



**California College of Physical Arts, Inc.**

**DBA CalCopa Massage School**

Massage and Bodywork

**CAMTC Approved #SCH0121**

**COMTA Accredited**

**FAFSA Approved: OPED ID # 04294500**

## **2025 Student Catalogue**

Effective: 01/01/25 – 12/31/25

HUNTINGTON BEACH CAMPUS

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Huntington Beach CA 92648

714-964-7744

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# **APPROVAL DISCLOSURE STATEMENT**



The California College of Physical Arts, Inc., d.b.a. CalCopa Massage School, is a private institution, located at 18582 Beach Blvd., Suite #11, Huntington Beach, CA 92648, and was granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California education code. The Bureau's approval means that the institution and its operations comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval must be re-approved every five years and is subject to continuing review.

As a leading educator in the field, we aim to provide cutting-edge massage therapy training for both new and experienced professionals. CalCopa Massage School is accredited by **COMTA** (Commission on Massage Therapy Accreditation).



The following course titles are approved by COMTA and the state of California:

|                              |             |
|------------------------------|-------------|
| MASSAGE PRACTITIONER         | 600 HOURS   |
| MYOTHERAPIST                 | 800 HOURS   |
| HOLISTIC HEALTH PRACTITIONER | 1,000 HOURS |

Additionally, programs approved for the training of and Eligible persons under the provisions of Title 38, United States Code.

|                                        |           |
|----------------------------------------|-----------|
| MASSAGE INSTRUCTOR (Must complete HHP) | 600 Hours |
|----------------------------------------|-----------|

CalCopa is also approved by the California Department of Rehabilitation and WIA Cal Jobs.

A student enrolled in a program of 600 hours or more at CalCopa is eligible to be certified by the California Massage Therapy Council.

Catalogs may be requested via phone, email, or accessed via our website [www.calcopamassageschool.com](http://www.calcopamassageschool.com). A catalog may also be obtained at the school's administration office.

CalCopa Massage School  
18582 Beach Blvd, Suite 11  
Huntington Beach CA 92648  
714-964-7744

Instruction is in residence with facility occupancy, accommodating 60 students at any one time.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying that fact.

Prospective enrollees are encouraged to visit the facilities at the school and to discuss personal educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreements

# **STATE OF CALIFORNIA**

## **STUDENT TUITION RECOVERY FUND STATEMENT (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
8. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.
9. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise

been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

## **FOR FURTHER INFORMATION OR NEED FOR APPLICATION**

### **Contact:**

Bureau for Private Postsecondary Education (BPPE)  
PO Box 980818  
West Sacramento, CA 95798-0818  
Or visit: <http://www.bppe.ca.gov/applications/strf.pdf>

## **HISTORY OF THE COLLEGE**



California College of Physical Arts, Inc., d.b.a. CalCopa Massage School, was established in 1980 to provide comprehensive instruction in the art and sciences of therapeutic and relaxation massage. The school originally opened in Huntington Beach with 100-hour, 200 hours and Massage Instructor training courses. As we celebrate our 44-year anniversary, we are proud of how CalCopa has grown to include the Massage Practitioner Program, Myotherapist, Holistic Health Practitioner and Massage Instructor Programs, as well as a variety of advanced courses and specialized modalities. The faculty is composed of professional and highly competent staff members, many of whom are actively involved with professional massage organizations. They have a variety of experiences in the massage field and are constantly updating their training in the massage industry to further benefit our students. The faculty is also involved in working toward the improvement of laws and legislation for massage therapists in Orange County and surrounding areas, as well as on state and national levels.

## **LOCATION**

All classes are held at our Huntington Beach campus location:

18582 BEACH BLVD, SUITES 11 – 14  
HUNTINGTON BEACH CA 92648  
(In the Town & Country Center)

The facilities consist of 5,000 square feet of classrooms, labs, clinic rooms, shower accommodations and Administration/faculty offices. There is ample parking and bus stops located nearby.

The facility is compliant with all federal, state, and local ordinances to insure a safe and healthy environment. CalCopa provides massage tables to be used by the students during lab hours and educational aids such as skeletons, anatomical charts, PowerPoint Presentations, dry-erase boards and video equipment to enhance learning. Multiple bulletin boards located throughout the campus keep students informed of current events in the massage therapy field and developments concerning massage. Each student will need to provide his/her own supplies including comfortable clothing, linens, and oils, etc. (list located on page 24).

Each prospective student is encouraged to visit the school prior to enrollment and to discuss educational and career goals with our advisors. Any questions a student may have regarding this

catalog that has not been satisfactorily answered by the institution may be directed to the following:

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5, or by visiting [osar.bppe.ca.gov](http://osar.bppe.ca.gov).

Note that the phone number and web address provided above may be subject to change. Please subscribe to Bureau updates at [bppe.ca.gov](http://bppe.ca.gov) to receive notifications of changes.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370- 7589 or by completing a complaint form which can be obtained on the bureau's Internet website: <http://www.bppe.ca.gov/>

## **MISSION AND OBJECTIVES**

### **OUR MISSION:**



California College of Physical Arts, Inc. exists to provide our students with the finest progressive education possible: (i) through the effective delivery of adult learning theories, (ii) through quality demonstrations by experienced therapists and (iii) with supervised hands-on practice, so they may become knowledgeable, professional, and ethical in a successful massage therapy career.

### **OBJECTIVES:**

- Contribute to the health and wellbeing of our society by providing opportunities for our students to participate in public, not-for-profit events that encourage community service.
- Continually update our knowledge of current legislation and to work toward the improvement of laws to promote the highest competency and ethical practices in the field of massage therapy.
- Offer continuing education to our instructors from reputable sources so their teaching skills and expertise will grow and mature to prepare them for the challenges of a diverse student body.
- Continually participate with massage organizations such as ABMP and AMTA to stay informed in our knowledge of the field of massage therapy.
- Provide massage therapy to athletes in local sporting events as a service to the community and as an opportunity for practical experience.
- Provide massage therapy to special organizations throughout the community as a way of promoting holistic health care, while at the same time exposing our students to various clients.

## **ADMISSION REQUIREMENTS**

Applicants must be at least 18 years of age and be able to read, write, and speak English to be eligible for enrollment. An English aptitude assessment may be given if applicant does not have any documentation or evidence of attending classes in English. However, all students requesting Federal Financial Aid must have a High School Diploma/Transcript, or GED equivalent.

### Validity of High School Completion

If either CalCopa Massage School, GEMCORP, Inc, or the U.S. Department of Education suspect that a student's high school diploma is not valid or was not obtained from an entity that provides secondary school education, GEMCORP, Inc will take the following steps to evaluate the validity of the student's high school completion. To satisfy this requirement, we may:

- Check with the high school to confirm the validity of the student's diploma; and
- Confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.
- Other approaches may also be used if they serve to validate the student's high school completion.

Applicants must demonstrate verbal and written comprehension in the English language and must possess proficient skills in composition and speaking. Classes are taught in English only; classes are not taught in any other languages. This institution does not provide English-As-A-Second language (ESL) education. CalCopa will provide a written language comprehension test to assess language proficiency if requested. While CalCopa is pleased to accept students from other countries, we do not aid with Visa services.

CalCopa provides individual evaluations for applicants with significant handicaps or limitations. Occasionally, we have rehabilitation students and in this scenario the admissions personnel work with the counselor and applicant to establish the individual's abilities and goals. In special cases, a medical release from the applicant's physician may be necessary.

Class size is kept to a maximum of twelve (12) students to enable greater individual attention. CalCopa admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on age, color, disability, gender, national and ethnic origin, race, religion, or sexual orientation in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Each student will have a photograph taken during the first week of class. This will be used for transcripts. No transcripts and/or certificates will be issued without photos. These photos are put on the official transcripts that are issued to the student at the completion of each package. In addition, the following items are required at time of enrollment: California driver's license or other comparable form of picture I.D. and two names with phone numbers and addresses for personal references.

## **ELECTIVES AND WORKSHOPS**

Electives and workshops are offered in specialized areas of instruction and for continuing education. Monthly emails are sent to those interested in upcoming electives and workshop schedules. (If you would like to be included in the monthly distribution, please send your email address to [info@calcopamassageschool.com](mailto:info@calcopamassageschool.com).) All electives and workshops **must be paid in full** two weeks prior to the course beginning. Unless otherwise indicated, all electives can be used toward continuing education licensing requirements as well as to enhance your current techniques and routine. Descriptions of these courses start on page 39.

## **CURRICULUM**

All written course material will be distributed on the first day of class. The cost of the course material is included in your tuition fee per class. If you lose, damage, or prefer an additional copy, the fee is \$25 per copy.

## PROGRAM COURSE TITLES ARE AS FOLLOWS:

| PROGRAM TITLE                                                                                                                                                                                                                      | CLOCK HOURS* |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| MASSAGE TECHNICIAN (Full-time, 1 month; Part-time, 2 months)<br><i>Not approved by CA BPPE nor qualifies for financial aid as a stand-alone program</i>                                                                            | 100          |
| MASSAGE PRACTITIONER (Full-time, 6 months; Part-time & Hybrid, 12 months) <small>Note: The Hybrid program is only offered for Massage Practitioner. Additional hours for higher level programs are only offered in person.</small> | 600          |
| MYOTHERAPIST (Full-time, 8 – 10 months; Part-time, 16 – 20 months)                                                                                                                                                                 | 800          |
| HOLISTIC HEALTH PRACTITIONER (Full-time, 8 – 10 months; Part-time, 16 – 20 months)                                                                                                                                                 | 1000         |
| MASSAGE INSTRUCTOR (Must complete HHP prior to enrollment)<br>(Full-time, 6 months; Part-time, 12 months)                                                                                                                          | 600          |

*\*Clock Hours are defined as 50 minutes of class time and a 10-minute break.*

California Law AB1147 changed the educational requirements for massage permits in California. Applicants for certification as a Certified Massage Therapist ("CMT") must have 500 hours of education from an approved school and have passed the Massage and Bodywork Licensing Examination (MBLEX). The MBLEX exam, nor any other exam, is required by CAMTC for permitting through January 1, 2027.

All cities are required to accept state certificates, but a student may choose courses as necessary to meet city and county licensing requirements. Therapists can elect to either get a state permit or opt for a city license. Contact the city police department or city hall to determine the exact licensing requirements for your city of employment. Please note, most cities in Southern California have eliminated city permits.

CalCopa strongly recommends that students enroll in courses 600 hours or longer to:

- Keep your certification current with escalating local and national standards.
- Have a competitive edge.
- Offer a larger variety of techniques and styles for your potential clients.
- Be trained in Professional Business Practices.
- Receive additional training in chosen electives.

Upon completion of courses, students will be prepared to enter the massage job market in the following fields: chiropractic, convalescent hospitals, geriatric facilities, corporate chair massage, health spas, sports medicine, relaxation, stress management, hospitals, hospitals, physical therapy, private practice, beauty salons, hotels and more.

According to CAMTC regulations:

**4611.** (a) It is an unfair business practice for a person to do any of the following:

- (1) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the council pursuant to this chapter.
- (2) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

(b) In addition to any other available remedies, engaging in any of the prohibited behaviors described in subdivision (a) constitutes unfair competition under Section 17200.

**\*For more information, visit [www.camtc.org](http://www.camtc.org).**

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

A student or any member of the public with questions that have not be satisfactorily answered by the school, or who would like to file a complaint about this school may contact the California Massage Therapy Council at:

California Massage Therapy Council  
One Capitol Mall, Suite 800  
Sacramento, CA 95814  
Phone: 916-669-5336  
Fax: 916-669-5337

Or you can send an email to [complaints@camtc.org](mailto:complaints@camtc.org)

## RECOMMENDED PROGRAM CLASSES

Both Massage Practitioner and Myotherapist programs qualify for CAMTC Permits. Classes may be substituted for Myotherapist and Holistic Health Practitioner with permission of the Executive Director, or Director

## PROGRAM DESCRIPTIONS

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### Massage Technician – 100 Hours

*(This course is not approved by California Bureau of Private Postsecondary Education as a stand-alone program)*

Prerequisite: None

Course Description: This is an introductory course designed to produce a qualified technician who has a basic understanding of anatomy and physiology, contraindications to massage, and an understanding of the benefits of massage to the systems of the body. This is a required course for all massage programs.

**Course Learning Objectives:** Upon completion of this course, a student will:

- Understand and explain the history of massage
- Identify each physiological system of the body and its function
- Explain the seven major massage strokes and their purpose
- List benefits and contraindications of massage
- Identify and name six to eight muscles of each part of the body
- Demonstrate a basic Swedish full-body massage using the major strokes

**Total Number of Instructional Hours and Credits:** Upon successful completion of this course, students will receive credit for 100 Class Hours. The class breakdown is as follows:

- LECTURE AND DEMO – 45 Hours  
This class is an introductory course which gives the student a basic understanding of anatomy, physiology, history, and theory, as well as the practice and ethics of massage. Swedish massage is the primary technique presented.
- LAB – 55 Hours, PRACTICAL APPLICATIONS  
Lab setting will be established per class at the discretion of the administration.
- CLINIC – OPTIONAL

Includes supervised hands-on practice of Swedish Massage techniques. (After completing 75% of lab hours, with permission of instructor, students can be scheduled for our student clinic.)

**REQUIRED TEXTBOOKS AND SUPPLIES:**

- *Theory and Practice of Therapeutic Massage (5<sup>th</sup> or 6<sup>th</sup> Edition)* – By Mark F. Beck
- *The Ethics of Touch: The Hands-on Practitioner's Guide to Creating a Professional, Safe and Enduring Practice, 2<sup>nd</sup> Edition* – by Cherie Sohnen-Moe and Ben E. Benjamin (ISBN-13: 978-1882908424)
- Optional
- Holster and 8-ounce bottle of Massage Oil
- Twin-size Sets of Sheets

Course Completion: To successfully complete the Massage Technician Certification, students must pass a written Midterm and Written Final with a minimum score of 80% accuracy and submit the completed homework summary page. The student will also demonstrate the Massage routine within the allotted time frame using the proper draping, body mechanics and hand positions with a minimum score of 90%. They must have an attendance of 90% of credit hours.

