

# Santa Barbara Body Therapy Institute

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

[www.sbbti.com](http://www.sbbti.com)



## Course Catalog

Jan 1, 2015- Dec 31, 2015

**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.



## 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 traditional styles of Swedish and Deep Tissue as well as more energy based approaches such as Medical Qigong. In any given month, we have roughly 50 students enrolled in assorted programs, courses and clinics that provide 200-300 massages at our school and in the broader community. 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 private practice, medical centers and spa settings 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](http://www.bppe.ca.gov). We also are a NCBTMB Continuing Education Approved Provider #296749-00 with our 550 hour training accepted by NCBTMB Assigned School #490380-08 since 2001. 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 98,000.

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 DVD player & flat screen, kitchen/break room with a small retail section providing textbooks, oils, T-shirts & supplements. 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, gymnastic balls, 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 clients during clinic hours. Please visit us at 516 N. Quarantina Street Santa Barbara, CA 93103 or visit our website: [www.sbbti.com](http://www.sbbti.com).

*Dates: Jan 1 thru Dec 31, 2014*

*Effective*

# Massage Practitioner Program (250 hours)

Our Massage Practitioner Program imparts essential methods for inducing relaxation, pain reduction, mental clarity and heightened states of peace and ease. The training qualifies graduates for self-employment within the city of Santa Barbara and specific municipalities which do not currently require State Certification. Our 250 hour training also prepares grads for entry level employment within the local spa industry if State Certification is not requested by the specific employer. Our 250 hour program provides the foundational knowledge and skills required for the advanced bodywork modules that comprise our 550 hour program, as well as covers content required for MBLEx exam preparation.

The Practitioner Program offers well-rounded, hands on curriculum in Swedish, Reflexology, Seated, and Pregnancy massage. Integral to the bodywork curriculum we include: Anatomy, Physiology, Kinesiology, Pathology, Health and Hygiene, Nutrition and Ethics. Students meet twice weekly, mornings or evenings and two or three weekends for classroom instruction and a nature retreat. 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. The bodywork exam for Swedish massage involves a full body session, for Reflexology a partial session, demonstrating competency on an instructor prior to clinic participation. Regular quizzes are given throughout the program in each of the modules. Written exam follows the last day of Swedish and Ethics.

## Massage Practitioner Program

<i>Subjects</i>	<i>Hours</i>
<b>Bodywork Theory and Practice</b>	<b><u>96 hrs</u></b>
<i>Swedish, Reflexology, Seated</i>	
<b>Kinesiology I</b>	<b><u>31 hrs</u></b>
<b>Anatomy and Physiology</b>	<b><u>20 hrs</u></b>
<b>Health and Hygiene</b>	<b><u>20 hrs</u></b>
<i>Nutrition, Body Mechanics, Sanitization</i>	
<b>Clinical Pathology/Contraindications</b>	<b><u>12 hrs</u></b>
<b>Ethics</b>	<b><u>9 hrs</u></b>
<b>Practicum</b>	<b><u>62 hrs</u></b>
<b>TOTAL HOURS</b>	<b><u>250 hrs</u></b>

## Massage Practitioner Program

<i>Modules Classroom:</i>		<i>Hours</i>
<b>Swedish</b>		<b><u>115 hrs</u></b>
Swedish Classroom	112 hrs	
Bodywork Exam	2 hrs	
Receiving Bodywork	1 hr	
<b>Kinesiology I</b>		<b><u>31 hrs</u></b>
<b>Reflexology</b>		<b><u>20 hrs</u></b>
<b>Nutrition</b>		<b><u>13 hrs</u></b>
<b>Ethics</b>		<b><u>9 hrs</u></b>
<b>Practicum</b>		<b><u>62 hrs</u></b>
Swedish clinics (18, 3 hr clinics)	57 hrs	
Seated (2, 2.5 hr clinics)	5 hrs	
<b>TOTAL HOURS</b>		<b><u>250 hrs</u></b>

## **Massage Practitioner (MP) 250 hr Program**

	<b>Hrs</b>	<b>Reg Fee</b>	<b>Tuition</b>
Classroom	188	\$100	\$2444
Practicum	62		\$ 0
<b>TOTAL COST</b>			<b>\$2544</b>

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

**Swedish (155 hrs)** our foundational course for all of our Massage related programs is Swedish massage. 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.

