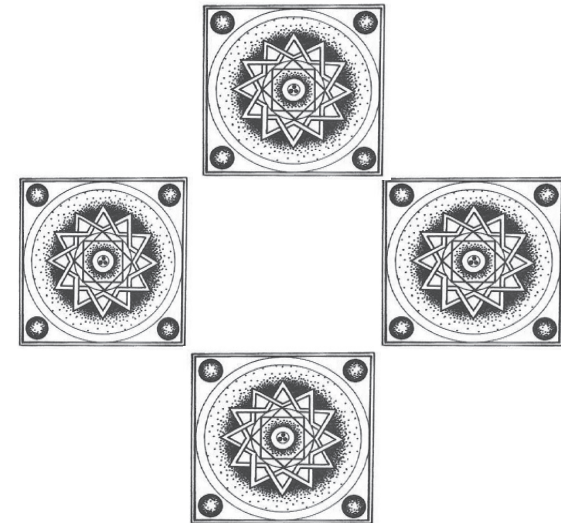


# CRESTONE HEALING ARTS CENTER

CRESTONE HEALING ARTS CENTER  
SCHOOL CATALOG

## 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***

# TABLE OF CONTENTS

## WELCOME

OUR PHILOSOPHY & FOCUS .....2  
 SCHOOL LOCATION .....3  
 ABOUT OUR FACILITY .....3

## 12 WEEK MESSAGE THERAPY CERTIFICATION PROGRAM

MESSAGE: A BRIEF OVERVIEW .....4  
 HEIGHTENING THE LEARNING PROCESS .....5  
 WHAT CHAC ASKS OF PROGRAM PARTICIPANTS.....6  
 CLASS SIZE, CLASS SCHEDULE & INTENSIVE CYCLES .....7  
 DESCRIPTION OF MESSAGE COURSES.....8  
 DESCRIPTION OF SUPPORT COURSES .....11  
 SUMMARY OF COURSES AND HOURS .....13

## ADMISSIONS

ADMISSIONS PROCEDURE .....14  
 ADMISSION REQUIREMENTS & CONSIDERATIONS.....15  
 POSTPONEMENT OF STARTING DATE .....15

## ACADEMIC INFORMATION

STANDARDS FOR STUDENT CONDUCT & BEHAVIOR.....16  
 ATTENDANCE .....17  
 EVALUATION OF PROGRESS .....17  
 GRADUATION & CERTIFICATION .....18  
 LETTERS OF RECOMMENDATION & TRANSCRIPTS.....18  
 PROFESSIONAL AFFILIATION.....18  
 REGULATIONS GOVERNING MESSAGE.....18  
 CREDIT FOR PREVIOUS EXPERIENCE IN THE FIELD .....19  
 CREDIT FOR STUDY IN SIMILARLY STRUCTURED PROGRAM .....19  
 GRIEVANCE RESOLUTION & REVIEW POLICY.....20  
 PROGRAM RE-ENTRY & COMPLETION TIME .....20

## FINANCIAL INFORMATION & CLOSING NOTES

EMPOWERING INDIVIDUAL CHOICE .....21  
 TUITION PAYMENTS .....21  
 DEFERRED PAYMENT OPTIONS.....21  
 LATE PAYMENTS & DUE DATES .....22  
 REFUND POLICY .....23  
 APPLICATION, ADMISSION AND PREPARATION CHECKLIST .....26  
 DIRECTIONS TO CRESTONE HEALING ARTS CENTER .....27

# WELCOME

## OUR PHILOSOPHY & FOCUS

**Crestone Healing Arts Center** is a school which facilitates inner transformation through quality training in the healing arts. Our courses invite a deeper remembrance of one’s own special spirit. The art of massage is a special avenue through which this spirit creatively finds its unique healing 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 a highly 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 certified massage therapists ready to practice the principles of right livelihood in the context of community.

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 sake of self-purification and internal unification. We ask that all students and visitors treat our space with the care and respect this focus deserves. It is in this spirit that we welcome all of sincere intent to come, to train and to heal.



## 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 American peoples as well as to other groups who have strong traditional and spiritual orientations.

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

Crestone Healing Arts Center Inc. is a Colorado Corporation in good standing. 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 and Kundalini Yoga Instructor.