100 hours Massage Technician Training Program: \$1,650

## **Massage Practitioner – 600 Hours**

*(Qualifies for CAMTC Massage Therapist Certification)*

Course Objectives: This program is designed to train therapist with a strong knowledge in the areas of anatomy and physiology and prepare the therapist to take the *Massage and Bodywork Licensing Exam*, (MBLEx) to meet CAMTC voluntary certification requirements. There is an increased emphasis on; pathology, kinesiology, formula massage, deep transverse friction, Myofascial Release, stretching, client assessment and treatment protocol. Additional classes include Sports & Medical Massage which provides deeper understanding to body maintenance techniques as well as an introduction to Oncology Massage.

Students are introduced to Asian modalities with either Acupressure or Shiatsu classes. Since there is no prerequisite for either class, they may be taken at any time during the program. The last 100 hours prepare students for success in the industry by focusing on test taking skills, business skills and self-care.

**Course Completion:**

To successfully complete the Massage Practitioner Certification, students must pass all quizzes and tests with a minimum score of 80% accuracy and submit completed homework packets for each class. The student will also demonstrate the Massage routines associated with each class within the allotted time frame using the proper draping, body mechanics and hand positions with a minimum score of 90%. They must have an attendance of 90% of credit hours. Students must also complete a total of 30 hours in the Student Clinic and participate in (1) one community event. Note: VA students are exempt for the community event requirement.

**Courses Required for Graduation from this Program:**

|                                                  |                  |
|--------------------------------------------------|------------------|
| Massage Technician                               | 100 Hours        |
| Massage Therapist I                              | 100 Hours        |
| Massage Therapist II                             | 100 Hours        |
| Sports & Medical Massage                         | 100 Hours        |
| Acupressure or Shiatsu                           | 100 Hours        |
| Business Practices Practicum                     | 25 Hours         |
| Advanced Curriculum                              | 25 Hours         |
| Self-Care for Massage Therapists                 | 50 Hours         |
| Clinics (Progressively Longer Shifts)            | 30 Hours         |
| Clinic hours are inclusive in other course hours |                  |
| <b>Total Hours:</b>                              | <b>600 Hours</b> |

## **Massage Therapist I – 100 Hours (Part two)**

Prerequisite – Massage Technician (100 Hours) See description on page

Course Objectives: To increase student knowledge in the areas of anatomy and physiology and prepare for the first levels of professional massage using varieties of massage techniques. There is an increased emphasis on physiology and pathology to assist the student with higher level courses.

- Lecture and Demo – 55 Hours  
This course includes broader and more specialized training in anatomy, physiology, massage ethics, and an introduction to deep tissue with trigger point treatments. More advanced massage techniques will be presented, as well as introductions to other systems of massage and bodywork.
- Lab - 40 Hours Practical Applications  
Lab includes supervised hands-on practice of advanced Swedish Massage Techniques (In class and in our on-campus Student Clinic.)
- Clinic (5 or More Hours)  
The student will be scheduled for one-hour shifts.

### **ADDITIONAL REQUIRED TEXTBOOKS AND SUPPLIES:**

- No Additional Textbooks Required

## **Massage Therapist II – 100 Hours (Part Three)**

Prerequisite – Massage Technician and Massage Therapist I Classes (200 Hours Total)

Course Objectives: To provide advanced knowledge in anatomy, an introduction to kinesiology, and several advanced massage techniques such as "Formula Massage, Deep Transverse Friction, Myofascial Release, Stretching, Client Assessment and Treatment Protocol (Therapeutic Deep Tissue.)

- Lecture and Demo - 55 Hours  
Advanced training in anatomy, physiology, theory, professionalism, joint movement and PNF Stretching, Formula Massage, S.O.A.P. Documentation, injury care, an introduction to holistic theory, Résumé Writing and Interviewing Skills.
- Lab- 40 Hours  
Practical applications supervised hands-on practice of advanced Swedish massage techniques (job interviews, in class and in our on-campus student clinic).

CLINIC (5 HOURS)

- The student will be scheduled for two-hour shifts.

### **ADDITIONAL REQUIRED TEXTBOOKS:**

- No Additional Textbooks Required

## **Sports & Medical Massage Training – 100 Hours**

Prerequisite – Massage Technician



Course Objectives: To provide the student with basic training in the area of Sports Massage and provide the students with academic and practical training to enhance his/her work with various health care professionals.

- SPORT LECTURE AND DEMO - 55 HOURS  
This course includes the study of Pre- and Post-Event Massage, Training Massage, and Injury Care. This course also focuses on the special needs of clients with various pathologies, including cancer. The student will incorporate techniques taught in all the classes the student attended prior to this level.
- LAB - 40 HOURS PRACTICAL APPLICATIONS  
Instructions are given for Athletic Training Massage, Curative Massage and Medical Massage. It also includes Pre and Post- Event techniques, anatomy and injury cases.
- PARTICIPATION IN SCHEDULED SPORTING EVENTS, AS AVAILABLE

The student must participate in at least one outside, community event.

- Attendance of an outside documented and supervised community service event is required, as these events are available and as directed by the Administration.
- CalCopa provides sports massages throughout the year at several different events: Some of the annual events include:
  - *Swim with Mike* – at University of Southern California (USC) Aquatics Complex
  - *Seal Beach 5/10K Run* – Seal Beach
  - *Angel City Games* – at University of California Los Angeles (UCLA) Drake Field
  - *Best Buddies Bike Ride* – at Hearst Castle Ranch in San Simeon
  - *SPMS Regional Short Course Championships* – Brenda Villa Aquatics, City of Commerce



**Note: All training, including community service events, for students receiving *veterans' benefits* will be conducted on campus. Any student receiving VA Assistance is waived of this requirement.**

## **Acupressure or Shiatsu - 100 HOURS**

Prerequisite – None

Course Objectives: This is an introductory course designed to enable the Massage Therapist to incorporate basic Acupressure techniques during the massage. This class introduces the student to the 12 Major Meridians and Extraordinary Meridians, The Five Elements and the Yin/Yang theories. It also includes basic acupressure attunements and how to address specific ailments the Therapist might encounter with their clients.

- LECTURE AND DEMO - 55 HOURS  
This course includes the study of the history of Acupressure, the theory of Yin and Yang, the Meridians, the 5 Elements and the Types of Qi.
- LAB - 45 HOURS PRACTICAL APPLICATIONS  
Instruction is given in "Opening the Four-Gates," tonifying and/or sedating chi, Amma Chair treatments, Ear Acupoints, Cupping, and Gua Sha.

### **ADDITIONAL REQUIRED TEXTBOOKS:**

- *The Tao of Pooh* – by Benjamin Hoff (ISBN: 0525244581)
- *The Web That Has No Weaver* – by Ted Kaptchuk, OMD (ISBN: 0809228408) - Optional

## **Business Practices Practicum - 25 HOURS**

Prerequisite – None

This course helps prepare the student for a successful career as Massage Therapist. It focuses on techniques used by many successful businesspeople and adapts the techniques to work in the massage environment.



- BUSINESS PRACTICES & MARKETING LECTURE AND DEMO - 20 Hours  
This course focuses on skills not only important for a successful business, but also for a successful life. It includes the techniques used for starting a business, planning techniques, budgeting, understanding of ownership options, and taxes.
- LAB - 5 Hours PRACTICAL APPLICATIONS  
The class will work together to create a business plan, establish a pre-operational timeline and a business budget. Solo work will include running the CalCopa student clinic for one week.

### **ADDITIONAL REQUIRED TEXTBOOKS:**

- *Business Mastery 4<sup>th</sup> Edition* – by Cherie Sohnen-Moe (ISBN: 978-0962126574) - Optional

## **Advanced Curriculum – 25 HOURS**

Prerequisite – Massage Therapist (300 Hours)



This course is designed to refresh and reassure students of their education in human anatomy, physiology, kinesiology, clinical pathology, massage therapy and bodywork theory, assessments, and application, as well as professional standards, ethics and business practices to prepare a student to take

the MBLEx for licensing purposes.

**ADDITIONAL REQUIRED TEXTBOOKS:**

- *Review for Therapeutic Massage and Bodywork Exams*, by Joseph Ashton and Duke Cassels (ISBN: 978- 1605477121) - Optional

**Self-Care for Massage Therapists – 50 HOURS**

Prerequisite – Massage Therapist (300 Hours)

This class focuses on the specific needs of Massage Therapists to ensure longevity within the field. It covers the special dietary needs of busy therapists, proper body mechanics, unusual ethical circumstances, proper customer service practices and exploring each student's long-term life goals and how to reach them. Additionally, students will be required to receive a massage from a local Reflexology location.

**ADDITIONAL REQUIRED TEXTBOOKS:**

- None

**600 Hour Massage Practitioner Training Program:     \$9,500.00**

**Myotherapist – 800 Hours**

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Course Objectives: The flexibility of these 800 hours of training gives the therapist the ability to explore different modalities associated with their massage training, while still being able to take the National Certification test and any city testing that requires the minimum of 800 hours. To obtain certification as a Myotherapist, the student needs to have satisfactorily completed the following courses:

Courses Required for Graduation from this Program:

|                                  |           |
|----------------------------------|-----------|
| Massage Technician               | 100 Hours |
| Massage Therapist I              | 100 Hours |
| Massage Therapist II             | 100 Hours |
| Sports & Medical Massage         | 100 Hours |
| Acupressure or Shiatsu           | 100 Hours |
| Business Practices Practicum     | 25 Hours  |
| Advanced Curriculum              | 25 Hours  |
| Self-Care for Massage Therapists | 50 Hours  |

Select 200 hours from the following: See descriptions of the following beginning on page 39.

|                                     |           |
|-------------------------------------|-----------|
| Acupressure                         | 100 Hours |
| Compassionate Touch Massage         | 50 Hours  |
| Lymphatic Drainage I                | 50 Hours  |
| Orthopedic Massage                  | 50 Hours  |
| Shiatsu I                           | 50 Hours  |
| Shiatsu II                          | 50 Hours  |
| Chair Massage                       | 25 Hours  |
| Deep Tissue in Chiropractic Setting | 25 Hours  |
| Foot Reflexology                    | 25 Hours  |
| Hot Stone Massage                   | 25 Hours  |
| Pregnancy Massage                   | 25 Hours  |
| Spa Services I                      | 25 Hours  |
| Reiki I                             | 15 Hours  |
| Ethics                              | 10 Hours  |

**Total Hours:                      800 Hours**

Course Completion: To successfully complete the Myotherapist Certification; students must pass all quizzes and tests with a minimum score of 80% accuracy and submit completed homework packets for

each class. The student will also demonstrate the Massage routines associated with each class within the allotted time frame using the proper draping, body mechanics and hand positions with a minimum score of 90%. They must have an attendance of 90% of credit hours. Students must also complete a total of 30 hours in the Student Clinic and participate in (1) one community event. Note: VA students are exempt for the community event requirement.

**800 hours Myotherapist Training Program:           \$14,500.00**

## **Holistic Health Practitioner – 1000 Hours**

Course Objectives: To obtain certification with this package the prospective massage therapist has many options to add up their hours required for certification. We suggest that you begin with our massage practitioner package covering anatomy, kinesiology, physiology, pathology, and a full curriculum of massage protocol including Acupressure and Shiatsu training. Then, you the student, may decide to continue your training focusing on the areas that best suits your interests, such as a spa environment, clinical, or energetic/ Asian focus. Or you may decide to be an eclectic therapist. Just talk with any one of our registrar/counseling staff with any questions you might have regarding any of these programs.



Courses Required for Graduation from this Program:

|                                  |  |           |
|----------------------------------|--|-----------|
| Massage Technician               |  | 100 Hours |
| Massage Therapist I              |  | 100 Hours |
| Massage Therapist II             |  | 100 Hours |
| Sports & Medical Massage         |  | 100 Hours |
| Acupressure or Shiatsu           |  | 100 Hours |
| Business Practices Practicum     |  | 25 Hours  |
| Advanced Curriculum              |  | 25 Hours  |
| Self-Care for Massage Therapists |  | 50 Hours  |

Select 400 hours from the Myotherapist list and from the following: Descriptions begin on page 39.

|                                       |    |
|---------------------------------------|----|
| Cranial Sacral Therapy                | 50 |
| Lymphatic Drainage II                 | 50 |
| Research Project                      | 50 |
| Thai Floor Massage                    | 50 |
| Aromatherapy I                        | 25 |
| Aromatherapy II                       | 25 |
| Auriculotherapy (Ear Reflexology)     | 25 |
| Barefoot Compression                  | 25 |
| Canine Acupressure                    | 25 |
| Canine Massage                        | 25 |
| Chair Massage                         | 25 |
| Chakra Balancing with Color and Sound | 25 |

|                    |    |
|--------------------|----|
| Crystals           | 25 |
| Hand Reflexology   | 25 |
| Hot Stone Massage  | 25 |
| Lomi Lomi I        | 25 |
| Lomi Lomi II       | 25 |
| Spa Services II    | 25 |
| Thai on the Table  | 25 |
| Tuina              | 25 |
| Cupping and Guasha | 15 |
| Reiki II           | 10 |
| Reiki III          | 15 |

*Program packages must be completed in the order offered by the school and may be changed only with the approval of the school administration. Failure to continue in the sequence of classes will result in termination of the contract. If either party cancels a contract, the student will forfeit any discount and must pay the hourly rate for hours attended to date and for any future classes.*

Class substitutions may be made only with the permission of the Executive Director or the Director.

Course Completion: To successfully complete the Holistic Health Practitioner Certification, students must pass all quizzes and tests with a minimum score of 80% accuracy and submit completed homework packets for each class. The student will also demonstrate the Massage routines associated with each class within the allotted time frame using the proper draping, body mechanics and hand positions with a minimum score of 90%.

They must have an attendance of 90% of credit hours.

Students must also complete a total of 30 hours in the Student Clinic and participate in (1) one community event. Note: VA students are exempt from the community event requirement.

**1000 hours Holistic Health Practitioner Training Program: \$18,500.00**

## **Massage Instructor – 600 Hours**

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Prerequisite: Holistic Health Practitioner and permission from Dean of Teachers, or School Director

Course description: This is a 6 – 12 months program. The program is a combination of review of core material for a more detailed understanding of anatomy, physiology, kinesiology and pathology of the body, as well as adult learning principles, lesson plan development and classroom procedures. The student will work directly with the Dean to determine the direction best suited for a career in teaching massage therapy.

**600 hours Massage Instructor Training: \$10,500.00 + Licensing and Exam Fees**

## **FEES AND PAYMENT OPTIONS**

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Here at CalCopa Massage School, we offer two ways that a student may complete the hours of Massage training they wish to receive. First, they are welcome to sign a contract for each individual course level. The fees for this would be \$2,000.00 per one hundred hours (100hrs) of training and this allows them the option to take a break between course levels. The other option that we recommend to all students looking at their massage training as a new career is to sign up for one of the packages we offer. By doing their classes in this manner they are saving money, and they will know their training will be completed within a scheduled time frame.