In addition to oil based, Swedish massage students learn to work with clients fully clothed with compressive table and seated massage techniques. Students learn a stimulating 15 minute seated massage protocol for enhancing mental clarity, relieving stress and physical tension in the shoulders, back and neck.

Concurrent with their developing massage skills, students are guided through an applied understanding of the 11 body systems. Emphasis is placed on understanding the autonomic nervous system's impact on the body when the stress response, versus the relaxation response, is dominant. Students learn how to modulate Swedish techniques based on body type, presenting patterns, and contraindications.

The course also includes a weekend retreat. The extended classroom time and curriculum content allows students to deepen their experience of intuitive sensory perception and bonding with fellow students. Our retreat curriculum includes an assortment of sensory awareness exercises such as trust walks, blindfolded massage, a Round Robyn massage session, qualities of movement, Qigong, body pendulum and flower essences.

As students gain proficiency with their massage skills and potency of their touch, they can effectively address a wide range of pain and tension profiles and may request evaluation with an instructor. Following evaluation, students may satisfy their practicum requirement working with the general public within our clinic setting and community outreach events. 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.

### **Kinesiology I (31 hrs)**

Our Kinesiology I training covers boney landmark attachment sites, joint structure and function, range of motion, 45 muscles pertinent to Swedish massage, as well as their origins, insertions and actions. Learning methods include: activating muscles through foundation movement, yoga stretches, palpation, and visual tools such as flash cards, text and power point.

### **Reflexology and Detoxification (20hrs)**

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. Reflexology activates the bipolar, electromagnetic currents of the subtle body, often referred to in Reflexology as the “ten zones”. 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 palpatory and observational assessment of the ten zones, the vital organs, glands, lymphatic, musculoskeletal and nervous system reflexes..

**Reflexology and Stress Management (20 hrs)** Offers reflex techniques on the feet and hands for vitalizing the organs, glands and nervous system. Reflexology activates the bipolar currents of Polarity Therapy, as well as releases metabolic wastes that block and irritate the nerve terminals in the feet and hands. The nerves in the body may be likened to an electrical system. Clearing congestion in the nerve terminals of the feet allows the body to make contact with the energy in the ground and atmosphere that help power the organs and glands. Coupled with earthing practices and dietary measures, reflexology can dramatically reduce pain and inflammation, enhance vitality and address an assortment of stress related pathologies. Course includes palpatory and observational assessment of the ten zones, the vital organs, glands, musculoskeletal and nervous system reflexes.

### **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 resolving inflammation. The course also covers fundamental nutritional principles of Western Science.

### **Ethics (9 hrs)**

Our Ethics training offers a lively overview of the ethical issues that may arise within the context of bodywork, as well as the laws governing the bodywork profession. The course 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, power and spiritual longing will be explored within the context of practicing massage. Students learn to define their own personal ethics while understanding industry standards.

## **Massage Therapist Program (550 hours)**

Our Massage Therapist program offers advanced bodywork training, preparing graduates to address a broad spectrum of myofascial 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. Most California cities are now requiring CAMTC certification for their licensing procedure, as well as many employers 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 January 4, 2015, we have had eight students sit for the NCETM and seven students sit for the MBLEx exam and their pass rate has been 100%.

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, additional Anatomy, Physiology, Kinesiology and Pathology, students’

choice of Bodywork modules, Business Skills and Preparation for the MBLEx exam. Students attending classes twice weekly, evenings or mornings and occasional weekends can complete the program in a twelve month time frame. Students attending 4 times weekly, evenings and mornings, and occasional weekends can complete in a six month time frame. Completion of the program requires passing grade on bodywork exams and written exams.

