: Swedish, Deep Tissue, Acupressure and Polarity Therapy specific to addressing the common challenges incurred during pregnancy and postpartum recovery such as stress, anxiety, myofascial pain and dysfunction, hormonal imbalances, nausea, delayed labor and C-section scar tissue. The course also includes the 24 forbidden pregnancy points and their associated meridians, for balancing the period, avoiding during pregnancy and supporting labor.

Sports/Athletic Taping (16 hrs) Offers athletic taping protocols to support the stabilization, lymphatic drainage and tissue repair needed for a variety of athletic injuries and edema conditions. Students will learn to tape common areas of inflammation, swelling and instability including major joints and tendons. Students will also learn to apply Deep Transverse Friction and PNF stretches applied to major muscles.

Tui Na (30 hrs) addresses the imbalances in the muscular, joint and meridian systems. Tui Na is a classic Asian style of bodywork based on traditional Chinese medical theory of the flow of Qi through the meridians. The techniques include rhythmic compression along energy channels of the body, as well as a variety of techniques to manipulate and lubricate the joints. Tui Na directly affects the flow of energy by holding and pressing the body at acupressure points. It includes massage techniques to mobilize soft tissue, acupressure techniques to directly affect the flow of Qi and manipulation techniques to realign musculoskeletal and ligamentous relationships to establish a more balanced flow of Qi.

MBLEx Prep

MBLEx Prep/Final Exam (6 hrs) Introduces students to several online and/or written MBLEx preparation programs, including: ABMP Massage Coach, AMTA's Massage Exam Study App, Massage Magazine's Study Buddy, Massage- Exam.com' Practice Questions and Study Guide, The Federation of State Massage Therapy Boards' MBLEx Prep Guide, and Real Bodywork's assortment of apps. Completion of this module and the 550 program entails passing 2 simulation MBLEx exams.

Medical Qigong Practitioner Program (200 hours)



Our Medical Qigong Program offers training in energy work and Traditional Chinese Medicine. It is designed for the serious student interested in conducting a private practice in energy-based bodywork and self-healing exercises addressing general ailments and stress related conditions. Graduates will be granted a certificate of completion in Medical Qigong. Our 200 hour Medical Qigong Practitioner Program is deficient in required hours to meet certification requirements per CAMTC. Completion of the program requires passing grade on bodywork exam and written exam. Method of assessment involves: performing a full body session on an instructor.

200 Hour Medical Qigong Practitioner Program					
Transcript Breakdown		Module Breakdown			
<u>Subjects</u>	<u>Hours</u>	<u>Modules</u>	<u>Hours</u>		
Bodywork Theory & Practice	125	Meridian Modalities	60		
<u>Classroom</u>	95	<u>Acupressure</u>	30		
<u>Practicum</u>	30	<u>Tui Na</u>	30		
Clinical Pathology/Contraindications	25	Medical Qigong Essentials	20		
Anatomy	25	Introduction to Diagnosis & Treatment	60		
Physiology	25	Clinical Foundations	60		
TOTAL HOURS	200	TOTAL HOURS	200		
Program Cost Breakdown:		Hours	Reg Fee	Tuition	Total Cost
Tuition 200 MQP - \$15/hr		200	\$200	\$3000	\$3200

The schedule of total charges for a period of attendance equals an estimated schedule of total charges for the entire educational program.

Acupressure (30 hrs) introduces students to meridian theory and application, based on ancient Chinese healing art. Techniques utilized include finger and hand pressure to stimulate specific points on the body which release muscular tension, increase blood circulation and enhance qi. Students will learn the location of the 14 main meridian channels, 20 key master points and a general protocol that delivers a deeply relaxing and energetically restorative massage.

Clinical Foundations (60 hrs) offers an overview of the major principles and foundational structures that govern Traditional Chinese Medical Qigong. Other topics covered include: three levels of ancient Taoist Mysticism, four functional properties of energy, materializing and dematerializing energy, combining Medical Qigong with other modalities and Chi emitting methods. Students will have a deeper comprehension of the body's energetic matrix as it pertains to Traditional Chinese Medicine, Disease, Diagnosis, and the Medical Qigong Clinic. The focus will be placed on integrating clinic qigong modalities, advanced assessment, energetic modulation skills. Practicum includes clinics and case studies.