For example, if we compare two students that sign up for 600 hours total, the student that pays \$2000 for each of the courses would be paying \$12,000.00, whereas the student that signs up for a 600-hour package of training would be paying \$9,500.00 for the same education.

It is the policy of CalCopa that all fees, expenses and tuition be paid in a timely manner and in full prior to the course completion. Payments can be made by Zelle®, cash, personal checks, credit cards, electronic payment such as Apple Pay, as well as money order or cashier's check.

## **Payment – Courses (1) One-Month or Less**

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A student enrolling in a course of one month or less must pay the registration and at least one-half the first month tuition at the time of enrollment.

## **Payment – Courses Longer than (1) One Month**

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A student enrolling in a course longer than one month may choose to pay in installments. A down payment for the registration and ABMP membership must be paid at the time of enrollment. Additional fees and the remaining balance will be made in scheduled installments over the duration of enrollment. At the time of enrollment, a payment plan will be reviewed and written into the contract.

If the student does not have the down payment of at least ½ of the first month's tuition at the time of enrollment, the payment must be made on the first day of class. There will be no exceptions to this policy. If the student does not have the first ½ of tuition on that day, they will be sent to get the

necessary funds for payment. Only when this payment has been made, and the student has a written receipt, can they enter their classes. Delinquency of a scheduled payment will result in a reminder notice. If the student does not honor the contract agreement for payment, a second notice will be given within five days of the contract agreement date of payments. If the student still has a delinquent payment, they will not be allowed to return to class. After the second notice, a ten-dollar late fee will be charged. If the scheduled payment is missed by more than 30 days, a finance charge will be assessed.

**Failure to keep current with the scheduled payments may also result in termination of contract and removal of the student from any current classes they may be attending.**

Students need to be advised that any discount in the pricing of a complete package is only applicable with the initial signing of the program contract. Any further discounts on re-enrollment are subject to the approval of the administration office.

If a student terminates a contract for a program of 300 hours or more there will be a \$35.00 cancellation fee and all funds will need to be paid in full.

CalCopa is approved to offer federal financial aid (on page 28) but does not currently participate with state financial aid. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

## **PAYMENT OPTIONS**

If a student cannot pay all the tuition at the time of registration, payment plans are available. A down payment of at least half of the first month's tuition must be paid at the time of enrollment plus any registration fees and the balance remaining will be made in scheduled installments over the duration of enrollment. At the time of enrollment, a payment plan will be reviewed and written in the contract. But if the student is unable to pay at least half of the first month's tuition at the time of enrollment then the payment must be made on the first day of classes without exception. If the student can come up with the necessary funds and with the approval of the admission's office then, and only then will s/he be allowed back into classes.

Our school is also approved for the training of and eligible persons entitled to educational benefits according to Title 38, United States Code. If a student obtains VA funding to pay for a program and withdrawals after 60% of the program has occurred, the student may be required by the VA to repay any forfeited tuition.

## **FEE STRUCTURE (Massage Practitioner)**

|                                                                                                                                |                 |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Registration Fee: (Non-Refundable)                                                                                             | \$150.00        |
| Veterans Registration Fee: (Non-Refundable)                                                                                    | \$150.00        |
| Materials Fees. Printed Student Guides provided. Additional digital version included by request. Replacement copies: \$25 each | \$150.00        |
| <i>Theory and Practice</i> Textbook                                                                                            | \$175.00        |
| Associated Bodywork & Massage Professionals (ABMP) Student Liability Coverage                                                  | \$65.00         |
| Student Tuition Recovery Fund (STRF) \$0.00/\$1000.00                                                                          | \$0.00          |
| <b>Total Registration</b>                                                                                                      | <b>\$540.00</b> |
| <b>Veteran's Total Registration</b>                                                                                            | <b>\$540.00</b> |

## INDIVIDUAL COURSE TRAINING COSTS

|           |            |
|-----------|------------|
| 10 Hours  | \$200.00   |
| 25 Hours  | \$500.00   |
| 40 Hours  | \$800.00   |
| 50 Hours  | \$1,000.00 |
| 100 Hours | \$2,000.00 |

## ADDITIONAL COSTS FOR SUPPLIES

Additional Supplies include a minimum of (3) twin-size sets of sheets, which includes a fitted sheet, flat-sheet and pillowcase and a twin-sized blanket. Costs should not exceed \$60. We recommend using linens from home whenever possible.

A CalCopa T-shirt, holster, bottle, and oil will be provided to students on the first day of Massage Technician class as part of your registration package. Refills and/or replacements will be the responsibility of the student.

## MASSAGE TRAINING PACKAGE FEES

Each package of hours has a one-time only discount applied.

**MASSAGE PRACTITIONER – 600 Hours** **\$9,500.00**

(Qualification for CAMTC Massage Therapist Certification)

Additional Fees: \$325 for textbook and Student Guides.

\$65.00 Student Fee *Associated Bodywork & Massage Professionals (ABMP)*

Total Cost: **\$10,040.00**

**MYOTHERAPIST – 800 Hours**

**\$14,500.00**

(Qualification for National Board Certification)

Additional Fees: \$375 for textbook and Student Guides.

\$65.00 Student Fee *Associated Bodywork & Massage Professionals (ABMP)*

Total Cost: **\$14,590.00**

**HOLISTIC HEALTH PRACTITIONER – 1000 Hours**

**\$18,500.00**

Additional Fees: \$525 for textbook and Student Guides.

\$65.00 Student Fee *Associated Bodywork & Massage Professionals (ABMP)*

Total Cost: **\$19,065.00**

**MASSAGE INSTRUCTOR\* – 600 Hours**

**\$10,500.00**

(Must complete Holistic Health Practitioner Prior)

Additional Fees: \$300 CAMTC, \$300 MBLex

Total Cost: **\$11,100.00**

## EXAMPLE: The cost for the Massage Practitioner Package

|                                                                         | Non-Veterans | Veterans |
|-------------------------------------------------------------------------|--------------|----------|
| Tuition                                                                 | \$9,500      | \$9,500  |
| Registration Fee (Non-Refundable)                                       | \$150        | \$150    |
| ABMP Registration (Non-Refundable)                                      | \$65         | \$65     |
| Student Guides                                                          | \$150        | \$150    |
| Textbooks                                                               | \$175        | \$175    |
| Student Tuition Recover Fund (STRF) \$.00/\$1000                        | \$0.00       | N/A      |
| Estimated Schedule for total charges for the entire educational program | \$10,040     | \$10,040 |

- With any contract, the student must keep current with payments, or termination of contract will result.

## **TRANSCRIPTS**

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Student records are securely kept permanently. Transcripts can be requested during regular office hours or by using the link on the website. Each student is eligible to request their official transcripts after completing all the requirements necessary for each level of training or class that they have completed. The first request and set issued of original official transcripts or official copies for the national testing are free of charge. Any additional copies, for city licensing or duplicate sets for your personal use, require a fee.

Duplicate Transcripts and/or Certificate (Each)

\$25

To be certified as a Massage Therapist (CMT) by the California Massage Therapy Council (CAMTC), the following must be submitted directly to CAMTC:

- Completed application
- Successfully pass the *MBLEX* exam  
(Currently not required)
- Application fee  
(Current fee is \$300 for a 2-year certification)
- One passport-size photo
- Live scan fingerprints
- Transcripts for a minimum of 500 Hours  
(Sent directly by your school)

### **From CAMTC:**

#### ***NOTICE TO CAMTC APPLICANTS***

*On September 19, 2018, the Governor signed SB 1480 into law. Among other things, this bill changes the Massage Therapy Act so that starting on January 1, 2019, through December 31, 2022, passage of a CAMTC approved exam will not be required for CAMTC Certification.*

## **CAMTC's Law related to unfair business practices**

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

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

## **COLLEGE POLICIES**

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1. Each student must be able to speak, read, write, and understand the English language.
2. The student acknowledges receipt of the current catalog, and having read it, and understanding it, agrees to abide by and be bound by its terms. Also, CalCopa will not be responsible for any statement of policy, placement activity, curriculum, or facility that does not appear in the school catalog.
3. The student agrees to abide by the rules and schedules set by CalCopa as outlined in the school catalog; complete all study, classroom lessons, tests, clinics, outside interviews, externships, or other assignments required for graduation by the administration or teacher; and attend all classes as set

forth by the school catalog and course syllabus.

4. A passport size photo will be taken of each student at the start of their program. These will be taken for the student in the administration office, or by your instructor within your first class. No transcripts and/or certificates will be issued without them. These photos are affixed to the official transcript that is issued at the completion of a course.
5. Each student is required to bring his/her own supplies, such as oil, linens, and comfortable clothing. No mineral oils, witch hazel, or petroleum products allowed. Alcohol is not used to clean the massage tables. These items will be reviewed in detail during orientation on the first day of class.
6. General housekeeping, physical hygiene, and personal hygiene are emphasized and strictly enforced. Each student will be required to clean massage tables, furniture, equipment, clean up after themselves etc. (such as emptying the trashcans), just as he/she would at his/her job location.
7. There will be practical instruction during each session attended. **Giving and receiving massages is mandatory** and instructional staff must make physical contact with the students as part of the instructional process. Those receiving massages as models will generally be required to disrobe, and will be at all times covered by conventional, professional massage draping procedures. When working on certain parts of the body, (for example: axillary, gluteus, inguinal, pectoralis, serratus, or adductor areas) occasional unintentional contact with breasts and genitals could occur. It is the intention of CalCopa to make students feel as comfortable as possible. Any student, who may feel uncomfortable for any reason, is encouraged to inform the instructor or director at that time.
8. CalCopa has a zero-tolerance policy of sexual harassment. All students and staff are responsible for creating a learning environment that is free of discrimination and harassment, including sexual harassment. Comments of a sexual nature, use of profanity with sexual inferences, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature can constitute sexual harassment when it infers "quid pro quo" for academic or disciplinary decisions or if it creates an environment that a reasonable person would perceive as intimidating, hostile, or offensive. If, at any time, a student or faculty member compromises another student or faculty member, this will be grounds for dismissal.
9. To ensure a safe environment, CalCopa has a clearly defined and demonstrated procedure for draping fellow classmates during lab and for draping the public in Student Clinic. Students will cover the client (whether it be in class, or clinic) with sheets, towels, and blankets to provide warmth, comfort, and modesty. Genital areas and female breasts are always covered. Students may wear undergarments during lab to feel more secure. Instructors will work individually with any student requiring extra practice with draping skills.
10. The student hereby agrees to hold harmless and indemnify CalCopa, its agents, principles, employees, successors, and assigns from and against any and all claims, debts, cause of action and/or liabilities arising out of or in connection with: 1) the student's enrollment in any CalCopa course; 2) vocational classes, seminars, or workshops held by independent promoters or instructors who may or may not share the same views, theories, philosophies, techniques, etc. as those of the owner and staff at CalCopa; or 3) any and all activities of the student while employed as or acting as a practitioner or massage therapist.
11. In consideration of the student being permitted to participate in student activities and field trips under the assistance of CalCopa, the students and parties executing with the student authorized participation by the student and release CalCopa and parent corporations/affiliates and their respective officers, agents, and employees from any and all responsibility for injury or damage to person or property.

12. The student agrees to pay tuition and fees when due. The student also agrees that tuition must be paid in full before completing any program. Any student with a delinquent account will be notified. If a student is not current with their payments at any time during their contract, the student will be unable to continue with their course of study until payments are brought current. If an account is not paid in full within 30 days of the contract period, the account will be considered delinquent, and a late fee charge will be incurred. The delinquent account will be charged a late fee per month, until the balance is paid in full. The student's delinquent account may also be turned over to a collection agency for retribution as well as to reflect on the student's credit report.
13. CalCopa reserves the right to discontinue the student's training for unsatisfactory progress, non-payment of tuition or failure to abide by CalCopa rules, policies, or procedures, at the discretion of the director and/or the dean of education.
14. Behavior involving drug use, firearms and weapons, alcohol, criminal behavior, or behavior that is irresponsible or unprofessional may be cause for dismissal. One very important element of a professional and safe learning environment is our zero-tolerance of sexual harassment. All students and staff are responsible for creating a learning environment that is free of discrimination and harassment, including sexual harassment. Comments of a sexual nature, use of profanity with sexual inferences, unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature can constitute sexual harassment when it infers "quid pro quo" for academic or disciplinary decisions or if it creates an environment that a reasonable person would perceive as intimidating, hostile, or offensive.
15. Arriving on time or leaving class early: Important information is given at the start and end of each class, so it is important that you arrive on time and stay until class is dismissed. Arriving late and leaving class early can keep you from receiving the full benefit of the program and are disruptive to other students. Also, for all graduates you will always want to be on time for your clients or employers. Therefore, mastering this valuable habit is part of your professional training. All late arrivals and early departures will be deducted from your attendance record.
16. The satisfactory academic progress of each student will be reviewed twice during each 100-hour period. Those students who do not meet the standards of satisfactory academic progress as prescribed in the school catalog will be notified in writing.
17. Information concerning (a) post-secondary training completed in another school, (b) previous occupational experience, or (c) other schools which may accept our credits towards their programs, can be obtained by contacting the office of the administrator. It should not be assumed that any previous training or occupational experience can be used toward credit in CalCopa courses or programs, or those courses or programs described in the catalog can be transferred to another institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.
18. The student will be given appropriate credit if, in the sole discretion of CalCopa, such training or experience meets the criteria to measure requirement satisfaction. CalCopa does not guarantee the transferability of credits to any college, university, or institution.
19. The student acknowledges that he/she is aware that some states (other than California) or other entities may require successful completion of further testing or education as a prerequisite for licensing or for the purpose of employment in the field of massage or related field.
20. Should any legal action be necessary to enforce or interpret the terms of this agreement or to collect any sums due under this agreement and/or any addendum hereto the prevailing party shall be entitled to recover reasonable attorney fees in addition to any and all other remedies available at law or equity.