## **Massage Therapist Program**

<i>Program Requirements</i>	<i>Hours</i>
Massage Practitioner	250
Bodywork modules	170
Anatomy, Physiology, Kinesiology and Clinical Pathology	84
Immune Physiology /Pathology                      28 hrs	
or 5 Element Physiology /Pathology	
Muscle Physiology, Pathology, Kinesiology              28 hrs	
Neural Endocrine Physiology/ Pathology              28 hrs	
Business Skills	20
Practicum (5, 3 hr clinics)	15
MBLEx Prep	11
<b>TOTAL HOURS</b>	<b>550</b>

### **Massage Therapist (MT) -550 hour Program**

	<b>Hrs</b>	<b>Reg Fee</b>	<b>Tuition</b>
Practitioner	250		\$2444
Classroom	300	\$100	\$3990
TOTAL COST			\$6534

## **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.

### **Anatomy, Physiology, Kinesiology and Clinical Pathology (84hrs)**

**Five Element Physiology, Pathology and Nutrition (28 hrs)** This course offers a synthesis of Western physiology and pathologies of the circulatory, lymphatic, integumentary, urinary, digestive and respiratory systems with the Eastern perspective of five element relationships that give rise to organ function, health and disease. The course illuminates the six system's function through the lens of the five elements as well as western science. The course covers common, clinical pathologies and their manifesting imbalances within the five elements as well as their etiology, signs and symptoms, treatment, indications and contraindications related to massage and bodywork. Students will also learn to assess the body's five element patterns of wood, fire, earth, metal and water with tongue diagnosis and observation.

**Immune Physiology and Pathology (28 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, 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.

**Muscle Physiology, Pathology, Kinesiology (28 hrs)** This course builds on the previous information covered in Kinesiology I, presenting the components and characteristics of muscles, concepts of muscle contractions, proprioceptors, the locations, attachments, actions and fiber directions of the 30 muscles additional to those covered in Kinesiology I, joint structure, function, and range of motion. The course also covers common pathologies: hypertonic/ hypotonic muscles, fibromyalgia, sprains, strains, ruptures, tendinosis and tendonitis.

**Neuroendocrine Anatomy, 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.

### **Bodywork Modules:**

#### **Circulatory Enhancement /Five Element Modalities (choose a minimum of 20 hrs)**

**Acupressure I Meridian Massage (20 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. Course includes palpatory and observational assessment of meridian imbalances, SOAP note documentation, written quiz and clinic.

**Acupressure II Point Therapy (20 hrs)** offers students a deeper understanding of Chinese acupressure point combinations to boost the body's natural restorative healing properties and provide relief from undesirable symptoms that occur with common conditions and imbalances. Students will utilize the 20 points previously learned and an additional 20 points, to deliver an assortment of protocols for specific ailments and pathologies. This therapy will enable clients to stay youthful and become more healthy, balanced, and energized. Course includes palpatory and observational assessment of meridian imbalances, SOAP note documentation, written quiz and clinic.

**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.

**Manual Lymphatic Drainage (25 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. In addition students will learn taping for postsurgical lymphatic removal and abdominal massage specific to moving lymph. Course includes

observational and palpatory assessment of the lymphatic system, SOAP note documentation, treatment plan, written quiz and clinic.

**Table Shiatsu/ Cross Fiber Deep Tissue (30 hrs)** Integrates deep abdominal massage with cross fiber deep tissue, full body Shiatsu, and Touch for Health balances. Deep abdominal massage involves mobilizing, pumping fluids and tonifying the energy of the vital organs and fascia within the abdominal cavity. Cross Fiber Deep Tissue involves deep pressure applied with elbows, knuckles and palms, cutting across the muscles fibers for the purpose of breaking up fascial restrictions. Shiatsu is a deeply satisfying massage approach to energizing the whole body via acupressure and stretches along the meridian pathways. Shiatsu releases natural pain killing endorphins, prior to Deep Tissue work. Touch for Health balances include: neurolymphatic scrubbing, neurovascular balance, and acupressure holding points. Course includes palpatory and observational assessment of meridian, vital organ and muscular imbalances, SOAP note documentation, treatment plan and clinic

**Tui Na I & II (60 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. Course includes assessment, SOAP notes, treatment plan and clinic.

**Visceral Lymphatic Drainage (35 hrs)** offers Chi Nei Tsang bodywork techniques and five element theory for safely detoxifying the deep lymphatics of the abdomen and vital organs. The approach clears the deep lymphatic channels, through freeing the fascial web that binds the vital organs, glands, arteries, veins, lymph vessels and nodes. The lymphatics are an intricate waterway system that flow steadily throughout the body, cleansing and purifying the blood. Additional techniques are offered for detoxifying and balancing the vital organs. Techniques include acupressure, scooping, spiraling and healing sounds. Course includes observational and palpatory assessment of the lymphatic and digestive systems, SOAP note documentation, treatment plan, written quiz, and clinic.