Introduction to Diagnosis and Treatment (60 hrs) builds on material covered in first course. Students are led through a progressive series of advanced Shen Gong (Spirit Skill) meditations and exercises, used to develop advanced intuitive diagnostic skills. Additionally, students will learn the Medical Qigong treatment protocol for treating patients as well as avoiding the absorption of Toxic Chi while in a clinical environment. Protocols will be included for releasing and integrating emotional states. Practicum includes clinics and case studies.

Medical Qigong Essentials (20 hrs) introduces the student to Medical Qigong self-healing exercises for establishing exceptional wellbeing in the body, mind and spirit. Medical Qigong exercises will be taught that help the body correct physical and energetic imbalances. The exercises strengthen and regulate the internal organs, nervous system and immune systems as well as relieve pain, regulate hormones and release deep-seated emotions. The course will introduce the student to the basic theories of energy tonification, purgation and regulation of the body's organs and energy channels, as well as strengthening the body's protective energy field.

Tui Na (30 hrs) addresses the imbalances in the muscular, joint and meridian systems. Tui Na is a classic Asian style of bodywork based on traditional Chinese medical theory of the flow of Qi through the meridians. The techniques include rhythmic compression along energy channels of the body, as well as a variety of techniques to manipulate and lubricate the joints. Tui Na directly affects the flow of energy by holding and pressing the body at acupuncture points. It includes massage techniques to mobilize soft tissue, acupuncture techniques to directly affect the flow of Qi and manipulation techniques to realign musculoskeletal and ligamentous relationships to establish a more balanced flow of Qi.

Holistic Health Practitioner Program (1000 hours)

Our Holistic Health Practitioner Program is designed for the serious student who desires to build a successful private practice. The HHP curriculum can be completed in a 12-36 month time frame, depending on rate of study. The final 450 hours of the HHP program builds on the Massage Therapist Program, with additional bodywork modules and the Medical Qigong Practitioner Program. Completion of the program requires passing grade on Bodywork exams, written exams and full attendance. 1000 hour Holistic Health Practitioner Program is excessive in required hours to meet CAMTC certification requirements.

1000 Hour Holistic Health Practitioner Program					
Transcript Breakdown		Module Breakdown			
<u>Subjects</u>		<u>Modules</u>		<u>Hours</u>	
<u>Hours</u>		Massage Therapist		550	
Bodywork Theory & Practice	510	Medical Qigong		200	
Classroom	314	Bodywork Electives		150	
Practicum	144	Classroom Assistant		100	
Clinical Pathology/Contraindications	140				
Anatomy	112				
Physiology	104				
Kinesiology	67				
Ethics	29				
Health and Hygiene	15				
Business	23				
TOTAL HOURS	1000	TOTAL HOURS		1000	
Program Cost Breakdown:		Hours	Reg Fee	Tuition	Total Cost
	Tuition 250 MP - \$11/hr	250	---	\$2750	-----
	Tuition 550 MT - \$14/hr	300	---	\$4200	-----
	Tuition 1000 HHP - \$14/hr	450	\$200	\$6300	\$13,450
	Veterans		\$10		\$13,260

The schedule of total charges for a period of attendance equals an estimated schedule of total charges for the entire educational program.

Bodywork Electives (150 hrs) See Massage Therapist Program, page 6.

Classroom Assistant (100 hrs) Advanced students support entry level students with technique instruction and interpersonal skills. Advanced students work closely with the classroom instructor in developing their leadership skills and public speaking.

Medical Qigong (200 hrs) See Medical Qigong Program, page 11.

Faculty



Kathleen Mickey: Director, CAMTC #18289, H.H.P., R.P.P.

