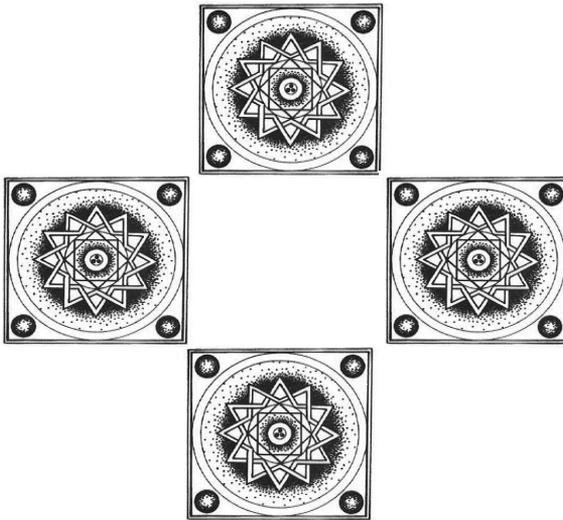


**CRESTONE
HEALING
ARTS CENTER**

及清道子動心學道通玄
天下萬物生長力力生於氣

SCHOOL CATALOG



Forty

Returning is the motion of the Tao.

Yielding is the way of the Tao.

The ten thousand things are born of being.

Being is born of not being.

- Lao Tsu, Tao Te Ching

Translated from the Cover

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WELCOME

OUR PHILOSOPHY & FOCUS

Crestone Healing Arts Center prides itself in facilitating profound inner transformation through quality instruction in the healing arts. We offer a 12-Week Massage Certification Intensive Training Program. Our courses invite a deeper remembrance of one's own special spirit. The art of massage is taught as a special avenue through which this spirit may creatively find its own unique and individual expression.

We are a center for **healing**. We view massage as a spiritual as well as a technical discipline. Our courses reflect a compassionate approach to the practice of the healing arts. Our experientially-based instruction is strongly foundation-oriented both in affect and in technique. Simplicity and applicability are our focus rather than the complex cluttering that can sometimes obscure communication of a true art. Individuals engage in a process of becoming more balanced, compassionate human beings through an intensified immersion in the study and practice of therapeutic massage.

Our school is also an experiment in **community**. Students live, study, and train together in a retreat-style environment. The potential for building "family" and lasting friendships is encouraged as students support each other along their journey of self-discovery. We believe in the inherent unity of all beings. When individuals choose to heal themselves, the healing of the planet and all its members becomes a simultaneous occurrence. Individuals emerge as skilled massage practitioners ready to apply for Registered Massage Therapist status in the state of Colorado and to bring the principles of right livelihood into their respective communities.

Our facility is considered a dojo - **a place of the Way (do)**. A "dojo" is a special space in which the healing, martial, and meditative arts are earnestly practiced for the purpose of self-purification and internal unification. We ask that all students and visitors treat our dojo with the care and respect such a space deserves. We invite students to engage in a process of personal growth and self-discovery while immersed in 12 weeks of concentrated massage training.



SCHOOL LOCATION

Crestone Healing Arts Center is nestled against the western slope of the Sangre de Cristo mountain range. This area is considered sacred to Native Americans as well as to other groups with strong traditional and spiritual orientations.

We are in the high desert (8,200 ft.) of South Central Colorado. Our facility is located, in the Baca Grande, a rural area about 5 miles south of the small town of Crestone. The San Luis Valley, one of the largest mountain valleys in the world, as well as the San Juan mountains are visible to the west of our facility. The Great Sand Dunes can be seen at a distance to the south. The school is situated close to year-round creeks, hiking trails, and National Park access. A 3-5 hour hike towards the Sangres can take one to high mountain lakes, alpine meadows, and majestic 14,000 foot peaks. Our location allows close driving proximity to other recreational areas such as ski resorts, hot springs, campgrounds, and wildlife refuge sites.

Dan Retuta is Authorized Agent, Program Director, and Primary Massage Instructor of the 12-Week Massage Therapy Certification Program. Sue Beck Retuta is Resident Director as well as Massage and Kundalini Yoga Instructor. Crestone Healing Arts Center Inc. is a Colorado Corporation in good standing with Dan Retuta as acting President and Secretary and Sue Beck- Retuta as the acting Vice President and Treasurer. Crestone Healing Arts Center Inc., is a school approved and regulated by *Colorado's Department of Higher Education, Private Occupational School Board*. We are physically located at this address: *1689 Columbine Overlook, Crestone, CO 81131*. Crestone Healing Arts Center has been providing professional massage therapy training and quality healing arts services since 1995.

ABOUT OUR FACILITY

Our facility was designed specifically for a retreat-style format of instruction. The building's simple post and beam and high ceiling design encourage a feeling of expansiveness and simplicity conducive to the study of the arts. A large open central area is used for yoga, martial, and healing arts instruction. Massage tables, stools, tables, chairs, audio visual equipment are provided. We have a comfortable kitchen where students prepare their own meals, a laundry area, two bathrooms (each with a shower, sink and rest room), ample study and lounging space, and three rectangular lofts that function as open sleeping areas. Views from these lofts are spectacular. Living in-facility is not mandatory. Students in need of greater privacy may choose to find housing elsewhere in the community. However, the majority of students have chosen to rent space and live in our facility.

12 WEEK MASSAGE THERAPY CERTIFICATION PROGRAM

MASSAGE: A BRIEF OVERVIEW

Massage may be defined as the systematic manual or mechanical manipulation of the body's soft tissues involving such movements as rubbing, kneading, pressing, rolling, slapping, and tapping. Massage promotes circulation of the blood and lymph, relaxation of muscles, relief from pain, and restoration of metabolic balance. Therapeutic massage as a viable tool for inviting physical, mental, emotional and spiritual balance is fast becoming a fertile area in the field of mind-body research.