**Deep Tissue /Neuromuscular Modalities (minimum of 60 hours)**

**Compressive Deep Tissue/Barefoot (20 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. Clinic included.

**Cross Fiber Deep Tissue/Table Shiatsu (30 hrs)** Integrates cross fiber deep tissue with a full body Shiatsu protocol performed on the table, abdominal massage and Touch for Health balances. Cross Fiber Deep Tissue involves deep pressure applied with elbows, knuckles and palms, cutting across the muscles fibers for the purpose of breaking up fascial restrictions. Shiatsu is a deeply satisfying massage approach to energizing the whole body via acupressure and stretches along the meridian pathways. Shiatsu releases natural pain killing endorphins, prior to Deep Tissue work. Touch for Health balances include: neurolymphatic scrubbing, neurovascular balance, and acupressure holding points. Course includes palpatory and observational assessment of meridian, vital organ and muscular imbalances, SOAP note documentation, treatment plan and clinic.

**Myofascial Release and Orthopedic Massage (60 hrs)** offers effective techniques for assessing and resolving myofascial pain syndromes, postural distortions, restrictions in range of motion and loss of muscle strength. The course will address the auricular anatomy and range of motion tests for each joint. Students will learn various techniques to resolve restrictions including: static pressure while moving the joint through its range of motion, stripping strokes, isometric resistance and myofascial release. Students will also learn to assess restrictions through direct palpation and apply myofascial release holds to mobilize the superficial and deep fascia. Course includes assessment, SOAP note documentation, treatment plan and written quiz and clinic.

**Positional Release (30hrs)** this course introduces students to the principles, techniques and application of positional release. Positional release offers an indirect approach to balancing the musculoskeletal system. Indirect techniques employ the application of force away from a resistance barrier- into the direction of greatest ease. By placing pressure on the bones into the direction of greatest ease, tissues spontaneously relax and allow for a normalization of structural alignment and function. Course includes postural assessment and clinic.

### **Pregnancy/Side Posture Deep Tissue (25 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 such as stress, anxiety, myofascial pain and dysfunction, hormonal imbalances, nausea, and delayed labor. Contraindications specific to pregnancy are also addressed. The techniques offered have a broad range of application beyond pregnant clients. Side posture massage allows access to deep layers of the musculature more difficult to reach in supine position, as well as protects prenatate and mother from adverse gravitational forces on the growing fetus, and vulnerable ligaments of the mother. Additionally, semi-reclined positioning protects the fetus from gravitational forces impacting the venous return and umbilicus.

**Spa 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, activate 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.) Course includes postural and palpatory assessment of the musculoskeletal system, SOAP note documentation, treatment plan, written quiz and clinic.

**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. Course includes observational and palpatory assessment of trigger points and muscular imbalances, SOAP note documentation, treatment plan, and clinic.

**Sports/Kinesiology (30hrs)** covers muscle testing and corrections for 14 indicator muscles and the related organs, glands and meridians. Students will learn 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 scrubbing, neurovascular balance, origin and insertion technique, acupressure holding points, meridian tracing, spinal reflex, and muscle spindle cell technique. Offers a number of adjunctive measures to support the athlete in their sport, including: taping, and protocols for pre and post event massage. Course also includes gait assessment and an overview of the modalities best suited to support the demands of the major competitive sports.

**Neuro-Endocrine Modalities (minimum of 20 hours)**

**Access Energy (20 hrs)** includes: Bars and MTVSS. Bars comprise gentle touch contact on 32 points on the head, feet and hands. Each head position is specific to clearing a mental/emotional stress pattern, and enhancing blood flow to the central nervous system. MTVSS is a frequency technique that allows the body to receive more oxygen and restructure itself on a molecular level. It can be applied anywhere on the body.