21. Students are to inform the administrator and/or instructors if needed, of any existing medical conditions, ailments, or medication prescribed, or over the counter medications/drugs the student is taking or recently taken. This information must be given on the "emergency medical care" form during the time of enrollment.
22. Students acknowledge that there may be breaks in the scheduled core classes due to low enrollment or availability of teachers. The administration will try to schedule core electives to allow students to continue with their education until another core class can be scheduled and filled. The school has discretion on scheduling core classes or core electives.
23. Students need to be advised that any discount in the pricing of a complete package is only applicable with the initial signing of program contract.
24. Dress code at CalCopa - students will maintain a professional look and behavior during their hours at CalCopa. Students may wear comfortable clothes but should not wear any article of clothing that is suggestive in any way. The teacher may require you to return home to change if they deem your dress to be inappropriate. This is especially true during the final practical where inappropriate dress may detract from your grade. (See below for more information)

## FREEDOM OF INFORMATION ACT –

In compliance of public law 93-380, section 438 (Buckley amendment), I hereby give my permission to California College of Physical Arts to disclose or send the contents of my personal file, which includes resume, reference checks, and instructor evaluation to employers for their reference. This may be executed without contacting me. I understand the file will be sent only to assist in finding a job.

## **SCHOOL DRESS POLICIES**

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CalCopa has instilled the following acceptable professional Dress Code Policy as follows:

### Attire – Professional and Clean

|                |                                                                                                                                                                                                    |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shirts:        | Medical scrub tops, t-shirt, or collared polo neck, short sleeves only. No midriffs or armpits should be exposed. Shirts cannot be low cut.                                                        |
| Pants:         | Medical scrub bottoms, leggings, slacks, or shorts. No jeans, or denim pants. Nothing skintight. Shorts cannot be higher than four fingers above the knee.                                         |
| Skirts:        | Long skirts below the knee. No Revealing splits, or slits; no miniskirts and nothing skintight.                                                                                                    |
| Shoes:         | Tennis shoes are preferred or closed-toed shoes with support. No flip-flops permitted. High heels (taller than 1 inch) are not acceptable.                                                         |
| Colors:        | No preferences required. This is an opportunity for the student to express his/her own personality. Please keep within professional standards. If you're not sure, you probably shouldn't wear it. |
| Undergarments: | Therapists must always wear undergarments as part of a professional image. It is up to the client whether to leave undergarments on during a massage or not.                                       |

### Hair – Clean and Tidy

- Long hair must be pulled away from the face and kept tied up
- Beards and mustaches must be trimmed and neat

### Nails – Short and Clean

- Finger and toenails should be well groomed
- Polish should be a light color, or natural tips
- Acrylics are permitted if trimmed to edge of fingers

### Jewelry –

- No watches, bangles or bracelets should be worn when giving or receiving a massage
- No rings on fingers
- No long chains around the neck or outside of the collar
- Earrings should be small hoops or studs

**DO NOT BRING/WEAR VALUABLES!** CalCopa is not responsible for lost or stolen items.

If the student does not comply with these requirements, they will be sent home to change and could be subjected to a loss of class hours. If the student fails to adhere to these policies, they will be asked to discontinue their training with CalCopa Massage School.

## **EQUIPMENT AND SUPPLIES**

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Textbooks and material costs vary with each course. We carry several textbooks in the bookstore. However, many of our students find used books online by using the ISBN number to search.

Additional costs may occur in the various Continuing Education classes; most of these fees are listed with the descriptions of the courses.

CalCopa provides massage tables for labs and clinics. We also have contracts with several of the leading

table manufacturers offering student packages on tables, bolsters, bags, and sheets. Although we encourage our students to practice outside of class, we suggest speaking with an instructor, or administrator before purchasing your first table, or massage chair.

Each student is required to supply his/her own massaging equipment, such as:

- Comfortable clothing (described in the dress code policy page 23.)
- Writing material
- A holster and massage oils or lotions: no mineral oils, petroleum products, witch hazel, or alcohol
- A complete set of twin sheets (fitted, top and pillowcase). Note: we suggest you have more than one set of sheets available.

The instructor will review this information in detail during orientation on the first day of classes.

## **LIBRARY AND OTHER LEARNING RESOURCES**

In our continued effort to keep faculty, students and alumni informed and knowledgeable, we provide a designated library/reading area in the Student Break Room. In addition to assorted books and reference manuals, we keep the leading Massage and Bodywork periodicals on hand. Students are encouraged to read these each month and are permitted to take additional copies as needed. Internet access is available to all students via secure wireless networking and computer accessibility in the Administration Office.

## **CREDIT FOR PREVIOUS TRAINING EVALUATION POLICY**

This institution will conduct an evaluation of prior education and training for all veterans and eligible persons, grant appropriate credit to shorten the training period proportionally and notify the VA and the student accordingly. Non-VA students will be charged an Evaluation Fee of \$100. If courses are accepted, there will be a charge of \$1 per credit transferred. This fee is not mandated for students using a <sup>1</sup>GI-Bill®.

For VA purposes, prior credit reflects the amount of credit for previous education, training, or experience, including military experience that applies to the program of education being pursued or certified and which shortens the program accordingly. You are responsible for providing a copy of your military transcripts at the time of registration. See [www.calcopamassageschool.com/VASudentreferences](http://www.calcopamassageschool.com/VASudentreferences) for links to archived military transcripts.

All credits granted either from (a) post-secondary training program, (b) previous occupational experience documented, or (c) education from a community college or university all within the last 3 years might be accepted as credits toward your courses. Students may be asked to take and pass a written and practical test as assessed by the Director, Celina Sahagún. If her assessment is not satisfactory, the student may appeal to the school's Executive Director, Michelle Mangano. It should not be assumed that any previous training or occupational experience can be used toward credit in CalCopa courses, or that courses described in the catalog can be transferred to other institutions.

The student will be given appropriate credit if, in the sole discretion of CalCopa, such training or experience meets both CalCopa, and state requirements as stated below:

- a) Pursuant to Business and Professions Code section 4604, CAMTC can only consider transfer hours from CAMTC approved schools. Transcripts shall clearly identify transfer hours, including but not limited to name, CAMTC School Approval Code, address, telephone, and website of other school(s); number of hours transferred; class requirements met by transfer hours; reason(s) for transfer; and attached copy of transcript(s) from other school(s). Transfer hours may not make up more than 50% of the 500 hours required for certification. CAMTC reserves the right, in its sole discretion, to not accept transfer hours.

## NOTICE CONCERNING THE TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

<sup>1</sup> "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>."

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

This institution has not entered into an articulation or transfer agreement with any other college or university.

## **INSTRUCTIONAL SYSTEMS**

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If a student enrolls initially in the 100-hour technician course, he/she can re-enroll for the 600 to 1000-hour packages. Students will be given credit for the hours completed and then continue through the rest of the new package they have signed up for. Students who re-enroll in another series must be aware that they may have to wait for the next available class within the package that meets their scheduling needs. To continue allowing students to attend courses without interruptions, we may change the order of classes. However, no student will be placed in a class for which they are not prepared. Not all classes will be available every month in all schedules. Students need to keep in contact with the administrative office for updated class schedules.

A student in a contract program (Massage Therapist, Massage Practitioner, Myotherapist, and Holistic Health Practitioner) may not take another class or discontinue the sequence without an excuse accepted by the administration. If the student insists on changing their program or the order of classes their contract may be cancelled. In this instance, the student will forfeit any program discounts and must pay the hourly rate for hours attended to date and for any further classes. It is the student's responsibility to inform the administration of their intentions to re-enroll so class schedules and availability may be determined. **Re-enrollment must be completed at least two weeks prior to class start dates.**

## **SCHEDULING**

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Our full-time, 100-hours courses start on the first Monday of every month except holidays and continue for four consecutive weeks. A student completes 100 hours every four weeks going full-time.

Our part-time, 100-hour course starts on the first Monday of every other month excluding holidays and continues for eight consecutive weeks. A student completes 100 hours every eight weeks going part-time.

Courses less than 100 hours in length fluctuate in calendar length. See elective and workshop descriptions for class length and contact administrative office or our website for schedules.

## **GRADING**

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A student must receive the following minimum grade ratings to complete the course:

- Must attain an average of 80% or higher on combined class quizzes and tests
- 90% score or higher on practical final
- Any score below 80% is considered a failing score

Failed quizzes and tests are Make-up Quizzes and Tests Procedures:

All students may retake quizzes and tests 24 hours after failing the exam. Students must contact his/her instructor to schedule retakes. Your instructor will inform the office associates which test you are to take. The exam must be taken outside of class hours. Retake times are:

- Monday, Wednesday, Friday (2 pm – 6 pm)

Additional test taking times for full-time students includes Wednesday and Friday clinic/study times: Wednesdays, 12 noon – 2 p.m. and Fridays, 9 a.m. – 2 p.m. (exception: Technician students).

Students who fail the second version of the exam will be required to pay \$20 for the third version of the exam. Students have the option of paying \$30 to take an oral version instead. Arrangements must be made directly with the instructor, or Director.

It will be considered a class Incomplete, if a student does not complete all tests required for a level or has not met the minimum attendance requirements. It will be up to the discretion of the Director, or Dean of Students whether that student moves on to the next level and will be put on probation. This probation period will be for one (1) month in the case of a daytime full-time student and two (2) months in the case of part time nights or weekend program student. To be reinstated, a student must contact the Dean of Teachers, or Administration Office to schedule makeup testing, or makeup hours. When the testing or the hours are completed to the school's standards the student will then be allowed to move on to the next level of training. Students are not eligible to receive VA benefits during the probationary period.

## **ATTENDANCE**

"Attendance time" begins with the scheduled start time of the first class until the date when the student formally cancels in writing his/her enrollment. If the student is absent from scheduled classes before written cancellation, he will be charged for that time.

Actual attendance time is expressed in terms of clock hours. Classroom and on-campus clinic credit will be allowed only for instruction given under the supervision of a certified or approved instructor at an approved location. Clock hours will be rounded off to the nearest ¼ hour. It is important to arrive on time or before the beginning of the scheduled class or lab period. 90% total attendance is required to graduate from each level, program, or class.

- Make-up hours are required if a student falls below 90% attendance.
- Use of the labs after or before scheduled classes must be approved by the administration **before** the lab work begins. Students will need to sign in and out with the administration office to have their time applied towards make-up hours.
- Students can receive an extra .25 of attendance by arriving 15-minutes or more prior to the start of class.

Make-up Hours Procedures:

Students can make up 5 hours only by participating in scheduled classes at the student's current program level or by participating in scheduled sporting events and/or clinic appointments scheduled throughout their enrollment with CalCopa. Additional make-up hours must be completed with an instructor and will be charged **at the tuition rate of \$20/hour**. Make-up hours for VA Students will not be submitted to the Veterans Association for payment; the **student will be responsible for the hourly payment**. Arrangements must be approved by the administration **before** the class time begins.

Below is a summary of the Class Completion Hours and Fees for both full-time and part-time attendance:

|               |                                              |                                         |                                                          |                                                        |
|---------------|----------------------------------------------|-----------------------------------------|----------------------------------------------------------|--------------------------------------------------------|
| FT attendance | 90+ hours                                    | 89.75 – 85 hours                        | 84.75 – 80 hours                                         | Less than 80 hours                                     |
| PT attendance | 88+ hours                                    | 87.75 – 83 hours                        | 82.75 – 78 hours                                         | Less than 78 hours                                     |
|               | Successfully completed the course attendance | Make-up hours by attendance in the same | Make-up hours in the same class. 5 hours will be charged | Student must retake the same class before moving on to |

|  |                |                                         |                                            |                                                                               |
|--|----------------|-----------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------|
|  | requirement. * | class. No additional charge required. * | at rate of \$20/hour. Total cost: \$100. * | other classes. There will be no additional charge. This is only allowed once. |
|--|----------------|-----------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------|

\*Students will move to the next class in the program if the academic requirements are also met (see *Satisfactory Academic Progress* below).

Any student anticipating an extended leave of absence or lapse in attendance of three weeks or longer **must request** a formal Leave of Absence (LOA). LOAs cannot exceed 60 days, and no more than one leave of absence is allowed during any course length. Any student failing to attend classes without such written notice will have his/her enrollment agreement terminated. After 60 days, the student must re-enroll and will lose any program discount. The only exception to this will be in the case that no classes were held at that level during that time.

## **SATISFACTORY ACADEMIC POLICY**

All students, (full-time, part-time, Federal Financial Aid recipients) must complete his/her course/package within its prescribed and scheduled course length. Each course/package is divided into 100-hour segments. Students will be evaluated at the end of each week of class to ensure they are progressing accordingly.

To successfully complete the class and progress to the next level, the following criteria must be met:

- Attendance Hours: Minimum of 90 class hours. Students will meet with the instructor, or the Directors to discuss ways to make up missing hours.
- Quiz/Test scores must receive 80% average or above and a 90% or above on the Practical Final.
- All additional requirements must be completed, i.e. homework packets, etc. Failing to meet these requirements will result in an Incomplete for the course.

To help students evaluate their progress and keep on track, instructors will present weekly mandatory evaluations throughout the course to discuss Grade Point Average (GPA.) This provides an opportunity to discuss with the instructor any assistance a student requires to succeed. Students will be presented with a Progression Policy agreement at the start of each class outlining these details.

A meeting will be held with the student and the Director if the student does not complete the required items outlined in the report of unsatisfactory progress. Students will be offered an opportunity to retake the course at no extra fee. This will only be permitted one time within the program. During this time, the student will be placed on academic probation and given time to complete the required hours and/or tests satisfactorily. A follow-up meeting will be held with the Director at the end of the probationary period. If the course is not completed by the end of the probationary period, the student's contract will be terminated, and the student will be expelled. Incomplete grades are assigned only when a student has not successfully completed a course of study with CalCopa but has met the minimum requirements to progress to the next course.

For example:

A student has just finished a 100-hour course; has attended 85% of the hours requirement and has received an average score of 78% on quizzes and tests. The student must meet with the Directors, or Lead Instructor to create a schedule to attend make-up hours and to retake the quizzes necessary to meet the 80% average. This process will be monitored by the Directors or Lead Instructor to ensure successful completion. Charges for the make-up hours are explained in the Attendance Policy above. See Catalog.

CalCopa reserves the right to discontinue any student's training for any violation of the school policies or for late or outstanding balances owed to the school, absences from the class resulting in the student falling behind in their studies, etc.

Veterans and Title IV eligible persons are evaluated weekly to determine satisfactory progress. When the grade average, or attendance requirements of a VA student are unsatisfactory (below 80% academic or

below 90% attendance), that student will be placed on academic probation. If during the next weeks the student's grades or attendance remains below course completion requirements, the student will have all veteran's benefits discontinued until his/her academic status is restored to good standing.

## **FINANCIAL ASSISTANCE**

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To qualify for Financial Assistance, students must maintain Satisfactory Academic Progress (SAP) towards successful completion of the registered program. There are qualitative and quantitative requirements to SAP.