Massage was practiced by peoples of ancient Greece, Persia, Egypt, Japan, China, India, Rome, Polynesia, the Pacific Islands and by many other civilized cultures throughout the world. The practice of "massage" was an art very much linked to the cosmologies of these cultures. Healing was practiced as an expression of their intimate relationship between themselves and the greater macrocosm.

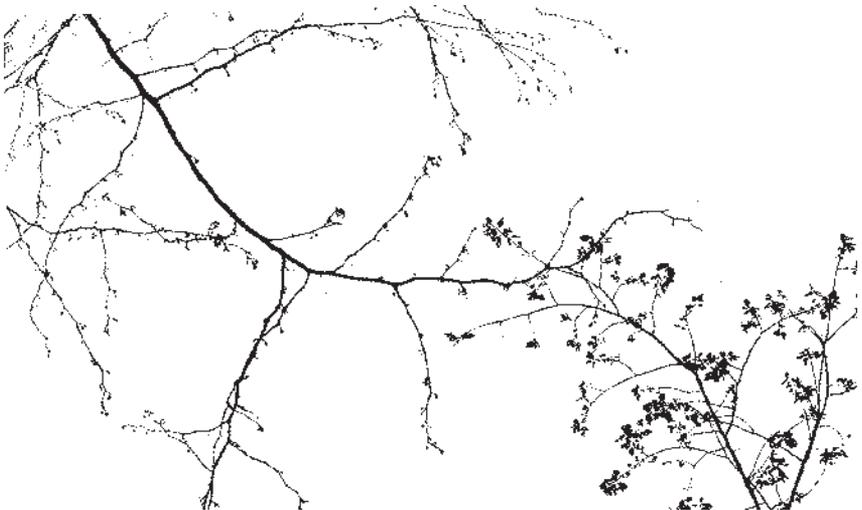
Today, therapeutic massage is one of the most popular and rapidly growing occupations in the United States. Massage and bodywork modalities are increasing in number. Our school represents a sincere attempt to blend the mind-body principles espoused by the ancients with the demands of the present-day "occupation" of therapeutic massage.



HEIGHTENING THE LEARNING PROCESS

We facilitate a learning process that is characterized as being:

- in-depth, hands-on, experientially based instruction;
- motivational and cooperative in its approach; (The program maximizes student-student interaction, cooperation, and group study. Students take an active role in helping each other learn and discover.)
- innovative in its approach to accessing inner resources through affirmation, music, guided imagery, breath, and movement;
- positively reinforcing and healing; (Students are encouraged to rise to their highest potential and to continually give each other support and feedback. Students practice on each other in and outside of class.)
- foundation oriented; (Graduates leave with a well-rounded “tool bag” of basic, foundation-level massage and support skills geared towards meeting the needs of a wide variety of clients.)
- intense and highly transformational. (Students are challenged to rise to a high level of physical, mental, emotional and spiritual growth while engaged in concentrated training in the healing arts.)



WHAT CHAC ASKS OF MESSAGE PROGRAM PARTICIPANTS

Our program is an “in-residence” training endeavor. It is imperative that students:

- be willing to explore the healing power of touch;
- maintain a high level of academic performance and be willing to rise to the challenges of the program;
- be willing to participate fully, sincerely, diligently and cooperatively in the learning process;
- be open to different and diverse points of view;
- be willing to change, grow and be flexible;
- be open to acquiring skills that deal with feelings and emotions and to practice these skills during training;
- be willing to develop and practice positive communication and conflict resolution skills;
- be willing to develop and to practice these skills with the compassion and care needed to maximize harmonious interactions and outcomes;
- be able to work harmoniously with different types of people and personalities;
- be willing to develop appropriate and supportive interpersonal relationships especially in the context of community and a group learning environment;
- practice healthy boundaries and wise choice regarding self-care;
- maintain the necessary level of physical, mental, emotional, and spiritual presence to remain mindful throughout the program;
- persevere to keep all commitments as a necessary requirement for all those who wish to successfully enter, continue and complete the massage program;
- be constantly willing to take complete responsibility for one’s actions and be open to initiate changes that invite positive consequences and results.

CLASS SIZE, CLASS SCHEDULE & INTENSIVE CYCLES

Minimum class size is 4. Maximum class size is 12. CHAC reserves the right to set the number of participants for any given session. **Intensive cycles generally begin mid-March and late September unless otherwise specified.** Please contact CHAC for the exact dates of session commencement. Although we attempt to be consistent with commencement schedules, exact dates may be subject to change.

Regular class time averages 9 hours per weekday. Students should plan on a maximum of 2 to 4 Saturday commitments during the 12-Week Program. Our intent is to go through the entire program in 12 consecutive weeks beginning on a Monday of Week 1 and ending on a Friday of Week 12. In extremely rare exceptions, CHAC reserves the right to insert as many as 7 “floating days off.” In such a case, the length of the program is adjusted to compensate for those days off. This decision is made completely at the discretion of CHAC staff.



DESCRIPTION OF MESSAGE COURSES

We teach 7 modalities allowing greater flexibility to the massage therapist's repertoire of available tools. Some of these modalities may be administered without having a massage table on hand. Some modalities involve disrobing while some do not. The techniques may be tailored to those clients who may request work on specific areas of the body as well as to those clients wanting "full body" work. Two of the 'course options' described in this catalog will be taught. The choice is made at the complete discretion of CHAC staff.