**Craniosacral Therapy (Intro to Integrative) (30 hrs)** Combines traditional Craniosacral holds; peripheral nervous system balances and assorted bodywork techniques. The course examines how these holds serve as pivotal synchronizers of the body, allowing the therapist to first tap into the subtle ebb and flow of the Craniosacral rhythm and then begin to assess and address acute and chronic issues using nervous system integration. This approach expands traditional holds through touch of the peripheral nervous system to allow constant contact with the main hub (the cerebrospinal fluid and central nervous system). Integrative Craniosacral Bodywork teaches students to relax the cranial system from the coccyx to the head, incorporating techniques to bring the entire body into synchronization.

**Craniosacral I (30 hrs)** Offers releases of the cranium. The course will approach cranial decompression as taught in the Upledger line of thought. In this course students will learn: the peristaltic model, the base occipital release, the parietal and frontal release, the sphenoid and mastoid release, temporomandibular joint release, hyoid and nasal cartilage release. Students will learn origin and insertion techniques applied to the muscles of the head, neck and clavicle as well as tissue around the occipital process to create more space between the pectorals and the scapula. Techniques offered benefit TMJ, headache and carpal tunnel syndromes and assorted pathologies. Course includes postural and palpatory assessment of the craniosacral system, SOAP note documentation, treatment plan, written quizzes and clinic.

**Craniosacral II (20 hrs)** covers releases for the zygoma, C1 release, parallel releases for C1 and T7, C5 and T12. Students will learn internal mouth-work to release the upper and lower palate as well as tendon connections from the jaw to the sternocleidomastoid muscles and release of the vulva. The course takes a process approach to unwinding the patterns locked into the cranial rhythm, listening to how the body wants to move the bones and fascia, and allowing that movement to occur. As greater space and ease returns to the cranial system, emotional, mental process may follow. Emphasis in this course is on listening deeply, individualizing each session to the needs arising from the body/mind of the client.

**Emotional Process (25 hrs)** offers experiential understanding of the mind-body consciousness dynamics. Course includes an overview of disturbances of the body-mind such as: fear, sadness, anger, stress, trauma, and physical pain. Emotional processing skills offered include: Emotional Freedom Technique (Tapping), Therapeutic Touch, Mindfulness, Core-process, Acceptance and Commitment Therapy, Healing through heart and body movement. Students will learn how to locate, release and transform trapped emotional energies within the body-mind.

**Essential Oils and Raindrop Technique (20 hrs)** Covers how to use essential oils in a massage practice as well as how to take care of the practitioner. The course illuminates the benefits of over 40 different oils, therapeutic blends, choosing therapeutic grade oils and their indications for detoxification and tonification of the body systems. Students learn raindrop technique: a blend of oils and techniques for tonifying the nervous and endocrine systems. The protocol deeply relaxes the back and aligns the vertebral column.

**Hot Stone (20 hrs)** Provides training in the principles and practical application of Hot Stone Massage for private practice or spa settings, including: basic science and theory of hot stone massage; principles and application of hot/cold therapy; indications, contra-indications, and sanitation and safety precautions; various stone shapes and sizes for specific applications.



**Polarity Therapy and Chakra Balancing (20 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. Course includes observational assessment, SOAP note documentation, and clinic.

**MBLEx Prep and Final Exam**

**MBLEx Prep and Final Exam (11hrs)** This course provides an overview of the areas of competence assessed by MBLEx: anatomy/physiology, kinesiology, clinical pathology, benefits and physiological effects of techniques that manipulate soft tissue, client assessment, reassessment and treatment planning, overview of massage and bodywork modalities, ethics, ethics, and guidelines for professional practice. Students will be exposed to a variety of study tools including websites, flash cards, textbooks and sample exam questions. The course will assess student’s areas of weakness and target areas in need of additional study. The course also includes the Final Exam for the 550 program. The exam will be modeled after MBLEx style of questioning.

**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 MQP program is recognized by the International Institute for 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 exams and written exam.

Method of bodywork assessment involves: performing a full body session on an instructor, assistant, faculty or staff member.

