



World School of Massage & Holistic Healing Arts

CATALOG

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MISSION AND OBJECTIVES

Our mission is to educate and train students for healthy and successful lives and responsible leadership in the fields of holistic health, healing, and personal coaching; and to support faculty, student, and community skill development that contributes to well being, goal achievement, and sustained vocational success.

World School of Massage and Holistic Healing Arts pursues this mission by providing a broad holistic education that emphasizes massage therapies, healing therapeutics, health and life coaching, and personal development, each as a basis for facilitating healing, growth and positive, sustainable goal attainment.

World School provides a faculty of teacher-practitioners who are dedicated to effective and exceptional vocational teaching and a close student-teacher relationship that fosters the development of effective practical therapeutic skills, as well as intellectual, analytical, and critical abilities. Training occurs within an active and supportive holistic community environment that also promotes excellence of skill development and personal success.

World School also seeks to develop the knowledge, wisdom, imagination, and skills of its students to enable them to take therapeutic and leadership positions focused on improving the quality of holistic health and education around the globe.

Mindful of these objectives, World School seeks to foster development of the following values within our students—values that we believe facilitate realization of these ideals:

The Integration of Body and Spirit

Perhaps more than in any other field, ongoing success in the holistic healing arts, for both your client and your business, depends upon your own personal development and maturity. Client healing involves behavior change, and your ability to model healthful behavior is what lays the basis for your client's personal transformation and for tangible results in your practice.

As a baseline, World School is committed to helping you develop unparalleled technical skills for your career success. Beyond this, World School is deeply committed to providing you with some of the most advanced programs available in personal growth, healthy living, communication, mindfulness, and deliberate creation for your body, mind and spirit.

We are committed to instilling the principle of “healer heal thyself” and providing practical tools that draw from both leading-edge information and from the most mature and time-tested traditions.

We are committed to helping you integrate your own physical, mental, emotional, and energetic bodies in a way that reflects your unique needs and perspectives and enhances your experience of life. As you experience transformative and lasting results in your own life, you will be more fully empowered to model it for your clients in a way that gives them access to ever-greater levels of health and healing.

A Holistic Community for Health Transformation

We are committed to creating a nurturing, respectful, loving and “mindful” environment through faculty and programs that support you in developing sustainable habits of thought, emotion, and behavior (always of YOUR unique choosing, never ours) and that promote your health and well being for the rest of your life.

We are committed to facilitating access to extraordinary personal development and healthy living tools and information in our programs, enabling you to coach others on the same topics with vastly greater effectiveness and integrity.

We are committed to helping you deliver authentically transformative and lasting results for those around you: your family, friends, colleagues, clients, and community.

Empowerment through Authenticity and Conscious Creation

We are committed to encouraging you to live an empowered life with access to new experiences of thought and emotional connection that promote deliberate and conscious creation of your reality—in stark contrast to a life filled with stress patterns and reactivity to life's circumstances and the actions of others.

We are committed to providing programs to you that enhance a heightened mental and emotional awareness of the present moment, “enrollment,” transformation, surrender/acceptance, and continuous and deliberate “co-creation,” for more power and certainty in all areas of your life.

The Cultivation of Intuition and Empathic Healing

We are committed to offering programs that will help you refine your sensitivity to the subtle energies that exist in and around all life, and allow you to develop your abilities to intuit, focus upon, and fine-tune your and others' energies on several levels of the vibrational spectrum.

We are committed to providing the opportunity to uncover a whole new way of becoming “fluid” and flexible in your body/mind/spirit such that you become even more intuitive, i.e., attuned to yourself (thoughts, emotions, behavior) and others around you.

We will provide you with tools from traditional medical systems (including chakras, auras, quantum fields, and sound) that support you in assessing, “tuning in” to, and communicating

with others in a way that facilitates their release of physical and emotional stress and pain in their bodies.

Peaceful, Joyous, and Endearing Relationships

Your inner experience deeply influences the quality of your relationships. We are committed to your training in the use of communication and introspection tools that work to decrease emotional resistance, fear, and pain, and to increase the “flow” of connection and relatedness with yourself first, then others.

We will give you special training in how to create and practice tools and systems for your support when you are emotionally overwhelmed, frustrated or stressed. While encouraging you to gain the valuable insights that come from emotional pain, we will support you in achieving rapid relief from your stress so that you may return quickly to connection with your loving self and others.

Holistic Education for Career Sustainability

We are committed to giving you access to the most advanced and comprehensive holistic tools and approaches and to ensuring that you receive all the training you need for a successful career in many dimensions of the healing arts field: technical training, energy and other healing therapies, specialized business and marketing training, health and life coaching.

As part of our longstanding commitment to the full expression of your individuality and to supportive program design, we will endeavor to provide you with the most flexible and personalized education possible. This school tradition includes the greatest level of student participation in program design allowable, part-time or full-time, daytime and evening-weekend hours, and the ability to take individual courses (for CEUs) or add courses to your program.

GENERAL INFORMATION

Facilities and Equipment

For your convenience, World School of Massage & Holistic Healing Arts is open for visitation appointments Monday-Friday, 10:00 a.m. to 5:00 p.m. in San Francisco. For admissions information, please call our San Francisco (main location) at 415-602-6311. Our courses are held at 401 32nd Avenue, San Francisco, CA, 94121, or 699 Peters Avenue, Suite A, Pleasanton, CA 94566. Both locations have ample parking and are located on primary bus lines for your convenience. Both locations are minutes away from hiking trails, beaches (SF), forests, and/or parks that offer lovely views of either the ocean, the Golden Gate Bridge, foothills, old oak forests, Mt. Tamalpais or Mt Diablo.

World School is a green business. Our school sites are natural wood buildings which feature skylights, unsealed windows and doors for fresh air and sunlight. We use natural recycled paper and cleaning products for our administrative offices and restrooms. Our classrooms utilize natural fabric and fabric blends in our curtains, blankets, pillows, sheets, zafus, and other decor. Classrooms generally are shoe-free so people feel healthy when walking barefoot in the spaces.

As part of our commitment to your health, we also provide

- aromatherapy diffusion using fine essential oils
- electromagnetic field remediation
- advanced air filtration
- reverse osmosis filtered water

Throughout the facilities, World School uses live green plants and healthy light bulbs for natural healing. Design is based on feng shui principles, with fountains, chimes, crystals, and furniture placed to allow for optimal energy flow. Our campuses display vibrational art and feature ethnic décor by artists from locations we have traveled to with courses on retreats.

Classrooms are equipped with white boards, desks, chairs, back jacks, pillows, adjustable rolling stools, massage tables, projectors, cameras and tripods, sample model skulls and skeletons, computers and screens for delivering the current technologies of film, DVD, video or music needed for trainings. Both MP3 and CD players are available and updated with current music that is restful and supportive. We provide cubbies for students' coats and other belongings, including sheets and blankets.

Admissions Policy and Procedure

Policy

Admission into any of the programs requires that the prospective student:

- Complete an application for acceptance
- Have a high school diploma, GED certification, or pass, an Ability to Benefit exam.

In addition, International students must also:

- Apply for and receive an official approved United States Immigration and Naturalization Service (INS) M-1 Visa.
- Pay a \$5,000 deposit; \$2,000 of this deposit is not refundable due to the special visa services that we provide for you.

Procedure

Admission procedures include meeting with an Admissions representative to review goals, programs offered, school policies and procedures, the School Performance Fact Sheet, and graduation requirements. Each prospective student must provide the following documentation:

- Submit an application.
- Provide a copy of his/her high school diploma or GED certificate; or pass the Ability to Benefit exam (minimum scores are Verbal 200 and Quantitative 210). World School is licensed with Wonderlic, Inc. for use of the Basic Skills Test. The test is administered by a independent third party.
- Provide most recent educational certificates/diplomas from other post-secondary/college, schools or courses.

International students must provide documentation of:

- Passing the Ability to Benefit Test
- M-1 Visa copy
- All attendance tracking papers from the United States Immigration and Naturalization Service (INS)
- Updated and current US address including emergency information

Upon acceptance, World School will provide the applicant with an enrollment agreement.

International Students and English Language Services

The World School is one of a handful of U.S. Massage Schools approved to offer an I-20 Visa program. Our Master Bodyworker (MBW) and Holistic Health and Wellness Practitioner (HHWP) programs are approved by the United States Immigration and Naturalization Service (INS) for the granting of M-1 Visas. For our international students, the MBW or HHWP requires a \$5,000 deposit; \$2,000 of this deposit is not refundable for the special visa services that we offer in support of your overall success. World School will vouch for student status for those students attending with an M-1 visa.

World School does not offer English as a Second Language instruction. English language proficiency is documented by:

1. The admissions interview.
2. Receipt of prior education documentation as stated in the admission policy.
3. The Ability to Benefit Test.

Transfer of Credit

Transfer of Credit for Program Prerequisites

Should your previous education meet a program prerequisite, you may request to waive the prerequisite(s). Please provide the transcripts or any other proof of your previous training and also be prepared to demonstrate any skills in a practical evaluation. The fee for any one-hour massage evaluation session is \$75. In the case of any course requiring an exam, to document knowledge received from a previous course, you may be required to pass that course exam. The fee for taking that exam is \$75. If the first time you do not pass the exam, you are allowed a second time to succeed and pass, with a different exam version. Tutoring with one of our faculty members to prepare for these exams is also available for \$75/hr.

Transfer of Credit for Program Courses

Students can request transfer of completed credit hours from other schools to the World School as follows:

- You must present your previous transcript(s), diplomas or certificate(s) of completion.
- We may grant transfer of credit up to one hour less than 50% of the hours of any one of our programs. (Example: we can credit you 499 hours of a 1000-hour program, i.e., one hour less than ½ of that program.)
- For any bodywork modality, in order to qualify for credit for that modality, you must be prepared to demonstrate any skills in a practical massage or bodywork evaluation session. The fee for any one-hour massage evaluation session is \$75. Bodywork Modalities: support will be given you to arrange with a faculty member in a "Course Evaluation" session in order to get the credit for that modality. You must pass that evaluation in order to receive credit for that specific modality. If you do not pass and would like another opportunity to do so, you may perform a second session. The cost for the second session is also \$75.
- For transfers of credit of a science modality, you will need to be "tested out" by one of our qualified science faculty using our Course Competency Checklists and passing the exams required.
 1. In the case of any course requiring an exam, you may be required to pass that exam. The exam fee is \$75.
 2. If the first time you do not pass the exam to test out of a course, you are allowed a second time to succeed and pass, with a different exam version. Tutoring with one of our faculty members to prepare for these exams is also available for \$75/hr.
- Once all exams and evaluation sessions are reviewed from our checklists, and all fees are paid in full, then we may grant credit. We will then add these hours to our transcript for such organizations as CAMTC, showing that we are fully responsible for your education and abilities.

The World School of Massage & Holistic Healing Arts does not accept hours or credit through challenge examinations, achievement tests, or experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at World School of Massage & Holistic Healing Arts is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending World School of Massage & Holistic Healing Arts to determine if your credits or certificate will transfer.

Articulation Agreements

World School of Massage & Holistic Healing Arts has not entered into a transfer or articulation agreement with any other college or university.

PROGRAM DESCRIPTIONS

Programs Overview

*Program Titles	Total Hours
<p>Holistic Health and Wellness Leadership (HHWL) This program comprises the following programs: Energy Somatic Massage (ESM), California Massage Practitioner (CMP), California Massage Therapist (CMT), the Holistic Life Coaching (HLC) and the Teaching, Training and Coaching (TTC). (See programs listed below.) (Hours are adjusted for overlap.)</p>	2000
<p>Holistic Health and Wellness Practitioner (HHWP) This program comprises the following programs: Energy Somatic Massage (ESM), California Massage Practitioner (CMP), California Massage Therapist (CMT), and the Holistic Life Coaching (HLC). (See programs listed below.) (Hours are adjusted for overlap.)</p>	1500
<p>Master Bodyworker (MBW) This program comprises the following programs: Energy Somatic Massage (ESM), California Massage Practitioner (CMP) and the California Massage Therapist (CMT). (Hours are adjusted for overlap.)</p>	1000
<p>Energy Somatic Massage (ESM)</p>	750
<p>California Massage Practitioner (CMP)</p>	250
<p>California Massage Therapist (CMT)</p>	250
<p>Holistic Life Coaching (HLC)</p>	500
<p>Teaching, Training and Coaching (TTC)</p>	500

****Please see individual program tables below listing course titles and hours for each program.***

Holistic Health and Wellness Leadership (HHWL)

Program Length: 2000 Hours / 24 Months

Graduation Document: Certificate

Potential Entry Level Occupations: Massage Therapist, Holistic Health Practitioner, Energy Bodyworker, Holistic Life Coach, Health Consultant/Counselor, Teaching, leadership positions in Spas, Chiropractic, Health Centers, World Health Organizations

Program Description:

The Holistic Health and Wellness Leadership Program (HHWL) is a comprehensive program, developed in alignment with the growing trend for expanded leadership in both the industry of massage therapy and in the many organizations expanding to utilize holistic health principles. It provides cross training in massage therapy, energy healing, personal development, healthy living, and life coaching with an emphasis on leading courses, workshops, trainings, and organizations. The HHWL includes the courses from the following programs.

*Program Title	Total Hours
Holistic Health and Wellness Practitioner (HHWP)	1500
Teaching, Training and Coaching (TTC)	500
Total	2000

****Please see tables below listing course titles for each program.***

Program Objectives:

1. To ensure that students develop the capacity to facilitate sustainable client healing results and goal achievement through advanced cross training in energy healing, massage therapy, holistic health and life coaching, personal development, education and leadership.
2. To provide students with the tools and training needed to establish a successful private business practice where they can earn significantly higher rates of payment in employment and/or private practice than commonly prepared practitioners.
3. To ready students for leadership in holistic education and business and community services based upon the distinctions and practices of holistic health and wellness.

Program Prerequisites: NONE

Program Completion Requirements: HHWL

Pass all individual courses in the HHWP and the TTC programs listed below. To pass each individual course in a program, a student must obtain a minimum completion score of 3 or higher (on a scale of 1-5 and scored by instructor) on 75% or more of the items on the Course Competency Checklist for that course. Competency Checklists include cumulative attendance and homework.

Submit a completed Health Questionnaire.

Submit a completed Program Completion Questionnaire.

World School does not require a cumulative final test or examination for the completion of this larger program as it is done incrementally per each smaller program as the student progresses.

There are no internships or externships required in this program.

Students are allowed to miss a certain limited number of hours per program, depending on the course and program length (see *Required Hours for Completion* under *Attendance*).

Holistic Health and Wellness Practitioner (HHWP)

Program Length: 1500 Hours / 18 months

Graduation Document: Certificate

Potential Entry Level Occupations: Massage Therapist, Holistic Health Practitioner, Advanced Massage Therapist, Energy Bodyworker, Life Coach, Health Consultant/Counselor, Leadership positions

Program Description:

The Holistic Health and Wellness Practitioner (HHWP) program is a comprehensive program, developed in alignment with the growing trend in many states for expanded massage certification hours. It provides cross training in massage therapy, energy massage, personal development, healthy living, and life coaching. HHWP includes courses from the following programs:

*Program Title	Total Hours
Master Bodyworker (MBW)	1000
Holistic Life Coaching (HLC)	500
(Hours adjusted for overlap.) Total	1500

***Please see tables below listing course titles for each program.**

Program Objectives:

1. To ensure that students develop the ability to facilitate sustainable client healing results and goal achievement through advanced cross training in energy healing, massage therapy, holistic health and life coaching and personal development.
2. To provide students with the training needed to establish a successful private holistic business practice where they earn significantly higher rates of payment in full- or part-time employment or private practice than commonly prepared massage, healing or coaching practitioners.
3. To provide students effective preparation for meeting state and national educational requirements for certification.

Program Prerequisites: NONE

Program Completion Requirements: HHWP

Pass all individual courses in the MBW and the HLC programs listed below. To pass each individual course in a program, a student must obtain a minimum completion score of 3 or higher (on a scale of 1-5 and scored by instructor) on 75% or more of the items on the Course Competency Checklist for that course. Competency Checklists include cumulative attendance and homework.
Submit a completed Health Questionnaire.
Submit a completed Program Completion Questionnaire.
World School does not require a cumulative final test or examination for the completion of this larger program as it is done incrementally per each smaller program as the student progresses.
There are no internships or externships required in this program.
Students are allowed to miss a certain limited number of hours per program, depending on the course and program length (see <i>Required Hours for Completion</i> under <i>Attendance</i>).