Acupressure: Students learn to locate and apply light to moderate pressure to the various acupoints located along the torso, the back, legs, hands, feet, arms, neck, face and head. Students learn to cultivate an internal presence of compassion and stillness. Students practice focusing life force (chi) in order to greatly enhance therapeutic effects of the treatments. Acupressure patterns are selected to address specific as well as general concerns. The course allows students to begin to experience the healing power of touch through this simple yet highly effective technique.

Reflexology: The feet and hands contain "reflex" points which influence organs, glands, and body "zones". Massaging these reflex centers encourages new vigor to flow into the corresponding areas of the body. Students learn to locate these points and to administer a relaxing Reflexology routine. Soothing foot baths and other therapeutic applications are also taught as a way of enhancing treatments.

Shiatsu: Shiatsu treatments consist of applying moderate to firm palm and finger pressure along the body's major lines of energy flow (meridians). Students learn how to facilitate highly therapeutic full body Shiatsu treatment from the floor as well as from a table. Basic hand manipulation techniques as well as methods of passive stretch to open energy channels will also be covered. Shiatsu formulas for specific conditions will be taught. A self-shiatsu routine is included in the instruction.

Swedish Massage: Soothing flowing strokes and the use of oil characterize this highly relaxing massage modality. Swedish Massage improves overall health by enhancing the circulation of blood and lymph, muscle tension release, joint flexibility, and mind-body relaxation. Students learn a deeply quieting, full body massage routine. Maintaining the utmost respect for the client through clear communication and sensitivity of touch are high priorities the Swedish course.

Integrated Massage: Students create treatments that reflect a creative blend of therapeutic modalities and methods taught earlier in the program. Swedish, Shiatsu, Reflexology, Acupressure, Hydrotherapy, Aromatherapy, Passive Stretch and Hand Manipulations are woven, in whole or in part, into a holistic massage treatment specific to clients' needs and concerns. Students share their individual and unique creations with each other. Integrated Massage is a fun, creative, highly reinforcing course, a wonderful culmination and synthesis to a student's 12-week immersion experience in the study of massage.

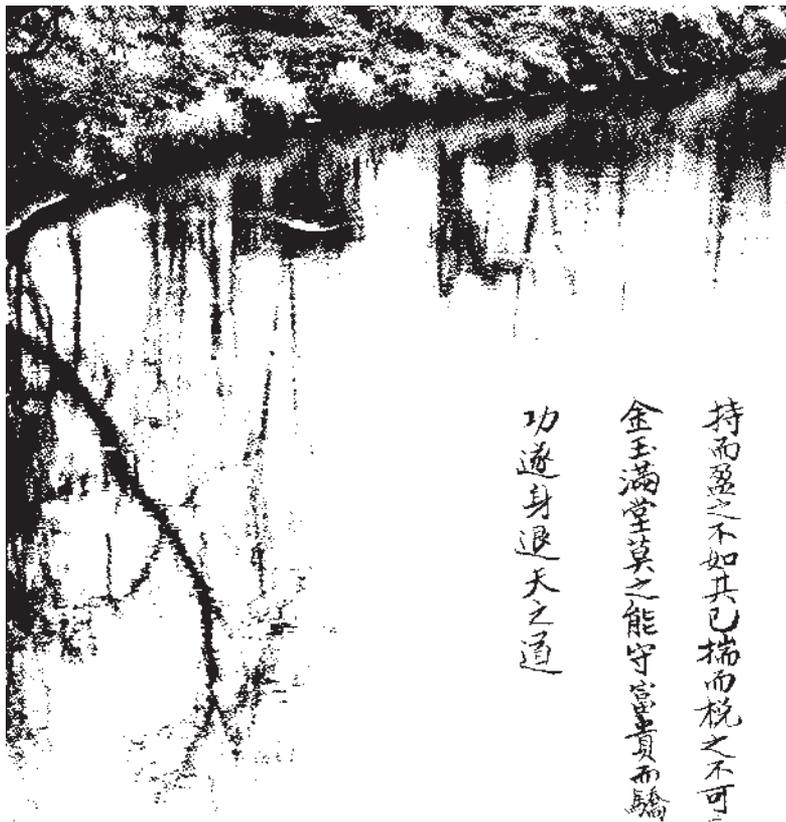
Prenatal Massage: (course option) Techniques that are appropriate to all stages of pregnancy are covered in this course. Special positions that may be necessary in facilitating massage for expectant mothers are demonstrated. Acupressure and Swedish massage techniques are used. Pregnant women from our local communities are invited to receive treatments.

Infant Massage: (course option) The focus of this course is to introduce the method and psychology regarding the application of massage with infants. Theory, infant psychology, rapport building, the actual practice of infant massage and its benefits are covered.

On-Site Stress Relief: (course option) Increasing relaxation and energy efficiency in the work place through massage is fast becoming a popular modality among therapists. This class introduces specific techniques which include stretching, self-suggestion, and acupressure which can be easily facilitated while recipient is seated in an ordinary chair.

Emotional Balancing Techniques for C.M.T.s: (course option) Tools for massaging the emotional body are studied and practiced. This class introduces advanced Acupressure techniques that are particularly directed to soothing and harmonizing specific emotions such as anger, grief, obsession, shock, hysteria, stress, insecurity, lack of confidence, indecision, and fear. The use of visualization, suggestion, affirmation, and guided-imagery as tools to invite a deeper sense of emotional balance and harmony are also discussed.

Enhancing the C.M.T. Tool Bag: (course option) Elbow and forearm massage techniques, stretching maneuvers, using your feet to accentuate Shiatsu floor treatments, soothing applications using rubbing and friction will be covered. This class immensely upgrades the massage practitioners repertoire. These techniques may be included in any Integrated Massage procedure.