### Qualitative:

- Quizzes and Tests Average of 80%
  - Students must receive an average score of 80% on all quizzes to pass a class. To progress within the program, students must have an overall quiz and test average of 70%. Any missed quizzes and tests are recorded as a 0.00 value towards the average score.

### Quantitative:

- Attendance and Pace
  - The pace of program completion is the quantitative component, which is based on student's attendance.
  - Students must attend 90% of the class to pass a class. In order to progress within the program, students must have attended 80% of the scheduled class hours.
  - The maximum timeframe to complete a program is 150% of the scheduled length of program, measured in calendar weeks, as described for each program.

## **Financial Aid Warning**

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Each student will receive a mid-class and final class summary for each course in the program. If a student receiving Financial Aid fails to meet the Standard Academic Progress (SAP) by the end of a class, they will be placed on Financial Aid Warning for the next class period. The student will still be eligible to receive FSA funds during this timeframe. However, if the student fails to make satisfactory progress the student will no longer be eligible to receive financial aid unless they successfully appeal and are placed on probation. If the student does not apply or is denied an Academic Progress Appeal (see below), he or she will lose FSA funding and may be expelled.

## **Return of Title IV Aid**

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### **The Conditions Under Which Title IV Program Funds Would Be Required to Be Returned**

Federal Regulations may demand that all or a portion of the funds received be returned to the original aid programs as unearned aid for students who terminate enrollment prior to completing the course of study. Unpaid institutional charges will be the sole responsibility of the student. Delinquent accounts will be turned over to a collection agency. For more information request a copy of the form entitled "Treatment of Title IV Funds When a Student Withdraws" from the financial aid office. No refund can exceed the amount disbursed in that program. If the student does not complete the payment periods relevant to his/her student loan, the portion of the loan attributable to those incomplete payment periods will also be refunded to the bank. This could leave an open tuition balance with the school for which the student is responsible. Please see the catalog for California College of Physical Arts, Inc.'s delinquent payment policy.

### **Conditions Under Which a Student Would Be Owed a Disbursement of Title IV Program Funds Upon Withdrawal from The Institution**

Students have the right to withdraw from school at any time. If the student withdraws from the course of instruction after the cancellation period any refund amount will be determined from the Federal

"Return of Title IV Aid."

### **Determining the Withdrawal Date for A Student Who Withdraws Officially or Unofficially**

To determine the date of the official withdrawal date, a student shall be deemed to have withdrawn from the program of instruction when any of the following occurs:

- The student notifies the institute of the student's withdrawal through written documentation.
- The school terminates the students' enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of ten consecutive scheduled class days without notifying the administration office; and/or failure to meet financial obligations to the school.
- Failure to return from leave of absence on the appointed date.

### **Procedures for The Calculation of The Amount of The Title IV Program Funds That A Student Has Earned Upon Withdrawal**

When a recipient of Title IV funds withdraws during their period of enrollment, unearned Title IV funds must be returned to the Title IV programs. The amount of Title IV funds to be returned is determined by subtracting the amount earned from the amount disbursed. The amount earned is calculated by multiplying the percentage of the payment period(s) completed times the Title IV funds that were disbursed and could have been disbursed. The difference between the earned amount and the funds disbursed is the amount to be returned to the Title IV program. There are no Title IV refunds for students who have completed over 60% of the payment period.

### **Guidelines Pertaining to The Order In Which Title IV Program Funds Must Be Returned**

Once the Title IV refund calculation is complete, then the California State refund and ACCET refund calculations are performed. If either result in a refund greater than the Title IV refund calculation, then the larger of the two is refunded to the student. If the amount to be returned exceeds the school's portion, the student must repay some funds.

A return of Title IV funds is distributed in the following order:

- A. Federal Subsidized Stafford Loan
- B. Federal Plus Loan
- C. Federal Pell Grant
- D. Federal Supplemental Opportunity Grant (FSEOG)
- E. Other federal, state, institutional, or private assistance
- F. Student

### **Guidelines Pertaining to The Time Frame for The Return of Title IV Program Funds**

The withdraw date for Return of Federal Title IV Funds will be based on the last day of attendance as defined by the "Determining the Withdrawal Date for A Student Who Withdraws Officially or Unofficially" policies whether an official Withdrawal Notice is provided or not. As per CalCopa's standard refund policy, funds will be returned within 30 days by one of the following methods:

- All post-withdrawal disbursements are applied to the student account first, before any resulting credit balance is handled. Funds will be distributed no later than 14 days after the R2T4 calculation has been completed.
- Deposit of transfer funds to the school's federal bank accounts
- Initiate and electronic funds transfer (EFT) to an account belonging to the student.
  - Initiates an electronic transaction that informs the FFEL lender, or ED, in the case of Direct Loan, to adjust the borrower's loan account for the refund amount.
- Issue a check.

## **Satisfactory Academic Progress Appeals**

Students failing to meet SAP requirements have a right to appeal to be placed on probation. The appeal

must be submitted in writing to the Director, or Executive Director. It must explain why they failed to make satisfactory progress during the Financial Aid Warning timeframe and state what changes will be implemented to allow the student to successfully meet the SAP requirements moving forward. Acceptable reasons for an Academic Progress Appeal may include student injury or illness, death of a relative, or other special circumstances.

Upon receipt of the written appeal, the Director, or Executive Director will evaluate the student's progress to determine whether the indicated plans will allow the student to succeed by the end of the next evaluation. Students granted an appeal must meet the passing rate requirements of 90% attendance and pass all quizzes and tests with an 80% to regain financial aid ability. If the appeal is denied, the student will be suspended from the program and all unearned funds will be returned minus processing fees. (See R2T4 Return Policies)

## **GRADUATION REQUIREMENTS**

A student will receive a certificate and transcript of completion when all tests, assignments and attendance for the courses have been completed satisfactorily, and a community service event and clinic time has been accounted for. When the student has completed a program of 600 hours or more, they must request their transcripts and copies for any licensing requirements, MBLEx or National Certification Board for Therapeutic Massage & Bodywork application to be made in the administration office; please allow two weeks for processing.

Any student enrolled in a program of training over the initial 100 hours Massage Technician course will be required to fulfill 5 or more clinic appointments per every one hundred hours of core class instruction attended. These appointments are made every Wednesday, and Friday of each week (excluding the day of finals) and the second and fourth Saturday of the month.

## **STUDENT CLINIC**

CalCopa Massage School offers a student clinic to the public every Wednesday from 11:00 am – 2pm, every Friday 9am – 2pm and the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays of the month from 9am – 2pm. These massages are offered at a discounted rate of \$40 for a 50-minute full body Swedish massage, or Shiatsu session by those who have been trained in Shiatsu. (CalCopa alumnae may receive a Clinic Massage at a rate of \$25.) Every student that enrolls in a program of massage training over the initial 100-hour massage technician course is required to complete 5 or more clinic massages per every 100 hours of core instructional training with us for a total of 30 clinic hours. There are no exceptions to these requirements allowed. If a student does not meet these requirements, they will receive an incomplete in their course and not be able to receive their certifications or transcripts.

Full-time students are scheduled on Wednesdays and Fridays. Part-time and Hybrid students are scheduled for the Saturday clinics.

Clinic Schedule:

|                                               |              |
|-----------------------------------------------|--------------|
| Wednesdays                                    | 12 pm – 2 pm |
| Fridays                                       | 9 am – 2 pm  |
| 2 <sup>ND</sup> and 4 <sup>TH</sup> Saturdays | 9 am – 2 pm  |

Students will be scheduled for clinics in the 200, 300, 400, Acupressure/Shiatsu Classes and the 600 level courses. Shifts will increase based on the course level. For example: 200-hour students will be scheduled four one-hour shifts; 300-Hour students will have two-hour shifts scheduled; 400-hour students will have three-hour shifts scheduled; Acupressure students will have four-hour shifts. The 600-hour level will be scheduled a five-hour shift and one four-hour shift including (2) 90-minute massages. The number of shifts scheduled is based on the number of students enrolled.

All full-time students are considered "on call" to cover absenteeism during the clinics. The

administration office will make a schedule for all currently enrolled students at the beginning of each month. If at any time the student needs to change their scheduled time, they must make arrangements with a fellow classmate and both students need to inform the administration office together to get approval for the schedule change.

The policies and procedures for CalCopa's Student Clinic are as follows:

- No gum chewing, tobacco chewing, or heavy perfumes or colognes, or essential oils allowed in the clinic by the therapist
- Cancellations/No Shows - Client cancels at the last minute, or is a "No call/No Show":
  - Full-time students/therapists must get a substitute client for the Wednesday and Friday clinic days to receive credit.
  - Part-time and Hybrid students/therapists will receive credit but are encouraged to find a substitute for the clinic time.
- TARDINESS
  - If the therapist or client is tardy, the massage will be completed at the scheduled time. The office does notify the clients to be prompt because the massages are booked back-to-back, and the therapist will need time to change their equipment and to be able to give the client their full massage time. Massages may run longer only with permission from the Clinic Manager.
- THERAPIST NO SHOWS
  - In the event a student is not able to keep an appointment, the student must arrange for a substitute therapist to cover their appointment. The student will not make the teacher or administration office cover their massage appointment. On the schedule we will have an alternate student scheduled just in case an appointment needs to be covered that day. But if a student needs to miss their appointment, they need to take on the responsibility of informing the administrative staff, their teacher and their fellow classmates 24 hours prior to their scheduled appointment.
  - If the therapist does not show up for appointments or does not contact the administration, their instructor or their fellow classmate, the massage missed will result in the student receiving an absence for their entire class time. And the lack of professionalism on the part of the student will be reported in the student's file and will be considered recommending the student to future employers or not. The student that does not fulfill the requirements for their course completion will not be issued transcripts or certifications.
- ARRIVAL/SET UP
  - The student/therapist needs to arrive 10-15 minutes prior to their first appointment to review the client's file and prepare the room. If there is another massage in progress when the therapist arrives, they are asked to wait in the administration office until the massage is completed before setting up their rooms.
- SUPPLIES
  - The therapist will need to provide their own linens (sheets, towels and pillowcases), as well as massage lotions and oils in a holster. Massage music is available in the massage rooms or at the front counter, but all therapists are encouraged to bring their own music and ambiance to make the room more their own.
- FINISHED WITH THE MASSAGE
  - When the student/therapist is finished with the massage make sure to clean the tables and bolsters, stools, and counters to make the room presentable for the next massage. All therapists must fill out the client's progress notes after each massage. The client may be asked to do an evaluation on the massage they received and a review of the therapist performance. These evaluations will be available for the therapist to review and will be kept in their student file.
- PROFESSIONAL ATTIRE REQUIREMENTS
  - The therapist must be presentable and professional in their attire when working in

the student clinic. Please review what is acceptable and also the section on school dress code.

- **ACCEPTABLE PROFESSIONAL ATTIRE IS AS FOLLOWS:**

Shirts – Medical scrub tops or collared polo neck with short sleeves only

Pants – Medical scrub bottoms, slacks, or knee length shorts

Shoes – Closed toed shoes are required. Tennis shoes are preferred. Flip-flops, sandals, or high heels are not acceptable

Colors – No preferences required. This is an opportunity for the student to express his/her own personality. Please keep within professional standards. If you're not sure, you probably shouldn't wear it.

Hair – Clean and Tidy

- Long hair must be pulled away from the face and kept tied up
- Beards and mustaches must be trimmed and neat
- No hats, caps, or head coverings are permitted

Jewelry –

- No watches, bangles or bracelets should be worn when giving or receiving a massage
- No rings on fingers
- No long chains around the neck or outside of the collar
- Earrings should be small hoops or studs
- DO NOT BRING/WEAR VALUABLES! CalCopa is not responsible for lost/stolen items.

Undergarments – Therapists must wear undergarments always as part of the professional image. It is up to the client whether to leave undergarments on during a massage or not.

If the student does not comply with these requirements, they will be sent home to change and could be subjected to a loss of class hours. If the student continues not to adhere to these policies, they will be asked to discontinue their training with CalCopa Massage School.

## **FREEDOM OF INFORMATION ACT**

Records will be maintained on file for at least five (5) years. A student has the right to access his/her files upon request. If a student wishes to obtain their transcripts and diploma, they need to inform the administrative offices and allow at least 4 weeks for processing the paperwork. When a student is requesting duplicates or replacement copies then a fee of \$25.00 is charged.

### **Release of Student Information**

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Education Rights and Privacy (FERPA) (20 U.S.C. § 1234; 34 CFR Part 99) is a federal law that protects the privacy of education records. FERPA generally gives students:

- The right to review their educational records.
- The right to seek correction of the contents of these records.
- The right to a formal hearing if seeking the correction of these records.
- The right to place a note of explanation in the records if their requested correction was unsuccessful.
- The right to request disclosure of the contents of the records.
- The right to file a complaint with the Department of Education if the Institute fails to comply with FERPA policies.

Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave, SW

## Washington DC 20202

Students who wish to inspect and review their records may do so by setting an appointment with the Administrator, Director, or Executive Director of CalCopa Massage School during regular business hours. An appointment will be made within 5 business days of the request. The review will take place under the supervision of the Administrator, Director, or Executive Director who may assist in explanation of the records. There are no fees associated with reviewing the student's records, but a \$25.00 processing fee will be charged for copies of the documents.

CalCopa will not release educational records or information without the written consent of the student. Legal exceptions may apply as defined by the FERPA guidelines. The Administrator will provide a FERPA release form upon request.

### **DISMISSAL, SUSPENSION & READMISSION PROCEDURES**

CalCopa reserves the right to discontinue the student's training temporarily or terminate the student contract for:

- Unsatisfactory progress
- Non-payment of tuition
- Failure to abide by CalCopa rules, policies or procedures.

These are at the discretion of the Director of Administration.

Immediate Grounds for Dismissal include:

- The use or possession of alcohol or drugs
- Fighting or bodily threats to other students or staff members
- Theft
- Cheating
- Any behavior that may create a safety hazard.

California College of Physical Arts offers instructional training in therapeutic massage. If, at any time, a student or faculty member compromises another student or faculty member, this may be the basis for termination of education.

Whether termination of enrollment is voluntary or involuntary, each student should realize that he/she would remain obligated for tuition and fees due the school based on the refund policy. If any student is terminated and wishes to appeal, he/she may do so in writing within 3 days of the termination to the school director.