Master Bodyworker (MBW)

Program Length: 1000 Hours / 12 Months

Graduation Document: Certificate

Potential Entry Level Occupations: Massage Therapist, Advanced Massage Therapist, Energy Bodyworker

Program Description:

The Master Bodyworker (MBW) program combines some of the most comprehensive holistic healing arts and professional massage training available. MBW helps graduates establish a meaningful, fulfilling, sustainable and successful private practice with the distinct business advantages of healing arts cross training in massage therapy and energy massage. The Master Bodyworker Program includes the following three programs:

*Program Title	Total Hours
Energy and Somatic Massage (ESM)	750
California Massage Practitioner (CMP-250 hr. program)	250
California Massage Therapist (CMT-add'l. 250 hr. program)	250
(Hours adjusted for overlap.) Total	1000

****Please see tables below listing course titles for each program.***

Program Objectives:

1. To ensure that students develop the capacity to facilitate sustainable client healing results through advanced cross training in energy healing, massage therapy and personal development.
2. To provide students with the tools and training needed to establish a successful and sustainable private holistic business practice where they earn significantly higher rates of payment in full- or part-time employment or private practice than commonly prepared massage or healing practitioners.
3. To provide students effective preparation for meeting state and national educational requirements for certification.

Program Prerequisites: NONE

Program Completion Requirements: MBW

Pass all individual courses in the ESM, the CMP (250 hours) and CMT (add'l. 250 hours) programs listed below. To pass each individual course in a program, a student must obtain a minimum completion score of 3 or higher (on a scale of 1-5 and scored by instructor) on 75% or more of the items on the Course Competency Checklist for that course. Competency Checklists include cumulative attendance and homework.
Submit a completed Health Questionnaire.
Submit a completed Program Completion Questionnaire.
World School does not require a cumulative final test or examination for the completion of this larger program as it is done incrementally per each smaller program as the student progresses.
There are no internships or externships required in this program.
Students are allowed to miss a certain limited number of hours per program, depending on the course and program length (see <i>Required Hours for Completion</i> under <i>Attendance</i>).

Energy and Somatic Massage (ESM)

Program Length: 750 Hours / 9 Months

Graduation Document: Certificate

Potential Entry Level Occupations: Massage Therapist, Advanced Massage Therapist, Energy Bodyworker, Somatic Massage Therapist, Body Centered Psychology, Cranial Sacral Therapist

Program Description:

The Energy and Somatic Massage (ESM) program is a mature, advanced, and extensive program using the energy healing and somatic (mind/body) techniques currently in great demand at holistic healing destination spas, as well as in successful private massage therapy practice(s). The ESM program integrates age-old, traditional healing arts with modern and efficacious healing practices that are increasingly well described in scientific literature. The ESM program is also designed for those individuals who want to include energy healing and somatic technologies as their vocational focus or as a source of personal development and mind-body-spirit integration for themselves.

Program Objectives:

1. To ensure that students develop the capacity to facilitate sustainable client healing results through advanced cross training in energy healing, energy massage, somatics (mind-body therapeutics) and personal development.
2. To provide students with the tools and training needed to establish a successful and sustainable private holistic healing business practice where they earn significantly higher rates of payment in full- or part-time employment or private practice than commonly prepared massage or healing practitioners.
3. To provide students effective preparation for meeting state and national educational requirements for certification.
4. To provide continuing education electives for already existing massage therapists and bodyworkers who possess basic massage therapy training and who want to expand the scope and success of their current healing offerings.

Program Prerequisites: NONE

Energy and Somatic Massage (ESM)

Energy and Somatic Massage Course Titles	Lecture Hours	Lab Hours	Clinical Hours	Total Hours
Anat/Phys/Kines. & Contraindications 1	32	20	0	52
Anat/Phys/Kines. & Contraindications 2	52	21	0	73
Aromatherapy	4	1	0	5
Business and Ethics 1	20	8	0	28
Business and Ethics 2: Entrepreneurship	12	10	0	22
Clinic, Health and Hygiene	7	0	8	15
Coaching Assessment Sessions	5	0	0	5
Cranial Sacral Balancing	28	11	10	49
Flower Essences	4	1	0	5
Integrative Massage Therapy ESM	16	0	18	34
Introduction to Healing 1 - Thank and Be Wealthy: The Psychology of Success	28	0	0	28
Introduction to Healing 2 - Your Power to Create: Coaching for Behavior Change	28	10	0	38
Pathology-Adaptive Behavior	30	10	0	40
Structural Foot Balancing	14	10	11	35
Vibrational Healing Massage Therapy® 1	32	10	10	52
Vibrational Healing Massage Therapy® 2	28	11	12	51
Vibrational Healing Massage Therapy® 3, Part 1: Energy Bodies Awakening	22	7	0	29
Vibrational Healing Massage Therapy® 3, Part 2: Sound Healing	6	6	2	14
Vibrational Healing Massage Therapy® 3, Part 3: Integration of Energy and Bodywork Levels 1-3	14	8	10	32
Vibrational Healing Massage Therapy® 4, Part 1: RePatterning - Pre and Peri-natal Trauma 1	28	22	6	56
Vibrational Healing Massage Therapy® 4, Part 2: RePatterning - Pre and Peri-natal Trauma and Shock	18	4	6	28
Vibrational Healing Massage Therapy® 4, Part 3: Life Regression	8	4	0	12
Vibrational Healing Massage Therapy® 4, Part 4: Integration of VHMT Levels 1-4 - Family Services: Babies, children, Teens, Elders, Pets, Athletes, Severely Injured	32	11	4	47
			Total	750

Program Completion Requirements: ESM

Pass all individual courses in the program. To pass each individual course in a program, a student must obtain a minimum completion score of 3 or higher (on a scale of 1-5 and scored by instructor) on 75% or more of the items on the Course Competency Checklist for that course. Competency Checklists include cumulative attendance and homework.
Pass each of the two massage instructor evaluation sessions integrating Vibrational Healing Massage Therapy, Levels 1-4 (1.5 hr sessions each)
Submit a completed Health Questionnaire.
Submit a completed Program Completion Questionnaire.
World School does not require a cumulative final test or examination for the completion of this program.
There are no internships or externships required in this program.
Students are allowed to miss a certain limited number of hours per program, depending on the course and program length (see <i>Required Hours for Completion</i> under <i>Attendance</i>).

California Massage Practitioner (CMP)

Program Length: 250 Hours / 4-5 Months

Graduation Document: Certificate

Potential Entry Level Occupations: Massage Therapist, Energy Bodyworker, Body-Centered Psychology

Program Description:

The California Massage Practitioner (CMP) program is a professional and personal development program to prepare students for a beginning level certificate with the CAMTC in California as a Certified Massage Practitioner. It is uniquely designed to support students' in both working for others in employment and for long-term career success.

Program Objectives:

1. To ensure that students develop the ability to facilitate sustainable client healing results through cross training in healing massage therapy and energy massage.
2. To provide students with the training needed to establish a successful private holistic practice where they earn significantly higher rates of payment in employment or private practice than commonly prepared massage practitioners.
3. To provide students effective preparation for meeting state educational requirements for certification.

Program Prerequisites: NONE

California Massage Practitioner (CMP) Course Titles	Lecture Hours	Lab Hours	Clinical Hours	Total Hours
Anatomy, Physiology, Kinesiology & Contraindications 1	32	20	0	52
Business and Ethics 1	20	8	0	28
Clinic, Health and Hygiene 1	7	0	8	15
Coaching Assessment Sessions 1	5	0	0	5
Deep Tissue Massage 1	28	3	7	38
Integrative Massage 1	16	10	14	10
Swedish Massage Therapy	40	3	7	50
Vibrational Healing Massage Therapy® 1	32	13	7	52
Introduction to Healing 1-Thank and Be Wealthy: The Psychology of Success				Optional 28 Hrs.
Total				250

Program Completion Requirements: CMP

Pass all individual courses in the program. To pass each individual course in a program, a student must obtain a minimum completion score of 3 or higher (on a scale of 1-5 and scored by instructor) on 75% or more of the items on the Course Competency Checklist for that course. Competency Checklists include cumulative attendance and homework.
Pass each of the three massage instructor 1 hour evaluation sessions: Swedish Massage Therapy, Vibrational Healing Massage Therapy 1 and Deep Tissue Massage 1
Submit a completed Health Questionnaire.
Submit a completed Program Completion Questionnaire.
World School does not require a cumulative final test or examination for the completion of this program.
There are no internships or externships required in this program.
Students are allowed to miss a certain limited number of hours per program, depending on the course and program length (see <i>Required Hours for Completion</i> under <i>Attendance</i>).

California Massage Therapist (CMT)

Program Length: 500 Hours / 4-5 Months (Includes the CMP 250 Hour program above)

Graduation Document: Certificate

Potential Entry Level Occupations: Advanced Massage Therapist, Energy Bodyworker, Body Centered Psychology, Lymphatic Massage Therapist, Foot Massage Therapist

Program Description:

The 500-hour California Massage Therapy (CMT) program is a professional and personal development program to prepare students for an advanced certificate with the CAMTC in California as a Certified Massage Therapist. This program was uniquely designed to ensure long-term career success by preparing students to work both for others and independently.

Program Objectives:

1. To ensure that students develop the ability to facilitate sustainable client healing results through cross training in healing massage therapy and energy massage.
2. To provide students with the training needed to establish a successful private holistic practice where they earn significantly higher rates of payment in employment or private practice than commonly prepared massage practitioners.
3. To provide students effective preparation for meeting state and national educational requirements for certification.

Program Prerequisites: CMP 250 Hour Program or Equivalent

California Massage Therapist (CMT) Course Titles	Lecture Hours	Lab Hours	Clinical Hours	Total Hours
Anat., Phys., Kines., and Contraindications 2	52	21	0	73
Business and Ethics 2: Entrepreneurship	12	10	0	22
Coaching Assessment Meetings – Level 2	5	0	0	5
Integrative Massage 2	8	0	16	24
Pathology	30	10	0	40
Structural Foot Balancing®	14	11	10	35
Vibrational Healing Massage Therapy® 2	28	11	12	51
Introduction to Healing 2 -Your Power to Create: Coaching for Behavior Change	28	10	0	Optional 38 Hrs.
Total				250

Program Completion Requirements: CMT

Pass all individual courses in the program. To pass each individual course in a program, a student must obtain a minimum completion score of 3 or higher (on a scale of 1-5 and scored by instructor) on 75% or more of the items on the Course Competency Checklist for that course. Competency Checklists include cumulative attendance and homework.
Pass each of the three 1 hour massage instructor evaluation sessions: Lymphatic Massage Therapy, Vibrational Healing Massage Therapy Level 2 and Structural Foot Balancing
Submit a completed Health Questionnaire.
Submit a completed Program Completion Questionnaire.
World School does not require a cumulative final test or examination for the completion of this program.
There are no internships or externships required in this program.
Students are allowed to miss a certain limited number of hours per program, depending on the course and program length (see <i>Required Hours for Completion</i> under <i>Attendance</i>).

Holistic Life Coach (HLC)

Program Length: 500 Hours / 12 Months

Graduation Document: Certificate

Potential Entry Level Occupations: Holistic Life Coach, Health Coach, Body Centered Somatic Holistic Life Coach, Body Centered Psychology Coach, Health Consultant, Counselor, or Practitioner, Various leadership role positions

Program Description:

The Holistic Life Coaching Program is a comprehensive, mature, practical and tested coaching program that provides students with beginning and advanced training in four areas: 1) holistic health and wellness, 2) life coaching skills, 3) personal transformation, and 4) leadership. The purpose of this program is to empower students to create a successful coaching business while living their desired lifestyle and achieving their desired goals.

Program Objectives:

In addition to integrating the mission and values of the World School, the objectives of this program are:

1. To inspire students to achieve the deepest levels of responsible self-awareness and empathy and embody these behaviors as a basis for contributing to others.
2. To ensure that students develop the ability to facilitate sustainable goal attainment and healing outcomes for clients through cross-training in health coaching, life coaching, communication, leadership, healing and personal transformation practices.
3. To provide students with the training needed to establish a financially prosperous practice where they earn higher rates of payment than commonly prepared coaches.
4. To provide training that integrates a broad spectrum of holistic health practices enabling the ability to respond to the client's whole being and deepest human needs.
5. To help students learn to observe, receive, model, and embody coaching skills for themselves first, and then, as an extension of their self-development, to facilitate this for others.
6. To train students to distinguish the conscious and aware "self" as distinct from their compulsive negative self-talk for the purpose of releasing stress and attaining optimum states of health.
7. To facilitate the development of empowering self-esteem and responsible awareness of thought, emotion and behavior for the purpose of making fully conscious choices.
8. To assist students in gaining greater levels of emotional acceptance.
9. To support students in discovering their own health and life coaching specialization or niche topic to promote success of their business.

Program Prerequisites: NONE

Holistic Life Coaching Course Titles	Lecture Hours	Lab Hours	Clinical Hours	Total Hours
Aromatherapy	4	1	0	5
Coaching Assessment and Planning Skills	10	0	0	10
Coaching Clinic Laboratory: Enrollment Skills	8	2	0	10
Coaching for Behavior Change - Your Power to Create <i>(Recommended as the second course taken in the program.)</i>	28	10	0	38
Coaching Practice Sessions	0	0	12	12
Coaching Skill Development Calls	24	0	0	24
Energy Bodies Awakening	22	0	10	32
Expression and Leadership	45	16	2	63
Flower Essences	4	1	0	5
Holistic Coaching Skills: Inquiry and Introspection	10	2	0	12
Holistic Coaching Skills: Process	10	4	0	14
Holistic Fitness and Nutrition	36	8	0	53
Life Regression	8	0	6	14
Private Mentoring	15	0	0	15
RePatterning -Pre and Peri-natal Trauma	28	12	0	44
Team Coaching and Development	0	30	0	30
The Mindful Lifestyle: Stress Management Coaching	10	22	0	32
The Relationship Course, Part 1: NVC-Compassionate Coaching	18	4	0	22
The Relationship Course, Part 2: NVC-The Path of Connection	18	0	0	18
The Science of Success – Thank and Be Wealthy <i>(Must be the first course taken in the program.)</i>				
Touch for Health	18	1	0	19
			Total	500

Program Completion Requirements: HLC

Pass all individual courses in the HLC. To pass each individual course in a program, a student must obtain a minimum completion score of 3 or higher (on a scale of 1-5 and scored by instructor) on 75% or more of the items on the Course Competency Checklist for that course. Competency Checklists include cumulative attendance and homework.

Submit a completed Life Possibilities Workbook.

Submit a completed Program Completion Questionnaire.

World School does not require a cumulative final test or examination for the completion of this program.

There are no internships or externships required in this program.

Students are allowed to miss a certain limited number of hours per program, depending on the course and program length (see *Required Hours for Completion* under *Attendance*).

Teaching, Training and Coaching (TTC)

Program Length: 500 Hours / 12 Months

Graduation Document: Certificate

Potential Entry Level Occupations: Holistic Teacher, Holistic Life Coach, Health Consultant/Counselor/Practitioner, Holistic Trainer and Wellness Coach/Coaching, Leadership positions

Program Description:

In the 500-hour Teaching Training Coaching program, students are trained to be transformational teachers, trainers, and/or group coaches. This leadership program provides the skills to benefit both the student's career life and the lives of those the student will serve. The TTC program curriculum includes supervised training, coaching development, public speaking, and practical classroom instruction in the processes of teaching, training, and coaching (and how they are distinct) in holistic health and massage therapy courses.

Program Objectives:

1. To train students in practical skills involved in developing instructional materials, lesson plans, outlines, procedures and tests to ensure student comprehension.
2. To provide students opportunities to develop competent use of supplemental teaching aids that give future students a variety of ideas to draw from.
3. To support students developing personal commitments/practices and to become examples for their own students/clients to transform beyond the classroom.
4. To train students to apply enrollment, counseling, communication, and diplomatic skills to classroom problems and situations, using appropriate record keeping techniques.
5. To provide students opportunities for role-playing as a teacher/leader using video reflection feedback and public speaking.

Program Prerequisites:

---California or other state certification as a Massage Therapist

---Holistic Life Coaching Program, or a comparable program

---Vibrational Healing Massage Therapy, Level 1

---Vibrational Healing Massage Therapy, Level 2

Teaching, Training and Coaching (TTC)

Teaching, Training and Coaching Course Titles	Lecture Hours	Lab Hours	Clinical Hours	Total Hours
Assistant Training Workshop	4	0	0	4
Coaching Assessment and Planning Skills	10	4	4	18
Coaching Development and Case Conference Calls	24	0	0	24
Holistic Coaching Skills Laboratory 1	10	6	4	20
Holistic Coaching Skills Laboratory 2: Enrollment	10	6	4	20
Holistic Teacher Facilitation: Expression & Leadership	40	12	14	66
Holistic Teacher Foundations 1 - Thank and Be Wealthy: The Psychology of Success	44	10	10	64
Holistic Teacher Foundations 2 - Your Power to Create: Coaching for Behavior Change	38	10	0	48
Holistic Teacher -Team Coaching and Development	0	30	0	30
Holistic Teacher Training Laboratory	54	0	148	202
Private Mentoring/Orientation	4	0	0	4
			Total	500

Program Completion Requirements: TTC

Pass all individual courses in the TTC. To pass each individual course in a program, a student must obtain a minimum completion score of 3 or higher (on a scale of 1-5 and scored by instructor) on 75% or more of the items on the Course Competency Checklist for that course. Competency Checklists include cumulative attendance and homework.
Submit a completed Health Questionnaire.
Submit a completed Program Completion Questionnaire.
World School does not require a cumulative final test or examination for the completion of this program.
There are no internships or externships required in this program.
Students are allowed to miss a certain limited number of hours per program, depending on the course and program length (see <i>Required Hours for Completion under Attendance</i>).