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金玉滿堂莫之能守富貴而驕自遺其咎

功遂身退天之道

NINE

Better stop short than fill to the brim.

Oversharpen the blade, and the edge will soon blunt.

Amass a store of gold and jade, and no one can protect it.

Claim wealth and titles, and disaster will follow.

Retire when the work is done.

This is the way of heaven.

-Lao Tzu, Tao Te Ching

DESCRIPTION OF SUPPORT COURSES

Anatomy & Physiology: Communicating the miracle of the human body through exploration of its form and function is the primary goal of the course. Unified quantum field theory, basic cell biology, biochemistry as well as human musculoskeletal, nervous, digestive, respiratory, cardiovascular, circulatory, lymphatic, renal, hepatic, immune, reproductive, integumentary, and endocrine systems are covered. An Independent Home Study in Human Anatomy is an integral part of the course curriculum. A profound appreciation for the human body is encouraged in the hope of creating a profound influence on how students engage in the art of massage.

Pathology: Pathology home study course examines the nature of disease and the structural and functional changes produced by these dysfunctions. The indications and contra indications to massage and bodywork are specifically addressed in order to help students build a safe and ethical professional practice.

Movement & Ki Development: Students explore mind/body relationships, energy flow, and conscious energy focus during this experientially based class. Life force (Ki) is developed through the basic breath technique, visualization, concentration, stretching, meditation, Qigong, martial arts, Dahn Hak, yoga, and Tai Chi. Students learn simple methods of self-care designed to strengthen and vitalize the energy field, to enhance massage technique, and to facilitate the transformational process. Towards the end of the program, participants are expected to teach a class based on what they have learned during the class. A regular class day usually begins with a class in Movement & Ki Development.

Herbology for Massage Therapists: Herbal history and lore, plant identification and wild crafting, herbal propagation and cultivation, the relationship between herbalism and other therapeutic modalities are covered in this hands-on course. The study deepens the appreciation for the plant kingdom and adds an invaluable dimension to students' massage practice.

Introduction to Hydrotherapy: This short course introduces extremely useful hydrotherapy treatments to enhance the client's overall therapeutic experience. The physiological effects of hydrotherapy will be covered. Simple hot and cold applications appropriate to recipient need and concern will be the primary method taught.

Ethics: This course focuses on the fundamental principles necessary for supporting client-therapist relationships through ethical practice. Positive communication techniques, massage practice management, maintaining personal boundaries, intimacy issues, understanding trauma, and professionalism are topics covered in this class. The class also teaches the Enneagram, an ancient Sufi system for understanding personality dynamics as an aid to conscious choice and personal growth.

Basic Oriental Healing Philosophy: This course represents a brief but highly important overview of a healing system that is over 3,000 years old. The Oriental concept of chi, yin and yang, cyclic movement in nature, concepts of health and disease, dan tien, the major energy centers and channels, basic 5 element theory, organ/meridian correspondences, traditional associations of imbalance, microcosm-macrocosm interrelationships and the I Ching are discussed. The course cultivates wisdom and invites humility- two profoundly important qualities in the practice of any healing art.

Business Practice: Business Practice gives the student a practical foundation for creating a successful and fulfilling massage practice. Aligned consciousness and principles of “right livelihood” are recurring themes in this class. Important considerations involving business start up, legal aspects, marketing, financial considerations, and client relationship building are discussed. The course seeks to infuse students with the confidence needed to begin a career in Therapeutic Massage.

Community Massage Practicum: Members of Crestone and the Valley Community are invited to receive students’ massage as different modalities are studied throughout the course. Recipients are asked to fill out evaluation sheets after the massage. Time is provided for students to go over the evaluation and to make important notations. Strict time constraints are adhered to during the treatment. Conditions similar to those found in professional practice are simulated. Orientation to service compassion, professionalism, communication, rapport, presence, energy awareness, community-building, and refinement of massage technique are all aspects of this course.

C.P.R. & Basic 1st Aid: CPR includes training in cardiopulmonary resuscitation. Students learn to restore and maintain respiration and blood circulation for victims of such accidents as choking and heart failure. First Aid procedures for burns, fractures, shock, poisoning, bleeding, and thermal disorders will be covered. Students may waive this class and receive course credit by providing a copy of their current CPR & 1st Aid card.

Introduction to Aromatherapy: Aromatic oils have been used to balance the mind and heal the body for millennia. This introductory course covers physiological and energetic considerations supporting aromatherapeutic treatments, therapist-client intake procedures, simple muscle testing, and aromatherapy techniques to enhance clients' health and well-being.

SUMMARY OF COURSES AND HOURS

7 MASSAGE COURSES:

Acupressure	50 hrs
Reflexology	20 hrs
Shiatsu	70 hrs
Swedish Massage	65 hrs
Integrated Massage	40 hrs
2 Massage Course Options	14 hrs
Total	259 hrs

11 SUPPORT COURSES:

Ethics	15 hrs
Pathology	40 hrs
Movement & Ki Development	60 hrs
Herbology for Massage Therapists	20 hrs
Business Practice	15 hrs
Basic Oriental Healing Philosophy	10 hrs
CPR & Basic 1st Aid	8 hrs
Community Massage Practicum	62 hrs
Anatomy & Physiology	131 hrs
Introduction to Aromatherapy	5 hrs
Introduction to Hydrotherapy	5 hrs
Total	371 hrs

TOTAL PROGRAM HOURS: 630 hrs



ADMISSIONS

ADMISSION PROCEDURE

The application and enrollment process proceeds as follows:

- Read and study the catalog thoroughly, especially attending to philosophy, procedures, policies, student conduct and requirements of the program;
- Send in a **completed** application form with the Application fee;
- Completed application forms are reviewed in the order they are received. Incomplete applications may cause processing delays;
- An appointment for an interview to be conducted either in person or by phone is scheduled;
- The interview takes place; (Please be prepared to discuss questions asked in the application form and other questions you may have. We want to make sure that our program matches your personal and professional aspirations.)
- The applicant is notified of his or her acceptance status.
- Upon acceptance, applicants will be sent a Student Enrollment Contract packet along Home Study materials and invoice;
- The Student Enrollment Contract and accompanying documents are read, understood, signed initialed and dated where appropriate, and returned with a check for the correct amount reflecting Program Pre-Attendance Deposit and cost of Home Study texts.