Somatic Educator since 1986. **Ethics, Pregnancy, Reflexology, Swedish Massage, Muscle Testing/Cross Fiber Deep Tissue, Essential Oils and Hydrotherapy**

Kathleen Mickey, owner, director and lead instructor of the Santa Barbara Body Therapy has trained thousands of students in massage therapy and bodywork. Katie has overseen tens of thousands of massages to the greater SBBTI community through SBBTI's student clinic and community outreach. She has also provided training for Ojai Valley Spa, Valle Verde and Hospice of Santa Barbara. Her graduates are successfully practicing throughout the tri-counties in spas, physical therapy offices, corporate massage venues, and various private practices.

Kathleen's educational background includes: The Institute for Holistic Studies, The Santa Barbara College of Oriental Medicine, The School of Intuitive Massage, The Body Therapy Institute, The International Institute of Reflexology, The Alive Polarity Foundation, The International Academy of Holodynamics, The Upledger Institute, The Integral Institute of Tai Chi and Qigong, The Center for Nonviolent Communication, Access Consciousness, Landmark Education and Leadership Santa Barbara. In addition to her full schedule as Director and Instructor for SBBTI, Katie currently serves on the advisory board to the California Massage Therapy Council and as Board Member of Perfect Water Worldwide,



Nell Craig CMT #31924

Tai Chi and Health Instructor since 1998. **Acupressure**

Nell Craig was introduced to acupressure and Chinese systems of healing eighteen years ago during her martial arts, Tai Chi and Qigong training. She has earned a second-degree black belt in Kyusho Jitsu Karate, the art of pressure point fighting. The requirements for this rank included an in depth study of TCM principles, acupressure points, related meridians, applications for healing, and restoring Qi flow in the body. She is also a certified Pranic Healer and has completed the SBBTI Medical Qigong Practitioner Program. She has a Bachelor of Science degree in Nutrition from Arizona State University, and has worked in the community as a health educator, Tai Chi, Qigong instructor, and coach for weight management programs. In addition, Nell offers qigong, acupressure, reflexology and qi massage to the community.



Shawny Donahue, LMT, CAMTC #52040

Bodyworker since 2013. **Medical Qigong Essentials, Intro to Diagnosis and Treatment, Clinical Foundations**

Shawny currently works out of the Qigong Guild, Massage Place and has a private practice. She serves the community with Qigong Therapy, Qi Gong Exercise Classes, Tai Chi Classes, Tui Na Massage, Acupressure Therapy, Swedish Massage, Manual and Visceral Lymphatic Drainage Therapy, Cranial Sacral Therapy, Reflexology Massage, and Access Energy Therapy. Shawny is a graduate of SBBTI's 550 program and Medical Qigong Practitioner Program. She is very intuitive and loves her work, which comes through in every session.



Rachael Douglas, CAMTC #31899

Bodyworker since 2006. Instructor Since 2008 **Sports/Athletic Taping**

Rachael has extensive experience in Thoracic Outlet Syndrome, Post-Surgical Lymphatic Drainage, Visceral Manipulation, Sports Massage, Athletic Taping and Deep Tissue. She conducts a Montecito private practice, networking with local Plastic Surgeons, Cosmetic Dentists, Athletic Trainers, Physical Therapists, Sports Medicine MD's and Deep Tissue Specialists.



Nancy Drake, HHP, MQT, CMT, CAMTC# 43669

Bodyworker since 1998. **Medical Qigong Essentials, Intro to Diagnosis and Treatment, Clinical Foundations**

Nancy completed a 3 year Energy Healing program with two graduates of Rosalyn Bruyer's Crucible program. Nancy is a graduate of SBBTI's 1000 hour Holistic Practitioner Program which includes 500 hours of our Medical Qigong Therapist Program. Nancy currently is busy in her own private practice while apprenticing with Matthew Jones in advanced Medical Qigong therapy.



Deborah Hunter, B.A., E.M.T., L.M.T., G.C.F.P, M.B.S. - M.P.

Intro to Sensory Integration for Bodyworkers, Neuroplasticity Essentials

Deborah returns to teach again at BTI after a 20 year gap. She uses Cranial Sacral, Lymphatic Drainage, Brain Therapy, Visceral Manipulation, Manual Articulation, Neuro-Meningeal and Vascular Therapies, having studied directly with Drs. Upledger, Chikly, Barral and Croibier. Her extensive energy work/ meditation training stem from direct study with Bob Moore, Namkai Norbu, Lopon Tenzin and the Dalai Lama. She embraces the human psyche from having directly studied with Dr. Hellinger and Marie Louis Von Franz. Certified both in mediation and as a Feldenkrais Practitioner, and through circumstance of a decade of care for her own family member with catastrophic TBI, she discovered predictable methods to alleviate ADL stress for severe cases, and offers in-home consults to format greater ease for patient and care givers alike.