PROGRAM TUITION AND FEES

Program	Applica- tion Fee Non- Refund- able	*Student Tuition Recovery Fund (STRF) Non- Refund- able	**Equipment & Textbooks Non- Refundable upon receipt. Student option to purchase through the School or through an outside source.	Program Tuition Includes a Non- Refundable Registration Fee of \$250 per Program.	***Total Cost Without cost of equipment and textbooks purchase.
Holistic Health and Wellness Leadership	\$25.00	\$9.00	\$914.00	\$17,550.00	\$17,584.00
Holistic Health and Wellness Practitioner	\$25.00	\$7.50	\$850.00	\$15,000.00	\$15,032.50
Master Bodyworker	\$25.00	\$5.00	\$715.00	\$10,000.00	\$10,030.00
Energy Somatic Massage	\$25.00	\$3.50	\$725.00	\$7,000.00	\$7,028.50
California Massage Practitioner	\$25.00	\$1.50	\$250.00	\$2,500.00	\$2,526.50
California Massage Therapy	\$25.00	\$2.50	\$375.00	\$5,000.00	\$5,027.50
Holistic Life Coaching	\$25.00	\$3.50	\$630.00	\$7,000.00	\$7,028.50
Teaching, Training and Coaching	\$25.00	\$2.00	\$175.00	\$3,850.00	\$3,877.00

*STRF: \$.50 for every \$1,000 of tuition rounded to the nearest \$1,000.

**List of required materials provided to students upon registration.

***Charges for the period of attendance and the entire program.

Additional Fees, If Applicable

Evaluation of Transfer of Credit Hours	\$75 per hour
Tutoring Fee	\$75 per hour
Course Rescheduling Fee	\$50
Clinic Rescheduling Fee	\$40
Certificate or Transcript Fee (First copy provided at no charge.)	\$50
Late Payment Fees	\$3 per day
International students, the HHWP program requires:	\$5,000 deposit (\$2,000 of this deposit is not refundable for visa services.)

COURSES: Programs consist of Courses (see Course list) and may be done individually. Individual massage related course tuition is billed at \$13 per hour and individual coaching and training courses are billed at \$16 per hour. Please check with your Admissions Advisor as some exceptions may apply.

Financing Options

Payment for courses or programs at World School can be made in full or in agreed upon monthly payments, as we offer various loan and financing possibilities. Please speak to an Admissions Advisor to find the best options for you.

World School does not offer any form of financial aid. We do not offer any state or federal financial aid, nor do we participate in Title IV Federal financing. World School does participate, however, in Workforce Investment Act (WIA) and EDD retraining student funding. Please ask your Admissions Advisor about these programs.

Loans

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Student Tuition Recovery Fund

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 or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the 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 this 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.

COURSE DESCRIPTIONS

Any Course listed below can be done individually unless there are prerequisites. Individual massage related course tuition is billed at \$13 per hour and coaching and training courses are billed at \$16 per hour. Please check with your Admissions Advisor as some exceptions may apply.

Anatomy, Physiology, Kinesiology and Contraindications 1

Hours: 52

Prerequisites: None

This course provides the theory and structures of the musculoskeletal system of the upper body and how the body works in the context of movement for the purpose of ensuring that students can make therapeutic choices that avoid harm (contraindications) and promote optimum client health. In this course students explore the main physiological systems in the body for the purpose of ensuring that students promote optimal client health and healing. Students will learn these functions and anatomy using multiple learning techniques such as palpation, 3-D video technology, presentations and demonstrations, quizzes and flash cards. Students gain practical knowledge of the body's fundamental workings.

Course Objectives:

- Delineate the human upper body anatomy: the structure and functions of the skeletal and muscular systems.
- Practice palpation on a skeleton and live models in presentations and demonstration while distinguishing how muscles and bones respond in movement.
- Practice using VDO-3D technology, simple flash cards and quizzes as tools for learning the names and functions of the upper body human anatomy and movement capabilities.

Anatomy, Physiology, Kinesiology and Contraindications 2

Hours: 73

Prerequisites: Anatomy, Physiology, Kinesiology and Contraindications 1

This course provides the theory and structures of the musculoskeletal system of the lower body and how the body works in the context of movement for the purpose of ensuring that students can make therapeutic choices that avoid harm (contraindications) and promote optimal client health.

Course Objectives:

- Delineate the human lower body anatomy: the structure and functions of the skeletal and muscular systems.
- Practice palpation on a skeleton and live models in presentations and demonstration while distinguishing how muscles and bones respond in movement.
- Practice using VDO-3D technology, simple flash cards and quizzes as tools for learning the names and functions of the lower body human anatomy and movement capabilities.
- Distinguish the exact functions and operations of the nervous, respiratory, lymphatic and circulation systems.

- Examine and provide an in-depth explanation of the anatomy of the brain, organs and glands of the human body.
- Identify spinal neural anatomy and its health-related function.

Aromatherapy

5 Hours

Prerequisites: None

This course provides an introduction to the history, traditional practices and techniques of the ancient healing folk art of Aromatherapy for the purpose of facilitating client relaxation, healing and health. Students will learn how to apply these tools and techniques in client sessions.

Course Objectives:

- Describe the history and the healing properties of aromatherapies.
- Demonstrate how to make and process aromatherapy blends.
- Describe and demonstrate techniques for the blending of essential aroma oils.
- Demonstrate and practice the conduct of aromatherapy sessions with clients.
- Describe and practice therapeutic uses of basic aromas and blends.
- Distinguish “best practices” for the use of aromas with clients.

Assistant Training Workshop

Hours: 4

Prerequisites: None (Complimentary course to the public in excellence.)

The Assistant Training Workshop is a free leadership course for any student desirous of learning distinctions for applying the principles of “excellence” in her/his life. Students will be introduced to foundational values for creating “impeccable,” efficient and effective learning and working environments. Completion of the Assistant Training Workshop is required for assisting in World School courses. Attendees of this course become eligible to assist at any World School course at no charge.

Course Objectives:

- Distinguish and practice new skills that support excellence.
- Demonstrate how to produce complete work in many administrative and educational situations.
- Demonstrate personal growth and leadership skills while practicing service to others.
- Create rewarding learning experiences that provide optimal learning environments for students.

Business and Ethics 1

Hours: 28

Prerequisites: None

This course provides training in the foundational skills needed to create a successful private health/coaching/massage practice as well as to obtain gainful employment in the student's chosen field while still in school. Using the latest business research, students also learn to align

their personal vision and values with the values and vision for their business.

Course Objectives:

- Establish and distinguish the tools needed for employment or launching and sustaining a prosperous private practice.
- Create, align and present life purpose statements and business purpose and vision statement to ensure business success and longevity and personal satisfaction.
- Demonstrate skills for developing, marketing, and promoting your business.
- Establish ethical and healthy emotional and physical boundaries with clients.
- Outline steps in how to satisfy important legal aspects of running a business.
- Identify and develop skills for asking for money, rebooking and for selling clients a series of sessions.
- Explain how to speak with clients through the use of heart-centered communication rather than manipulative sales strategies.
- Develop and demonstrate skills for discovering and exceeding client expectations.
- Practice phone and interview skills for continuously improving your job skills and building your business.
- Practice and delineate skills and techniques for collecting client testimonials that are effective at generating more clients.

Business and Ethics 2- Entrepreneurship

Hours: 22

Prerequisites: Business and Ethics 1

This course provides students with the essential skills needed to plan, implement and develop a growing and profitable private practice. Business 2 builds on the foundational business development work in Business 1 by refining each student's ability to have successful enrollment conversations that consistently attract new clients and keep their practice full as well as developing effective quality improvement and marketing strategies and techniques.

Course Objectives:

- Practice and implement statistically proven tools for triggering client repurchasing behavior.
- Distinguish free and low cost tools for creating effective websites and social media marketing strategies.
- Establish email marketing and client management systems that keep clients returning.
- Begin creating a stream of new clients and growing the size of the practice at the pace that's optimum.
- Identify and refine effective enrollment skills through extensive self-directed learning tools that consistently attract new clients.
- Develop and implement a marketing plan that fills your practice.

Clinic, Health and Hygiene

Hours: 15

Prerequisites: None

This course provides both classroom and practical laboratory training in the principles and practices of conducting office activities in a health clinic, including scheduling, setting client expectations, effective customer communication, confirming appointments, asking for and receiving money, rebooking and bookkeeping.

Course Objectives:

- Practice working directly with the public, supervised through our student massage clinic course.
- Practice client assessment skills for providing effective massage services in massage spa clinics worldwide.
- Demonstrate the customer service skills needed for success in private practice.
- Demonstrate how to receive customer feedback for the continuous improvement of massage service delivery and for the purpose of developing a prosperous and sustainable practice.
- Demonstrate and practice skills and techniques for exceeding customer expectations and practicing massage and healing services with excellence.

Coaching Assessment and Planning Skills

Hours: HLC: 10; TTC: 18

Prerequisites: None

This course provides the tools and techniques needed to conduct thorough and effective client/student needs assessments for the purpose of ensuring focused and effective client/student goal planning and that clients/students move consistently toward their goals while avoiding disabling behavior patterns. Trainees will learn techniques for conducting in-depth assessments of client/student needs, professional case presentation skills for peer review of client/student outcome planning and collaborative planning skills for facilitating reliable client/student outcome achievement.

Course Objectives:

- Develop and demonstrate effective interview skills for conducting in-depth and accurate client needs assessments.
- Demonstrate effective skills in analyzing client needs reporting, planning and goal formation.
- Develop professional case presentation skills for use in peer review of client/student goal planning.
- Demonstrate skillful collaborative planning techniques for facilitating reliable client/student outcome achievement.
- Distinguish the relationship between thorough professional assessment skills and success in client/student enrollment activities.

Coaching Assessment Sessions

Hours: 5

Prerequisites: None (Students must however be enrolled in either the ESM, CMP or CMT Programs)

This course provides students with coaching and mentoring by faculty to support the student in completing their educational program and insuring that their needs are met for support in achieving both personal and professional development goals while transforming self-limiting behavior patterns relative to those goals.

Course Objectives:

- Attend and engage with faculty mentors and coaching evaluations to insure ongoing ability to participate in clinical coaching practices with the public.
- Attend and engage with academic and life coaching with the Student Services Coordinator to monitor and enhance the student's ability to complete goals and support clients in doing the same.

Coaching Clinic Laboratory 1: Enrollment Skills

Hours: 10

Prerequisites: None

This course provides both classroom and practical laboratory training in the principles and practices of conducting office activities in a health clinic, including scheduling, setting client expectations, effective customer communication, confirming appointments, asking for and receiving money, rebooking and bookkeeping. Students learn the skills needed to continuously support effective, heart-based client enrollment (sales communication that considers the needs of all parties) for the purpose of ensuring that health and life coaches keep their private practice full with clients.

Course Objectives:

- Create connecting enrollment conversations: engage others in processes that consider their needs and desires.
- Learn to ask for money and receive it.
- Discover the role of continuous quality improvement in developing client retention and referral behaviors.
- Develop client inquiry and enrollment skills that enhance your client's ability to make powerful and authentic choices for themselves.
- Explore customer service skills in the clinical coaching context.
- Practice working directly with the public, supervised through our student massage clinic course.
- Practice client assessment skills for providing effective massage services in massage spa clinics worldwide.
- Demonstrate the customer service skills needed for success in private practice.
- Demonstrate how to receive customer feedback for the continuous improvement of massage service delivery and for the purpose of developing a prosperous and sustainable practice.

- Demonstrate and practice skills and techniques for exceeding customer expectations and practicing massage and healing services with excellence.

Coaching for Behavior Change: Your Power to Create

Hours: 38

Prerequisites: The Science of Success: Thank and Be Wealthy or Introduction to Healing, Part 1-The Psychology of Success

This course is the follow up to The Science of Success and or the **Introduction to Healing, Part 1** – the Psychology of Success to ensure that students solidify and deepen the behavioral and emotional gains from that course both for themselves and their clients. Students will implement, practice and demonstrate skill in making requests of others (without attachment to outcome), re-patterning unwanted behavior in the moment of being “triggered,” reaching out to others during painful events, identifying emerging feelings and needs during stress events, resolving stress events in the moment of occurrence, planning for emotional enhancement using group structures designed to support effective and sustainable habit formation.

Course Objectives:

- Create tangible and sustainable behavioral change that “automates” healing and goal attainment.
- Demonstrate skills for distinguishing conscious thought habits from negative self-talk patterns for the release of chronic stress patterns in the moment of occurrence.
- Define and identify the beneficial messages of mental and emotional pain and demonstrate skills for rapid refocusing of attention upon desired goals (psychological resilience).
- Demonstrate skills for noticing and receiving painful emotions as a vehicle for dissipating the biochemistry of pain patterns, needs and desire identification, and for creating desirable patterns.
- Distinguish and practice the mental, behavioral, physiological and emotional/spiritual and healing benefits of developing gratitude habits.
- Demonstrate understanding of the theory and behavior of the power of suggestion/mind/intention and it's role in healing, “flourishing” and success attainment.

Coaching Practice Sessions

Hours: 12

Prerequisites: None

This course provides students an opportunity to conduct practice coaching sessions (“Mock Sessions”) with one another using extensive review processes developed by a quality improvement expert and coach and incorporating the ethical and practice guidelines developed by the International Coaching Federation.

Course Objectives:

- Practice coaching techniques on peers for the purpose of skill development.

- Develop observational and analytical skills for critiquing coaching techniques and methods.
- Create a context and employ tools for rapid and continuous quality improvement of coaching skills.

Coaching Skill Development

Hours: HLC: 24; TTC: 24

Prerequisites: Holistic Coaching Skills

In this course that spans the length of the coaching/teaching program, students participate in live, small group coaching teleconferences, using advanced telephony technology, for the purpose of practicing coaching skills under faculty supervision and while receiving peer and faculty review.

Course Objectives:

- Demonstrate the ability to accurately, efficiently and effectively present client/student cases to peers and faculty.
- Demonstrate and practice coaching skills while receiving extensive and detailed performance feedback.
- Demonstrate and practice team coaching skills i.e., coaching one client/student in front of other clients and students.
- Demonstrate the ability to take effective “intuitive risks” in client/students coaching inquiries.

Cranial-Sacral Balancing

Hours: 49

Prerequisites: None

This course provides an introduction to the healing bodywork known as Cranial-Sacral Balancing which utilizes subtle movements of cranial sutures and sacral spinal breath patterns to restore circulation in the cerebral spinal fluids for improved nervous system health and healing.

Course Objectives:

- Demonstrate and practice the cranial-sacral method for release of muscles, bones, tissues and spinal vertebra.
- Distinguish the anatomy of the cranium and how to feel and work with the internal and external structures of the moving cranial bones.
- Demonstrate and practice sensitivities to rhythms and symmetries of cranial sacral fluids for improved relaxation, breathing and spinal movement.
- Demonstrate and practice realignment of the head, face, eyes and ears for cosmetic purposes.
- Demonstrate and practice realignment of cranial-pelvic imbalances for the enhancement of sensory perception and headache relief.

Deep Tissue Massage 1

Hours: 38

Prerequisites: Swedish Massage Therapy (recommended)

This course provides an introduction to Deep Tissue massage widely known for slow, deep, hard strokes which promote the release of chronically held tension in muscles and fascia as well as enhance overall body alignment. Students will learn how to employ deep tissue massage to resolve common painful client tension while placing special focus upon practitioner body mechanics.

Course Objectives:

- Demonstrate and practice how to provide structural alignment for clients.
- Demonstrate and practice how to release chronically shortened muscles, fascia, and adhesions.
- Demonstrate and practice how to safely use one's own body mechanics while using different depths, speeds and angles to ensure practitioner body safety and longevity.
- Demonstrate skills to access deeper layers of muscle tissue that hold habitual stresses, strain and fatigue.
- Demonstrate the ability to integrate Deep Tissue approaches with Swedish Massage as is frequently requested in spa environments.

Energy Bodies Awakening

Hours: 32

Prerequisites: None

This course is an inquiry into the unseen energetic dimensions of the human body, especially those which have a significant history in healing traditions e.g., the chakras of the human form, auras and energy meridians. Students will learn observational and coaching techniques designed to create awareness of these energetic systems and how to employ this awareness to facilitate health and healing in the student's own life and the life of her/his clients.

Course Objectives:

- Describe and explain the leading scientific rationale for vibrational medicines such as homeopathy, Vibrational Healing Massage Therapy, aromatherapy, light and sound therapy.
- Demonstrate and practice alignment of feet, legs, hips, sacrum and pelvis for energetic "grounding" and development and/or refinement of subtle energy awareness.
- Demonstrate and practice sensing of human energetic systems through the use of visualization, movement and creative expression.
- Practice skills for sensing "subtle energy."
- Demonstrate techniques for transforming energetic "blockages" to restore energetic "flow" and facilitate return to homeostasis of health.

