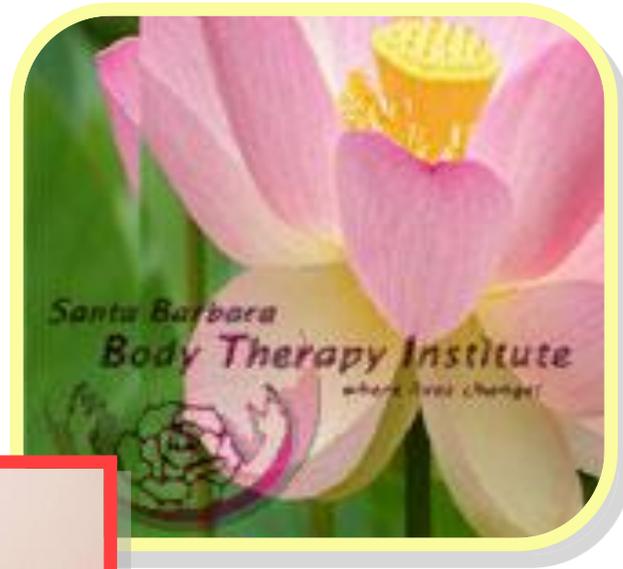


**Santa Barbara Body Therapy Institute**  
516 N. Quarantina St. Santa Barbara, CA 93103 (805) 966-5802  
[www.sbbti.com](http://www.sbbti.com)



## **School and Course Catalog**

Jan 1, 2014- Dec 31, 2014

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which shall be provided to you prior to signing an enrollment agreement.



# The Institute

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

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 esoteric approaches such as Medical Qigong and Access Energy. In any given month, we have roughly 50 students enrolled in assorted programs, courses and clinics, providing 200-300 massages within our student clinic and community outreach programs. Our classes are personal and intimate with lots of one on one attention. Our typical student teacher/assistant ratio is 8-1. 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.

The Institute is 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.

**Our Location and Facility:** Our office and teaching facility is located at 516 N. Quarantina, 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 climate is fair year round. The 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 transit system bus stops, pedestrian walkways, bike lanes and the 101 Freeway. Our facility includes a large classroom space, two treatment rooms, a print library, visual library with DVD player & flat screen, kitchen/break room with a small retail section providing textbooks, oils, T-shirts & supplements, office, reception and bathroom. 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, 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 each 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).

*Effective Dates: Jan 1 thru Dec 31, 2014*

# Massage Practitioner Program (250 hours)

Our Massage Practitioner Program imparts essential methods for inducing relaxation, pain reduction and heightened states of peace and ease. The training qualifies graduates for California State Certification, and entry level employment in the spa industry. California State Certification allows graduates to practice anywhere in the state of California, superseding the local municipality requirements. For example, this allows practitioners to get State Certification and a business license with 250 hours of training for municipalities such as Goleta or Thousand Oaks which have 500 and 1000 hour requirements. The Massage Practitioner, 250 hour, minimum requirement for State Certification may sunset January 1<sup>st</sup>, 2015. After January 1<sup>st</sup> 2015, the state may require applicants to have 500hrs for State Certification as Massage Therapist.. Graduates desiring State Certification with a minimum of 250 hours are advised to complete their training and apply for state certification before January 1<sup>st</sup>, 2015.

The Practitioner Program comprises a foundational training in Swedish massage, seated massage, anatomy and physiology, body mechanics, movement, ethics and setting up practice as well as two additional bodywork modules in student's choice of modalities. Hence 250 hour graduates will gain competence in four different bodywork modalities. Students meet twice weekly, mornings or evenings and one weekend nature retreat for Swedish instruction. Bodywork modules are offered in weekend, weekday, or weeknight formats, throughout the year, allowing multiple entry points into our program. Completion of the program requires passing grade on Bodywork exams and written exams. Students qualify to start working in the clinic once they have passed their bodywork exam within their Swedish Classroom or Bodywork Module. For Swedish massage and certain bodywork modules, demonstration of competency occurs through performing a full body session on an instructor, assistant, faculty or staff member prior to clinic participation. Additional methods of assessing competency in bodywork modules occur through 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.