**Medical Qigong Practitioner Program**

<i>Program Requirements</i>	<i>Hours</i>
Medical Qigong Essentials	20
Introduction to Diagnosis and Treatment	60
Clinical Foundations	60
Treatment of Organ Diseases and Medical Qigong Prescription Exercises	60
<b>TOTAL HOURS</b>	<b>200</b>

## **Medical Qigong Practitioner (MQP) - 200 hour Program**

	<b>Hrs</b>	<b>Reg Fee</b>	<b>Tuition</b>
Practitioner	200	\$100	\$2800
<b>TOTAL COST</b>			<b>\$2900</b>

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

**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.

**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.

**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.

**Treatment of Organ Diseases and Medical Qigong Prescription Exercises (60 hrs)** offers an overview of the major principles and foundational structures that govern Traditional Chinese Medical Qigong. This course is designed to introduce students to the advanced theories and clinical modalities of internal organ treatment, as well as the Medical Qigong Exercises and Meditations prescribed as homework in the Medical Qigong Clinic. Student will learn protocols for addressing specific organ diseases as they pertain to Traditional Chinese Medicine, Diagnosis and Medical Qigong prescriptions. Practicum includes clinics and case studies.

**Medical Qigong Therapist Program (500 hrs)** Our Medical Qigong Therapist Program offers advanced training in energy work and Traditional Chinese Medicine. It is designed for the serious student interested in addressing chronic and severe ailments and pathologies. Graduates will be granted a certificate of completion for Medical Qigong Therapist. Our MQT program is recognized by the International Institute for Medical Qigong. Completing the MQP program is prerequisite for attendance in MQT modules. Completion of the program requires passing grade on Bodywork exams and written exam. Method of bodywork assessment involves: performing a full body session on an instructor, assistant, faculty or staff member.

## Medical Qigong Therapist Program

<i>Program Requirements</i>	<i>Hours</i>
Medical Qigong Practitioner Classroom	150
Sensory, Intuitive and Perceptual Diagnosis	58
Medical Qigong Dao Yin Therapy and Rectifying Qi Deviations	58
Treatment of Pediatrics, Geriatrics, Gynecology, Neurology and Psychology	58
Final Exam	6
Teaching Requirement (assistant or lead instructor)	30
MQP Clinic	50
Clinical Theater, Clinical Internship and Final Exam	20
Clinical Externship	70
<b>TOTAL HOURS</b>	<b>500</b>

### Medical Qigong Therapist (MQT) - 500 hour Program

	<b>Hrs</b>	<b>Reg Fee</b>	<b>Tuition</b>
Practitioner	200		\$2800
Classroom/Clinic Therapist	270	\$100	\$3780
Classroom Assistant	30		0
<b>TOTAL COST</b>			<b>\$6680</b>

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

**Sensory, Intuitive, and Perceptual Diagnosis (58 hrs)** offers the student an overview of the major principles and foundational structures that govern Traditional Chinese Medical Qigong. This course is designed to introduce students to the use of various sensory, intuitive, and perceptual skills used in the Medical Qigong clinic for the diagnosis and treatment of patients. Course content will include various approaches to diagnosis based on: Intuitive and Perceptual Qi, Flat Palm Detection (Hand Sensing), Kinesthetic and Empathic Qi Absorption, Body Association, Observing Aura Fields and Intention. The course will also cover Long Distance Medical Qigong Therapy, Faith Projection and Negative Thought Projections as well as auxiliary Medical Qigong Healing Modalities.

**Medical Qigong Dao Yin Therapy and Rectifying Qi Deviations (58 hrs)** offers the student an overview of the major principles and foundational structures that govern Traditional Chinese Medical Qigong. This course is designed to introduce students to the study of proper Dao Yin training and rectifying qi deviations. The Course covers deeper training and study of the internal principles of: Postural Dao Yin Training, Respiratory Dao Yin Training and Mental Dao Yin Training as well as Rectifying Qi Deviations Occurring from Improper Qigong Training. After completing this course, students will have a deeper comprehension of the body's energetic relationship to the physical structure and mental and emotional disorders and deviations of the psyche.

**Treatment of Pediatrics, Geriatrics, Gynecology, Neurology and Energetic Psychology (58 hrs)** offers an exposure to specialized clinical treatments of physical illness and the management of the patient's emotional, mental and spiritual states Qigong. This course introduces specialized clinical treatments in the areas of: early stages of child growth and development, prescriptions for children, prescriptions for senility, etiology and pathology of gynecological diseases, menstrual complications, treatment protocols for menopause, stroke (Wind-Stroke), coma, facial paralysis (Bells Palsy), Multiple Sclerosis (MS). The course also offers psycho-emotional protocols for treating: emotional anxieties, phobias, addictions and depression. The "Windows of the Sky" points are included among treatment protocols specific for treating depression and phobias.