Expression and Leadership

Hours: 63

Prerequisites: None

As a basis for developing attitudes and skills for effective leadership, this course provides students playful improvisational and large group contexts that assist in transforming fear patterns related to self-assertion and public rejection into life-affirming motivational patterns, enhanced internal dialog (self-esteem) and deeper connection with life purpose and direction. Students will deliver a one-half hour presentation and/or coaching workshop to friends, family and peers while demonstrating skills for effective management of the energy of a group, effective client integration of content and client enrollment.

Course Objectives:

- Develop and demonstrate public speaking and leadership skills including effective group management, enrollment and content integration.
- Demonstrate the ability to deliver a one-half hour presentation to student friends, family and peers.
- Demonstrate the ability to speak authentically and “passionately” in a large group context on a topic of special interest.
- Demonstrate effective large group education and enrollment skills for creating successful client presentations and workshops.

Flower Essences

Hours: 5 hrs

Prerequisites: None

This course provides an introduction to the history, traditional practices and techniques of the ancient healing folk art of Flower Essences for the purpose of facilitating client relaxation, healing and health. Students will learn how to apply these tools and techniques in client sessions.

Course Objectives:

- Describe the history and the healing properties of flower essences.
- Demonstrate how to make and process flower essences.
- Demonstrate and practice conducting flower essence sessions with clients.
- Distinguish “best practices” for the use of flower essences with clients.
- Demonstrate and practice kinesiology muscle testing for choosing flower essences.
- HLC Students: Distinguish and demonstrate advanced client coaching skills.

Holistic Coaching Skills: Inquiry and Introspection

Hours: 12

Prerequisites: None

This course provides students the opportunity to develop coaching self-assessment skills and peer critiquing skills for the purpose of ensuring students' rapid and continuous skill enhancement throughout their career. Using special performance improvement feedback processes, student-coaches will learn to continuously assess personal habit patterns such as

professional development goals as well as come to understand at a deeper level the conflicts that occur for clients in their process of follow-up.

Course Objectives:

- Continuously assess your follow through skills on your personal and professional development goals.
- Assess and continuously align your progress with the release of habits that no longer serve you and the creation of new habits that empower you as a coach.
- Develop coaching skills for client achievement and success through personal inquiry and introspection practices.
- Develop skills for facilitating both intuitive and linear client inquiry.
- Develop powerful coach-client boundaries that ensure ethical and effective coaching.

Holistic Coaching Skills: Process

Hours: 14

Prerequisites: None

This course provides students an introduction to the foundational holistic coaching philosophies, techniques and skills needed for effective, efficient, meaningful and sustainable client goal attainment. Students will discover approaches for facilitating ongoing client motivation/inspiration, emotional resiliency and achievement while avoiding reinforcement of self-limiting behavior patterns.

Course Objectives:

- Distinguish the fundamentals of effective holistic health and life coaching skills.
- Identify, demonstrate and practice the coaching techniques that facilitate sustainable goal attainment.
- Demonstrate coaching techniques that empower rather than reinforce limiting client behavior patterns which interfere with goal attainment.
- Demonstrate coaching skills designed to leverage preexisting client patterns that assist outcome achievement.
- Distinguish and demonstrate how to employ the practices of Success Psychology and Positive Psychology to generate reliable client outcome achievement.

Holistic Coaching Skills Laboratory 1

Hours: 20

Prerequisites: Offered only as part of the TTC Program

In this course students develop holistic coaching techniques and skills needed for effective, efficient coaching individual and group or classroom settings.

Course Objectives:

- Practice fundamental and advanced concepts of effective holistic coaching skills for individuals and in the classroom.
- Identify, demonstrate and practice teaching-coaching techniques that facilitate sustainable goal attainment and create affinity between students in the classroom.

- Demonstrate coaching techniques that empower rather than reinforce limiting client behavior patterns.
- Demonstrate group teaching/coaching skills designed to leverage preexisting client patterns that assist outcome achievement and learning.

Holistic Coaching Skills Laboratory 2: Enrollment

Hours: 20

Prerequisites: Offered only as part of the TTC Program

In this course the student develops skills for effective and authentic student/client service and enrollment i.e., sales communication that considers the needs of all parties, for the purpose of ensuring enrollment success in classrooms, workshops and private practice.

Course Objectives:

- Develop student/client inquiry and enrollment skills that enhance student abilities to continuously make authentic and inspired choices about their commitments in the classroom and life.
- Identify and demonstrate effective customer needs identification skills and service skills in the classroom and clinical coaching context.
- Describe the role of continuous quality improvement in developing student/client retention and referral behaviors.
- Demonstrate the ability to engage others in processes that consider their needs and desires relative to the services/training provided in the classroom or as a coach.
- Demonstrate how to ask for and receive money from students/clients.
- Demonstrate the skill of creating authentic and non-manipulative enrollment conversations that facilitate student/client completion of assignments.

Holistic Fitness and Nutrition

Hours: 53

Prerequisites: None

This course provides students with current research, theory and practices for optimum diet, hydration, sleep and exercise for the purpose of enhancing mood, energy, longevity, immune response and behavior change especially as it relates to empowering goal attainment and satisfaction with life for the student and their clients. Students will also learn practices for transforming dietary, sleep and exercise habits (including weight loss) and have the opportunity to employ these tools in their own lives and in the lives of their clients.

Course Objectives:

- Define which foods, juices and supplements are naturally most assimilable, bio-available, nutrient-rich, calorie-dense, energy-enhancing and have the most positive long-term effects upon energy, longevity, appearance and immune function.
- Describe tested methods for attaining sustainable dietary lifestyle practices.
- Identify theories and practices of diet and fitness upon longevity.
- Delineate practices and techniques for achieving optimum digestive efficiency while enhancing available energy.

- Identify optimum hydration habits and which types of water are easiest for the human body to assimilate.
- Describe the theory and practices for optimum elimination and detoxification and their role in immune function, and healing response.
- Identify the leading research on nutrition-related health risks.
- Distinguish the theory and practices for optimum skin health and avoidance of unnecessary skin aging.
- Describe the practices for creating the optimum nutrient-dense diet.
- Describe how to select and prepare healthy menus employing choices that balance food price and food quality.

Holistic Teacher Facilitation: Expression and Leadership

Hours: 66

Prerequisites: Offered only as part of the TTC Program

This course provides students an opportunity to develop attitudes and skills for effective public speaking and leadership for use in the classroom, workshop and small group coaching environments. Students will engage in improvisational and large group contexts that assist in transforming fear patterns related to self-assertion and public rejection into life-affirming motivational patterns, enhanced internal dialog (self-esteem) and deeper connection with life purpose and direction. Teacher-trainees will deliver a one-half hour presentation and/or workshop to friends, family and peers while demonstrating skills for effective management of the energy of a group, effective client content integration and client enrollment.

Course Objectives:

- Develop and demonstrate public speaking and leadership skills including effective group management, enrollment and content integration.
- Demonstrate the ability to deliver a one-half hour presentation to student friends, family and peers.
- Demonstrate the ability to speak authentically and “passionately” in a group context on a topic of special interest.
- Demonstrate effective group education and enrollment skills for creating successful classroom presentations and workshops.

Holistic Teacher Foundations 1- Thank and Be Wealthy: The Psychology of Success

Hours: 64

Prerequisites: None (Offered only as part of the TTC Program)

This course provides the teacher-trainee an opportunity to participate in leading, managing and coaching during our introductory healing and coaching course, the Creation Course. Teacher trainees will provide room supervision, audiovisual support, leader assistance, interlude creation and delivery.

Course Objectives:

- Observe and practice skills for teacher administration including recording attendance and management of media technologies.

- Observe and evaluate teaching techniques for facilitating tangible and sustainable behavioral change that “automates”(habituates) healing and goal attainment.
- Observe and evaluate teaching practices for distinguishing conscious thought habits from negative self-talk patterns (cognitive distortions) for the release of chronic stress.
- Distinguish and observe teaching approaches for the identification of the beneficial messages of mental and emotional pain and strategies for development of psychological resilience.
- Observe and practice skills for coaching and supporting students in effective and efficient individual and group integrative processes.
- Observe, practice and evaluate skills for facilitating continuous student enrollment in the objectives and goals of the course including enrollment technique, writing and delivering effective testimonials, facilitating authentic choice, performance indicators, feedback and improvement systems.
- Observe, practice and evaluate skills for effective and high quality curriculum content and design including course goals, objectives, competencies, information quality assessment, use of inclusive language and consideration of individual needs.
- Observe, practice and evaluate skills for facilitating in-course integration of content including teaching techniques tailored for different learning styles and capabilities, multi-media tools, performance indicators, feedback and improvement systems.

Holistic Teacher Foundations 2- Your Power to Create: Coaching for Behavior Change

Hours: 48

Prerequisites: Holistic Teacher Foundations 1-Thank and Be Wealthy: The Psychology of Success

This course provides the teacher-trainee an opportunity to participate in leading, managing and coaching during our advanced healing and coaching course, Your Power to Create. Teacher trainees will provide room supervision, audiovisual support, leader assistance, interlude creation and delivery.

Course Objectives:

- Observe, practice and evaluate skills for facilitating lifestyle habit development including the use of effective teaching processes, group processes, performance indicators, feedback and improvement systems.
- Observe, practice and evaluate skills for managing group engagement and energy levels including the use of call and response techniques, conscious movement, kinesiology, multi-media tools, group process and more.
- Observe, practice and evaluate skills for creating effective continuous quality improvement systems including teacher feedback, student outcome assessment, exceeding student expectations and student content integration.
- Evaluate and practice teaching tools and behavioral strategies for developing habits of gratitude and other thought/emotion patterns that enhance health and well being.
- Distinguish and practice teaching approaches for the theory and behavior of the power of suggestion/mind/intention and it's role in healing, “flourishing” and success attainment.

Holistic Teacher -Team Coaching and Development

Hours: 30

Prerequisites: Offered only as part of the TCC Program

This course provides students professional coaching by faculty and a peer group context in support of identifying behavioral “blind spots,” developing personal follow-through skills (persistence) and for modeling for students/clients how to leverage group process in their own goal achievement. Students will use the latest advances in habit replacement and formation as well as in Positive Psychology to enhance self-esteem, develop new inspirational thought patterns and significantly improved mood—all essential components of effective follow-through behavior and success in teaching and client coaching.

Course Objectives:

- Demonstrate the knowledge and skills required to implement and sustain new habits of thought, emotion and behavior.
- Engage with professional coaching support to deepen learning of teaching and group coaching technique, identify self-limiting patterns and “blind spots” especially as they relate to follow through with personal goals.
- Participate with peers in follow-through on commitments to complete this program and to develop a coaching practice during and after this program.
- Participate in a peer group for practicing client enrollment skills both in-person and through social media.
- Engage with peers for support in the development of new, desired habits including self-esteem and enhanced mood.

Holistic Teacher Training Laboratory

Hours: 202

Prerequisites: Offered only as part of the TCC Program

In this course students participate in inquiries, demonstrations, lectures, examinations, video reflection feedback exercises and individual and group coaching. Record keeping, lesson planning, integrity, ethics, philosophy, communication, methods of instruction, and the 'how-to's of Private Postsecondary School administration are taught.

Course Objectives:

- Under faculty supervision, demonstrate the ability to critically and constructively observe, critique and deliver effective classroom instruction including teaching principles, practices and techniques.
- Demonstrate the ability and willingness to provide effective classroom assistance and logistical support as a teacher’s aid/apprentice.
- Observe and demonstrate personal integration of leadership principles and skills.
- Demonstrate complete work in providing logistical and administrative support in classroom leadership.
- Practice empowering students and other assistants in the classroom.
- Demonstrate empathic acknowledgement skills that provide an exceptional learning environment for students.

Integrative Massage Labs CMP

Hours: 10

Prerequisites: Minimum of two hands-on massage technique courses

This course provides a practical context for learning and practicing integration of multiple massage modalities learned for the purpose of providing to clients intelligent, intuitive, pleasurable, effective, efficient and integrated healing solutions.

Course Objectives:

- Demonstrate confidence, focus and integration in healing sessions while combining multiple modalities based on the specific needs of the client.
- Describe the client needs assessment process while determining the optimum application of learned therapeutic tools.
- Demonstrate the ability to effectively and efficiently alternate and apply multiple healing massage modalities spontaneously to fulfill client healing goals.
- Practice the skills of combining intellect and intuition in response to the continuously changing needs of the client.
- Create strategies that efficiently integrate relaxation-based massage modalities with healing modalities to insure desired healing results.
- Establish and develop compatibility, grace, and efficacy of combining techniques for the purpose of innovating personal approaches and intuitive therapeutic choices.

Integrative Massage Labs CMT

Hours: 24

Prerequisites: CMP Program and a minimum of at least two CMT hands-on massage courses

This course provides a practical context for learning and practicing integration of multiple massage modalities learned for the purpose of providing to clients intelligent, intuitive, enjoyable, effective, efficient and integrated healing solutions.

Course Objectives:

- Demonstrate confidence, focus and integration in healing sessions while combining multiple modalities based on the specific needs of the client.
- Describe the client needs assessment process while determining the optimum application of learned therapeutic tools.
- Demonstrate the ability to effectively and efficiently alternate and apply multiple healing massage modalities spontaneously to fulfill client healing goals.
- Practice the skills of combining intellect and intuition in response to the continuously changing needs of the client.
- Create strategies that efficiently integrate relaxation-based massage modalities with healing modalities to insure desired healing results.
- Establish and develop compatibility, grace, and efficacy of combining techniques for the purpose of innovating personal approaches and intuitive therapeutic choices.

Integrative Massage (ESM Program)

Hours: 24

Prerequisites: Minimum of two hands-on massage technique courses in the ESM Program

This course provides a practical context for learning and practicing integration of multiple massage modalities learned for the purpose of providing to clients intelligent, intuitive, pleasurable, effective, efficient and integrated healing solutions.

Course Objectives:

- Demonstrate confidence, focus and integration while combining all the levels of Vibrational Healing Massage Therapy Levels 1-4 in healing sessions based on the specific needs of the client.
- Describe the client needs assessment process while determining the optimum application of learned therapeutic tools.
- Demonstrate the ability to effectively and efficiently alternate and apply multiple healing massage modalities spontaneously to fulfill client healing goals.
- Practice the skills of combining intellect and intuition in response to the continuously changing needs of the client.
- Create strategies that efficiently integrate relaxation-based massage modalities with healing modalities to insure desired healing results.
- Establish and develop compatibility, grace, and efficacy of combining vibrational techniques for the purpose of innovating personal approaches and intuitive therapeutic choices.

Introduction to Healing Part 1 – Thank and Be Wealthy: The Psychology of Success

Hours: 28

Prerequisites: None

This is an introductory course in the power of suggestion/mind/intention and its role in healing and human “flourishing” as well as the psychology and science of success (Positive Psychology) and its role in healing and goal achievement. Students will learn leading theory, practices and techniques for personal transformation, behavior change and effective and powerful coaching for the purpose of facilitating healing, client goal attainment and the creation of new desired behavior patterns.

Course Objectives:

- Create tangible and sustainable behavioral change that “automates” healing and goal attainment.
- Demonstrate skills for distinguishing conscious thought habits from negative self-talk patterns for the release of chronic stress patterns in the moment of occurrence.
- Explore holistic perspectives of "wealth" and "success."
- Define and identify the beneficial messages of mental and emotional pain and demonstrate skills for rapid refocusing of attention upon desired goals (psychological resilience).

- Demonstrate skills for noticing and receiving painful emotions as a vehicle for dissipating the biochemistry of pain patterns, needs and desire identification, and for creating desirable patterns.
- Distinguish and practice the mental, behavioral, physiological and emotional/spiritual and healing benefits of developing gratitude habits.
- Demonstrate understanding of the theory and behavior of the power of suggestion/mind/intention and it's role in healing, “flourishing” and success attainment.

Introduction to Healing Part 2 - Your Power to Create: Coaching for Behavior Change

Hours: 38

Prerequisites: Introduction to Healing, Part 1

This course is the follow up to The **Introduction to Healing, Part 1**. It builds upon the goals of The **Introduction to Healing, Part 1**, by ensuring that students solidify and deepen the behavioral and emotional gains from that course both for themselves and their clients. Students will implement, practice and demonstrate skill in making requests of others (without attachment to outcome), re-patterning unwanted behavior in the moment of being “triggered,” reaching out to others during painful events, identifying emerging feelings and needs during stress events, resolving stress events in the moment of occurrence, planning for emotional enhancement using group structures designed to support effective and sustainable habit formation.

Course Objectives:

- Create tangible and sustainable behavioral change that “automates” healing and goal attainment.
- Demonstrate skills for distinguishing conscious thought habits from negative self-talk patterns for the release of chronic stress patterns in the moment of occurrence.
- Define and identify the beneficial messages of mental and emotional pain and demonstrate skills for rapid refocusing of attention upon desired goals (psychological resilience).
- Demonstrate skills for noticing and receiving painful emotions as a vehicle for dissipating the biochemistry of pain patterns, needs and desire identification, and for creating desirable patterns.
- Distinguish and practice the mental, behavioral, physiological and emotional/spiritual and healing benefits of developing gratitude habits.
- Demonstrate understanding of the theory and behavior of the power of suggestion/mind/intention and it's role in healing, “flourishing” and success attainment.