### **STUDENT RIGHTS AND COMPLAINT/GRIEVANCE PROCEDURE/APPEAL PROCESS**

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. CalCopa maintains an "Open Door" approach to grievances and encourage students to address their concerns with fellow classmates, the staff, or instructors directly. If, however, this is not possible, or has not resolved the concern, here are the steps to follow for any grievances.

#### **CLASSROOM/SCHOOL PERFORMANCE**

Summary: Students are encouraged to talk to his/her instructor about any teaching/classroom concerns. CalCopa instructors and Directors are committed to providing a safe learning environment and striving to find assorted teaching methodologies to meet each student's learning style. If the student has discussed his/her concerns directly with the instructor, or does not feel safe to address the issue with the instructor, they should take the following steps:

- Schedule an appointment to speak with the Director.
  - The Director has office hours on Mondays and Fridays from 9 am – 5 pm
  - If a student is unable to schedule an appointment on these days, they may send an email to the Director to schedule a phone call. Director's Email address: [celina@calcopamassageschool.com](mailto:celina@calcopamassageschool.com)
  - The Director will get back to the student within three days of the email.
- Present your concerns to the Director.
  - Any specifics that can be backed up with documentation is preferable (but not required)
  - Provide the feedback the student received from his/her instructor
  - The Director will take up-to-two days to meet with the instructor(s) involved and any other associates who may provide valuable information.
  - After 2 days, the Director will type a formal summary of the complaint and what actions may be suggested.

If the student is dissatisfied with the Director's response, he/she may submit a written complaint for review by the CalCopa Advisory Board.

- Student can send a documentation of the initial complaint, including the Instructor and Director's response to the Board President at [President@calcopamassageschool.com](mailto:President@calcopamassageschool.com)
  - The Board President will review the complaint and distribute the information to the Board Members. A written response will be given within 30 days of the submission date.
- Finally, students can contact the California Massage Therapy Council (CAMTC) and/or the Office of Student Assistance and Relief at the following:

California Massage Therapy Council  
One Capitol Mass  
Suite 320  
Sacramento, CA 95815  
[www.camtc.org](http://www.camtc.org)  
Phone: 916-669-5336  
Fax: 916-669-5337

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting [osar.cppe.ca.gov](http://osar.cppe.ca.gov)

## FINANCIAL/TUITION GRIEVANCES

Summary: At time of registration, students receive a signed copy of the program contract and a payment schedule. A receipt is provided with the date, payment amount and payment method for all payments. Payment reminders are distributed via text, email, or hard-copy reminder each month. Payments are due the first class of the month (unless other arrangements have been made with the Executive Director or Director). If the student believes an error has been made regarding tuition balance, he/she should take the following steps:

- Schedule a time to meet with the Director to review his/her account.
  - The Director is available Mondays and Fridays from 9 am – 6 pm
- Bring copies of payment receipts and copy of program contract
- Director will review the payments with the student

If the student is dissatisfied with the Director's response, he/she may present the tuition discrepancy to the Executive Director.

- The Executive Director is available Mondays, Wednesdays, and Fridays from 2 – 6 pm
- The Executive Director may also be reached by mobile or text at 657-206-8489.
- Bring copies of payment receipts and payment schedule for review
- The Executive Director will review the students' concerns and provide an answer within 48-

hours.

If the student still feels the issue is unresolved, he/she may contact the Office of Student Assistance and Relief at 888-370-7589, option #5.

## **CANCELLATION (WITHDRAWAL) AND REFUND**

### **BUYER'S RIGHT TO CANCEL –**

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first session, or the seventh day after enrollment, whichever is later.

### **REFUND INFORMATION –**

You may withdraw from a course after instruction has started. A pro-rated refund of any unused tuition will be returned to students attending 60 percent or less of their program. Withdrawals of students completing more than 60 percent of the program are not eligible for a refund.

**Service Charge:** \$35 shall be charged for processing each refund transaction except for those resulting from the cancellation of a class by the college. To determine your refund, you would deduct a registration fee (\$150.00) from the tuition charge. You would then divide this figure by the number of hours in the program. The quotient is the hourly charge for the program. The amount owed by the student, for the purpose of calculating a refund, is derived by multiplying the total hours attended by the hourly charge for instruction less the amount of the registration fee and the documented cost of any books or equipment that were not returned and add the \$35 fee.

For example, if the student completes only 15 hours of a 50-hour course and paid \$1,000.00 tuition, and a registration fee of \$150.00, the student receives a refund of \$.00.

|                                         |                 | <b>Veterans</b> |
|-----------------------------------------|-----------------|-----------------|
| Total Paid by the Student               | \$1,150.00      | \$1,150.00      |
| Less Registration Fee:                  | -\$150.00       | -\$150.00       |
| Less Tuition Charged (15hrs at \$20.00) | -\$300.00       | -\$300.00       |
| Service Fee                             | <u>-\$35.00</u> | <u>-\$35.00</u> |
| Refund Paid to Student                  | \$665.00        | \$665.00        |

This is also true of any tuition paid by a third party.

It is the responsibility of the student to officially withdraw from each class in which he/she is enrolled. Students may withdraw from class in the Administration office, by phone or email with the cancellation form filled out completely. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges.

**Refunds will be paid within 30 days from cancellation notice or withdrawal date.**

## **MISCELLANEOUS REFUNDS**

If the student does not return following a leave of absence, refunds must be made within thirty (30) calendar days from the end of the leave of absence, based on students' last date of attendance.

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, CalCopa will attempt to make a settlement, which is reasonable and fair to both parties.

## **FINANCIAL STATEMENT**

CalCopa has no pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed

a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

## **DISCLAIMERS**

CalCopa will not be responsible for any statement of policy, placement activity, curriculum or facility that does not appear in the school catalog.

CalCopa reserves the right to add, subtract or alter any course, dates, sequence, prerequisites, costs, instructors and any training-related matter as dictated by student attendance, instructor availability, or for any other reason, at any time without notice.

The student acknowledges that CalCopa does not guarantee employment. The student also acknowledges that CalCopa, its agents and/or employees, make no representations or warranties that successful completion of any course will make the student eligible for any municipal, county, state or other government license which may be required for employment of any type.

The student acknowledges that he/she is aware that some municipalities, counties, or other entities may require successful completion of further testing as a prerequisite in obtaining a license for the purpose of employment in the field of massage or related fields. CalCopa's programs are non-residential, and the school has no responsibility to find or assist a student in finding housing.

## **LICENSING AND EMPLOYMENT**

According to the Bureau of Labor Statistics, the Standard Occupational Codes (SOC) for Massage Therapists is: 31-9011. With the following description:

*Perform therapeutic massage of soft tissue and joints. May assist in the assessment of range of motion and muscle strength or propose client therapy plans. Illustrative examples: Swedish Masseuse, Licensed Massage Therapist, Deep Tissue Massage Therapist*

The state of California has established a voluntary, state-wide permit for massage. Massage therapists have the option of either applying for the state permit (by successfully completing 500 hours of education and passing the MBLEx exam) or city/county permits. The cities and counties are not uniform in their standards with requirements ranging from 60 to 1,000-hours of education for licensing.

Massage Therapists may also choose to become a Nationally Board Certified by the National Certification Board for Therapeutic Massage & Bodywork. As of this time, this new certification standard is on a voluntary basis. However, some massage businesses and/or other states may require National Board Certified for employment. This is considered to be the highest voluntary credential attainable to massage therapists and bodyworkers in the profession today.

CalCopa Massage School works with many businesses to provide quality employment to our graduating students. Current and on-going job postings are sent via *Constant Contact* email distribution to all current students and recent graduates. Students are required to have a proper résumé and cover letter prepared to send to prospective employers. CalCopa instructors and staff will help students submit applications, but we do not guarantee employment.

## **NATIONAL MASSAGE THERAPY OR BODYWORK ORGANIZATIONS**

CalCopa requires its students to become student members of American Bodywork and Massage Professionals (ABMP) and American Massage Therapy Association (AMTA) at time of registration (see registration requirements). CalCopa also recommends that its graduates seek membership in one or

more national organizations, such as AMTA, ABMP or International Massage Association (IMA), etc. Benefits include liability insurance, increased professional status in the eyes of the public, ability to network with others, continuing education credits, voice in improving licensing laws, etc.

## **OTHER STUDENT SERVICES**

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Other student services provided by CalCopa include guest speakers, optional workshops, and field trips. Arrangements can also be made for individual tutoring, if necessary, as well as accommodation for handicapped students. Please contact our Dean of Teachers to review your specific needs.

CalCopa students participate in community activities such as providing massage therapy at local sporting events and fundraisers.

CalCopa offers a student store on campus in the administrative office. It has massage oils, lotions, stones, crystals, books, study guides and other relevant supplies. The hours for the student store are 9am to 6pm Monday, Wednesday and Friday and 9am to 2pm, Tuesday & Thursday.

The school also offers student massages in the on-campus clinic. Upper-level students offer massages to the public on Wednesdays, 12:00pm to 2:00pm and Fridays and selected Saturdays, 9:00am to 2:00pm at the rate of \$40 an hour. If you or anyone else that you know is interested in receiving a massage, please call the office to schedule an appointment.

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## **HOUSING AVAILABILITY AND TRANSPORTATION ACCESSIBILITY**

CalCopa does not have dormitory facilities. However, CalCopa is conveniently located in the heart of Huntington Beach, near the area referred to as "Five-Points." Housing opportunities adjacent to the school include assorted apartments and condominiums, and some are within walking distance of the school.

According to the Huntington Beach website, the median rent is \$2,407. Although CalCopa has no responsibility to find or assist a student in finding housing, we do post rental notices from students.

Additionally, the school is located less than 3 miles from Pacific Coast Highway and the 405 Freeway. This allows for easy access from most locations in Orange County and Long Beach. For those using public transportation, CalCopa is directly on major bus lines.

## **ADMINISTRATION OFFICE HOURS:**

|                           |                   |
|---------------------------|-------------------|
| Monday, Wednesday, Friday | 8:00 AM – 6:00 PM |
| Tuesday & Thursday        | 8:00 AM – 2:00 PM |
| Selected Saturdays        | 8:45 AM – 2:00 PM |

If you need to speak with someone from administration outside of these times, please call to make an appointment. Meet with administration for a tour of the school and answers to any questions.

## **INSTRUCTIONAL HOURS:**

Subject to minimum enrollment requirements (6 students) and instructor availability.

### **100-HOUR FULL-TIME COURSES COMPLETED IN 4 WEEKS:**

|                 |                   |
|-----------------|-------------------|
| Monday – Friday | 9:00 AM – 2:00 PM |
|-----------------|-------------------|

### **100-HOUR PART-TIME COURSES COMPLETED IN 8 WEEKS:**

|                           |                    |
|---------------------------|--------------------|
| Monday, Wednesday, Friday | 6:00 PM – 10:00 PM |
|---------------------------|--------------------|

## **CALCOPA MESSAGE SCHOOL – CAMTC #SCH0121**

### **2025 TENTATIVE PRACTITIONER CLASS SCHEDULE**

#### **FULL-TIME SCHEDULE FOR 2025**

#### **Monday – Friday (9 a.m. – 2 p.m.)**

| <b>Class</b> | <b>Start Date</b> | <b>End Date</b> |
|--------------|-------------------|-----------------|
| C0125        | 01/06/2025        | - 06/27/2025    |
| C0225        | 02/03/2025        | - 08/01/2025    |
| C0325        | 03/03/2025        | - 08/29/2025    |
| C0425        | 03/31/2025        | - 09/26/2025    |
| C0525        | 05/05/2025        | - 10/24/2025    |
| C0625        | 06/02/2025        | - 11/21/2025    |
| C0725        | 07/07/2025        | - 12/23/2025    |
| C0825        | 08/04/2025        | - 01/30/2026    |
| C092         | 09/01/2025        | - 02/27/2026    |
| C1024        | 09/29/2025        | - 03/27/2026    |
| C1125        | 10/27/2025        | - 05/01/2026    |
| C1225        | 11/24/2025        | - 05/29/2026    |

#### **PART-TIME SCHEDULE FOR 2025**

**Monday, Wednesday, Friday (6 - 10 p.m.)**

| Class  | Start Date |   | End Date   |
|--------|------------|---|------------|
| CP0125 | 01/06/2025 | - | 12/23/2025 |
| CP0225 | 03/03/2025 | - | 02/27/2026 |
| CP0325 | 05/05/2025 | - | 05/01/2026 |
| CP0425 | 07/07/2025 | - | 06/26/2026 |
| CP0525 | 09/01/2025 | - | 08/28/2026 |
| CP0625 | 10/27/2025 | - | 10/02/2026 |

**2025 SCHOOL BREAKS**

|                                      |
|--------------------------------------|
| April 28, 2025 - May 02, 2025        |
| June 30, 2025 - July 04, 2025        |
| December 23, 2025 - January 04, 2026 |

**2025 Holidays (May be subject to change)**

|                        |                   |                        |
|------------------------|-------------------|------------------------|
| Martin Luther King Day | Monday            | 01/20/2025             |
| President's Day        | Monday            | 02/17/2025             |
| Memorial Day           | Monday            | 05/26/2025             |
| Juneteenth             | Thursday          | 06/19/2025             |
| Independence Day       | Friday            | 07/04/2025             |
| Labor Day              | Monday            | 09/02/2025             |
| Veteran's Day          | Tuesday           | 11/11/2025             |
| Thanksgiving Holiday   | Thursday & Friday | November 27 & 28, 2025 |
| Year-End Break         | 12/20/2025        | 01/04/2026             |

**PROGRAM ELECTIVES DESCRIPTIONS**

Electives are offered in 6 to 100-hour increments. Because of the specialization of electives, courses will be taught by a variety of state approved instructors.

A student desiring these courses must coordinate enrollment when courses are offered. (A minimum of six students and/or instructor availability is required before any elective course will begin).

We are now making it mandatory that when signing up for an elective course you must pay for the class in full. Students that have enrolled in a Package Program of hours will need to be current with payments before their name will be placed on the list for students in the classes. This way we are hoping that more of the classes that you want will run.

**Policies and Procedures of Regular Core Classes Apply to the Elective Courses.**

- New specialty electives will continue to be added
- Schedules are subject to change; current schedules can be found on the CalCopa Google Calendar at the following link: <http://www.calcopamassageschool.com> website. Please contact the administration office to verify dates and times.
- Some classes have material/lab fees. Some fees are paid directly to the teacher; other fees are paid to the school. This will be confirmed at the time of enrollment.

| Electives Hours | Tuition* |
|-----------------|----------|
| 8               | \$160    |
| 10              | \$200    |

|     |         |
|-----|---------|
| 15  | \$300   |
| 16  | \$320   |
| 20  | \$400   |
| 25  | \$500   |
| 40  | \$800   |
| 50  | \$1,000 |
| 100 | \$2,000 |

\* Some classes may have additional fees for supplies.