Erick Hudson, LMT

Bodyworker since 2008. **Barefoot/ Sports, Trigger Point, Tui Na**

Erick is a graduate of SBBTI's 1000-hour Holistic Health Practitioner Program and has a private practice specializing in sports massage, trigger point and Asian bodywork. As a true Renaissance man, he began his studies with a BS in Psychology and worked as a psychiatric nurse, staff trainer, and clients rights advocate in California mental health facilities from 1985 thru 2010 while developing his musical skills and being a guitar instructor from 1998 to the present. During his final week on earth, John Harris, our former and forever instructor extraordinaire and Erick's mentor, called Erick "his legacy" to all of us.



Sean Riehl, CAMTC #51021

Bodyworker since 1990. **Orthopedic Massage**

Sean is the creative talent of Real Bodywork. Real Bodywork has produced over 40 bodywork videos, a dozen anatomy, phone apps, as well as Santa Barbara Massage Crème. His DVDs and phone apps are utilized as training tools in the classroom and in private practice by bodyworkers and medical students internationally. He has been a keynote speaker at AMTA conferences, and his work has been featured in Lippincott and Wilkins training manuals. Sean is a graduate of the Santa Barbara Body Therapy Institute and instructor since the early 90s. He maintains a private practice in Santa Barbara.



Emily Sanders, CCH CCN, CAMTC #46037

Bodyworker since 2010. **Business Skills, Essential Oils and Hydrotherapy, Immune Physiology/Pathology, MBLEx Prep, Manual Lymphatic Drainage, Nutrition, Swedish Massage**

Emily is a Certified Clinical Herbalist and Certified Clinical Nutritionist, with over 1200 hours of training from the North American Institute of Medical Herbalism. She is a graduate of the Santa Barbara Body Therapy Institute's 550 hour Massage Therapist Program and Women's Economic Ventures (WEV) Self Employment Training. Emily has continued with her massage training, working towards her 1000 hour at SBBTI, and has completed Level 1 certification of Neuro-Kinetic Therapy. Emily is owner and practitioner of a busy private practice, Active Alchemy: Massage Nutrition, & Herbs. She also teaches monthly herb walks around Santa Barbara and teaches medicinal native plant classes at the Santa Barbara Botanic Gardens.



Mary Sullivan LAC, MFCC, RPP,

Bodyworker since 1977. **Polarity, Cranial Sacral Therapy, Pregnancy**

Her educational background includes the Alive Polarity Foundation, a Master's Degree in Counseling Psychology and a degree from the Santa Barbara College of Oriental Medicine and extensive training through the Hugh Milne Institute in Craniosacral Therapy. She maintains a busy private practice as a licensed acupuncturist and bodyworker in Santa Barbara, Fresno and North Fork.



Jordan Terry, CAMTC #14568

Bodyworker since 2009. **Muscle Physiology/Pathology, Deep Tissue, Muscle Testing**

Jordan received his formal training at Santa Barbara Body Therapy Institute. With a bachelor's degree in architecture, he has a deep understanding of structure and flow. Jordan has developed a unique synthesis of bodywork styles and research into unique applications. He is currently teaching a course internationally on the cranium and has traveled to the East Pacific to help teach NeuroKinetic Therapy (NKT). He enjoys a multistate private practice.

POLICIES AND PROCEDURES

Operating Schedule

Instructional Hours: Weekdays, weekends and evenings arranged by class. *Office Hours:* Monday - Friday, 10:00am - 6:00pm, weekend hours by appointment. Scheduling information (classes, revisions, holidays, etc.) provided to students in advance. School is closed for the following holidays and or vacation time: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and from Christmas thru New Year's Day.