Life Regression

Hours: 14

Prerequisites: None

This course introduces students to the theory and practice of life regression (therapeutic recall) and it's potential role in the release of self-limiting mental, emotional and physical patterns. Students will learn techniques for leading clients in therapeutic recollection of past experience

including traumatic events and for evoking “remembered wellness” (the placebo effect) as a healing intervention.

Course Objectives:

- Describe the theory of therapeutic regression/recall.
- Practice and demonstrate techniques for leading oneself and clients in a session of therapeutic regression (recall).
- Describe the theory of and demonstrate techniques for facilitating client's “innate intelligence” to produce healing outcomes, e.g., the placebo effect also known as the power of suggestion or “remembered wellness.”
- Investigate innate capacities to sense and trust “intuitive” mental and emotional awareness.
- Distinguish the mental, physical and emotional principles of “continuous completion” relative to past experience and its role in healing, stress management and optimum health.
- Demonstrate skills for heightened awareness of self and client thoughts, emotions, sensations, needs and internal communications “presence” in therapeutic contexts.

Pathology-Adaptive Behavior

Hours: 40

Prerequisites: None

This course provides an introduction to the theory and science of how people adapt to stress and develop conditions of disease as part of this adaptive process. Students will also examine the symptoms and the course of disease development for the purpose of determination of appropriate massage intervention strategies.

Course Objectives:

- Explain and distinguish how to optimize the benefits of massage and minimize potential risks.
- Distinguish how the body intelligently adapts to repetitive stress, shock and trauma.
- Demonstrate how to assess optimum conditions for providing massage and healing services.
- Prepare to successfully pass licensing certification exams.

Private Mentoring/Orientation

Hours: HLC: 15 hrs; TTC: 4 hrs

Prerequisites: Student must be enrolled in the program

This course provides students with coaching and mentoring by faculty to support the student in completing their educational program and insuring that their needs are met for support in achieving both personal and professional development goals while transforming self-limiting behavior patterns relative to those goals.

Course Objectives:

- Attend and engage with faculty mentors and coaching evaluations to insure ongoing ability to participate in clinical coaching practices with the public.
- Attend and engage with academic and life coaching with the Student Services Coordinator to monitor and enhance the student's ability to complete goals and support clients in doing the same.

RePatterning Consciousness: Pre and Peri-natal Trauma**Hours: 44****Prerequisites: None**

This course provides an introduction into the theory, techniques and practices for identification and resolution of shock and trauma patterns and the creation of new life-affirming thought, emotion, behavior, energetic and physical patterns. Students will learn how to lead a regression for shock and trauma release. This course places special emphasis upon the exploration of traumatic events and patterns formed in gestation, birth and childhood.

Course Description:

- Describe the theory and physiology of pattern formation created by shock and trauma.
- Practice and demonstrate a wide range of techniques for leading oneself and clients in a session of therapeutic regression including birth and pre-natal experience, for the release of chronic, self-limiting patterns and stressors related to birth experience, shock and trauma.
- Investigate innate capacities to sense and trust “intuitive” cognitive and emotional awareness.
- Demonstrate skills in the identification of behavior patterns that reflect unconscious shock and trauma patterns.
- Demonstrate how to transform unwanted and unconscious thought, emotion and behavior patterns into life-affirming patterns that the client chooses consciously.
- Demonstrate how to practice healthy practitioner-client boundaries and to be fully "present" while leading a regression.
- Demonstrate working therapeutically with pre-natal and birth stress constellations.
- HLC 3 Students: Distinguish and demonstrate advanced client coaching skills.

Structural Foot Balancing®**Hours: 35****Prerequisites: None**

This course provides specialized training in a form of self-foot massage/bodywork called Foot Freedom and in how to do this special healing work on others called, Structural Foot Balancing. Students will learn how to apply techniques for the release of chronically held tension and misalignment of foot tendons and ligaments with the goal of generating whole body healing results not readily available in other forms of foot massage.

Course Objectives:

- Delineate special foot massage protocols that promote structural balance of toes, feet, ankles, knees, hips as well as the entire skeletal structure.
- Explain the philosophical holistic concept that feet are not simply "objects" at the base of our bodies but are an integral part of the whole body.
- Distinguish how the health of the feet influences, not just mirrors, total biological and emotional health and explain how emotions are tied to foot health and structural issues.
- Explain the theory of how energy is conducted into the ground through our legs and feet and how this relationship determines how efficiently human energy flows throughout the body and to the brain.
- Examine strategies for and the feasibility of establishing a student's entire private massage practice based upon these techniques alone.
- Establish the fundamentals of what a healthy shoe is and how to coach clients in buying the best shoes for their purpose, health and needs.
- Practice techniques for healthy walking and how to coach others in these methods.
- Identify the primary foot pathologies and holistic protocols for healing these adaptive strategies.
- Establish how to set up a complete series of sessions integrating a succession of sessions for overall client satisfaction and well-being.

Swedish Massage Therapy**Hours: 50****Prerequisites: None**

This course provides an introduction to Swedish Massage Therapy which is a traditional, oil-based massage, characterized by the use of connective strokes and kneading and which promotes muscle relaxation, circulation and detoxification. Students also learn how to transform Swedish Massage from a traditional relaxation massage into a holistically-focused and effective healing massage.

Course Objectives:

- Demonstrate efficient, effective, thorough and in-depth Swedish massage technique.
- Demonstrate how to connect each part of the body using Swedish massage techniques.
- Distinguish and demonstrate massage techniques that facilitate relaxation and tension release from muscles and joints.
- Demonstrate and practice the use of fluid body mechanics to support and enhance effective massage technique and a healthy lifestyle.

Team Coaching and Development**Hours: 30****Prerequisites: None**

This course gives students the opportunity to be coached by professional coaches as well as the opportunity to work with peer groups in identifying behavioral "blind spots," developing exceptional personal follow-through skills (persistence) and for the added purpose of showing clients how to leverage group process in goal achievement as well.

Students will use the latest advances in habit replacement and formation as well as in Positive Psychology to enhance self-esteem, develop new inspirational thought patterns and significantly improved mood—all essential components of effective follow-through behavior.

Course Objectives:

- Implement and sustain new habits of thought, emotion and behavior.
- Receive professional coaching support to learn how to coach first hand and to develop your follow-through skills while working through your own "blind spots."
- Leverage peer support to complete this program.
- Work with peers in a group supervision context to practice client enrollment skills in person and through social media.
- Develop habits of enhancing self-esteem and mood.

The Mindful Lifestyle: Stress Management Coaching

Hours: 32

Prerequisites: None

In this course students will learn to identify, resolve and replace self-limiting mental and emotional patterns using advanced mindfulness/meditation practices, insights from Positive Psychology and Cognitive Behavioral Therapy as well as through the use of biofeedback tools and stress management techniques developed in the fields of stress management and neurocardiology.

Course Objectives:

- Create sustainable behavior structures for the ongoing practice of mindfulness/meditation with the intent to heighten conscious internal and external awareness ("presence") with themselves and their clients during coaching sessions.
- Describe the relationship between "presence," mindfulness practices, stress management and the power of intention/suggestion/mind.
- Demonstrate skills and techniques for accessing higher levels of "innate intelligence"/"inner knowing" and how to facilitate this for clients.
- Demonstrate skills and techniques for diminishing emotional pain using leading-edge stress-release technologies.
- Employ and demonstrate the use of modern and ancient breathing techniques for creating desirable mental and emotional patterns and stress release.
- Practice skills for enhanced awareness of the needs that live beneath desires for use in client coaching sessions.
- Demonstrate understanding of the traditions and practices of the ancient Hawaiian healing tradition of Ho'Oponopono.

The Science of Success: Thank and Be Wealthy

Hours: 28

Prerequisites: None

This is an introductory course in the power of suggestion/mind/intention and its role in healing and human “flourishing” as well as the psychology and science of success (Positive Psychology) and its role in healing and goal achievement. Students will learn leading theory, practices and techniques for personal transformation, behavior change and effective and powerful coaching for the purpose of facilitating healing, client goal attainment and the creation of desired behavior patterns.

Course Objectives:

- Create tangible and sustainable behavioral change that “automates” healing and goal attainment.
- Demonstrate skills for distinguishing conscious thought habits from negative self-talk patterns for the release of chronic stress patterns in the moment of occurrence.
- Explore holistic perspectives of "wealth" and "success."
- Define and identify the beneficial messages of mental and emotional pain and demonstrate skills for rapid refocusing of attention upon desired goals (psychological resilience).
- Demonstrate skills for noticing and receiving painful emotions as a vehicle for dissipating the biochemistry of pain patterns, needs and desire identification, and for creating desirable patterns.
- Distinguish and practice the mental, behavioral, physiological and emotional/spiritual and healing benefits of developing gratitude habits.
- Demonstrate understanding of the theory and behavior of the power of suggestion/mind/intention and it's role in healing, “flourishing” and success attainment.

The Relationship Course, Part 1: Compassionate Coaching (NVC)

Hours: 22

Prerequisites: None

This course provides an introduction to philosophies, skills and techniques for effective and authentic communication as well as empathy with oneself (internal) and clients for the purpose of training students to develop skills and abilities to form, nurture and sustain positive relationships with themselves and clients and to model these behaviors for clients as well. This course also provides special focus upon internal communication strategies for developing thought and emotion patterns that enhance self-esteem.

Course Objectives:

- Demonstrate and practice identification and release of unwanted judgments (blame and criticism) of oneself and others.
- Demonstrate skills and techniques for speaking compassionately to oneself and others.
- Demonstrate abilities to recognize and alter unconscious and unproductive patterns of thought, emotion and behavior and create new patterns that are self-serving and that facilitate goal attainment.

- Demonstrate skills for giving and receiving authentic acknowledgments from/toward others.

The Relationship Course, Part 2: The Path of Connection

Hours: 18

Prerequisites: The Relationship Course, Part 1

This course provides a review of skills and practices in The Relationship Course, Part 1, as well as advanced training in the philosophies, practices and techniques for effective and authentic communication, empathy and self-empathy, and the abilities to form, nurture and sustain positive relationships with themselves and clients. This course builds on the goals of Part 1 by ensuring that students cement and expand the behavioral and emotional gains that took place in Part 1, and by providing special training on avoiding and resolving conflict with others and building life-affirming and sustainable relationships for oneself and clients. The objectives of this course include those found under Part 1 as well as the following:

Course Objectives:

- Demonstrate and practice the ability to identify the needs and intentions that motivate personal behavior and the behaviors of clients.
- Demonstrate skills and techniques for facilitating client self-awareness of the underlying feelings and needs that deeply influence their behavior.
- Demonstrate and practice skills for reconnecting with others with whom students have regretted separation.
- Distinguish and demonstrate the ability to recognize and release obsessive/compulsive behavior patterns in relationships (“co-dependency”) for the purpose of forming healthy interpersonal boundaries and modeling this in the coach-client relationship.
- Demonstrate skills for recognizing when and how to effectively engage in authentic self-expression of needs and desires.
- Demonstrate the ability to more fully accept “unwanted” emotional experience while savoring and expanding enjoyable experience.
- Demonstrate and practice skills for releasing conflict patterns and building connection quickly with others with whom conflict occurs.
- Practice skills and techniques for releasing internal and behavioral resistance patterns relative to the behavior of others (projection) while taking responsibility for negative patterns of personal projection directed at others.
- Practice skills and techniques for forming life-affirming and connective thoughts and behaviors toward others in the midst of experiencing others projecting their judgments (blame and criticism) and separation behavior toward you.

Touch for Health

Hours: 19

Prerequisites: None

This course is an introduction to Touch for Health (Kinesiology) which provides a series of energetic diagnostic tools and kinesiological techniques commonly employed by chiropractors and naturopathic doctors and used to facilitate healing and goal attainment. As a diagnostic

tool, Touch for Health (Kinesiology) uses muscle testing (a form of biofeedback) as a technique for identifying energy imbalances in the body's energy system (meridians).

Course Objectives:

- Distinguish the basic Chinese meridians and their connected glands and organs.
- Distinguish and demonstrate how Touch for Health can rebalance the body's energy system to facilitate innate healing abilities.
- Demonstrate and practice the use of kinesiological muscle testing to assess a person's body for muscle and meridian imbalances.
- Distinguish and practice muscle testing for food sensitivities and optimum food choices.
- Distinguish and explain the theory and functions of Kinesiology in supporting client goal achievement.
- Demonstrate how Touch for Health facilitates student and client achievement of goal-specific outcomes.
- Demonstrate Touch for Health Kinesiology as a diagnostic tool (a form of biofeedback) for identifying energy imbalances in the body's energy system.
- HLC 3 Students: Distinguish and demonstrate advanced client coaching skills.

Vibrational Healing Massage Therapy® 1

Hours: 52

Prerequisites: None

This course combines proprietary healing bodywork techniques developed at World School with ancient distinctions and tools of advanced healing for the purpose of generating client healing results and providing transformational bodywork sessions.

Course Objectives:

- Demonstrate clothes-on, full-body healing massage while working deeply into joints, muscles and ligaments to remove blockages, restore circulation, release trauma and shock as well as open energy "flow" to support flexibility and rejuvenation.
- Explain how when stress is removed from joints and thinking, relaxation is present.
- Identify and demonstrate how to create an efficacious healing massage session.
- Demonstrate awareness, "presence" and "fluidity" while using body mechanics techniques, movement and communication skills.
- Establish coaching skills and massage and touch techniques that assist people in becoming more "fluid" and "present" in their bodies for the release of stress and pain especially in joint areas, ligaments and tendons.
- Delineate unique bodywork techniques for table, chair and floor massage skills.
- Outline how to transform other forms of massage (especially relaxation massage) into modalities that generate healing results by adding the distinctions of this modality.
- Establish and demonstrate skills as a somatic (mind-body) healing therapist in the use of healing and empowering language and behavior habits that provide client support in transforming thought and emotion patterns.
- Practice use of fluid body mechanics to support and enhance health and well being.

Vibrational Healing Massage Therapy® 2

Hours: 51

Prerequisites: Vibrational Healing Massage Therapy® 1

This course advances the bodywork training learned in VHMT Level 1 and adds empathic techniques essential to clearing trauma and the emotional issues surrounding it. This course includes the use of empathic bodywork, the skills of subtle finger work technique and breath work with special emphasis upon clearing tensions from the ribs, neck, hips and spine.

Course Objectives:

- Practice detailed and intricate finger work techniques for feeling, hearing, and seeing vibration for the purpose of clearing energetic “interference” or blockage.
- Establish a slower bodywork pace that allows for "presence" and sensitive work with client’s issues including and especially their willingness to heal and release emotions.
- Define advanced ergonomics and movement techniques including Fluid Body Breathing® and Fluid Body Walking® for facilitating client access to chronic issues and stress patterns.
- Explain the "Holistic Model" and the concepts of innate intelligence to support physical, emotional and spiritual growth and development.
- Demonstrate knowledge of Vibrational Healing Massage Therapy, Level 2, with special attention on rib, spine, and neck release.
- Demonstrate the ability to identify and clear emotional and physical traumas and pain.
- Demonstrate the ability to feel, hear, and see vibration in bodies.

Vibrational Healing Massage Therapy® 3, Part 1: Energy Bodies Awakening

Hours: 29

Prerequisites: None

This course is an inquiry into the unseen energetic dimensions of the human body, especially those which have a significant history in healing traditions e.g., the chakras of the human form, auras and energy meridians. Students will learn observational and coaching techniques designed to create awareness of these energetic systems and how to employ this awareness to facilitate health and healing in the student's own life and the life of her/his clients.

Course Objectives:

- Describe and explain the leading scientific rationale for vibrational medicines such as homeopathy, Vibrational Healing Massage Therapy, aromatherapy, light and sound therapy.
- Demonstrate and practice alignment of feet, legs, hips, sacrum and pelvis for energetic “grounding” and development and/or refinement of subtle energy awareness.
- Demonstrate and practice sensing of human energetic systems through the use of visualization, movement and creative expression.
- Practice skills for sensing “subtle energy.”
- Demonstrate techniques for transforming energetic “blockages” to restore energetic “flow” and facilitate return to homeostasis of health.

Vibrational Healing Massage Therapy® 3, Part 2: Sound Healing

Hours: 14

Prerequisites: None

This course provides the history, science and fundamentals of sound healing exercises which lead into comfortable experiences of toning and working with chakras while releasing energetic “blockages” and stored emotions.

Course Objectives:

- Distinguish the sound spectra and demonstrate the principles and practices of sound healing.
- Distinguish how the human ear works and how the human body responds to frequency.
- Demonstrate innate skills at toning for enhancing client learning and creative abilities.
- Identify and demonstrate toning for meditation and healing stress.
- Practice the use of harmonic sounds and overtones for healing pain and cacophonous sounds for releasing subtle stored energy and emotions.
- Practice with various musical instruments to create a wide range of frequencies suitable to healing.
- Distinguish and demonstrate understanding both of ancient healing traditions and contemporary principles of the physics of sound at its affects upon cellular biology.
- Distinguish and practice guidelines for facilitating self-healing and client healing.