Most California cities are now requiring CAMTC certification for their licensing procedure. CAMTC certification requires at least a combined total of 100 hours in anatomy, physiology, contraindications, health and hygiene, business and ethics. SBBTI's 250 hour program contains all the required limits and much more to guarantee student's meet their qualifications for state certification which then allows one to become licensed to practice massage either at the Massage Practitioner level of 250 hours and prepare for the Massage Therapist's 500 hours.

## Massage Practitioner Program *Program Requirements Hours*

<b>Swedish Classroom</b>	<b><u>120 hrs</u></b>
Classroom hours	99 hrs
Weekend Retreat	18 hrs
Receiving Clinic Sessions	3 hrs
<b>Bodywork modules (student's choice from MT &amp; HHP offerings)</b>	<b><u>40 hrs</u></b>
<b>Ethics</b>	<b><u>10 hrs</u></b>
<b>Practicum</b>	<b><u>80 hrs</u></b>
Clinics (22 at 3 hrs each)	66 hrs
Community Outreach	8 hrs
Coaching with Graduate Student	6 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>STRF</b>	<b>Tuition</b>
Classroom: Swedish/Modules/Ethics/ Receiving Bodywork	170	\$100	\$1	\$1955
<u>Practicum</u>	<u>80</u>			<u>0</u>
TOTAL COST				\$2056

**Swedish (200 hrs)** Our foundation 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 benefit to self and others. Students are guided through a succession of exercises that deepen their capacity to transfer 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, and warming, 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 the relaxation techniques, students learn to warm, stretch and knead tissues with effective use of pressure to assist nutrient absorption, removal of metabolic wastes, and tissue mobilization.

Concurrent with their developing massage skills, students are guided through an applied understanding of the body systems emphasizing the nervous, circulatory, lymphatic, digestive, endocrine, respiratory and musculoskeletal systems. Emphasis is placed on understanding the autonomic nervous system's impact on each body system when the stress response versus the rest, digest, and 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: trust walks, blindfold massage, Round Robyn massage, qualities of movement, Qigong exercise, body pendulum and flower essences.. Students often report that the body/mind shifts they experience throughout their training have lasting impact in their daily lives, creating greater ease within themselves and harmony between family, friends and coworkers.

As students gain proficiency with their massage skills and potency with 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.

### **Ethics (10 hrs)**

Our Ethics training emphasizes personal inquiry, skill building and role play in establishing healthy boundaries within the context of massage. Issues regarding sex, money, power and spiritual longing will be explored within the context of the massage practice. Students learn to define their own personal ethics while understanding industry standards.

### **Bodywork Modules (40 hrs)**

(See Massage Therapist and Holistic Health Practitioner Program)

## Massage Therapist Program (550 hours)

Our Massage Therapist program offers advanced bodywork training, preparing graduates to address a broad spectrum of musculoskeletal, visceral and nervous system imbalances. The Massage Therapist Program prepares graduates for employment in the high-end spa industry as well as private practice. Our 550 hour program satisfies the state's requirements for certification as a Massage Therapist and is in excess of the State's 500hr requirement to obtain that title per CAMTC. Our 550 hour requirement also satisfies the local business licensing requirements of Goleta and most municipalities in California and the US. Our 550 program is approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), allowing graduates to sit for the NCBTMB exam. Our pass rate amongst graduates who have taken the exam is 100%. As of January 1<sup>st</sup> 2014, California State Certification may increase to a 500 minimum hour requirement for all incoming therapists.

The Massage Therapist Program builds on the Massage Practitioner Program. Students attending classes twice weekly may complete in a twelve month time frame. Students attending 4 times weekly may complete in a six month time frame. Students may also enroll in any of the advanced bodywork modules or anatomy and physiology courses on an "a la carte" basis. Completion of the program requires passing grade on Bodywork exams and written exams. Each module within their three chosen tracks has an assessment component. Method of assessment is tailored to what is appropriate to the length and type of module. They may include bodywork evaluation, quizzes, exams, or class project.