Housing

SBBTI is unable to provide resident dormitory housing for students. Santa Barbara rental prices can vary greatly from \$700 a room to \$1800 for a studio. The school allows limited enrolled students traveling from a distance to stay overnight at the school. Futons and bedding are provided with the use of shower and kitchen facilities for \$20 per night. This is temporary availability for commuters only. We are not able to provide daily housing for students moving into the area to attend our school nor do we have the staff to provide assistance in locating housing. However, we do post any room or housing situations of which students or clients have made us aware.

Services

Students have access to our reference print and visual library while on-site and can borrow books upon staff authorization during office hours. Also current Level One students are able to rent massage tables, futon mats and chairs at \$5 per day, current Level Two at \$10 per day, all others at \$15 per day. We provide guidance in choices of training and have a very personal approach of interaction with students.

Job Placement

SBBTI does not guarantee job placement, but does provide a variety of resources for securing employment and building a practice. Successful graduates and employers periodically present in the business skills course. Current job openings are listed on a bulletin board in the student lounge. When job openings come to the office staff's attention appropriate graduates are notified. An employer notebook is available for all students in the student lounge to reference for all the known, local massage/bodywork employers.

ADMISSION Requirements

Language

Admission in our training programs requires the prospective student be able to read, write and speak English as we do not provide English as a second language. In regards to the Proficiency Level Descriptors for California English Language Development Standards, students are required to communicate at an Emerging Level. Documentation of this proficiency that will be accepted is as follows: the student's ability to read and write will be based on the completion of the Enrollment Agreement and the Application; and the ability to speak by interacting in a personal interview with the Director. In addition we often have bi-lingual students that can assist those with an occasional difficulty that may arise and we have encouraged bi-lingual family members or friends (ie Chinese, Japanese, Russian, Spanish) to facilitate their own particular student's success by doing study time with their student. Students with marginal understanding can bring a translator to assist in the verbal aspect of the training. We are able to provide sight impaired students with volunteer tutors to read the written test at exam time. Hearing impaired students must provide their own signer as the school does not have the capability to provide this service.

Age and Ability to Benefit:

Age of students must be 18 years minimum or have written parental permission to attend. Students must have a high school diploma or GED equivalent as we do not currently provide an Ability to Benefit test administered by outside agencies for those who have not completed high school.

Enrollment procedure:

Prospective students are encouraged to come to a free introductory class, receive massage in our student clinic, and/or meet individually with an admissions staff member. Enrolling students shall submit an application form and interview with our Director of Admissions to begin the enrollment process. Enrollment includes completing application form, enrollment agreement, fact sheet, STRF form, payment plan form and submitting a copy of high school diploma and a government photo ID, as well as choosing program courses and dates.

Student Visas:

We welcome students from other countries but we are unable to provide student visas. We will vouch for student attendance by providing copies of attendance, transcripts and tuition statements to required agencies.

Rules of Conduct:

Students are expected to be free from the influence of alcohol or drugs while participating in the Institute's courses, including classroom, clinic, retreat and community outreach settings. The administration maintains the right to dismiss students for conduct reflecting unfavorably on the massage profession or reputation of the school, or which seriously limits the instructor's effectiveness to teach or the class's opportunity to learn. Students are required to abide by the classroom agreements regarding presence, sharing, therapeutic intent, boundaries, responsibility and coach ability.

Clinical Hygiene, Dress Code and Draping Policies

All students are required to dress professionally during clinic sessions. Professional attire includes the following:

- Clean shirt (polo, button-up or conservative t-shirt) covering cleavage, waistline and all undergarments. Preferable school logo or no logo.
- Clean pants that cover waistline. No "short-shorts" or bikinis.
- No tears, holes, or frayed lines.
- Well-bathed, fingernails trimmed.
- Removal of all jewelry.
- Hair well groomed and out of eyes.

Attendance and Completion Policy

Absence: Absence will be considered excused under the following circumstances: illness, death or birth in the immediate family and other cases where the school approves the absence. All missed class time must be made up.

Tardiness: Students will be considered tardy if they arrive more than 15 minutes late or leave more than 15 minutes early.