Vibrational Healing Massage Therapy® 3, Part 3: Integration of Energy, Bodywork and Healing

Hours: 32

Prerequisites: Vibrational Healing Massage Therapy® 1, 2, 3 (Parts 1 and 2)

In this course students explore energetic bodywork and methods for integrating all their new-found energy bodywork skills with the other bodywork modalities learned in Vibrational Healing Massage Therapy, Levels 1, 2 and 3. Students will also use special tools and techniques to discover, sense, "re-pattern" and align our "subtle energies." Students will further their ability to work with traditional medical systems including chakras, auras, quantum fields and sound to facilitate client healing and promote optimum health.

Course Objectives:

- Explain what energy healing work is as a stand-alone session or integrated with other types of bodywork techniques.
- Practice sessions to integrate and create a unique and personal “blend” of energetic clearing methodologies.
- Demonstrate working with traditional medical systems including chakras, auras, quantum fields and sound.
- Practice proficiency in self-healing sessions integrating both ancient healing traditions and contemporary principles of cellular biology, quantum physics, energy medicine and complementary medicine.
- Practice coaching/counseling clients both to refine skills and to enhance ability to understand client needs from both an experiential and intellectual perspective.

- Demonstrate the certainty needed to facilitate client’s innate intelligence to create healing outcomes and wellness.
- Demonstrate and practice the refinement of vibrational sensing with techniques for clearing miasms from auras and nadis.
- Practice restoration of energy field coherence and release of chronic patterns of “distortion” while facilitating rebalancing and alignment of the body.
- Practice facilitating self and client release of stored emotions.
- Practice, explore and experience innate abilities to intuit, focus, and refine vibrational spectrums.

Vibrational Healing Massage Therapy® 4, Part 1: RePatterning Consciousness: Pre and Peri-Natal Trauma

Hours: 56

Prerequisites: None

This course provides an introduction into the theory, techniques and practices for identification and resolution of shock and trauma patterns and the creation of new life-affirming thought, emotion, behavior, energetic and physical patterns. Students will learn how to lead a regression for shock and trauma release. This course places special emphasis upon the exploration of traumatic events and patterns formed in gestation, birth and childhood.

Course Objectives:

- Describe the theory and physiology of pattern formation created by shock and trauma.
- Practice and demonstrate a wide range of techniques for leading oneself and clients in a session of therapeutic regression including birth and pre-natal experience, for the release of chronic, self-limiting patterns and stressors related to birth experience, shock and trauma.
- Investigate innate capacities to sense and trust “intuitive” cognitive and emotional awareness.
- Demonstrate skills in the identification of behavior patterns that reflect unconscious shock and trauma patterns.
- Demonstrate how to transform unwanted and unconscious thought, emotion and behavior patterns into life-affirming patterns that the client chooses consciously.
- Demonstrate how to practice healthy practitioner-client boundaries and to be fully "present" while leading a regression.
- Demonstrate how to working therapeutically with pre-natal and birth stress constellations.

Vibrational Healing Massage Therapy® 4, Part 2: RePatterning Consciousness: Pre and Peri-Natal Trauma and Shock

Hours: 28

Prerequisites: Vibrational Healing Massage Therapy® 4, Part 1: RePatterning Consciousness

This course provides an introduction to the fundamentals of shock and trauma release, beginning with embryological imprints, fetal development, birth and continuing through the human lifespan. In this course students explore and become versed in the observation skills for

the identification of early imprints of trauma and shock stored in cellular memory. Students learn to lead regressions (therapeutic recall) and to clear chronic stresses or behaviors—especially those based in gestation, birth and childhood.

Course Objectives:

- Practice and demonstrate specific shock and trauma release techniques and processes for birth and pre-natal therapeutic recall (regression).
- Delineate healthy therapist-client boundaries and how to be fully "present" while leading a regression.
- Distinguish observable pre-natal and birth stress constellations.
- Explain cellular memory trauma patterning models and provide ways to release those and other chronic patterns.
- Present and demonstrate techniques for facilitating the client's ability to make new life choices while releasing unwanted and self-limiting patterns created unconsciously in the past.
- Identify practical applications of the course material in the student's own life so students can relate with and understand client needs from both an experiential and intellectual perspective.
- Review and distinguish the "Cellular Consciousness" model from VHMT 4, Part 1.
- Substantiate the tools and techniques needed to support the student's and client's expression of painful emotion patterns so that they can be addressed consciously.
- Practice a wide range of re-patterning tools to facilitate client health and well being.

Vibrational Healing Massage Therapy® 4, Part 3: Life Regression

Hours: 12

Prerequisites: None

This course introduces students to the theory and practice of life regression (therapeutic recall) and it's potential role in the release of self-limiting mental, emotional and physical patterns. Students will learn techniques for leading clients in therapeutic recollection of past experience including traumatic events and for evoking “remembered wellness” (the placebo effect) as a healing intervention.

Course Objectives:

- Describe the theory of therapeutic regression/recall.
- Practice and demonstrate techniques for leading oneself and clients in a session of therapeutic regression (recall).
- Describe the theory of and demonstrate techniques for facilitating client's “innate intelligence” to produce healing outcomes, e.g., the placebo effect also known as the power of suggestion or "remembered wellness.”
- Investigate innate capacities to sense and trust “intuitive” mental and emotional awareness.
- Distinguish the mental, physical and emotional principles of “continuous completion” relative to past experience and its role in healing, stress management and optimum health.

- Demonstrate skills for heightened awareness of self and client thoughts, emotions, sensations, needs and internal communications “presence” in therapeutic contexts.

Vibrational Healing Massage Therapy® 4, Part 4: Integration of VHMT 1-4 Family Services – Babies, Children, Teens, Elders, Pets, Athletes, Severely Injured

Hours: 47

Prerequisites: All Vibrational Healing Massage Courses: 1, 2, 3:1-3, 4:1-3 or after instructor evaluation

This course provides students with specialized training in how to facilitate healing for each stage of life development: from pre-natal embryological stages to eldership. Students will practice a wide range of thought and emotion re-patterning tools that facilitate optimum health and achievement for clients. Students will also develop strategies for deepening their confidence and abilities to address a wide range of client issues and authentically commit to achieving (to the client) attainable results.

Course Objectives:

- Identify needs in various stages of human development that, when met, facilitate transition to the next stage with greater ease.
- Describe the practical application of this course material in your own life for self-healing and for facilitating client healing.
- Demonstrate and practice working with babies, pets, children, teens and elders so students can relate with and understand client needs from both an experiential and intellectual perspective.
- Demonstrate the ability to facilitate client creation of their own healing outcomes through the use of therapeutic tools such as therapeutic suggestion ("remembered wellness").
- Demonstrate the ability and confidence to address almost any issue that a client has experienced in their body and to negotiate goals and promise attainable results.
- Present counseling and bodywork practices to clients that promote health and well-being.
- Establish how to facilitate client expression of painful emotion patterns so that they can be addressed consciously.
- Practice a wide range of re-patterning tools that facilitate client health, well being and expand enjoyable emotions.

CERTIFICATION AND LICENSURE

Massage Therapy: Certification/Permit Requirements

The State of California does not have a State license for Massage Therapists. Rather the State, through the California Massage Therapy Council (CAMTC), provides a voluntary state certification process should a student wish to pursue state certification.

The CAMTC was created to implement a statewide certification process with clear standards of preparation and education so that massage professionals can obtain one of two certification levels with different education requirements through a school that is nationally accredited and/or approved* by the California Bureau for Private Postsecondary Education (BPPE), a California community college, or approved by another body listed in California Business and Professions Code Section 4600(a).

Certification Levels

1. Certified Massage Therapist (CMT) - Generally required to complete at least 500 hours of massage education and training. At least 250 hours shall be at approved massage therapy schools, and the remaining 250 hours required may be secured either from approved schools or from continuing education providers.
2. Certified Massage Practitioner (CMP) - Generally must complete at least 250 hours of education and training, all at approved schools. Once you are certified as a CMP, you can stay a CMP for as long as you keep your certification current. If you choose to obtain the additional education or pass a CAMTC approved exam to become a CMT you can upgrade at any time, or when you recertify.

The cost for CAMTC certification is \$150.00 for the initial application, which is valid for two years. The renewal cost for another two-year certification is \$150.00. Amounts are subject to change. CAMTC Website: www.camtc.org

*For the California Bureau for Private Postsecondary Education (BPPE) “approval to operate” means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Requirements for massage certification include:

- Application filing fee
- Recent passport photo
- Driver’s license photo
- Transcripts
- Live scan electronic finger prints
- Supporting documentation as needed on an individual basis

Permit:

Typically to work as a massage therapist a permit is required and is issued by individual cities or counties. City and county standards are not consistent. Typically documentation must be provided to support 100 to 1,000 hours of education and passing a national exam before a city or county will issue a permit.

The requirements for a massage permit may include:

- Application
- Filing fee
- Two recent passport photos
- Driver's license photo
- Transcripts
- Finger prints for background check
- Insurance policy certificate
- Supporting documentation as needed on an individual basis

Background Check:

Typically a fingerprinting and background check is required with a certification/permit application. Fees vary, but they will include a Department of Justice fee, as well as the Live Scan fee. Fingerprints are only required with your initial certification, not for renewals with CAMTC.

If an applicant has been convicted of a felony or misdemeanor, whether expunged or not, CAMTC will conduct an investigation and review all prior convictions substantially related to the qualifications, functions or duties of a massage professional. Each application will be evaluated on a case-by-case basis. CAMTC will consider the nature, severity, and timing (how recent) of the offense(s), as well as rehabilitation and other factors when making a certification determination. CAMTC will make the determination for approval or denial of certification by evaluating the entire application and all supporting documentation.

Holistic Life Coach: No Credential or License Required

For health and life coaches and massage therapists also interested in World School's Life Coaching program, no permit or licensure is required to practice as a life coach in the State of California. At this time, there is no national governmental regulatory body for the Life Coaching industry.

There are, however, companies that provide *credentials* to Life Coaches. These companies are self-appointed and do not perform any activities regulated by any government body. Some of these companies take advantage of consumer confusion about the need for and difference between licensure, permits, and credentialing in order to imply that a school program or an individual needs the company's credential in order to practice, which is not true. In some cases,

however, these companies are attempting to improve and heighten the quality of coaching within the industry and in other cases, for some companies, this motivation is not so clear.

The International Coaching Federation (ICF) is one of the self-appointed credentialing companies whose intent World School respects. Our Holistic Life Coaching program is designed so that our students satisfy the training and practice requirements for an introductory credential. In fact, World School's quality and educational standards exceed the standards set by any of the companies promoting Life Coaching credentials.

ACADEMIC POLICIES

Hours

Academic credit is measured in clock hours. One hour of instructional time is defined as a sixty-minute period.

Satisfactory Progress

Grading System and Feedback

All courses offered at World School are graded on a Pass/Fail basis.

To understand how this grading and learning system is administered at World School, it is helpful to understand World School's feedback systems, which form the backdrop for this system. These systems have been designed over many years in cooperation with an expert in continuous quality improvement.

On a regular basis, students in World School's programs receive feedback on their achievement through the use of specially designed performance improvement feedback systems. These feedback systems are of many types and allow students to receive immediate and thorough feedback on their performance so they can improve their work more quickly and efficiently as well as identify when they may need additional support. Additionally, these performance improvement systems assist the students in developing the ability to receive feedback and to critically evaluate the technique; capabilities that are essential for students internalizing the ability to critique themselves and continuously evolving their skills. Further, these systems also give students, faculty, and the Student Services Coordinator a means of determining if a student should retake a particular lesson or in rare cases, a particular course.

One example of a feedback system is the daily Course Competency Checklist, which details the distinctions of each individual lesson and is used by students and teachers to measure progress. This performance improvement system allows both the teacher and student to evaluate and track what they have learned, their competency in each distinction/skill, and any areas they have missed as well. These checklists also give teachers and students a formal means of providing immediate constructive feedback to each other: teacher to student, student to peer and student to her/himself. All items are evaluated on a pass/fail basis (see *Grade: Pass/Fail* below).

Other examples of performance improvement feedback processes used in the grading systems include:

- **The Acknowledgment Feedback System**, which is used by students in every course for giving feedback to one another.

- **The Mock Session Evaluation System** used in *student* practice sessions when conducting mock sessions with one another.
- **The Session Evaluation System** used in *client* practice sessions with the general public.

Together these systems allow students to receive immediate and constructive feedback on skill levels in many dimensions of competence--from customer service skills, to the ability to communicate effectively and empathetically, to client goal setting and many other areas for improvement.

These feedback processes are cumulative and reviewed approximately every six weeks as students meet privately with the Student Services Coordinator. These regularly scheduled meetings are called Coaching Assessments (bodywork programs) and Private Mentoring (life coaching programs) and are a part of every program.

Satisfactory Progress: Grading System

- P: Pass** Has satisfactorily met all minimum course requirements (see *Pass* below).
F: Fail Has not satisfactorily met all minimum course requirements (see *Fail* below).

Pass: Minimum Course Requirements

To pass a course, each student must obtain a minimum completion score of 3 or higher (on a scale of 1-5 and scored by instructor) on 75% or more of the items on the Course Competency Checklist for that course. Every course has it's own unique Course Competency Checklist that lists and describes every demonstrable skill or learning outcome objective for that course.

Satisfactory Progress is monitored daily in every course and recorded on the individual student Course Competency Checklist retained by both the instructor and student, so that in collaboration, both student and faculty each know the final score on the last day of that course.

In the situation of a student failing to reach a passing score by the last day of class, the teacher may assign an additional tutoring option called a COMPLETION PLAN. On the last day of class, this COMPLETION PLAN is presented by the instructor to both the student and the Student Services Coordinator for follow-up in two weeks.

Satisfactory Progress is also monitored by the Student Services Coordinator who meets with students on an ongoing basis throughout their program approximately every six weeks, from orientation to program completion.

During these regularly scheduled Coaching Assessment/Private Mentoring sessions, the Student Services Coordinator reviews student progress, Course Competency Checklists, and COMPLETION PLANS to support a passing grade.

Students unable to finish an assigned COMPLETION PLAN in the allotted two weeks may, under extenuating circumstances (as determined by the Student Services Coordinator) be given an additional two weeks to complete the requirements. If a passing average is not attained at the conclusion of this time period, a student will have failed the course and will be placed on academic probation (see *Fail and Probation Policy* below).

Fail

A student receiving cumulatively less than a score of “3” on 75% of all line items on a Course Competency Checklist fails to pass that course. To remedy a failing grade, see *Pass* section above. Courses failed may jeopardize the student’s ability to meet certain certification requirements. Failed courses can be retaken up to three times and if “Passed,” can be added to a transcript. There is no maximum timeframe for retaking a course or completing a program.

A student may also be determined to have failed a course if they engage in disruptive behavior in a class as described in the *Withdrawal Policy* below.

In addition to failing a COURSE as described above in the Pass/Fail Grading System, a student may also fail a PROGRAM under the following circumstances:

- The student does not maintain satisfactory attendance (see *Attendance* policy and also *Probation Due to Non-Attendance* below).
- The student fails to meet financial agreements made with the institution (see *Probation Due to Non-Payment* and *Leave of Absence* sections below).
- The student demonstrates illegal, inappropriate, unethical or unlawful behaviors at the campus or in the community and/or whose actions or behaviors affect his/her or others’ professional career development, well being, health and or safety (see *Withdrawal Policy* below).

Attendance

Attendance will be recorded in each course officially scheduled. Students must attend a certain amount of the scheduled hours specific to their course and/or program in order to pass their course and/or program. Students are allowed to miss a certain limited number of hours per course and/or program, depending on the course and program length (Refer to *Required Hours for Completion*). Tardiness and early departure is documented in 15-minute intervals and deducted from the total attendance hours.

Students may make up an individual course class(es) that was missed (at no additional cost) by attending at a future date the same course day for those lessons. Students may also consult the instructor on other ways to make up the material missed. Required make-up hours and the method of make up are determined on an individual basis by the instructor.

World School provides the option to reschedule in advance individual classes a student expects to miss. There is no charge for this service if the change request is received (by live telephone

conversation with the Student Services Coordinator) at least 10 business days prior to the start of the course. If a course change or reschedule request is made **within** the 10 business days window before the course start date, there will be a fee of \$50 per course change.

A student who has failed to attend seven consecutive scheduled course classes will be placed on probation (see *Probation for Non-Attendance* under *Probation Policy* below).

Required Hours for Completion

California Massage Therapy Certificate of Completion Programs (CMP Level 1, CMT Level 2, and ESM)

World School's Massage Therapy Certificate of Completion programs are designed to satisfy both state and national certification/licensing requirements. Each state and national organization has different requirements. These requirements periodically change and are often made without official notification of massage schools.