Our school is approved and regulated by Colorado's Department of Higher Education, Division of Private Occupational Schools. We are physically located at this address: 1689 & 1691 (a "supplemental classroom" facility) Columbine Overlook, Crestone, CO 81131.

## ABOUT OUR FACILITY

Our building was designed specifically for an in-residence, retreat-style format of instruction. We have over 3,000 sq. feet of living and training space. Our facility's simple post and beam design and high ceilings encourage a feeling of expansiveness and simplicity conducive to the study of the arts.

We have three lofts that function primarily as open sleeping areas for students. Views from the lofts are spectacular. A large open central area is used for martial and healing art training. We have a comfortable kitchen, two bathrooms (each with a shower, sink and rest room). Our solarium doubles as an eating/study space. The open rectangular areas in the Northern and Eastern sides of the building function as multipurpose instruction space and student massage area.

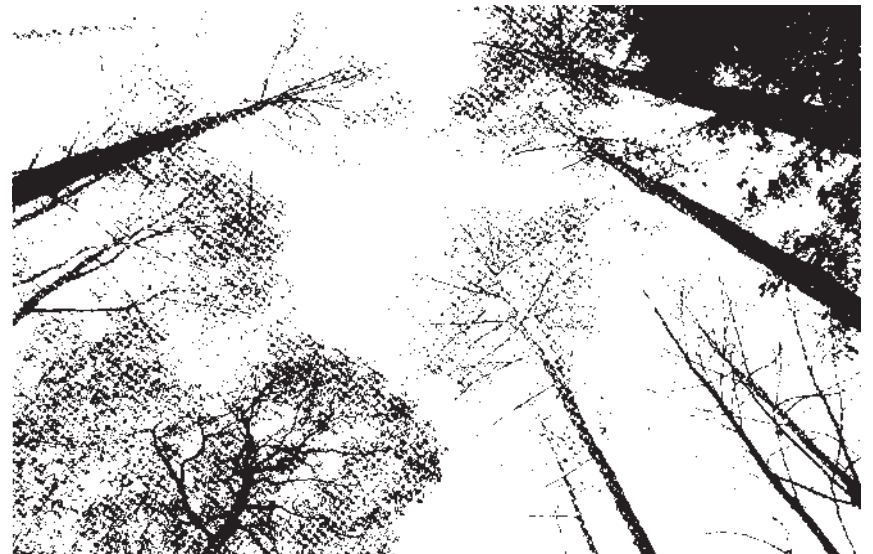
# 12 WEEK MASSAGE THERAPY CERTIFICATION PROGRAM

## MESSAGE: A BRIEF OVERVIEW

Massage may be defined as the systematic manual or mechanical manipulations of soft tissues of the body by 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 mental and emotional healing is fast becoming a fertile area of research in the field of mind-body medicine.

Massage was practiced by peoples of ancient Greece, Persia, Egypt, Japan, China, India, Rome, Polynesia, the Pacific Islands and other centers of ancient civilization and wisdom. The practice of "massage" was an art very much linked to the cosmologies of these ancient people. Healing was a practice that reflected their intimate relationship with the universe.

Today, therapeutic massage is one of the most popular and rapidly growing occupations in the United States. The number of 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 may be described as:

- in-depth in its 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. They are ready to explore a career in massage therapy.)
- highly transformational. (Students are challenged to rise to a high level of physical, mental, emotional and spiritual growth within the context of intense 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;
- understand that the program may be intensely rigorous and demanding in terms of work and personal commitment;
- be willing to rise to the challenge of the program;
- be willing to participate fully, sincerely, diligently and cooperatively in the learning process;
- be open to different points of view;
- be willing to change, grow and be flexible;
- be open to acquiring skills that deal with feelings and emotions;
- be willing develop more refined communication and conflict resolution skills;
- be willing to develop the sensitivity to practice these skills with the love and care needed to maximize harmonious interactions and outcomes;
- be open to working harmoniously with different types of people and personalities;
- be willing to develop appropriate and supportive interpersonal relationships especially in a space-sharing context;
- practice healthy boundaries and wise choice with regard to self-care;
- maintain the necessary level of mental, emotional, physical, and spiritual presence and remain mindful throughout the program;
- maintain an acceptable level of academic performance;
- keep all commitments and be constantly willing to take responsibility for one's actions; and
- be ready to practice patience, perseverance and virtue throughout the 12-week experience.