Depending on the decided cut-off for the number of students attending a session (a number set at the discretion of CHAC), applications may be submitted *up to the last business day prior to session commencement*. The applicant's enrollment priority is set and held when CHAC receives a complete set of agreement documents and a check for the Pre-Attendance Deposit and Home Study texts. Please see Application, Admission and Preparation Checklist at the end of this catalog.

- If the packet is received **and** space is no longer available, CHAC will either:
 - a. return all applicable fees and cancel the application;
 - b. give the individual priority entrance in the event an enrollee vacates space by withdrawing from the program;
 - c. give the individual priority entrance in the next upcoming session following the one applied for.

We encourage interested candidates to speak with a CHAC Director and, whenever possible, visit our facility before applying. When in session, we encourage applicants to make an appointment to meet with CHAC staff, receive treatments from our students and to ask questions with regard to any aspect of the 12-week program.

ADMISSION REQUIREMENTS & CONSIDERATIONS

Our program is open to all. We do not discriminate with regard to race, creed, color, gender, or national origin. Screening of applicants are based on but not limited to the following criteria (See *Pre-Interview Considerations for Student Candidates*).

All applicants must:

- a) be at least 18 years of age by the date of the session's first class meeting;
- b) have verified high school graduation by a copy of high school transcript, high school diploma or General Education Development Certificate;
- c) have received at least one professional massage prior to application;
- d) demonstrate personal goals and motivation appropriate to the 12-Week Massage Program
- e) demonstrate mental, physical, emotional readiness to engage in all aspects of the 12-Week Massage Program;
- f) demonstrate alignment with the 12-Week Massage Program's philosophical focus, its academic goals, and the standards of conduct asked of students while in attendance and training;
- g) have the necessary financial background, ability, and commitment to complete the program's financial requirements.

POSTPONEMENT OF STARTING DATE

Postponement of starting date, whether at the request of the school or the student, requires written agreement from the school or the student. The agreement must be signed by the student and the school. The agreement must set forth: a) whether the postponement is for the convenience of the school or the student, and b) a deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the Student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

ACADEMIC INFORMATION

STANDARDS FOR STUDENT CONDUCT & BEHAVIOR

Positive conduct is of **utmost** importance especially while training intensively and in-residence. In order to continue as a student in good standing at CHAC, program participants are asked to maintain certain commitments throughout their 12-week experience. CHAC requires its students to be:

- alcohol, tobacco, and drug free while in-residence and when engaged in any CHAC activity;
- keep a strict code of privacy and confidentiality regarding all areas of a personal nature;
- maintain school standards with regard to attendance and academic performance;
- maintain personal (physical, mental, emotional, and spiritual) cleanliness, hygiene and self-care;
- adhere to the policy on blood-borne pathogen procedures, infectious and contagious conditions;
- respect and care for all school, community, and fellow students' property;
- show care and respect for all individuals associated with community and school through kind and appropriate verbal and physical expression;
- refrain from sexual activity, sexual advances, sexual harassment, sexual innuendo, sexual interaction (This standard applies while in-residence, in all massage therapy settings and in all CHAC activities);
- perform all massage in a professional and ethical manner;
- observe appropriate dress while on CHAC premises and/or participating in CHAC activity and observe proper draping standards while practicing massage;
- conduct one's self with honesty and integrity at all times;
- sincerely attempt appropriate communication and resolution methods especially where the harmonizing of conflict becomes a necessity;
- keep to all agreements made with CHAC as a condition for acceptance and continuation in the 12-Week Massage program.

Positive conduct includes, but is not limited to, adhering to the above expectations. Specific disciplinary procedures such as dismissal/termination are described in detail in the Student Enrollment Agreement which applicants receive following notification of acceptance into the 12-Week Massage Program.

ATTENDANCE

To maximize student's success in the program, **100% attendance** is required for all courses offered at CHAC in order to meet our 630-hour program requirement for massage therapy certification.

Participants are encouraged to be **physically present at least 5 minutes before the beginning of class**. Frequent tardiness affects the dynamic of the class and interrupts the smooth and complete transmission of class material. Repeated tardiness shall be grounds for initiating Probation or Dismissal procedures. Students shall participate fully in the specific activity particular to the class being conducted and for the full duration of the class and/or CHAC sponsored event.

Students may not be absent for more than 2 days or accumulate more than 15 hours of class time including Massage Practicum. Students must make up hours within a time determined by CHAC staff which shall not exceed 1 week from the time the deficiency occurred or as remaining program time allows. If missing program time becomes absolutely necessary, students are asked to consult with CHAC staff and arrange for make up contingencies for the activity missed without delay. A maximum \$30 per hour charge for make-up hour completion may be required of student at CHAC's discretion. Owing to the concentrated nature of the training, only limited possibilities for making up work exists. Should deficiencies continue beyond these probationary contingencies, withdrawal or termination may result.