World School's programs and program requirements are designed to satisfy the educational requirements of two organizations:

- 1) California's massage certification agency, the California Massage Therapy Council (CAMTC**) [CMP Level 1, CMY Level 2, and ESM Programs]
- 2) The National Certification Board of Therapeutic Massage & Bodywork (NCBTMB) [CMT Level 2 and ESM Programs]

Although each massage student **must complete ALL clinic, practice, and homework** hours to receive a certificate of completion, a student **may miss some course hours** and still complete her/his program. Here are the guidelines:

Maximum Missed Hours per Massage Program: A student **MAY** miss up to 3.5 percent of his/her TOTAL required classroom hours for the entire program.

Maximum Missed Hours per Individual Massage Course: To ensure that the majority of the course hours of all individual courses are completed, the student **MAY NOT** miss more than:

- 1 hour in an 3- 8 hour course
- 2 hours per 9-14 hour course
- 4 hours per 15-28 hour course
- 6 hours in a 29+ hour course

That is, the total number of hours missed must be spread throughout courses, not concentrated in a single course. For example, in a 200-hour massage program, a student is allowed to miss

seven classroom hours (3.5% of 200 hours) for the entire program. Yet the student must ensure that if she/he misses course hours, these hours are spread out over different courses rather than concentrated in a single course. That is, if a student were to miss seven hours of an eight-hour course this absence would cover nearly the entire course. It is for this reason that the number of hours that can be missed per course is detailed above.

Important: Because the transcript lists the individual course hours completed, missed hours will be reflected on the transcript. This fact is important because agencies will literally review the number of hours for individual courses and determine whether a student meets licensing requirements based on those course hours on the student's transcript. Although a student will receive a *certificate* for all completed hours after completing the program, the certificate itself does not guarantee approval for licensure. Approval by any certifying organization is dependent on the specific hours listed on the student's transcript.

Even if the students exceeds the maximum allowable amount of missed hours per individual massage course, they can still be eligible to complete the program and receive a certificate of completion as long **as the student meets the total required classroom hours for the entire program.** Be advised however, that the certificate of completion does not necessarily guarantee certification by certifying organizations if hours are short in certain subjects.

All Other Programs (HLC, TTC)

A student may complete the requirements of her/his HLC program after missing up to seven percent (7%) of classroom attendance hours and 20% of all combined homework, practice, and clinic hours of the program.

A student may make up missed classroom hours or homework hours. Required make-up hours and the method of make-up are determined on an individual basis.

If a program combines massage and life coaching, the massage hour requirements fall under the massage certification policies and the other hours, under the policies of this subsection (7%/20%).

Incomplete Programs and Courses

Programs and courses are considered *Incomplete* when students do not finish the specified hours for the program or course. (*NOTE: Students are permitted to miss a certain number of hours depending on the length of the program or course. See above in the 'Required Hours for Completion.'*)

Dropping out of courses or leaving with portions of coursework unfinished without communication or without following the Leave of Absence policies automatically places a student on *Probation*. (see *Leave of Absence, Probation and Withdrawal* policies below). After three months of no communication a student will be withdrawn from school.

Probation Policy

Probation is a period of special supervision of a student, caused by any or all of the conditions set forth below in this section. In probation, the student remains in continuous enrollment and financially responsible for their agreements and contracts. Certain conditions described below initiate probation and certain remedies remove a probationary status.

The probation terms are outlined on an advising form that is reviewed with the student, signed and dated by the student and school representative. A student who fails probation will be withdrawn (see *Withdrawal Policy*). See the following procedures for details.

Probation Due to Non-Attendance

A student will be automatically placed on Probation if they fail to attend seven consecutive scheduled course classes without communication to World School or without arranging a voluntary Leave of Absence. If there is not an arrangement to transfer to another course, or to create a make-up course schedule, or initiate a voluntary Leave of Absence, the student is still considered registered in courses and in probationary status and yet cannot attend courses.

Removal From 'Probation Due to Non-Attendance' – To satisfy requirements to be removed from probation, a student must meet with the Student Services Coordinator in person. At this time the missed course class hours must be rescheduled. A student has 30 days to satisfy these requirements to reverse probationary status or they will be withdrawn.

Probation Due to Unsatisfactory Academic Progress

Students who have obtained a “Fail” in a course will be placed on academic probation.

Removal From 'Probation Due to Unsatisfactory Academic Progress' – Students in a massage program will remain on academic probation until they have satisfactorily completed the failed course. Students have 60 days to satisfy these requirements to reverse this probationary status or they will be withdrawn.

Students in programs not designed to meet certification requirements e.g., Holistic Life Coaching, will remain on academic probation until they satisfactorily complete any course in that program. Students have 60 days to satisfy these requirements to reverse this probationary status or they will be withdrawn.

Probation Due to Non-Payment

A student will be automatically placed on Probation if they fail in paying tuition payments either:

1. one occasion of three weeks or more late, or
2. three payments late in a six month period.

Removal From ‘Probation Due to Non-Payment’ – The student on *Probation Due to Non-Payment* is still considered registered into courses and will not be allowed to attend course classes until past due payments and late fees have been paid in full. A student has 30 days to satisfy these requirements to reverse this probationary status or they will be withdrawn.

Probation Due to Misconduct

A student will be placed on *Probation Due to Misconduct* if they demonstrate illegal, inappropriate, unethical or unlawful behavior at the campus or in the community and/or whose actions and behaviors affects his/her or others’ professional career development, well being, health or safety. The student on *Probation Due to Misconduct* is still considered registered into courses.

The condition of *Probation Due to Misconduct* is determined by the School Director at her/his discretion.

Procedure for Determining Probation Due to Misconduct

When behavior which might constitute misconduct is first reported to World School administration, the student will be required to attend a meeting with the Student Services Coordinator and at least one additional staff or faculty member. Full disclosure of all events will be sought and evaluated by World School staff, who determines if grounds for either withdrawal or for probation exist. If it is determined that grounds for withdrawal or probation may exist, the School Director will be notified and be briefed by this team. The School Director will then determine if further investigation is warranted and may conduct investigatory interviews with the student, other students, faculty, staff or others. If a determination is made that probation is warranted, the Director will meet with the student and present a behavioral conduct plan that the student must agree to or be withdrawn from the institution.

Removal From ‘Probation Due to Misconduct’ – The student must satisfy the requirements of a behavioral conduct plan developed by the School Director in order to be removed from this status. A student has 30 days to satisfy the requirements of the plan to reverse this probationary status or they will be withdrawn.

Dismissal Policy

World School reserves the right to immediately dismiss a student who demonstrates illegal, inappropriate, unethical or unlawful behavior at the campus or in the community and/or whose actions and behaviors affects his/her or others’ professional career development, well being, health or safety.

Once dismissed for any reason, a student is invited to reapply. The invitation to reapply does not guarantee readmission (see *Withdrawal Policy* and *Student Conduct* and *Student Rights, Communications and Grievances*, and *Student Services* in *Other Policies* below). If accepted for

admission, the student will be credited for tuition previously paid. Tuition will be calculated at the current tuition rate. After one year of absence, students must demonstrate appropriate skills in order to complete the course or program, which may require a competency evaluation session with an instructor subject to a \$75 per hour tutoring fee.

Leave of Absence Policy

Voluntary Leave of Absence

World School expects students to maintain continuous enrollment for all of their courses in a program from admission through completion. However, we also recognize that circumstances may arise that may make it necessary for students to interrupt their program and take an official **Voluntary** Leave of Absence (Leave of Absence).

For instance, students may encounter an unexpected situation such as an injury, severe illness in the family, pregnancy, or the need to change job or career positions. Under special circumstances such as these, a Leave of Absence is typically approved. All Leaves of Absence have a pre-determined timeframe (determined in part by the student's need) and must be approved by the school's Director prior to the beginning of the leave.

A student may request one Leave of Absence in writing by mail to the Director, for up to 180 days of leave per calendar year. The written request must be addressed to: Director, World School of Massage and Holistic Healing Arts, 401 32nd Avenue, San Francisco, CA 94121.

Extensions to the Leave of Absence must be requested in writing before the expiration of the original Leave of Absence. However, a Leave of Absence may not exceed a cumulative total of one year.

There is no charge for a Leave of Absence; however, if a student does not return from the Leave of Absence within 30 days of the conclusion of the arranged Leave, the student will be withdrawn from his/her program. If re-entry is requested after withdrawal, the student will be charged at the current cost of the program (with credit given for previous payment amounts). After one year of absence, students must demonstrate appropriate skills in order to complete the course or program, which may require a competency evaluation session with an instructor subject to a \$75 per hour tutoring fee.

International Students with Visa Status: Nonimmigrant students and their dependents must maintain an appropriate visa status at all times, even during a Leave of Absence. An absence from the United States of five (5) months or more will result in termination of F-1 status, and a new I-20 will be necessary for re-entry.

Loans: Students who have loans will need to notify World School what financial arrangements will be made for their payments while they are on their Leave of Absence, and work with the school and any outside financial lenders to maintain financial integrity during the leave. Most

loan programs require students to make their payments continuously, even during a Leave of Absence. (Students are cautioned to consider carefully the effect of a Leave of Absence on their loan status.)

Students Enrolled in Multiple Programs: World School allows students in multiple programs to request a Leave of Absence from one program, but not the other, except under special circumstances to be determined in a case-by-case situation.

Involuntary Leave of Absence

While World School provides a wide range of services to support and address the well being and continued mental and physical health of our students, in some rare circumstances a student is unable to perform the basic academic and/or skilled activities of student life, or the level of care required for a particular student may exceed the resources and staffing that the institution can reasonably be expected to provide. For example, students may have psychiatric, psychological or medical conditions which affect their behavior to such a degree that the student's actions jeopardize the lives or safety of others or significantly disrupts the activities of the student community.

Under such circumstances, a mandated or Involuntary Leave of Absence may be indicated. The Involuntary Leave will be initiated by the School Director. The decision to place a student on a Involuntary Leave of Absence (Involuntary Leave) and the parameters for the Involuntary Leave are determined by the School Director.

As an alternative to invoking this policy, the School will encourage and permit a student to take a Voluntary Leave (although restrictions or conditions of return may apply). Financial arrangements will be considered on a case-by-case situation. The student on Involuntary Leave is still considered registered into courses.

If a student refuses to be placed on an Involuntary Leave of Absence, they may face withdrawal from the institution especially if the institution determines that their conduct is potentially detrimental to others.

Return from Involuntary Leave of Absence – The student may have the Involuntary Leave of Absence removed once they satisfy for the School Director that the conditions for which the Leave was initiated no longer exist.

A student has up to one year to satisfy the conditions stipulated by the School Director or they will be withdrawn.

Withdrawal Policy

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1) The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. The student notifies the institution of the student's withdrawal in writing to: Director, World School of Massage and Holistic Healing Arts, 401 32nd Avenue, San Francisco, CA 94121.

For further details, see also *Cancellation, Withdrawal and Refund Policy* in the next section, *Other Policies*.

2) The institution terminates the student's enrollment in dismissal, for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school (see *Probation* and *Dismissal* policies above.) This includes withdrawal of a student for failure to satisfy the requirements of probation or Leave of Absence (see *Probation* and *Leave of Absence Policies* above).

OTHER POLICIES

Student Conduct Policy

Achieving success in a career and at World School depends in large part on your ability to embody many aspects of character. These dimensions of character include clear and conscious communication, adherence to the basic principles of self-responsibility, respect for the dignity, rights and needs of all individuals, compassion, tolerance, honesty, integrity and ethical behavior amongst others.

Professional Ethics

To support student's alignment with World School's commitment to excellence in their conduct and vocational development, included at the end of this catalog are professional standards of conduct developed by the Association for Bodywork and Massage Professionals (ABMP). These guidelines form the basis upon which World School measures ethical conduct. We ask students to read and carefully consider these ethical guidelines, which will be used as a benchmark for evaluating behavior and behavioral misconduct.

Misconduct

World School reserves the right to immediately dismiss, or place on *Probation Due to Misconduct*, a student who demonstrates illegal, inappropriate, unethical or unlawful behavior at the campus or in the community and/or whose actions and behaviors affects his/her or others' professional career development, well being, health or safety.

The determination of grounds for withdrawal or probation is determined by the School Director.

Procedure for Determining Grounds for Withdrawal or Probation

When behavior which might constitute misconduct is first reported to World School administration, the student will be required to attend a meeting with the Student Services Coordinator and at least one additional staff or faculty member. Full disclosure of all events will be sought and evaluated by this team of World School staff, who will determine if grounds for either withdrawal or evaluation for probation exist.

If it is determined that grounds for dismissal or probation may exist, the School Director will be notified and be briefed by this team. The School Director will then determine if further investigation is warranted and may conduct investigatory interviews with the student, other students, faculty, staff or others. If a determination is made that withdrawal or probation is warranted, the Director will meet with the student and present a behavioral conduct plan that the student must agree to or be withdrawn from the institution (see *Withdrawal Policy* above).

Once withdrawn for any reason, a student may reapply although conditions for acceptance may be specified by the School Director. The invitation does not guarantee readmission. If accepted for admission, students will be credited for tuition previously paid. Tuition will be calculated at the current tuition rate. After one year of absence, students must demonstrate appropriate skills in order to complete the course or program, which may require a competency evaluation session with an instructor subject to a \$75 per hour tutoring fee.

Nondiscrimination Policy

World School of Massage & Holistic Healing Arts does not discriminate against any person on the basis of race, color, religion, national origin, gender, gender expression, sexual orientation, disability, marital status, or age in admission, treatment, or participation in its programs, services, and activities, or in employment.

Students Rights, Communication and Grievance Policy

Students are invited to communicate their special needs and concerns to their teachers at their earliest possible opportunity. Course acknowledgement/evaluation forms provided in class may be used for this purpose or students may speak with their instructors in person.

If there is an issue or grievance that the teacher is unable to handle to the student's satisfaction, or one that the student would prefer to keep the issue confidential from the teacher, students are urged to contact the Student Services Coordinator in the school office at your earliest convenience. The Student Services Coordinator is specially trained to support students' rights and address any grievances, or special needs that students may have with the school, the faculty or fellow students. World School asks that students please address these issues within 24 hours of their inception, or at their earliest convenience to support the fulfillment of a quality education for themselves and to keep stress at a minimum. If a student prefers to address issues in writing to the Student Services Coordinator, they may do so by sending a letter to the following address: Student Services Coordinator, World School of Massage and Holistic Healing Arts, 401 32nd Avenue, San Francisco, CA 94121.

If communication with either of these parties fails to meet a student's needs, or simply if a student would prefer for any reason, they are encouraged to submit their requests to the School Director in writing at the following address: World School of Massage and Holistic Healing Arts, 401 32nd Avenue, San Francisco, CA 94121.

To ensure good communication and authentic resolution of any issues, World School advises students to follow the student support protocol (found below):

- Attending orientation to review the catalog and program binder for a better understanding of policies.
- Filling out the in-course Acknowledgment Forms and submitting them to the teacher regularly.

- Speaking/writing to the teacher whenever needed.
- Speaking/writing to the Student Services Coordinator if that is also needed.
- Attending regularly scheduled Coaching Assessment/Private Mentoring Meetings (every six weeks).
- Filling out anonymous end-of-course evaluations of the course, teacher, and school.
- Speaking/writing to the Director.
- Speaking/writing to the BPPE (see below).

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

STUDENT SERVICES

Academic Advising

The Student Services Coordinator provides each individual student academic direction and support during regularly scheduled (approximately every six weeks) Coaching Assessment/Private Mentoring meetings (one hour in length) beginning at orientation and continuing through program completion.

In addition to support from the Student Services Coordinator, students in the Holistic Life Coaching Program have regularly scheduled coaching sessions for both academic support and personal and professional development two weeks per month for one half hour.

Housing

World School does not assume any responsibility for student housing or student housing assistance. World School does not have any dormitory facilities under its control. According to rentals.com for San Francisco, CA, rental properties start at approximately \$1750 per month; for Pleasanton, CA, rentals start at approximately \$1525 per month.

Students may post on the bulletin boards of our locations nearby housing and shared housing available. Such shared housing may be a helpful way to find lower cost rent in the SF Bay Area. *We are not responsible for any housing or situation that you may encounter finding housing in this manner.*

Library

World School provides copies of manuals, textbooks, other supplemental books, and other required course materials, i.e., reference books, magazines, trade journals, transparencies, and other media and equipment at the campus libraries located just off the reception areas. These materials are available for students to check out for additional study, research and documentation for their personal or supplemental reading homework.

Check Out Procedure: To check out library materials in San Francisco or Pleasanton, students may simply select the materials that they wish to take home and check them out at the adjacent clerical window staffed by administrative personnel. Materials are typically signed out for the period of a week at a time, unless other arrangements are made with the Library Staff. Library hours are 10:00 a.m. to 5:00 p.m., Monday through Friday.

Note: World School provides each student with a booklist of all required books and materials. Students purchase or obtain these items on their own, usually online in used condition or free. World School also keeps a copy of many books and materials in our Library for students to

check out if they prefer. Required textbooks are usually reference books that students will want in their own personal libraries, so they often prefer to buy their own.