## CLASS SIZE, CLASS SCHEDULE & INTENSIVE CYCLES

**Minimum class size is 4. Maximum class size is 12. Intensive cycles begin January, April, and September unless otherwise advised. Regular class time is 7.5 hours** per class day. Class times for electives are approximately 7 hours for each of the two electives taught. Students should plan on a maximum of 4 Saturday commitments during the 12 Week Program. Our intent is to go through the entire program in 12 consecutive weeks. However, 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.

The following schedule represents starting date approximations for each cycle: Spring session begins around the fourth weekend in April; Fall session begins around the third weekend in September; and Winter session begins around the second weekend in January. Please contact CHAC for the exact dates of session commencement. Schedules are subject to change.



## DESCRIPTION OF MASSAGE COURSES

We offer instruction in 7 modalities that give great flexibility to the massage therapist. Some of these modalities may be administered without having a massage table on hand. Some modalities do not involve disrobing while some do. 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 elective options described in this catalog will be taught. The choice is made at the complete discretion of CHAC staff. The choice may be subject to change at a moment's notice.

**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.

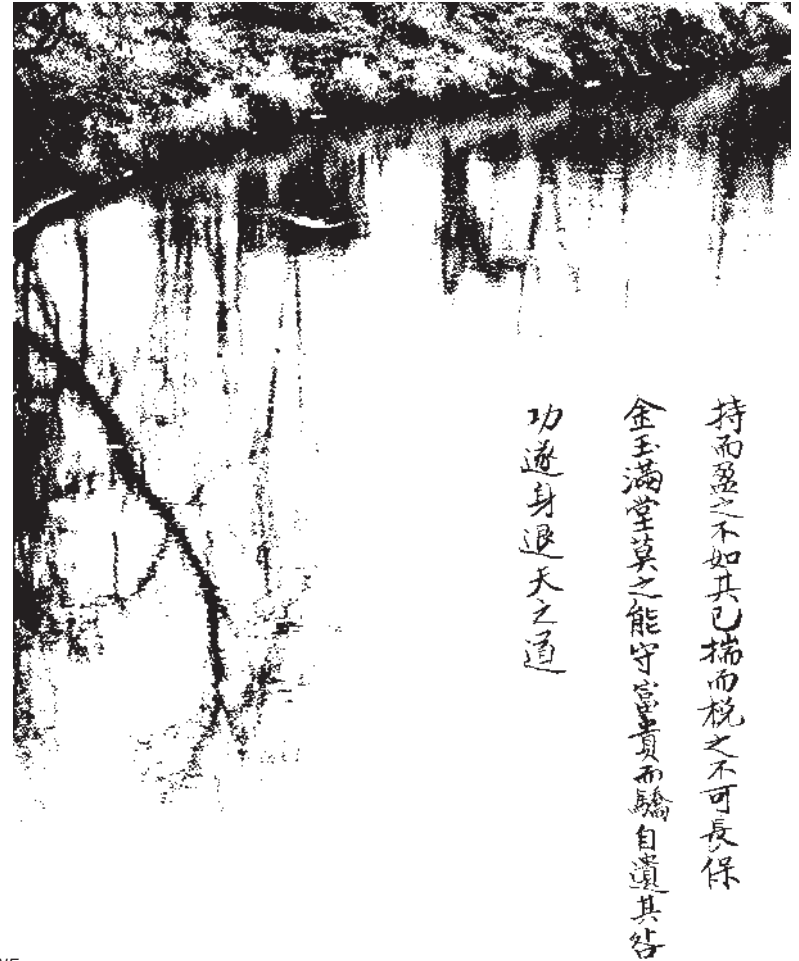
**Prenatal Massage: (an elective option)** Techniques that are appropriate to all stages of pregnancy are covered in this course. Special positions that may be necessary in facilitating massage for expectant mothers are demonstrated. Acupressure and Swedish massage techniques are used. Pregnant women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

**Infant Massage: (elective 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: (elective 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: (elective 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: (elective 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.