Interruption for Unsatisfactory Attendance: Students failing to maintain satisfactory attendance will be counseled by the administrator. If attendance fails to improve, the student may be dismissed for unsatisfactory attendance. Re-admittance may be permitted if the cause for unsatisfactory attendance has been corrected.

Make-up work: Make-up work is required for 100% all missed classes. Students will have the following options for making up absences:

- Makeup class: Attend a makeup class in the following term. Make-ups will be charged at half current tuition rate. Private make-ups with instructor require one hour tutorial with instructor plus 3.5 or 3 hours case studies to equal a full 4.5 or 4 hour class.
- Makeup clinics: Attend comparable clinic hours to missed classroom hours, no charge incurred. (limited amount of clinics are allowed to substitute for classroom time at instructor's discretion.)

- Instructor tutorial: Receive private or semiprivate tutorial with the instructor. Cost of tutorials vary depending on number of students attending divided into \$50/hr. For example, students may make up one 4 hr class with a one hour tutorial and a three hour clinic.

Maximum Timeframe: All make-ups (with the exception of those receiving Veteran benefits) must be completed with one year of the course end date. Veterans must be completed within their originally contracted length of time. Students may reinstate within 5 years by fulfilling their outstanding program requirements and attending six additional clinics or four additional classes. The reinstatement fee is \$250. If over five (5) years absence, reinstatement credit for prior attendance will be determined on a case by case basis by the director.

Leave of Absence: A student can request up to a year of absence and not be charged an additional reinstatement fee nor be charged makeup fees for completion of missed classes that resulted post LOA.

Retake course:

SBBTI reserves the right to require a student to retake a course from SBBTI if student demonstrates less than satisfactory competency in fundamental skills or knowledge required to succeed in SBBTI's curriculum. The retake or audit rate is 50% of current tuition rate.

Grading:

The school's grading system is Pass/Fail. Passing = 70% or higher. Failing = Less than 70%.

Certificate of Completion:

The document to be issued upon satisfactory completion of a program is the California State approved Certificate of Completion. Qualifying for this certificate depends upon completion of all classroom training hours, all practicum hours, a passing grade on the written test and the hands-on proficiency test. All tuition and fees must be paid before a certificate is issued. Students are to complete all requirements within original contracted length of time or ask for an extension.

Progress:

Progress will be monitored each month for all students receiving Veterans Benefits or Vocational Rehabilitation or Workforce Investment Act benefits. If the student grade is FAIL, or if attendance falls below 80% at the end of any given evaluation period, the student will be placed on probation for the next evaluation period. If the student's grade is not raised to PASS, or overall attendance raised to 80%, by the end of the probation period, the Veterans and Vocational Rehabilitation administrations will be notified and benefits will be interrupted.

Unsatisfactory Evaluation for Non-Veterans:

If a student receives an unsatisfactory evaluation, he/she may: retake the final evaluation up to two times and receive a passing grade, repeat the entire course at full cost or arrange a make-up program approved by the instructor. Charges for retake exams as follows: Written \$10, Bodywork \$40.

Reinstatement for Non-Veterans:

Students may reinstate within 5 years of their program start date by fulfilling their outstanding program requirements and attending six additional clinics or four additional classes. The reinstatement fee is \$250. Beyond a five year absence will be reviewed on a case by case basis.

Conditions for Reentrance for Veterans:

If the Director determines that the conditions, which caused the interruption, have been rectified, Veterans will be accepted to reapply benefits.

CAMTC Certification

Applicants for CAMTC certification shall have attended 500 supervised hours total with 100 of those hours satisfying CAMTC specified subjects.

CAMTC's Law Related to Fair Business Practices

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

- To hold himself out or to use the title of “Certified Massage Therapist” or “Certified Massage Practitioner” or any other term, such as “licensed,” “certified,” “CMT” or “CMP” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

CAMTC Applicant Disclosure Statement

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

Granting of Academic Transfer Credit

SBBTI has NOT entered into an articulation or transfer agreement with any college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at The Santa Barbara Body Therapy Institution (SBBTI) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SBBTI to determine if your credits or certificate will transfer.