## **FEE STRUCTURE FOR CONTINUING EDUCATION**

Make sure to check our website [www.calcopamassageschool.com](http://www.calcopamassageschool.com) for the current elective schedule. Or if you are interested in receiving monthly updates of Electives and Program courses running the following month, please contact the school to be added to our distribution list.

Send your email address to [info@calcopamassageschool.com](mailto:info@calcopamassageschool.com). *We do not share your email address with anyone.*

### **Note:**

All Electives have a prerequisite of 300 hours of core curriculum, unless otherwise indicated. 100-Hour classes do not qualify for NCTMB Continuing Education Hours.

### **ACUPRESSURE (100 Hours) \***

TEXTBOOK: *The Tao of Pooh* - by Benjamin Hoff (Required) and *The Web That Has No Weaver* - by Kaptchuk, T. (Optional)

This is an introductory course designed to enable the massage therapist to incorporate some basic acupressure techniques during their massage. Basics to be covered: The 12 major meridians - introduction to the 5 elements and the yin/yang theory, along with a basic acupressure attunement and how to address specific ailments the therapists' clients might be dealing with.

### **ADVANCED CURRICULUM (25 Hours) \***

REQUIRED TEXT: Review for Therapeutic Massage and Bodywork Certification

This class is designed to refresh and reassure students of their education in human anatomy, physiology, kinesiology, clinical pathology, massage therapy and bodywork theory, assessments, and application, as well as professional standards, ethics and business practices to prepare a student to take the National Certification Exam and any city testing that might be necessary for licensing purposes.

### **AROMATHERAPY I (25 Hours)**

MATERIALS FEE \$30.00 FOR THIS CLASS

Different essences have special powerful properties, which can enhance massage therapists' work. Discover the fundamental principles of aromatherapy by using essential oils with curative properties to heal, rejuvenate and balance the mind, body and spirit. Learn how to choose and benefit from the unlimited combinations of essential oils. Additional lab fees will be announced at time of class.

### **AROMATHERAPY II (25 Hours)**

MATERIAL FEE \$30.00 FOR THIS CLASS

PREREQUISITE: AROMATHERAPY I

This class is designed to take the information already given to the therapist in the Aromatherapy I class and expand further on their knowledge. In addition to experiencing new essential oils that were not covered in the first class, we will be showing the therapist how to use different blends and combinations to generate a healing atmosphere for their clients.

## **BAREFOOT COMPRESSION MASSAGE (25 Hours)**

This unique bodywork protocol is taken primarily from John Harris's barefoot compression massage affectionately referred to as "The Walkaround". Footwork is modified based upon trigger point therapy and sports massage. No oil or lotions are used in this fully dressed massage. No table either; with barefoot massage we use the floor and futon as with some TCM modalities. The advantages of using the lower and more powerful half of the body for the "sweat work" of the massage is obvious to any seasoned body worker. There is a strange mix of sedating and relaxing results while still remaining incredibly effective in regard to pain relief, muscle conditioning and alleviating/treating soft tissue trauma.

## **BUSINESS PRACTICES PRACTICUM (25 Hours) \***

TEXTBOOK: Business Mastery 3rd Ed. - by Sohnen-Moe, Cherie (Optional)

This course makes up 25-hours of the 600-Hour Course (100 Total Hours). This course helps prepare the student for a successful career as a massage therapist. It focuses on techniques used by many successful businesspeople and shows the student how to incorporate these practices into their own successful career in the massage industry.

## **CANINE MESSAGE ACUPRESSURE (25 Hours)**

This class takes an eastern approach to canine care. Students will be able to identify canine meridians and acu points. They will learn general well-being acupressure/shiatsu sessions for dogs. Additionally, students will be able to incorporate this knowledge to address specific ailments associated with canines.



## **CANINE MESSAGE: ANATOMY AND PHYSIOLOGY (25 Hours)**

This class gives students the ability to learn canine anatomy, physiology and pathology. Using western techniques of therapeutic massage, students will learn how to give overall well-being massages, as well as techniques to address specific ailments associated with canines.



## **CHAIR MESSAGE (25 Hours)**

This course provides instruction on how to incorporate chair massage into a successful massage career. Students will be able to work with and on a variety of massage chairs to help them make better decisions when purchasing a chair for themselves. Students will learn proper body mechanics and how to adapt several massage modalities to work on a chair.

## **CHAKRA BALANCING WITH COLOR AND SOUND (25 Hours)**

The Chakra Balancing class teaches students the location and purpose of the seven chakras. Students will be able to identify the movement of each chakra and use various techniques to help balance the chakras. The techniques include the use of color, music, crystals, essential oils and directed energy.

## **COMPASSIONATE TOUCH MASSAGE (50 CEH)**

This elective provides special techniques useful in dealing with a special population of clients whose bodies and overall health are declining. Whether it is from age, or disease, these adaptive massage techniques can greatly help the client in the five basic measurements of well-being: pain reduction, increase in movement, coping abilities, quality of life (QOL) and overall empowerment. This elective includes both lecture and lab.

## **CRANIOSACRAL BALANCING I (50 Hours)**

This course may have additional costs associated with the class.

This course consists of lecture, demonstration, and hands-on practice. Topics covered are the history of Craniosacral Therapy, the anatomy of the connective tissue system, listening to the body and its rhythms

through the primary respiratory mechanism and the cerebral spinal fluid. Establishing a "practitioner's mind" and negotiating boundaries with a client are emphasized throughout the class. Students will apply this knowledge by practicing and experiencing a full body protocol of techniques for therapy.

## **CUPPING & GUASHA (10 Hours)**

No Prerequisite

This is an introductory course to a Traditional Asian Medicine approach to health using suction cups and tools for scraping the surface of the skin. These two techniques are part of family health care and is valuable to remove stagnation and disharmonies from the body. These two techniques were featured by Dr. Oz as a way to help eliminate pain and movement limitations in the body.

## **INTRO TO CRYSTALS (25 Hours)**

MATERIALS FEE \$30.00



This class introduces students to the proper use of crystals to help correct the energy of the body. Students will be able to identify the qualities associated with major crystals and the proper placement to help the body heal itself. This class also includes a field trip and may include additional costs.

## **DEEP TISSUE IN CHIROPRACTIC SETTING (25 Hours)**

PREREQUISITE: 500-HOURS OF CORE CURRICULUM

Deep Tissue Massage is a massage technique that focuses on the deeper layers of muscle tissue. It aims to release the chronic patterns of tension in the body through slow strokes and deep finger pressure on the contracted areas, either following or going across the fibers of the muscles, tendons and fascia. Students will learn techniques for a 60-minute and 90-minute massage, as well as focusing major parts of the body.

## **EAR REFLEXOLOGY (Auriculotherapy) (25 Hours)**

This class is designed to train the therapist in applying pressure to points located on the ear, brought to us from the ancient method of healing from Chinese medicine. We will be training the therapist in guiding the body to better health and applying these techniques to facilitate healing of specific ailments for the client.

## **ETHICS (10 Hours)**

This class provides an in-depth study on the principles of ethics and boundaries. This class will discuss client-therapist scenarios and behaviors that may cause clients or therapist harm. We'll discuss the challenges of maintaining professional boundaries when dual relationships are present. A thorough breakdown of eight separate boundaries and the skills to establish them.

## **HAWAIIAN LOMI LOMI I (25 Hours)**

PRE-REQUISITE: 300-HOURS CORE CURRICULUM OR MASSAGE PRACTITIONER

CERTIFICATE MATERIAL FEES: \$50.00 PAID TO THE INSTRUCTOR

This class will provide the student an understanding of Hawaiian Lomi Lomi massage.

Hawaiian Lomi Lomi is an ancient healing art that was taught within a family and handed down only to family members. Along with teaching the actual Lomi Lomi massage, you will

also learn Lomi Lomi breathing techniques, Hawaiian folklore and the interrelationship of healing oneself and others.



## **HAWAIIAN LOMI LOMI II (25 Hours)**

PRE-REQUISITE: HAWAIIAN LOMI LOMI I

MATERIAL FEES: \$50.00 - PAID TO THE INSTRUCTOR

This class will provide an understanding of injury and sports Lomi Lomi strokes that can be incorporated into the basic Lomi Lomi massage. You will also learn more Lomi Lomi breathing, Lomi Lomi dance techniques and Hawaiian healing process.

## **HOT STONE MASSAGE (25 Hours)**

Hot stone massage involves the application of heated stones within the context of a therapeutic massage. The heat from the stones will penetrate the muscles and offer multiple benefits such as

complete relaxation, increased detoxification and needed relief to muscles suffering from deep muscular tension, fatigue, and stress. Learn the layouts and techniques the honor the use of natural materials and their properties. This class teaches the protocols to administer a safe and effective Hot Stone massage for use in all practices including private business and spas. This class will teach a full body massage with stone placement and massage with stones 90% of the time.

### **LYMPHATIC DRAINAGE (50 Hours)**

Lymph Drainage Therapy (LDT) is a gentle technique that works through the body's lymphatic system to activate the body fluid circulation and stimulate the functioning of the immune and parasympathetic nervous systems. The result of these actions can include reductions in edemas, detoxification of the body, regeneration of tissue as well as many other benefits.

### **LYMPHATIC DRAINAGE II (50 Hours)**

PREREQUISITE: Lymphatic Draining I

This advanced class of Lymphatic Drainage focuses on tonifying the body and helping it run more efficiently. Focus is placed on areas where lymphatic accumulation occurs.

### **MYOFASCIAL RELEASE (15 Hours)**

PREREQUISITE: Massage Therapist II, or Permission from Instructor

This introductory class focuses on the new understanding of fascia and how it relates to the functionality of the musculoskeletal system. This hands-on manual therapy uses gentle pressure, kneading and stretching to help soften and repair fascia to increase mobility. Students learn how to locate and treat tears and trigger points in the fascia using a variety of treatments.

### **ORTHOPEDIC MASSAGE (50 Hours)**

PREREQUISITE: 500 Hours

This advanced class teaches students to become a more effective therapist by improving your treatment and problem-solving strategies. Advance multidisciplinary skills in orthopedic assessments, treatment methods/techniques for common acute to chronic soft tissue musculoskeletal problems. Develop clinical reasoning skills to relieve pain with non-invasive treatments to bring about specific outcomes and a more successful practice.

### **PREGNANCY MASSAGE (25 Hours)**

PREREQUISITE: Technician

This class teaches the anatomy, physiology, and pathology of all three trimesters of pregnancy. Massage strokes will focus on positioning the mom-to-be with an emphasis on side-lying techniques and draping.

### **REFLEXOLOGY – FOOT (25 Hours)**

In this course students learn many theories of Reflexology. Students work with the client's feet using special pressure points and techniques, correlating to various organs and zones of the body. These techniques relieve stress and tension in the body. Additionally, students will be able to identify zones of the feet and the 12 Chinese meridians. market your reflexology skills in the massage field.



### **REFLEXOLOGY – HAND (25 Hours)**

Within this class we will study the ancient art of zone therapy and its correlation with the organs and systems of the body on the hands. This study is to educate the student in the healing that can occur on the hands to help the client and to complete the relaxation of the client. We will also train the therapist to aid the healing in specific ailments as well as complete wellness of body, mind and soul.

### **REIKI I (10 Hours)**

Reiki is a Japanese technique for stress reduction and relaxation that also promotes natural healing. It is administered by laying on hands and can be easily learned by anyone.

## **REIKI II (10 Hours)**

PREREQUISITE: REIKI I

Many traditions of natural medicine extend back over several centuries, with an impressive accumulation of practical knowledge. Within this class we focus on different methods for maintaining the therapist's optimum health and body awareness. We cover yoga, tai chi, meditation, massage, chakra balancing and working naturally to heal different ailments that may occur in a therapist's life.

## **REIKI III (15 Hours)**

PREREQUISITE: REIKI II AND APPROVAL FROM INSTRUCTOR

Many traditions of natural medicine extend back over several centuries, with an impressive accumulation of practical knowledge. Within this class we focus on different methods for maintaining the therapist's optimum health and body awareness. We cover yoga, tai chi, meditation, massage, NLP/hypnotherapy, chakra balancing and working naturally to heal different ailments that may occur in a therapist's life.

## **RESEARCH PROJECT (100 Hours)**

PREREQUISITE: 800 HOURS AND APPROVAL FROM EXECUTIVE DIRECTOR

This is a customized class where the student meets with the Executive Director to develop a research plan. Focus is placed on using the proper research protocols to establish a hypothesis regarding the implementation of massage and/or bodywork. The student will primarily work independently. But will have scheduled deadlines and office visits with the Executive Director to discuss the progress of the project.

## **SELF CARE FOR THE MASSAGE THERAPIST (50 Hours) \***

"You must care for yourself before you can care for others," is the mantra of this class. This class breaks down the well-being of the Massage Therapist into Body, Mind and Spirit. Focus is placed on the balance of professional and personal time. Students are given tasks of tracking their sleep, eating, exercise and prayer/meditation habits. Students will focus on body mechanics specifically designed to ensure a lengthy career. This class combined with the Business Practices Practicum gives students the skills necessary for financial awareness. Students will be videotaped giving massages for self-evaluation.

## **SHIATSU I & II (50 Hours each) \***

TEXTBOOK: *The Tao of Pooh* by Benjamin Huff and *The Web That Has No Weaver* - by KAPTCHUK, T. (Optional)

Students will learn to apply pressure with thumbs and palms to specific acupuncture points on the twelve meridians and two vessels of the body. Basic theory of shiatsu, oriental diagnosis, yin-yang and the Five Elements theories will be discussed. At the completion of these hands-on electives, students will be able to complete a full body shiatsu treatment using proper body mechanics, as well as know the benefits and contraindications of shiatsu and have a good foundation for advanced shiatsu course work.

## **SPA SERVICES I (25 Hours)**

Learn about body wraps, exfoliation (salt glows and scrubs), mudpacks, cellulite massage and more. These services work very well in conjunction with massage therapy in a spa environment. An additional lab fee will be announced at the time of class.