*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 Tsu, 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 musculo-skeletal, 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 contraindications 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 group movement and 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 & 1<sup>st</sup> 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

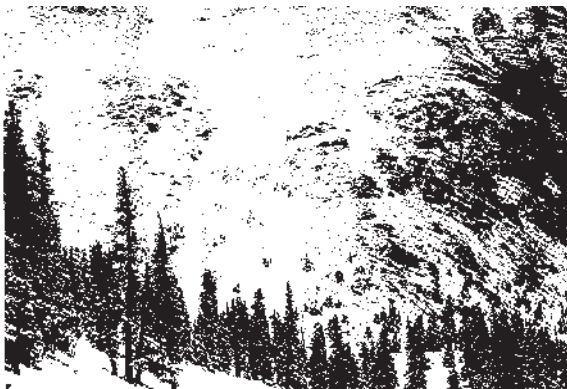
### 7 MASSAGE COURSES:

Acupressure	50 hrs
Reflexology	20 hrs
Shiatsu	70 hrs
Swedish Massage	65 hrs
Integrated Massage	40 hrs
2 Massage Electives	14 hrs
<b>Total</b>	<b>259 hrs</b>

### 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
<b>Total</b>	<b>371 hrs</b>

**TOTAL PROGRAM HOURS: 630 hrs**



# ADMISSIONS

## ADMISSION PROCEDURE

The application process is as follows:

- Read and study the catalog thoroughly, especially attending to philosophy, procedures, policies, student conduct and requirements of the program.
- Send in a **complete** application packet with the Application fee;
- Application packets which have been completely filled out will be reviewed in the order they are received. Incomplete applications may be subject to 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 or CHAC may have. We want to be convinced of your certainty that our program serves your needs and aspirations.
- The applicant will be notified of his or her acceptance status.
- Upon acceptance, applicants will be sent a Student Enrollment Contract packet along with invoiced Home Study materials. The Student Enrollment Contract and accompanying agreements are to be read, understood, signed, dated, and returned with a check for the correct amount (reflecting Program Pre-Attendance Deposit and Home Study Invoice).
- The packet also contains an informative list of "Last Minute Details" which students find helpful in making preparations for the 12 week program.
- The applicant is guaranteed enrollment priority when CHAC receives the complete set of agreement documents and the check.
- If the packet is received **and** space is no longer available, CHAC will either:
  - a. return all applicable fees and cancel the application; or
  - b. give the individual priority entrance in the event an enrollee vacates space by withdrawing from the program.
- We encourage interested candidates to speak with a CHAC Director and, whenever possible, visit our facility before applying. We want to meet you and to help you get acquainted with our school and the directors who maintain its focus and standards of operation.
- When in session, we encourage applicants to make an appointment to receive treatments from our students and to ask them questions with regard to any aspect of their 12-week experience.

## ADMISSION REQUIREMENTS & CONSIDERATIONS

Our programs are 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:

- Be at least 18 years of age by the date of the first class meeting;
- Possess a high school diploma or a General Education Development (G.E.D.) Certificate;
- Have received at least one professional massage prior to application;
- Demonstrate personal goals and motivation appropriate to the program;
- Show mental, physical, and emotional readiness to engage in all aspects of CHAC programs;
- Demonstrate by an alignment with the program's philosophical focus, its academic goals, and the standards of conduct asked of students while in attendance and training; and
- Have the necessary financial background, ability, and commitment to enter and complete the CHAC program to which one is applying.

## POSTPONEMENT OF STARTING DATE

Postponement of starting date, whether at the request of the school the student, requires a 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 in residence. In order to be accepted and to continue as a student at CHAC, individuals are asked to make certain commitments. CHAC students are required 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;
- sincerely attempt appropriate communication and resolution methods especially where the harmonizing of conflict becomes a necessity; and
- keep to all agreements made with CHAC as a condition for entry into CHAC programs (see Student Enrollment Contract and Pre-interview Considerations for Student Candidates).

Positive conduct includes, but is not limited to, adhering to the above expectations. Specific disciplinary procedures are enumerated in detail in the Student Enrollment Contract which applicants receive upon acceptance into the program.

## ATTENDANCE

To maximize student's success in the program, **100% attendance** is requested 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 causes incomplete transmission of class material. Probation, re-entry or dismissal process may be initiated in cases of chronic tardiness. If missing program time becomes absolutely necessary, students are asked to:

- Arrange for appropriate make up time with instructor; or
- Consider arranging for program re-entry if too much time is missed.