### Massage Therapist Program

<i>Program Requirements</i>	<i>Hours</i>
Massage Practitioner	250
Bodywork Tracks (choose 3 out of 7 tracks) includes Bodywork modules (total 180 hrs) and Anatomy, Physiology or Clinical Pathology (total 60 hr)	240
Classroom Assistant	40
Business Skills	20
<b>TOTAL HOURS</b>	<b>550</b>

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

	<b>Hrs</b>	<b>Reg Fee</b>	<b>STRF</b>	<b>Tuition</b>
Practitioner	250		\$1	\$1955
Classroom	260	\$100	\$2	\$3640
<u>Assisting</u>	<u>40</u>			<u>0</u>
<b>TOTAL COST</b>				<b>\$5698</b>

### Business Skills

**Business Skills (20 hrs)** covers a broad range of business skills for employment and private practice. A number of best marketing practices will be offered by successful graduates, employers, tax preparers and marketing professionals. Topics include establishing purpose, priorities and goals, marketing strategies, generating referrals for a steady flow of clientele, communication skills, exploration of job and practice settings, employment fundamentals, business startup considerations, bookkeeping, tax preparation and digital marketing.

## **Bodywork Tracks: choose 3 out of 7 options**

### **Assisted Stretching Track (choose 80 hrs)**

**Muscle Physiology (20 hrs)** illuminates the mechanisms of muscle in health and disease. Topics covered include: chemistry of the body, metabolism of muscle and homeostasis, contraction/relaxation cycle, neuromuscular coordination, golgi tendon organs, engrams, and neurotransmitters. In addition an assortment of pathologies related to the musculoskeletal system is also covered.

**Myofascial Release I (30 hrs)** offers techniques for stretching and mobilizing the myofascia for addressing myofascial pain syndromes and postural imbalances. Students learn to palpate and make pliable myofascial tissue. Myofascial tissue binds and connects every other tissue in the body, holding the muscles in their shape, the bones in their placement, and affecting the compression incurred on the nerves. Myofascia becomes pliable when warmed and stretched – incurring a shift in hardness or plasticity called thixotropy. Myofascial I offers techniques for mobilizing the superficial fascia effective for addressing pain and inducing relaxation.

**Myofascial Release II (30 hrs)** offers techniques for addressing the deep fascial layers surrounding the core musculature. Releasing the deep fascial layers is most specific in addressing postural deviations and chronic pain patterns. Course includes classroom and clinic.

**Thai Massage (50 hrs)** offers an assortment of flowing assisted stretches for opening the musculature, fascia and deeper meridian channels in the body. Traditional Thai massage has been utilized in India and Thailand for 2500 years and is growing in popularity here in the Western Spa setting. Sessions are fully clothed and performed on a floor mat. Students learn assisted stretches, compression of muscles and acupressure for prone, supine and side lying positions.

### **Craniosacral Track (80 hrs)**

**Intro to Integrative Craniosacral Therapy (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 (27 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 peristadt 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 corocoid process to create more space between the pectorals and the scapula. Techniques offered benefit TMJ, headache and carpal tunnel syndromes and assorted pathologies.

**Craniosacral II (23 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 vulna. 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.

### **Deep Tissue Track (choose 80 hrs)**

**Barefoot/Sports (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.

**Cross Fiber Deep Tissue/Shiatsu (30 hrs)** integrates a full body Shiatsu protocol performed on the table with Cross Fiber Deep Tissue work, Neurolymphatic and Visceral massage. Shiatsu releases natural pain killing endorphins, prior to Deep Tissue work. 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..

**Muscle Physiology (20 hrs)** see Assisted Stretches track for description

**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 (headaches, sciatic pain, thoracic outlet syndrome, etc.)

**Pregnancy Massage (30 hrs)** offers a variety of techniques for addressing the needs of the pregnant mother and side lying clients who need an alternative to prone position. Needs addressed within this course include: releasing musculoskeletal strain that arises from a growing fetus, contraindications specific to pregnancy, relaxing the pelvic floor in preparation for a vaginal birth and acupressure points for inducing labor. The course covers the physiological/mental emotional shifts that occur during pregnancy. The techniques include slow muscle-sculpting strokes and Swedish massage techniques applied in side-lying or semi-reclining positioning, polarity balancing, acupressure and self-care stretches for opening the pelvis.