## 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 roughly a one-year time frame, depending on rate of study. Students may also enroll in HHP courses on an “a la carte” basis. Completion of the program requires passing grade on Bodywork exams and written exams. Each module has an assessment component. Method of assessment is tailored to what is appropriate to the length of the module and contraindications within the modality. Methods of assessment include: performing a full body session on an instructor, assistant, faculty or staff member, round robin mini sessions on instructor or instructor observation and assessment. Completion of each module also includes a written form of assessment through exam on the last day of class or periodic quizzes during class. 1000 hour Holistic Health Practitioner Program is excessive in required hours to meet CAMTC certification requirements.

### Holistic Health Practitioner

#### *Program Requirements*

#### Massage Therapist

*Hours*

**550**

#### HHP

Bodywork Modules

(Students may draw from MT, MQG and HHP offerings)

302

Immune Physiology or 5 Element Physiology and Pathology

28

Advanced Modality Clinics/Course Assistant

120

#### Total Hours

**1000**

### Holistic Health Practitioner (HHP) - 1000 hour program

	<b>Hrs</b>	<b>Reg Fee</b>	<b>Tuition</b>
Practitioner	250		\$2444
Massage Therapist	300		\$3990
HHP Classroom	360	\$100	\$4620
Assisting	90		
<b>TOTAL COST</b>			<b>\$11,154</b>

### Medical Qigong Therapist (MQT) - 500 hour Program

	<b>Hrs</b>	<b>Reg Fee</b>	<b>Tuition</b>
Practitioner	200		\$2800
Classroom/Clinic Therapist	270	\$100	\$3780
Classroom Assistant	30		0
<b>TOTAL COST</b>			<b>\$6680</b>

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

## Faculty



### **Erick Hudson, LMT**

Bodyworker since 2004. **Barefoot/ Sports, Myofascial Release, 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. He has also worked in psychiatric nursing care in California state hospitals and for Santa Barbara County's inpatient facility.



### **Emily Sanders, CCH CCN, CAMTC #46037**

Emily has been studying herbal medicine and holistic healing since 2009. She 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. She maintains a busy private practice and is marketing associate for SBBTI.



### **Fleur Nelson, Instructor, M.A., Ph.D, CAMTC #41692**

Bodyworker /Counseling Psychology since 1999: **Emotional Processes, Hot Stone, Neuroendocrine Anatomy and Pathology, Polarity Therapy**

Fleur's Somatic training includes Diplomas in Holistic Therapy, and Somatic Psychotherapy, a Master's degree in Integrative Counseling Psychology, and a Ph.D in Depth Psychology. Fleur has been practicing both holistic therapy and counseling for 15 years. She has extensive experience working the energy of natural stones and crystals as well as the somatic terrain of the body/mind .



### **John Harris, Senior Consultant**

Somatic Educator since 1980.

John is co-author of Fix Pain and co-creator of Barefoot Bodyworks. He co-founded The Sports Massage Training Institute (first full-time sports massage school in the US) and TAFE in Australia adopted their sports protocol as part of a two-year professional level program. John's unique and lively bodywork training style has taken him worldwide as workshop facilitator, therapist at the '84 Olympics, and presenter for the CMTA, the Association for Humanistic Psychology and many professional schools and organizations.



### **Jordan Terry, CAMTC #14568**

Bodyworker since 2009. **Spa Deep Tissue, Craniosacral Therapy Intro, I&II, Trigger Point, Myo-Skeletal Physiology, Kinesiology and Pathology**

Raised with an understanding of healing touch, Jordan received his formal training at Santa Barbara Body Therapy Institute, in assorted Deep Tissue and Asian Studies. With a bachelor's degree in architecture, he has a deep understanding of structure and flow. Jordan's practice in Deep Tissue includes several years of employment at Massage Envy and currently the Deep Tissue Massage Center working with Collin Silverman. Jordan has combined his diverse knowledge, intuition, and skill to create a unique and powerful blend of orthopedic massage