EVALUATION OF PROGRESS

CHAC uses a pass/no pass evaluation system. Since the instructor works intimately with students on a regular basis, evaluation is made by the instructors' observations of students' performance. Students are given continuous feedback on the proficiency of their work. The following list details items where students performance is evaluated:

- Acupressure Point Quiz 100%
- Physiology Evaluations - 75 - 80%
- Acupoint Evaluation 90%
- Oriental Healing Philosophy Oral with Instructor P/NP
- Oriental Formula Binder Organization Checkout P/NP
- Hand & Foot Reflexology Evaluation 90%
- Anatomy Evaluation 90%
- CPR & 1st Aid Certification Test P/NP
- Anatomy Student Workbook completed to 90%
- Pathology Chapter Review complete and Evaluation 90% Pass
- Business Practice & Ethics Independent Assignments complete
- Massage Checkout for Each Modality Score Level 4 or above
- Movement & Ki Development Student Teaching P/NP

PROBATION

A student shall be placed on academic probation where unsatisfactory progress is observed and/or failure to meet any and all standards and policies contained in the Student Enrollment Contract, in the Addendum to Student Enrollment Contract, in the Evaluation of Progress list, in the criteria governing Attendance and in the Standards for Student Conduct and Behavior the latter three having been previously addressed in the School Catalog.

A CHAC Director shall meet with the student and outline a behavioral and/or academic probationary contingency agreement to which the student must agree to and abide by in order to continue in the massage training program. The contingencies set shall be time based. The agreement shall be placed in writing within 72 hours of meeting with the student. The agreement shall be signed by student and a CHAC Director.

Refusal to agree to the contingencies and/or failure to fulfill the agreed upon contingencies shall result in the student's dismissal from the massage training program.

GRIEVANCE RESOLUTION & REVIEW

It is understood that appropriate communication and conflict resolution skills will have already been employed before a review becomes necessary. A student has two (2) years to file a formal complaint with the Division from the date the student last attends the school, or else the student may be barred.

CHAC does NOT require exhaustion of its internal grievance/appeal process before filing a complaint of any nature including but not limited to a claim of a deceptive sales or trade practice with the state of Colorado and through the Division of Private Occupational Schools (DPOS).

If a person has a complaint of deceptive sales or trade practice, that individual must first go through the school's internal grievance process. Under statutory provision, if a student or third-party complaint is not fully satisfied, he or she may then file an administrative complaint with the Division of Private Occupational Schools.

Students have a right to file a formal complaint with the *Colorado's Department of Higher Education, Division of Private Occupational Schools* on line at, higher.ed.colorado.gov/dpos, or by phone 303-866-2723.

GRADUATION & CERTIFICATION

Graduation means that a student has successfully completed all academic requirements of the 12-week training program. Transcripts may then be issued showing academic completion. A notation of “certification pending” shall accompany graduates’ transcripts who have yet to complete their financial obligations to CHAC. Certificates of Completion are issued *only when all academic standards as well as financial obligations* have been met. Certificates of Completion shall bear a Crestone Healing Arts Center Seal and a Director’s Signature.

LETTERS OF RECOMMENDATION & TRANSCRIPTS

CHAC does not have a placement program. However, we provide letters verifying program completion as well as transcripts to institutions or prospective employees by written request from those who have received Certificates of Completion. Transferability of CHAC credit is decided by the institution to which a student is seeking credit transfer. *CHAC does not guarantee credit transferability nor does attending our program absolutely guarantee employment in the field of massage therapy.*

REGULATIONS GOVERNING MASSAGE

The following represents a brief summary of the requirements which Certificate of Completion recipients must fulfill in order to acquire Registered Massage Therapy status in the state of Colorado.

- Complete CO Dept. of Regulatory Agencies’ (DORA) application forms.
- Undergo fingerprint and background check with CO Bureau of Investigation.
- Apply and successfully pass one of two national examinations recognized by DORA, National Certification Board for Therapeutic Massage and Bodywork (Website: www.ncbtmb.org) or the Massage and Bodywork Licensing Examination (Website: www.fsmtb.org).
- Acquire Liability Insurance to cover one’s massage practice.
- Pay the necessary fees required in each of the above mentioned requirements.

Navigating DORA’s website, www.dora.state.co.us/registrations, provides the most current information and the necessary forms needed to apply for Registered Massage Therapist. We ask all applicants to consult the website as the definitive source for regulatory details, exceptions to the regulations, and necessary forms to successfully complete Colorado’s Registered Massage Therapist application process.

CREDIT FOR STUDY IN SIMILARLY STRUCTURED PROGRAM

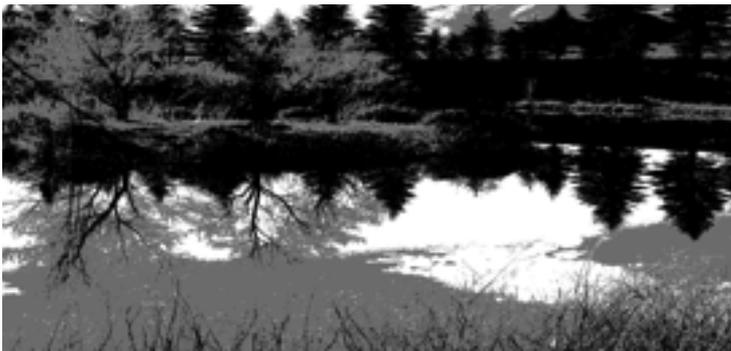
Individuals who have completed a program similar to CHAC's 12 Week Massage Therapy Certification Intensive may apply for credit and CHAC Certification. Proof of similar coursework must be provided. Coursework must closely parallel the content and meet the minimum course hours outlined in this catalog. All coursework must have been completed within 1 year prior to application in order to be eligible to apply for CHAC certification. The similarly structured program may not exceed 5 months in length and must have been completed within consecutive months of continuous study. CHAC requires the following documents for certification review:

- a) a catalog with complete course descriptions and credit hours per course;
- b) an official transcript for all courses taken under the program;
- c) 2 letters of verification/recommendation from instructors and/or program directors;
- d) a meeting with a CHAC Director for an informal interview, an oral evaluation demonstrating knowledge of course content, and a comprehensive demonstration of therapeutic massage skills in the appropriate modalities. maintain acceptable level of academic performance.