Evaluation Policy: Students will be given appropriate credit for previous training at Director's discretion and evaluation and with copies of transcripts. Length of courses will be adjusted for credit. In addition, the student and the department of Veterans Affairs shall be notified.

Transfer Policy: Students with transcripts from CAMTC and BPPE approved schools may transfer into:

- The Massage Practitioner Program. Students are required to:
 - a) Attend 80% of the program or more (200 or more hours).
 - b) Pay full tuition for L1.
- Massage Therapist Program. Students are required to:
 - a) Demonstrate competency through a bodywork exam (\$50 exam fee incurred)
 - b) Attend the L2 portion of the program or more (300 or more hours).
 - c) Pay full tuition for L2 and any additional hours needed from L 1
- Holistic Health Practitioner Program. Students are required to:
 - a) Demonstrate competency through a bodywork exam (\$50 exam fee incurred)
 - b) Submit transcripts with comparable course hours of attendance to SBBTI's Massage Therapist program
 - c) Attend the full L3 portion plus 50 hours or more of L2 portion of the program (500 or more hours)

- d) Pay full tuition for L3 and required portion of L2.
- Medical Qigong Practitioner
 - a) Attend 85% of the program (170 hours or more)
 - b) Pay full tuition for the Program

Appeal for Transfer Credit Evaluations: The student may appeal transfer of credit decisions by a written request within 10 days of the receipt of the decision made by Santa Barbara Body Therapy Institute. The written request must contain compelling evidence to reverse the decision of SBBTI. SBBTI has the final decision in all appeals. Appeals shall be directed to the Director.

Records and Transcripts

Files are kept for each student. Students have the right to view their records on request. Students are advised that the Institute will not release educational records without the verbal consent of the student. A transcript will be given to each student upon certification. Additional transcripts are available for \$15.

Students are advised that this institution maintains hard copy school records only for a five- year period except for the transcript and all electronic records which will be kept in perpetuity. Backups are kept on a flash drive in a locked safe and all data is stored offsite at a secure computer company. Financial data is via Quickbooks and academic data is via FileMakerPro.

The educational records will be organized and maintained by the Santa Barbara Body Therapy Institute's office management staff at the location of the Institute: 516 N. Quarantina Street, Santa Barbara, California, 93103.

Each enrolling course will have a separate folder with a copy of each student's enrollment agreement. Each student upon enrollment will be given their own folder and put in alphabetical order by last name into the fireproof, student file cabinets. All students files are kept locked and in fireproof files. These files are opened for filing by registrar, director or office manager only. Any new forms and paper work for the student will be filed weekly into these folders. The items that will be kept in the student's file will be: Student checklist (tracking all items), application and waiver form, financial enrollment agreement, government photocopy ID, copy of class attendance for each course, student's computer generated attendance sheet for entire program, bodywork critiques, written final, coaching evaluations, practicum logs, pertinent correspondence and any paperwork or transcripts from prior training.

Instructors will take attendance at the beginning of each class, Students will be given credit for the clock hour time for each class if they arrive on time and stay for the full length of class. Late students or early departure students will be noted on attendance sheet, giving credit for the time attended only. The attendance from the course sheet and daily clinic sheets will be entered into the database daily to maintain accurate and up to date attendance. Each student upon meeting all the course requirements will receive a certificate of completion and date of completion noted

Once five years have passed and a student has not taken a course with us their folder will be scanned electronically. We will maintain hardcopy transcripts, but all other papers will be shredded or burned when all pertinent information of attendance and test results have been verified as entered into the school's data base. We currently use the FileMakerPro (FMP) program to tract all attendance and exams and provide transcripts and certificates and Quickbooks Pro to maintain all financial transactions and have been very successful at providing accurate transcripts for students who have not attended for many years.

Financial Information

SBBTI is not accredited by any accrediting agency recognized by the US Department of Education. Therefore our students are not eligible for federal financial aid loan programs. However SBBTI participates in federal and state financial aid programs through the Department of Veteran's Affairs, the California Department of Vocational Rehabilitation, CA Workers Compensation and the CA Workforce Investment Act. These agencies in most cases, pay tuition directly to the school and any refunds for incomplete training are returned directly to the agencies. Students do not receive any refunds from these aid programs.