Placement Services

World School offers limited placement services. We seek and receive many new and current job offerings from local spas, chiropractors, doctors and holistic health centers that we post in jobs binders at our locations, on our Facebook page, and also on the campus bulletin boards.

We have been very successful at helping our students find both employment and self-employment opportunities. However, it is understood that World School does not and cannot promise or guarantee either employment or level of income or wage rate to any student or graduate.

Additional Student Services

World School also offers a range of other student services, including:

- Student orientations for students in every program.
- Low cost insurance for students' and graduates' businesses: Every new student is given a brochure in the student binder, which is reviewed during orientation.
- A modest school store with books and useful products available for purchase.
- Classrooms equipped with ergonomically designed, natural furniture.
- Availability of classroom space for students to practice their mock client sessions.
- Availability of rooms for students to rent to complete homework or for graduates to see their own clients in an attractive, licensed venue.
- Graduation ceremonies to celebrate student success and provide an opportunity for friends and family to understand students' accomplishments.
- Homemade, organic, and freshly made herbal teas for students' well being.
- Facebook announcements for holistic community events and concerns.

STUDENT RECORDS

Current Student Records: Current student records are maintained at the San Francisco school site for three years following a student's completion or withdrawal. Exact, legible, printed or digital copies are immediately available upon request at this location. Current student records include:

- Student Information Form
- Registration Form/Application
- Catalog and SPFS Received Form
- Application
- High School Diploma/GED copy/Ability to Benefit Exam
- Competency Checklists
- Teacher and Fellow Student Evaluations
- Proof of Insurance (Optional)
- For HLC: Agreements/Confidentiality/Video Release Forms
- Health Impact Questionnaire
- Program Completion Form
- Financial contracts with World School
- Financial contracts with other lenders
- EDD/Voc Rehab/WIA Alternate Funding Forms

Computerized records include:

- Data base records: payments and purchases, attendance
- Student Conversation Notes
- Transcripts, Certification Copy

Non-current Student Records: Non-current student records are archived after three years, both in paper files described below and in digital hard drive scanned copy. Exact, legible printed copies are available within two business days. These records include:

- Name, and most current address and phone number and email
- Application and Financial Contracts with World School/Other Lenders
- Competency Checklists, Teacher, Student, Clinic Records
- Attendance, Transcripts, Certification Copy

Patricia Cramer is the custodian of records. For information please call the school's Student Services Coordinator. Archived paper records are maintained in alphabetical order by last name in steel vertical 4-drawer, locking, fire proof file cabinets and also scanned and filed in computers and hard drive back ups. Archive records are kept at the time of this writing at 321 Canal Blvd, Richmond, CA 94804; Telephone 415-350-7111.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

Student's Right to Cancel

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first course session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 401-32nd Avenue, San Francisco, CA 94121. This can be done by email or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a non-refundable registration fee not to exceed \$250.00 within 45 days after the notice of cancellation is received.

Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$250.00 within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. The notification of withdrawal must be sent by US mail to: Director, World School of Massage and Holistic Healing Arts, 401 32nd Avenue, San Francisco, CA 94121.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school. This includes withdrawal of a student for failure to satisfy the requirements of Probation or Leave of Absence (see *Probation and Leave of Absence Policies* above).

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

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

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

MANAGEMENT, STAFF AND FACULTY

Management and Staff

Patricia Cramer, Director
David Ross, Consultant
Nancy Hill-Sapp, Manager
Kate Edmiston, Student Services Coordinator Consultant
Kathy Morris, Student Services Coordinator
Jason Barto, Operations Consultant
Meta Lackland, Student Services Coordinator Consultant
Erin Barcellos, Admissions
Frank Orlando, Administration Consultant
Frances Peterson, Financial Coordination Consultant
Maxime Stadlen, Student Services Coordinator Consultant
Ciara Parkman, Administration Consultant
Sara Marshall, Student Services Coordinator Consultant Assistant (Volunteer)

Faculty

This institution has contracted with duly qualified faculty members who meet the qualifications of Code 71720(b) for their specific expertise in their field and who join our faculty with life experience and daily practice lifestyles in the areas of holistic health, holistic life coaching and advanced massage therapy skills. Most faculty have also completed our own Teaching, Training, Coaching Program, and each faculty member fulfills the annual 12 hours of CEUs required by the school, as well as the 22 hours required biannually by the state.

Faculty members at World School also teach at other colleges, postsecondary schools, and private schools in the San Francisco Bay Area. They maintain their own private entrepreneurial practice in massage, coaching and other holistic fields as well.

Stankey, Heatherly

Bachelor of Science degree in Psychology, University of Oregon, Eugene, OR
Teacher Trainer and Coaching Certification, World School of Massage, San Francisco, CA
Holistic Life Coaching Certification, World School of Massage, San Francisco, CA
California Massage Professional License, CAMTC, Sacramento, CA
NLP Master Practitioner Certification, NLP Institute of CA, Salt Lake City, UT
NLP Health Certificate, NLP CA, NLP Institute of CA, Salt Lake City, UT
Hypnotherapy Certification, NLP Institute of CA, Salt Lake City, UT
Over 14 years Faculty and Faculty Advisor experience, Holistic Life Coaching, including Neuro-Linguistic Programming and Communication Skills.

David Ross

Bachelor of Arts degree in English, Westmont College, Montecito, CA
Three years of post-graduate training in Theology, Gordon- Conwell Theological Seminary, South Hamilton, MA, and Harvard Divinity School, Cambridge, MA
Graduate core coursework in Psychology, Harvard University School of Psychiatry, Extension Division, Cambridge, MA
Doctoral Training Program in Psychology, New England Memorial Hospital, Stoneham, MA
Healthcare Quality Improvement Credential, National Association of Healthcare Quality Improvement
Teacher Trainer and Coaching Certification, World School of Massage, San Francisco, CA
Holistic Life Coaching Certification World School of Massage, San Francisco, CA
Over 12 years of experience teaching Entrepreneurship, Life Coaching, The Psychology of Success and The Power Of The Mind/Intention, Mindfulness and Stress Management courses.

Suzuki, Ayumi

California Certified Massage Therapist, National Holistic Institute, Emeryville, CA
California Massage Professional License, CAMTC, Sacramento, CA
Reiki Master Certification, San Francisco, CA
Over four years experience working and leadership in the massage therapy arts.

Chiang, Thomas

Bachelor of Science degree in Business/Marketing, SFSU, San Francisco, CA
Certified Holistic Life Coach, World School of Massage, San Francisco, CA
Teacher Trainer Coaching Certification, World School of Massage, San Francisco, CA
California Massage Professional License, CAMTC, Sacramento, CA
Eight years faculty experience teaching Swedish, Deep Tissue, Structural Foot Balancing.

Kapps, Kathleen S.

California Massage Professional License, CAMTC, Sacramento, CA
Diplomate of Asian Bodywork Therapy (NCCAOM) Current member since 1988
Business license # 044044 San Rafael, CA
Massage/Shiatsu/Acupressure Certificate, Acupressure Institute, Berkeley, CA
Thirty one years experience in teaching massage therapies: Shiatsu, Acupressure & Zen Shiatsu.

Cramer, Patricia

Bachelor of Science degree in Kinesiology, CSU Sacramento, CA
Master of Science degree in Health Care Administration, Summit University, LA
California Massage Professional License, CAMTC, Sacramento, CA
Teacher Trainer Coaching Certification, World School of Massage, San Francisco, CA
Holistic Life Coaching Certification, World School of Massage, San Francisco, CA
Emerson Birth Trauma and Shock Release Certification Training, San Francisco, CA
Over 33 years of experience as World School Founder, Director, Faculty and Faculty Advisor, training teachers, coaches and trainers in Holistic Health Life Coaching, Somatic Massage and

Bodywork with specialties in Vibrational Healing Massage Therapy, Levels 1-4, Holistic Fitness and Nutrition, Structural Foot Balancing, Lymphatic Massage and Embryological Development.

Hourihan, Carrie

Bachelor of Science degree Communication Media, SUNY Fredonia, Fredonia, NY

California Massage Professional License, CAMTC, Sacramento, CA

CranioSacral Therapy Certification Upledger Institute, Palm Beach, FL

In addition to CST, Carrie is fluent in Swedish, Trigger Point, Deep Tissue, Orthobionomy, Reflexology and Shiatsu Massage techniques. She has taught Cranial Sacral Bodywork courses for over six years.

Erdmann, John

Doctor of Chiropractic degree, Life West Chiropractic College, Hayward, CA

DIBAK- Diplomate in Applied Kinesiology, Integrated College of Applied Kinesiology, Kansas City, MO

DCBCN- Doctor of Chiropractic Board Certified Nutritionist, American Chiropractic Association, Oakpoint, TX

Criminal Justice Associate degree. Diablo Valley College, Pleasant Hill, CA

Bachelor of Science, Business Marketing. CSU Sacramento, Sacramento, CA

Doctorate of Chiropractic. Life West Chiropractic College, Hayward, CA

Fifteen years experience in Chiropractic, teaching Chiropractic, and in Applied Kinesiology leadership and development trainings.

Kern, Mary

Raw Food Culinary Arts Chef Certification Training, Living Light Culinary Institute, Ft. Bragg, CA

Teacher Trainer Coaching Certification, World School of Massage, San Francisco, CA

Holistic Life Coaching Certification, World School of Massage, San Francisco, CA

Over six years of experience, Nutrient-dense Living Food courses, Holistic Life Coaching and Yoga facilitation.

Raeisghasem, Ameneh

Doctor of Chiropractic, National University of Health Sciences, Lombard, IL

Bachelor of Science in Human Biology, National University of Health Sciences, Lombard, IL

Bachelor of Science in Bacteriology/Microbiology, University of Wisconsin-Madison, Madison, WI

Over 16 years experience teaching massage related sciences, Anatomy, Physiology, Kinesiology and Contraindications.

Hansen, Joy

Bachelor of Arts degree, Business, San Diego State University, San Diego, CA

Health Consultant Certification, Total Health Mastery, Costa Mesa, CA

Seminar Leader Certification, Total Health Mastery, Costa Mesa, CA

Holistic Life Coaching Certification, World School of Massage, San Francisco, CA

Over four years of experience in Holistic Life Coaching with the World School of Massage and in private coaching practice.

Jill Roetinger

California Massage Professional License, CAMTC, Sacramento, CA

Teacher Trainer Coaching Certification, World School of Massage, San Francisco, CA

Holistic Life Coaching Certification, World School of Massage, San Francisco, CA

Three years experience teaching and working with massage therapists in the holistic subjects of lymphatic cleansing and healing.

Kahn, Nancy

Master of Arts (Candidate), School of Social Welfare, University of California, Berkeley, CA

Non-Violent Communication Certified Instructor, NVC Organization, Oakland, CA

Over 19 years of experience in Holistic Communications and Empathy Training with World School, NVC, and other non-profit institutions world wide.

Sommers, Larry

Bachelor of Science degree, Accounting, Kanton College, OH

Master of Business Administration degree, California Coast University, Santa Ana, CA

Over 30 years of experience, Business, Success Psychology, and Holistic Wealth Creation courses leadership within the World School Institution.

Maguire, John

Bachelor of Arts in Holistic Studies, Capital University, Columbus, OH

Certifications in Applied Kinesiology, Touch for Health, Integrated College of Applied Kinesiology, Detroit, MI

Postural Integration Certification, Jack Painter Institute of Postural Integration, San Francisco

Neurolinguistic Programming Certification, Robbins Research Institute, Austin, TX

Over 31 years of experience teaching Touch for Health Kinesiology courses worldwide.

Jon Cotton

Masters of Business Administration, University of California, Berkeley, CA

Bachelors of Business Administration, University of New York, Albany, CA

Jon Cotton is a self-studied nutritionist, natural health expert, and well-known leader and workshop facilitator worldwide. He has been teaching several modules in our Holistic Life Coaching Program for over 20 years.

Ouyang, Guang

Licensed Acupuncturist

Masters Degree, Traditional Chinese Medicine (TCM) Guangzhou, China

Currently pursuing a Ph.D. of TCM degree at East-West University of Medicine, Sunnyvale, CA.

Twenty years experience in pain healing, acupuncture and massage, and seven years teaching experience in massage therapy in the United States. Tuina expert with specialized energy massage skills for pain management.

STATE OF CALIFORNIA CONSUMER INFORMATION

World School of Massage & Holistic Healing Arts is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

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

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

World School of Massage & Holistic Healing Arts has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

World School of Massage & Holistic Healing Arts does not participate in federal or state financial aid programs.

World School of Massage & Holistic Healing Arts is not accredited by an agency recognized by the United States Department of Education (USDE), and this Institution's students are not eligible for federal financial aid programs.

CHANGES

Information about World School of Massage & Holistic Healing Arts is published in this catalog and contains a description of policies, procedures, and other information about the school. World School of Massage & Holistic Healing Arts reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog and in any revisions, supplements, and addenda to the catalog, as well as with all school policies. By enrolling in World School of Massage & Holistic Healing Arts, the student agrees to abide by the terms stated in the catalog and all school policies.

ASSOCIATED BODYWORK & MASSAGE PROFESSIONALS CODE OF ETHICS

As a member of Associated Bodywork & Massage Professionals (ABMP), I pledge my commitment to the highest principles of the massage and bodywork profession as outlined here:

Commitment to High-Quality Care. I will serve the best interests of my clients at all times and provide the highest quality of bodywork and service possible. I recognize that the obligation for building and maintaining an effective, healthy, and safe therapeutic relationship with my clients is my responsibility.

Commitment to Do No Harm. I will conduct a thorough health history intake process for each client and evaluate the health history to rule out contraindications or determine appropriate session adaptations. If I see signs of, or suspect, an undiagnosed condition that massage may be inappropriate for, I will refer that client to a physician or other qualified health-care professional and delay the massage session until approval from the physician has been granted. I understand the importance of ethical touch and therapeutic intent and will conduct sessions with the sole objective of benefitting the client.

Commitment to Honest Representation of Qualifications. I will not work outside the commonly accepted scope of practice for massage therapists and bodywork professionals. I will adhere to my state's scope of practice guidelines (when applicable). I will only provide treatments and techniques for which I am fully trained and hold credible credentials. I will carefully evaluate the needs of each client and refer the client to another provider if the client requires work beyond my capabilities, or beyond the capacity of massage and bodywork. I will not use the trademarks and symbols associated with a particular system or group without authentic affiliation. I will acknowledge the limitations of massage and bodywork by refraining from exaggerating the benefits of massage therapy and related services throughout my marketing.

Commitment to Uphold the Inherent Worth of All Individuals. I will demonstrate compassion, respect, and tolerance for others. I will seek to decrease discrimination, misunderstandings, and prejudice. I understand there are situations when it is appropriate to decline service to a client because it is in the best interests of a client's health, or for my personal safety, but I will not refuse service to any client based on disability, ethnicity, gender, marital status, physical build, or sexual orientation; religious, national, or political affiliation; social or economic status.

Commitment to Respect Client Dignity and Basic Rights. I will demonstrate my respect for the dignity and rights of all individuals by providing a clean, comfortable, and safe environment for sessions, using appropriate and skilled draping procedures, giving clients recourse in the event of dissatisfaction with treatment, and upholding the

integrity of the therapeutic relationship.

Commitment to Informed Consent. I will recognize a client's right to determine what happens to his or her body. I understand that a client may suffer emotional and physical harm if a therapist fails to listen to the client and imposes his or her own beliefs on a situation. I will fully inform my clients of choices relating to their care, and disclose policies and limitations that may affect their care. I will not provide massage without obtaining a client's informed consent (or that of the guardian or advocate for the client) to the session plan.

Commitment to Confidentiality. I will keep client communication and information confidential and will not share client information without the client's written consent, within the limits of the law. I will ensure every effort is made to respect a client's right to privacy and provide an environment where personal health-related details cannot be overheard or seen by others.

Commitment to Personal and Professional Boundaries. I will refrain from and prevent behaviors that may be considered sexual in my massage practice and uphold the highest professional standards in order to desexualize massage. I will not date a client, engage in sexual intercourse with a client, or allow any level of sexual impropriety (behavior or language) from clients or myself. I understand that sexual impropriety may lead to sexual harassment charges, the loss of my massage credentials, lawsuits for personal damages, criminal charges, fines, attorney's fees, court costs, and jail time.

Commitment to Honesty in Business. I will know and follow good business practices with regard to record keeping, regulation compliance, and tax law. I will set fair fees and practice honesty throughout my marketing materials. I will not accept gifts, compensation, or other benefits intended to influence a decision related to a client. If I use the Associated Bodywork & Massage Professionals logo, I promise to do so appropriately to establish my credibility and market my practice.

Commitment to Professionalism. I will maintain clear and honest communication with clients and colleagues. I will not use recreational drugs or alcohol before or during massage sessions. I will project a professional image with respect to my behavior and personal appearance in keeping with the highest standards of the massage profession. I will not actively seek to take someone else's clients, disrespect a client or colleague, or willingly malign another therapist or other allied professional. I will actively strive to positively promote the massage and bodywork profession by committing to self-development and continually building my professional skills.