PROGRAM RE-ENTRY & COMPLETION TIME

Candidates for re-entry are required to go through the entire application process and participate in the intensive session from beginning to end. All fees and charges for the session re-entered shall be applicable. Tuition is for the session in which applicant is seeking re-entry less the tuition paid at the time of withdrawal or termination from the previous session. The candidate must have fulfilled all prior agreements made with CHAC as a condition for initiating re-entry application.

The tuition proration described above applies only for re-entry in session immediately following students' dismissal/withdrawal.



FINANCIAL INFORMATION

EMPOWERING INDIVIDUAL CHOICE

Crestone Healing Arts Center's directors endeavor to create economically accessible programs for individuals interested in the healing arts. At the same time, we try to create a financial environment that nourishes the center, its staff, and those we serve. We encourage you to compare our programs' focus, content, and cost with those of other institutions.

We want to attract students who have made a specific, clear, and conscious choice to attend and commit to our program. CHAC tuition, fees and charges are included in the ***Student Financials Summary Addendum*** attachment.

TUITION PAYMENTS

Tuition payments are divided into 3 equal amounts, the sum of which equals the total cost of tuition for the 12-Week Program. The student is given a tuition invoice on the Thursday of Week 4, Week 8, and Week 11 respectively. During the course of the program, the student writes 3 checks. Each equals 1/3 of the total tuition payment due.

DEFERRED PAYMENT OPTIONS

- Deferred payment requests are made at time of submitting application for enrollment. Specially arranged deferred payment agreements **may** also be considered under certain circumstances where a student's ability to meet financial obligations previously agreed to becomes impossible. CHAC is not obliged to make changes after an agreement has been finalized by signing and dating the Student Enrollment Contract and Addendum or any other agreement made with CHAC.
- Students choosing a deferred payment option are required to sign an ***Installment Note & Disclosure Statement*** to which CHAC may require a co-signer.
- Please be advised that CHAC may only be able to accept a limited number of applicants seeking a deferred payment option owing to the size of our school and number of enrollees. Requests are reviewed in the order received and not necessarily on applicants' financial need.
- An ***Installment Plan Set Up Charge*** is assessed for setting up or altering a student deferred payment plan.

- For Students opting Deferred Payment Plan A, B, or C, the down payment shall be calculated as follows: **(Tuition cost) x 75%**
- All other fees, charges, and deposits are **not** subject to financing and are payable when due. The remaining 25% is financed in-house and shall be payable by one of the following schedules:
 - PLAN A 25% unpaid balance plus 5% interest divided over 3 months
 - PLAN B 25% unpaid balance plus 10% interest divided over 6 months
 - PLAN C 25% unpaid balance plus 15% interest divided over 12 months
- Please do not hesitate to dialog with us regarding your financing needs. Alternate financing options may be available.
- If an individual fails to make a monthly payment by the designated due date, and, if the unpaid amount plus a Late Installment Charge does not accompany the following month's timely installment payment, CHAC shall, unless previous arrangements have been made, consider the account to be in default. The account may be turned over to a collection agency. All collection fees shall be paid by the individual in default.

LATE PAYMENTS & DUE DATES

A Late Tuition Payment Charge is assessed if payment is made after the designated due date while the session is in progress.

A Late Installment Payment Charge is assessed for each late payment received postmarked after the monthly installment payment's due date.



FORTY NINE

The wise student hears of the Tao and practices it diligently.

The average student hears of the Tao and gives it thought now and again.

The foolish student hears of the Tao and laughs aloud.

If there were no laughter, the Tao would not be what it is. Lao Tzu, Tao Te Ching

REFUND POLICY

Students are entitled to a **full refund** of housing, fees, charges, and all appropriate deposits if:

- the applicant is not accepted by CHAC;
- CHAC discontinues a course or program except that this provision shall not apply in the event CHAC ceases operation;
- the applicant is accepted to the school and gives notification of withdrawal from the program **before 3 business days** have elapsed from the date of signing the Student Enrollment Contract but prior to the first day of class.

For all other withdrawals or dismissals, the following terms for partial refund of Tuition shall apply:

- When a student gives notification of withdrawal **after 3 business days** have elapsed since the date of signing the Student Enrollment Contract **but before** the commencement of classes, a Cancellation Charge will be assessed and subtracted from refund owed to the student for the Application Fee and any prepaid deposits.
- Where a student withdraws from the program (with or without notice) or is terminated from the program, partial refund of the Program Tuition is calculated as follows:

1. If student terminates within the first 10% of the program, the student is entitled to 90% of total Program Tuition minus Cancellation Charge. If a student is a “no show,” student refund is determined under this category. “No show” means a student who does not attend the first day of a course and/or program that the student has enrolled in.

2. If the student terminates after 10% but within 25% of the program, the student is entitled to 75% refund of total Program Tuition minus Cancellation Charge.