For either alternative, specific contingencies and time constraints are clearly outlined and agreed upon to form a basis for evaluating student's performance and to clarify any further decision-making that needs to occur.

## EVALUATION OF PROGRESS

CHAC uses a pass/no pass evaluation system in student transcript. Since the instructor works intimately with students on a regular basis, evaluation is made by the instructors' subjective observations of students' competent work. Instructors have a high standard of what they consider acceptable. Students are given continuous feedback on the proficiency of their work.

The following list represents specific items which receive a more measured evaluation of performance:

- Acupressure Point Quiz - 100%
- Physiology Evaluations - 75%
- Acupoint Evaluation - 90%
- Oriental Healing Philosophy Oral - 90%
- Oriental Formula and Charts Checkout - to satisfactory level or above
- Reflexology Evaluation - 90%
- Anatomy Evaluation - 90%
- CPR & 1st Aid Pass Certification Test
- Anatomy Student Workbook - All assignments completed to - 75%
- Pathology Evaluation - 90%
- Pathology Chapter Review - All Chapters completed
- Business Practice - Business readiness list complete
- Movement & Ki Development - critiqued student instruction
- Each Massage Practicum Evaluation - Average score of 7 or above
- Massage Checkout for Each Modality - to satisfactory level or above

## 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 are issued when **all academic standards as well as financial obligations** have been met. Graduates who have fulfilled both requirements receive the certificate bearing the title Certified Massage Therapist.

## LETTERS OF RECOMMENDATION & TRANSCRIPTS

CHAC does not have a placement program. However, we provide letters of recommendations and transcripts to institutions or prospective employees at the request of those who have graduated from our program. Transferability of CHAC credit is decided by the institution to which a student is seeking credit transfer. CHAC does not automatically guarantee credit transferability nor does attending our program absolutely guarantee employment in massage therapy.

## PROFESSIONAL AFFILIATION

Individuals are encouraged to affiliate with massage and body work organizations. Our 630-hour program graduates are eligible to affiliate themselves with ABMP, Associated Bodyworkers & Massage Professionals, a progressive organization designed to meet the professional needs of workers in the field and to uphold their rights to practice the art. ABMP may be contacted at [www.ABMP.com](http://www.ABMP.com).

## REGULATIONS GOVERNING MASSAGE

Regulations vary from area to area and state to state. Successful completion of a massage program which has been approved and regulated by Colorado's Division of Private Occupational Schools at a minimum of 500 program hours entitles individuals to practice as certified massage therapists in the state of Colorado. Over and beyond this criteria, Colorado leaves specific regulatory responsibility to individual cities and counties. Although testing is not required for massage certification in Colorado, the National Certification Board for Therapeutic Massage and Bodywork may be contacted at [www.ncbtmb.com](http://www.ncbtmb.com) for information on their National Exam.

## CREDIT FOR PREVIOUS EXPERIENCE IN THE FIELD

CHAC Certification is offered to individuals who fulfill the following criteria:

**a)** demonstrate satisfactory skill level in all core and elective massage courses and modalities within the program with evaluation by CHAC director; **b)** document a minimum of 1000 hours of instruction in all of the core massage modalities with a minimum of 100 total hours per core modality; **c)** document a minimum of 500 hours of instruction in any five program support courses within the last 8 years at a minimum of 75 total hours per course; **d)** organized 3 community service events in any area of the healing arts massage within the last 8 years with 25 total hrs. per event; **e)** have taken at least 200 hours of self-improvement classes or coursework in areas related to program content over the last 15 years one of which must be a recent CPR/1st Aid certification training; **f)** must have a minimum of 1000 hours of occupational experience in a relevant aspect in the field of healing arts over the last 15 years; **g)** must provide 3 letters of verification for criteria d and f, 5 letters for criteria b, and transcript or appropriate verification for those hours in criteria e; **h)** provide 3 letters of recommendation attesting to applicants personal integrity and skill in the field of the healing arts (These testimonials may be part of any of the verification letters required above.)

## 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)** a 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.

## GRIEVANCE RESOLUTION & REVIEW POLICY

It is understood that appropriate communication and conflict resolution skills will have already been employed before a review becomes necessary. Students have a right to file a formal complaint with the Colorado's Department of Higher Education, Division of Private Occupational Schools 1380 Lawrence St. Suite 1200, Denver, CO 80204.