If a student is able to obtain a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Registration Fees: All registration fees are nonrefundable and due at the time of enrollment.

Full Payment Options: Payments are due by the first day of class, and we accept cash, check or credit card.

Payment Plans Options: Payment plans are available on a "pay as you go" basis. Students may make monthly payments commensurate to their rate of study. Payment plan installments are done by automatic withdrawal from a credit card, and a \$20/month processing fee is incurred per monthly. All students have equal access to payment plans and no additional interest is incurred

SBBTI does NOT have a pending petition in bankruptcy, nor is it operating as a debtor in possession, nor has it filed a petition within the preceding five years, nor has it had a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Refund Policies

Notice of Cancellation

You have the right to cancel this Agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, until midnight of the first day after the first class you attended or the seventh day after enrollment, whichever is later. Cancellation shall occur when written notice of cancellation is delivered to the address of the school shown on the reverse side, by mail, hand delivery or telegram. If notice is sent by mail, it is effective when postmarked with postage prepaid. If you cancel this Agreement by the above timeframe the School will refund any money that you paid, less registration fee and any deduction for equipment not returned in good condition, within thirty days after your Notice of Cancellation is received.

Withdrawal from Course & Tuition Refund

You have the right to withdraw from a course of instruction at any time. The institutional refund policy for students who withdraw before 60 percent of the course has been offered shall be given a pro rata refund. If you withdraw from the course after the period allowed for cancellation of the Agreement, which is until midnight of the first business day following the first class you attended, or the seventh day after enrollment, whichever is later, the School will remit a refund less a registration fee, if applicable, not to exceed \$100.00 within thirty days following your withdrawal. You are obligated to pay only the registration fee, the STRF fee, the educational services rendered at the prorated hourly rate and for unreturned equipment. If the amount you have paid is more than the amount that you owe for the time you attend, then a refund will be made within thirty days of withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay for it. For all students except Veterans, once 60% of the course is offered and no drop has been requested, tuition is due in full. Veterans maintain refund prorate throughout 100% of program. Additional information is found in the enrollment contract.

HYPOTHETICAL REFUND EXAMPLE

Assume that a student, upon enrollment in a 400 hour course, pays the full tuition of \$2,000, plus \$100 for non-refundable registration and \$150 for equipment as specified in the Enrollment Agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,500 based upon the above calculations. If the student returns equipment in good condition within thirty [30] days following his/her withdrawal, the School shall refund the charge for the equipment paid by the student.

Student Tuition Recovery Fund (STRF)

The Student Recovery Fund (STRF) was established by the Legislature to protect any *California* resident who attends a private postsecondary institution from losing money if they prepaid tuition and suffered a financial loss as a result of the school closing. To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident. Further, those students who are the recipients of third-party tuition and course costs are not eligible for protection under and recovery from the STRF. To qualify for STRF reimbursement you must file a STRF application within two (2) years of receiving notice from the Bureau that the school is closed. If you not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school.

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

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

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

Student Rights

If you have any questions, complaints or problems which you cannot work out with the school and for any questions regarding the STRF, write or call the State of California Department of Consumer Affairs, Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 9583. Or PO Box 980818, West Sacramento, CA 95798-0818. Telephone (888) 370-7589 or Fax (916) 263-1897 or telephone 916-431-6959 or Fax 916-263-1897. Website address: www.bppe.ca.gov.

Student Complaints:

Persons seeking to resolve problems or complaints are encouraged to go directly to the Instructor or staff person most closely associated with the issue. If further resolution is desired, students may schedule an appointment with SBBTI's Registrar or Director. If no direct interaction with the SBBTI staff resolves the issue then:

"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) 370-7598 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov."

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5337.

PROOF OF ISSUE

SANTA BARBARA BODY THERAPY INSTITUTE

516 North Quarantina Street

Santa Barbara, CA 93103

I have received a copy of the Catalog/Veterans Information Bulletin containing the rules, regulations, course completion requirement and costs for the specific course in which I have enrolled.

Name (Signature): _____

Social Security or C-Number: _____

Date: _____

Enrolled By: _____