### **Lymphatic Drainage Track (choose 80 hrs)**

**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 system, deeply relaxing the back and aligning the vertebral column. The course also offers how to blend the use of essential oils to enhance nutrition and detoxification.

**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.

**Reflexology and Detoxification (20hrs)** offers effective techniques for addressing pain, low energy, immune dysfunction and detoxification. The course blends reflexology techniques with cleansing dietary measures- for a holistic approach to addressing a variety of common pathologies and pain profiles. Reflexology involves distal stimulation on the feet and hands to release metabolic wastes in tissues that impede the flow of blood, lymph

and chi to the vital organs, glands and lymph nodes. The course will address the influence of environmental toxins on the physiology and how to support the body's capacity to flush chemicals, pesticides and heavy metals as well as metabolic wastes.

**Reflexology and Stress Management (20 hrs)** offers reflex techniques for vitalizing the organs, glands and nervous system. Reflexology involves distal stimulation on the feet and hands to release 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 electricity or negative electrons 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.

**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.

**Five Phases Physiology and Nutrition (20 hrs)** presents nutrition through the lens of the Taoist five phases of transformation: metal, water, wood, fire and earth. Students learn how to support the function of the vital organs and overall vitality through nutrition and qigong exercise. Nutrition and the therapeutic properties of food will be discussed. Students will learn how to individualize a health-building whole food diet and share basic principles of health building through nutrition with their clients.

### **Meridian Energy Track (choose 80 hrs)**

**Acupressure 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.

**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.

**Clinical Pathology (20 hrs)** addresses common pathologies present amongst attending students, clinic clients and general population. Common pathologies covered include: vagus nerve impingement, hiatal hernia, irritable bowel syndrome, prolapsed colon, indigestion, liver insufficiency/toxicity and myofascial pain... Touch for Health and palpation techniques are utilized to assess imbalances.

**Shiatsu/Cross Fiber Deep Tissue (30 hrs)** integrates a full body Shiatsu protocol performed on the table with Cross Fiber Deep Tissue work, Neurolymphatic and Visceral massage. 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. 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. Neurolymphatic and Visceral massage involves vigorous scrubbing on the Chapman Reflexes and deep massage of the abdominal organs. clearing irritants in the tissue, blockages in the lymphatic system, stagnant blood within the liver, fascial binding and congestion in the large intestine.

**Touch for Health Protocols (20 hrs)** 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.

**Tui Na I (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.

### **Trigger Point Track (80 hrs)**

**Trigger Point/Palpatory Anatomy (80 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. 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. Techniques covered are applied in the classroom and in the clinic for each body section.

## 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	30
Introduction to Diagnosis and Treatment	30
Clinical Foundations	30
Treatment of Organ Diseases and Medical Qigong Prescription Exercises	60
Supervised Clinics	50
<b>TOTAL HOURS</b>	<b>200</b>

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

	<b>Hrs</b>	<b>Reg Fee</b>	<b>STRF</b>	<b>Tuition</b>
Practitioner	200	\$100	\$1.50	\$2800
<b>TOTAL COST</b>				<b>\$2901.50</b>

**Medical Qigong Essentials (30 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 (Wei Qi).

**Introduction to Diagnosis and Treatment (30 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 (30 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>STRF</b>	<b>Tuition</b>
Practitioner	200		\$1.50	\$2800
Classroom/Clinic Therapist	270	\$100	\$2.00	\$3780
Classroom Assistant	30			0
<b>TOTAL COST</b>				<b>\$6683.50</b>

**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 Tracks and Modules

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

320

Advanced Modality Clinics/Course Assistant

130

#### **Total Hours**

**1000**

## **Holistic Health Practitioner (HHP) – 1000 hour program**

	<b>Hrs</b>	<b>Reg Fee</b>	<b>STRF</b>	<b>Tuition</b>
Practitioner	250		\$1	\$1955
Massage Therapist	300		\$2	\$3640
HHP Classroom	320	\$100	\$2	\$4480
<u>Assisting</u>	130			
<b>TOTAL COST</b>				<b>\$10,180</b>

### **Bodywork Modules**

**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.

**Emotional Process (20 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 fitness, 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.