## **SPA SERVICES II (25 Hours)**

PREREQUISITE: SPA SERVICES I

Within this class we will take the treatments that the therapist learned in the previous class and expand upon this knowledge, with new approaches to facial lifting without plastic surgery, how to bring about the client's radiance without the use of heavy chemical peels and heavy-duty products. This class will bring the therapist the understanding of incorporating natural elements into their massage practice.

## **SPORTS AND MEDICAL MASSAGE (100 Hours) \*\***

This course is part IV of our Massage Practitioner program (600 Hours) and covers a wide range of massage

techniques and may be taken for Continuing Education. The class includes detailed assessment information, precautionary tests, Pre/Post-Event Sports Massage, Training and Curative Massage and Oncology Massage. Students learn everything from the subtly of touch to deep tissue techniques. This is required for anyone planning to pass the Nationals. Note: Students registering for this class will also be scheduled in the Student Clinic.

## **STRETCHING SESSION (15 Hours)**

This course is designed to enhance the skills of a Sports, or Rehabilitation Massage Therapist by focusing on proper stretching techniques. Stretching can help improve movement patterns over time, which can lead to fewer injuries. Using both passive, active and dynamic techniques, stretching can increase blood flow to muscles, tendons, and ligaments, which can help promote healing and reduce inflammation. Students will learn various types of stretches to safely extend muscles further and reprogram the signals between clients' muscles and the brain.

## **THAI MASSAGE (50 Hours)**

Nuad Bo 'Rarn - Ancient or sacred techniques handed down from generation to generation. This ancient Asian bodywork utilizes pressure points, yogic stretches and rhythmic manipulation to balance the body's energy. A rhythmic rocking motion and compression along the body's sen lines are used to restore energy, calm the mind, and relieve tension. As has been the custom for over 2500 years, this bodywork is performed on a mat on the floor over loose clothing. Recommended for those who prefer a firm massage and don't mind being stretched, pulled and twisted. You will feel relaxed yet energized afterwards.

## **THAI ON THE TABLE (25 Hours)**

Thai Massage has been practiced in Thailand for centuries. Thai Table Massage is among the fastest growing massage modalities in the U.S. Thai Table Massage is a combination of energy work and yoga stretching with no oil and is practiced on a massage table.

## **TUI NA (25 Hours)**

Tui na is a bodywork therapy that was developed in China over 2,000 years ago. It works with the energy system in the body known as the meridian system. Like Acupressure, Tui na works with the chi energy of the patient to bring a balanced state of health. The work is done entirely with the practitioner's hands to help increase the beneficial flow of chi through the client's meridian system.

## **PERSONNEL**

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### **Administrative Staff**

Michelle M. Mangano    Executive Director, Administrator  
Celina Sahagún        Director

### **Michelle M. Mangano, B.A. – Executive Director**



With over 40 years of teaching experience from the corporate world and academia, Michelle relies on her vast background to ensure a quality operation. She has been involved in all business aspects from Human Resources, Training & Development, Customer Service and Operations. She focuses on running the school with a high level of customer satisfaction and academic competence while maintaining the comfortable feeling of a family-run business. As Executive Director, Michelle stresses the importance of skills development along with the ability to become either a knowledgeable employee, or a successful Independent Contractor. Michelle can be reached at [michelle@calcopamassageschool.com](mailto:michelle@calcopamassageschool.com).



### **Celina Sahagún, A.A. – Director**

Celina Sahagún, a Huntington Beach Local, graduated from CalCopa as a Holistic Health Practitioner, and has been with CalCopa since 2002. With a degree in Social and Behavioral Science as well as Sociology, she uses her education to adapt programs and build

resources for all students. Celina has worked in many massage environments, including chiropractic offices, massage studios, On Demand, spas and privately. Celina spends most of her time raising her three kids. Celina loves to teach and CalCopa is her home away from home. Her goal is to have students leave her classes prepared for the next level of education. Celina hopes our students leave CalCopa with the confidence and knowledge to pass the MBLEX exam, or any city tests required for licensing. Recently Celina has moved to the Office as Director and keeps the school moving forward in the field of both luxury relaxation and palliative. Celina can be reached at [celina@calcopamassageschool.com](mailto:celina@calcopamassageschool.com).

## Sylvia Dimas

### A.A., BBA in Business Administration in Progress – Financial Aid Specialist

Sylvia Dimas is a wonderful addition to the CalCopa Team. With over 20 years working as a financial aid professional, she can help with any questions a potential or existing student may have. Her main goal is to contribute to the success of the students and the school. She is a member of the National Association of Student Financial Aid Administrators (NASFAA) and the California Association of Student Financial Aid Administrators (CASFAA). We are very fortunate to have Sylvia at CalCopa. Sylvia can be reached at [financialaid@calcopamassageschool.com](mailto:financialaid@calcopamassageschool.com).



## Sally Cardinal, CAMTC #57630 – Job Placement Counselor



Sally joined the staff in April of 2011 as an office assistant. She soon realized what a great opportunity she had happened on and started taking night classes at the school the following year. Even with her CAMTC certification, Sally's kept her position at the school and performs massage on her days off. She loves both her jobs. She's an HB native and lives locally with her husband Mike, 4 kids and too many pets. She is also CAMTC certified and works in a chiropractic office and with private clients. Sally can be reached at [info@calcopamassageschool.com](mailto:info@calcopamassageschool.com).

### Noelle Parra, Administration Assistant



Noelle Parra has been an active part of CalCopa for her entire life as a volunteer at events and helping around the school. She is a talented Assistant and her interpersonal skills and intense desire to help others make her a great asset to the CalCopa Staff. You will see much of her artwork throughout the school and her talent in branding everything from CalCopa scrubs and t-shirts to car and cup decals. She is always excited to improve her skills and ready to step in and get the tasks completed. Noelle works in the Front Office two days a week and is the first-person potential students or massage clinic customers will meet.

## Giselle Parra, Front Desk Attendant

Giselle Parra has also been an active part of CalCopa for her entire life as a volunteer at events and helping around the school. When she's not at the school giving tours and answering questions of potential and new students, she's a sophomore at Concordia University working on her bachelor's degree, or teaching dance classes at *The Dance Centre* in Orange. She has picked up a few massage techniques throughout the years.



## **CORE INSTRUCTIONAL STAFF**

Michelle Mangano, B.A., CAMTC #22754, BCTMB, ABMP, AMTA, MBLEX

## Instructor: Core Classes and Electives



Michelle is a Holistic Health Practitioner with a B.A. in Communication from the University of Nebraska and is a graduate of CalCopa. She comes to the school after many years in the corporate training world and is pleased to use her vast background to help teach others the healing art of massage. In addition to massage techniques, she stresses the value of business skills and professionalism and customer service. Her teaching philosophy has always been, "make sure the students have the skills and knowledge required but have fun during the learning process."

## Celina Sahagún, B.A., CAMTC #72346, BCTMB, ABMP

### Instructor: Core Classes and Electives

Celina graduated from CalCopa as a Holistic Health Practitioner. She is currently working towards her bachelor's degree in Sociology. She has her own practice to maintain her massage therapy skills. Celina loves teaching techniques for visual, auditory and kinesthetic learning. Her goal is to have students leave their classes prepared for the next level of education. Ultimately, she hopes to help students fulfill their personal career goals. In addition to teaching both fulltime and part-time classes, Celina helps out in the office whenever necessary.



## Amanda Grable, B.A., CAMTC #67795

### Instructor: Core Classes and Electives

Amanda came to CalCopa in 2014 because her sister was making decent money as a massage therapist. After coming to massage school Amanda fell in love with massage and the ways that it can help people physically, mentally, emotionally and spiritually. Amanda has chronic health conditions and had only been exposed to the traditional American healthcare options before coming to massage school. CalCopa, massage, bodywork and a holistic approach to health completely changed her life. Amanda specializes in therapeutic massage with a focus on restructuring the body. She has worked in various chain massage studios and resort spas. She currently works at a day spa, as well as doing mobile and in studio massage in her private practice. Amanda has a background in education and finds fulfillment in teaching and sharing her knowledge with others.



## Vanessa Vasquez, A.A., CAMTC #48425

### Instructor: Core Classes and Electives

Vanessa has been a massage therapist for several years primarily working in the day spa environment. This experience makes her a great instructor for our Massage Technician class. Not only does she bring an enthusiastic approach to the Massage Technician classes, but she also provides valuable insight into having a successful career. Vanessa has great insight into the communication skills required for a successful career in a spa setting. In addition to teaching the Core Class, she teaches the Spa Services Class for those planning on working at the corporate day spas in the area. She is working at CalCopa in the evenings while she's completing her bachelor's degree in teaching.



## Chad Scheaffer, CAMTC #91214

### Instructor: Core Classes and Electives



Embarking from Southern California roots, our instructor's journey into holistic well-being began on the high school wrestling mat. Cultivating a fascination with the intricacies of the body, he earned a bachelor's degree in Biological Sciences from the University of Connecticut. Chad's healthcare journey continued at CalCopa Massage School, where he developed a passion for coaching self-awareness in body mechanics and posture, emphasizing the impact of daily habits and prioritizing breath work for overall well-being. From spa work to launching a mobile massage business, Chad brings a wealth of experiences and personalized techniques. Committed to enhancing the quality of life for student practitioners and their future clients, he invites you to join in the journey

to a balanced and rejuvenated lifestyle.

**Michael Edmonson, CAMTC #96746**

Instructor: Core Classes, Electives and Leads Mentorship Program

Mike comes to CalCopa with a vast background of experiences and hobbies. Stationed in Iraq, Mike created a make-shift massage room for his fellow Marines (Booya). He contacted various companies such as Biotone to send massage supplies so he could make this part of his regular care. After returning, Mike led the Marine Corp Marching Band. He received his first Massage Therapist License in South Carolina before moving back to the West Coast with his wife, Chrisanne. When he's not teaching, or tutoring students, he's involved with his Model T club.



**Lovely Santos, CAMTC #37878**

Instructor: Core Classes and Electives



Lovely is dedicated to maintaining comprehensive training plans aligned with CalCopa's strategic plan. She strives for excellent communication and relationship building skills. As a recent graduate from CalCopa with research, technical, and problem-solving skills, she uses her understanding of what students experience through their program to ensure their success.

## **ELECTIVES INSTRUCTIONAL STAFF**

**April Statum, CAMTC #21930**

Instructor; Lymphatic Drainage and Cranial Sacral



Born in beautiful San Diego and relocated as a teen, April fell in love with the OC and chose to raise a family there. Ms. Lewis brings twenty-plus years teaching experience of a dozen massage and bodywork modalities. This variety of knowledge is expressed in a fun and animated instructional style. Her diverse background includes a decade in the martial arts, translating into excellent body mechanics training for a career as a healthy therapist. Witness to extraordinary results, she now specializes in light touch therapies. April is passionate about Lymphatic Drainage and Cranial Sacral Therapy for their powerful healing properties and gentleness on therapists. Ms. Lewis is excited about each student's individual growth and learning process. She stresses respect for our students as they enter this wonderful profession of service. Her objective is to inspire a love of learning and acceptance of personal healing. In her spare time, April enjoys her family, walks on the beach and curling up with a book. See you in class!

**Grant Nichol, CAMTC #90317**

**BS, NCBTMB, Holistic Health Practitioner**

Instructor: Thai on the Floor, Thai on the Table, Swe-Deep-Thai

Grant is a CalCopa alumnus who continues to grow as a Holistic Health Practitioner. After taking Thai classes at CalCopa, he went to Thailand to further his knowledge in the art of Thai Massage. He brings this knowledge back to the school to pass on to our students for a more complete knowledge of Thai Massage.



**Rev. Kelly Cohee, M.S.**

**Certified Usui/Holy Fire® III/Karuna® Reiki Master Teacher, Certified Hypnotherapist and Intuitive Channeler**



Rev. Kelly is a dedicated health and wellness professional with 8 years in private practice utilizing holistic therapies such as hypnotherapy, reiki, meditation, spiritual counseling & psychic development. Her true passion is teaching the healing art of Usui/Holy Fire® III Reiki! Her primary aim is to align her students with their most authentic selves. To assist them in rediscovering their inherent spiritual gifts and divinity. She thoroughly enjoys guiding others to the ability to give and receive Love in expansive, joyful, and healthy ways.

As an Ordained Minister with the Universal Life Church, she is especially grateful to officiate all manner of spiritual life events with joy and reverence. Additionally, she holds a Masters degree from NYU in International Relations, loves to travel, promote cross-cultural awareness, peace and tolerance.

## **SCHOOL GOVERNING BODY, ADMINISTRATORS AND BOARD MEMBERS**

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Owner: California College of Physical Arts, Inc. (A California Corporation)

### Administrative Officials:

- Michelle M. Mangano – Executive Director (VA Certifying Official)
- Celina Sahagún – Director (VA Certifying Official)



*Michelle Mangano*



*Celina Sahagún*

### Board of Directors:

- Michelle Mangano, President & Treasurer, Affiliated
- Celina Sahagún, Vice-president & Secretary, Affiliated
- Noelle Parra – Affiliated
- Pamela Mabry – Unaffiliated
- Valerie Parra – Unaffiliated
- Devon Schaller – Unaffiliated
- Michael Parra - Unaffiliated



*Noelle Parra*



*Pamela Mabry*



*Valerie Parra*



*Devon Schaller*



*Michael Parra*

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CalCopa Massage School  
18582 Beach Blvd, Suite 11  
Huntington Beach, CA 92648

## **NOTICE OF WITHDRAWAL**

Student Name & Student Number: \_\_\_\_\_

Enter Date of class and class level: \_\_\_\_\_

You may withdraw from a course after instruction has started and receive a pro-rated refund for the unused portion of the tuition and other refundable charges if you have completed 60% or less of the instruction by using this "Notice of Withdrawal" form.

If a student withdraws from the course of instruction within the period allowed for cancellation, the school will remit a full refund, less the \$150.00 Registration and Material fees. Refund is made within 45 days following the student's Written Notice as per State Regulations. The student is obligated to pay only for educational services rendered and for unreturned equipment (including textbooks). (If a student withdraws, per California Education Code Section 94920 prior to completion of the course he/she is enrolled in, a refund will be made of the unused portion of the tuition.) The amount charged to the student shall not exceed the pro rata portion of the total charges for tuition.

For courses longer than 1-year (12 months) in length, the cancellation and refund policy shall apply to the stated course price of the contract.

Remember, you must cancel in writing by using this form or your own written statement of withdrawal. You do not have the right to cancel by just telephoning the school or by not coming to school. If you have any complaints, questions or problems which cannot be worked out with the school, call or write to:

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
Phone: 888-370-7589  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