**Katie Mickey: Director, CAMTC #18289, H.H.P., R.P.P.**

Somatic Educator since 1986. **Ethics, Pregnancy, Reflexology and Stress Management, Reflexology and Detoxification, Swedish Massage, Shiatsu/Cross Fiber, Touch For Health**

A Somatic Educator since 1986, Kathleen Mickey, is the director and a core instructor for the Santa Barbara Body Therapy Institute. Her dedication to excellence and the principles of holistic health underlies all the certificate programs offered by the Institute. She has trained over 3,000 students in massage, bodywork, and holistic health. Her students have provided massage for over 12,000 clients in SBBTI's student clinic. Her graduates are gainfully employed throughout the tri-counties, in all the major 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 Curriculum for Living, and Leadership Santa Barbara. She currently is engaged in classroom instruction, daily school operations and private practice.



**Matthew Jones: HHP, MMQ**

Bodyworker since 1997. **Medical Qigong Practitioner/Therapist, Manual Lymphatic Drainage, Visceral Lymphatic Drainage, Five Elements Physiology, Pathology and Nutrition**

Matthew is a graduate of SBBTI's 1000-hour program and of the International Institute of Medical Qigong's Master's Program and has served as an acupuncture apprentice & Herbal Pharmacist for Dr. Henry Han. He currently conducts a private practice in Medical Qigong and Herbal Medicine in Santa Barbara.



**Nell Craig CAMTC #31924**

Thai Chi and Health Instructor since 1998. Bodyworker, Medical Qigong Practitioner. **Acupressure I & II**

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 MQP program. She has a BS in Nutrition from Arizona State University, and has worked in the community as a health educator and Tai Chi/Qigong instructor. Nell currently conducts her private

practice in Colorado and Santa Barbara.



**Sonia Ross, LMT**

Body worker since 2001, **Swedish-Massage Practitioner Program**

Sonia is a Licensed Massage Therapist and competitive cyclist. She is a record-breaking cyclist for Race Across America. She teaches competitive cyclists in training and continues to win national competitions. She received her therapist training through SBBTI. She maintains a private practice in sports and injury care in Santa Barbara.



**Sean Riehl, CAMTC #51021**

Bodyworker since 1990, Myofascial **Release and Orthopedic Massage**

Sean is the creative talent of Real Bodyworks. Real Bodyworks 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 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.

## **POLICIES AND PROCEDURES**

### **Admissions**

#### 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: 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.

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.

## **Attendance 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. Three tardies are equal to one absence if consistent behavior is observed.

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 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.

Instructor tutorial: Receive private or semiprivate tutorial with the instructor. Cost of tutorials vary depending on number of students attending divided into \$50/hr. Logged practicum hours are required in addition to complete missed hours.

Written paper: Submit a written paper authorized by administration and assigned by instructor if appropriate.

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.

## **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 State approved schools may transfer into:

- The Massage Practitioner Program. Students are required to:
  - a) Attend 50% of the program or more (125 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 L 3 and required portion of L2.

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.

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.

Grading: The school's grading system is Pass/Fail. Passing = 75% or higher. Failing = Less than 75%.

Certificate of Completion: The document to be issued upon satisfactory completion of the course 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 and Vocational Rehabilitation 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 rose 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 eligible to receive benefits.

### **Refund Policy:**

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 prorated 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.

### **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.

### **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.

### **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.

### **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 a maximum of three enrolled students traveling more than 40 miles to stay overnight at the school if there is a concern with alertness for driving. Futons and bedding are provided with the use of shower and kitchen facilities for \$20 per night. This is temporary, sporadic 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.

### **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 voluntary compliance requires this institution to maintain 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 office file cabinets. 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, 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.

Students will sign in on course attendance sheet and their own personal attendance sheet upon entry for each class. 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. This will be reviewed periodically with students to make sure it is

in agreement with their personal tracking. 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 stored upstairs in metal file cabinets in our closets. We will maintain hardcopy transcripts, but copies of practicums, exams and so forth 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 track all attendance and exams and recently have been very successful at providing accurate transcripts for students who have not attended for many years but are now applying for the CAMTC certification

### **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 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, and that, 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 operating as a debtor in possession, nor have filed a petition within the preceding five years, nor has had a petition within the preceding five years, nor has 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.)

### **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](http://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](http://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](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.”