**Couples Massage (20 hrs)** Imparts processes that enhance self- awareness and self- care as well as alignment with other as mate, as spouse and as receiver. Students will learn light touch, synchronized breathe and intention techniques for building trust and clarity. Students will also learn communication and movement skills to deepen connection and understanding.

**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 (30 hrs)** presents an introduction to Polarity Therapy based on the work of Dr. Randolph Stone. Students learn effective techniques for interfacing with the electromagnetic fields and flows of the human body. The course presents assessment and technique protocol for balancing the Five Elements and Three Principals as they manifest in the body and within human process. Students learn to assess and affect a change in the electromagnetic field through application of three modes of touch, ranging from light to deep.

**Role Playing and Boundaries (10 hrs)** explores challenges that have arisen in the practice of local therapists and attending students. Students will role-play asserting boundaries and negotiating client/therapist relationship.

**Classroom Assistant/Advanced Modality Clinics (130 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. Advanced Modality clinics involve practicum with the general public. Students may work with the general public utilizing their choice of advanced modalities. Students may substitute a percentage of case studies for clinic hours

## Faculty



### **Audrey Lynette**

Access Facilitator since 2003. **Access Energy**

Audrey is an empowering speaker who invites people to look at their bodies in a totally different way. She assists people with stress, eating disorders, chronic pain, physical illnesses, pregnancy and childbirth. Prior to being introduced to Access, she lived in and out of a wheelchair for ten years and weighed 422 pounds. Audrey has lost over 200 pounds without dieting, pills or surgery and is now enjoys walking, running, dancing, and swimming with no assistance. Audrey has workshops and facilitates classes internationally and in the USA.



### **Erick Hudson, LMT**

Bodyworker since 2004. **Barefoot/ Deep Tissue, Myofascial Release, Thai, Tui Na, Trigger Point**

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.



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

Course: Emotional Processes, Hot Stone and Crystal Healing, 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**

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. **Business Skills, Couples Massage, Ethics, Polarity, Pregnancy Reflexology, Swedish Massage, Table Shiatsu, Touch For Health**

A Somatic Educator since 1986, Kathleen Mickey, is the director and head instructor of the Santa Barbara Body Therapy Institute. With dedication to excellence in education, she developed the holistic certificate programs that the school offers. Over the past 25 years, 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, Leadership Santa Barbara. She currently maintains an active presence in the classroom, daily school operations and a private practice.



**Matthew Jones: HHP, MMQ**

Bodyworker since 1997. **Medical Qigong Practitioner, Manual Lymphatic Drainage, Muscle Physiology, Visceral Lymphatic Drainage, Five Elements 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**

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, with Mathew Jones. 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.



**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.

## **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: The Massage Practitioner, Massage Therapist and Holistic Health Practitioner Programs incur partial tuition cost based on the current hourly rate for modules attended plus a \$5.00 fee for each hour of academic credit granted from another institution. SBBTI recognizes transcripts from state approved schools and

reserves the right to require a student to retake a course from SBBTI if student demonstrates less than satisfactory competency in fundamental skills required to succeed in SBBTI's curriculum.

Proportion of Transfer hours: Students may receive academic credit for up to a maximum of 36% of their program requirements for the Massage Practitioner (90 hr), Therapist (200 hr) or Holistic Health Practitioner (360 hr) programs.

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 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.

### **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. Twice weekly class schedules qualify for roughly a \$400/month payment plan. Payment plan installments are done by automatic withdrawal from a credit card, and a \$20/month payment fee is incurred if payments are late beyond three days of agreement until the balance is paid in full. Personalized payment plans may be arranged with an enrollment counselor. All students have equal access to payment plans and no additional interest is incurred.

SBBTI offers a limited scholarship program to the Gold Star Student of the Month in conjunction with Massage Envy and Barbara Mickey grants. Scholarships are awarded on a monthly basis and are limited to \$280 per student. The Gold Star award is granted monthly to a student for the most referrals or requests in the student clinic.

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."