3. If the student terminates after 25% but within 50% of the program, the student is entitled to 50% of total Program Tuition minus Cancellation Charge.

4. If the student terminates after 50% but within 75% of the program, the student is entitled to 25% of total Program Tuition minus Cancellation Charge.

5. If the student terminates after 75% of the program, the student is not entitled to a refund. Student is obligated to the full Program Tuition which shall be due in full at time of termination.

- Program Tuition does not include any expenses for books, supplies, materials, housing, miscellaneous services rendered, charges paid directly to the Herbolgy or CPR 1st Aid instructor, or any other charges paid.

- Cancellation Charge is **\$150 or 25% of Program Tuition** whichever is less.

(Note: The refund entitled to student is time based and is set by Division of Private Occupational Schools' policy. A Refund Calculation Worksheet Addendum is attached to the Student Enrollment Contract sent following applicant's acceptance into the massage program.

- To calculate the **% of time a student has spent in the program** the following formula is used:

(Total in-residence days elapsed at time of withdrawal or termination from program) **divided by** (Total in-residence days of program) x 100

- Repair & Cleaning Deposits are refunded in full provided no repair or cleaning is necessary from student induced damage and provided no penalties arise. However, the deposit refund is withheld for students on a deferred payment plan. The refund amount is subtracted from the student's first monthly installment's amount.

- To determine the **Student Refund** the following formula is used: (Total Program Tuition) **multiplied by** (% of Program Tuition entitled to student) **minus** (Cancellation Charge) **minus** (Any Other Unpaid Fees or Charges Owed) **plus** (Cleaning and Repair Deposit refund due)

- If the student is unable to pay balance owed CHAC upon withdrawal or dismissal, a special deferred payment schedule shall be arranged for the balance due. An **Installment Note and Disclosure Statement** is drawn up. Otherwise, the entire balance owed to CHAC is paid prior to student's departure. When refund is due to student, payment is made within **30 business days** after the effective date of withdrawal, "no-show", or dismissal. *The official date of termination/withdrawal shall be the date of the student's last day of in-residence program attendance prior to termination or withdrawal.* In the case of a "no-show", the date shall be the first day of the program. *Any policy for the granting of credit for previous training shall not impact the Refund Policy.*



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FORTY NINE

*The sage has no mind of his own.
He is aware of the needs of others.*

*I am good to people who are good.
I am also good to people who are not good.
Because Virtue is good.
I have faith in people who are faithful.
Because Virtue is faithfulness.*

*The sage is shy and humble—to the world he seems confusing.
Men look to him and listen.
He behaves like a little child.*

- Lao Tzu, Tao Te Ching

APPLICATION, ADMISSION, AND PREPARATION CHECKLIST

- o Contact CHAC and request an Application Packet
- o Schedule a visit, dialog with a CHAC director, if possible.
 - Receive a treatment from students of the current session
 - A visit is highly recommended but not required.
- o Inform CHAC of your intent to seek admission.
- o An initial application form may be sent by E-Mail with page 1 and 2 filled out. Thoughtful responses to the questions on page 2 allows for an expedited interview. A *hard copy of application form* page 1 and 2 with page 2 signed and dated plus an Application Fee must be received within a week of sending the E-mailed application.
- o Send 3 letters of recommendation. These letters may be sent by E-mail within a week after sending E-mailed application form or the hard copy whichever is sent first.
- o Send proof of High School Graduation. It may be sent within a week after sending E-mailed application form or the hard copy whichever is sent first.
- o Send a copy of current CPR/1st Aid Card if you have one. This may be sent a week after sending the application hard copy.
- o Schedule an appointment for a phone interview. Interviews may be conducted prior to receiving Letters of recommendation and proof of High School Graduation. If accepted into the program, applicant is sent a Student Enrollment Agreement Packet, Home Study text books with instructions and invoice.
- o Send in the Student Contract and Addendum, Dojo House Rules, Preinterview Considerations for Student Candidates signed, dated, and initialled as required. Send a check reflecting Program Pre-attendance Deposit and the cost of Home Study texts.
- o Begin Home Study assignments.
- o Attend to financial arrangements.
- o Make transportation as well as any other logistical arrangements to arrive on the designated time and date of session commencement.

DIRECTIONS TO CRESTONE HEALING ARTS CENTER

-On a Colorado map, locate Colorado Highway 17.

-Driving on Hwy 17, you will come to the small town of Moffat . From Hwy 17 at Moffat, turn eastward on to County Road T and continue towards the town of Crestone.

-Proceed approximately 12 miles on County Rd T. Pass the Baptist Church on the left. Then, take the next immediate right into Camino Baca Grande.

-Proceed approximately 2.2 miles. Pass the “Willow Creek” sign on your left. Take an immediate right on Camino Real (also known as Two Trees Road).

-Proceed downhill on Camino Real. We are the second cul de sac on your left. Look for a yellow fire hydrant. Turn into Columbine Overlook. Please park your vehicle in the Cul de Sac and not out on Camino Real.

-The larger building with a blue metal roof is Crestone Healing Arts Center.

-Please enter through the Red Door. If instruction is taking place as you enter, kindly wait and a CHAC staff member will be with you shortly.

-Our Community Massage Practicum takes place Monday through Thursday beginning exactly at 5 PM and ending at approximately 7 PM. Whenever possible, we encourage interested individuals to schedule a student massage before meeting with a CHAC Director. After the massage session, feel free to ask your student therapist questions about any aspect of their program experience.

-Call and make an appointment for a visit. We want to make sure that we set a time when we can comfortably meet and assist you in your decision making process.

-Please accept our humble and respectful gratitude for your interest in Crestone Healing Arts Center.