## PROGRAM RE-ENTRY & COMPLETION TIME

A student may apply for re-entry before 4 consecutive sessions have elapsed beyond the session wherein the student found cause to withdraw. For students previously dismissed from CHAC, re-entry is allowed only after a minimum of 1 intensive cycle has elapsed but not exceeding the time period of 4 consecutive intensive cycles before re-entry.

Re-entering students must begin the Intensive Program from the beginning of the session, but will only be charged % tuition equal to the % of the previous program that remained unattended. Housing cost is paid as one attending the entire 12 weeks. If changes in program costs have occurred since the last cycle attended, the fees are adjusted to reflect these changes. Candidates for re-entry must go through the entire application process and are subject to applicable fees. Candidates must have fulfilled all prior financial obligations and any agreements made with CHAC as conditions for re-entry eligibility.

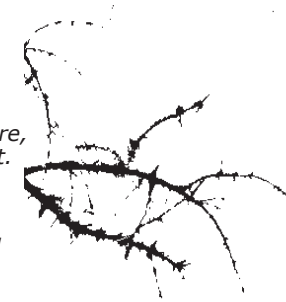
*THIRTY FOUR*  
*The great Tao flows everywhere,*  
*both to the left and to the right.*  
*The ten thousand things*  
*depend upon it;*  
*it holds nothing back.*  
*If fulfills its purpose silently and*  
*makes no claim.*

*It nourishes the ten thousand things,*  
*And yet is not their lord.*  
*It has no aim; it is very small.*

*The ten thousand things return to it,*  
*Yet it is not their lord.*  
*It is very great.*

*It does not show greatness,*  
*And is therefore truly great.*

*-Lao Tsu, Tao Te Ching*



大道汎兮其可左右  
萬物恃之而生而不辭  
功成不居  
以其不自大故能成其大  
心未始不自而大故能成其大

# FINANCIAL INFORMATION

## EMPOWERING INDIVIDUAL CHOICE

We at Crestone Healing Arts Center 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 wholeheartedly support your choice of those schools and programs that best suit your overall goals and personal needs. We want to attract students who have made a specific, clear, and conscious choice to attend and commit to our program. For a current schedule of CHAC fees and charges, please see the Student Fee Summary enclosure.

## 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 check equals 1/3 of the total tuition payment due.

## DEFERRED PAYMENT OPTIONS

- Deferred payment plans are requested 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. Once a plan is selected, changes in deferment plans are made by CHAC approval only. We are not obliged to make changes after an agreement has been finalized by the dated signature in the Student Enrollment Contract.
- Students choosing a deferred payment option must submit appropriate credit references on the application and consent to a credit check by a credit agency.
- Please be advised that, due to budgetary considerations, CHAC may only be able to approve a limited number of students seeking a deferred payment option. Requests are reviewed in the order received and not necessarily based on financial need.
- An **Installment Plan Set Up Fee** is charged for setting up or altering a student deferred payment plan.

- For Students opting Deferred Payment Plan A, B, or C, the down payment is due on or before the first class meeting is calculated as follows: **(In-residence housing + the tuition cost) x 70% minus (the Program Pre-attendance Deposit)**
- All other fees, expenses, and deposits are **not** subject to financing and are payable when due. The remaining 30% is financed in-house and payable either by one of the following schedules:
  - PLAN A 30% unpaid balance plus 5% interest divided over 3 months
  - PLAN B 30% unpaid balance plus 10% interest divided over 6 months
  - PLAN C 30% unpaid balance plus 15% interest divided over 12 months
- If a student who is on a deferred payment plan is dismissed or withdraws (with or without notice), any balance owed is due and payable immediately.

## LATE PAYMENTS & DUE DATES

**A Late Tuition Payment Charge** is assessed if payment is made after a designated due date. **A Late Installment Payment Charge** is assessed for each late payment received with a postmark after a designated 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 Tsu, Tao Te Ching*

## REFUND POLICY

Students are entitled to a **full refund** of tuition, housing, all appropriate deposits, fees and charges paid 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 *Program Contract Price* will 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 made.
- When a student terminates training by withdrawal (with or without notice) or is dismissed from a program the partial refund of the program contract price shall be calculated as follows:

1. If student terminates within the first 10% of the program, the student is entitled to 90% of total program contract price minus *Termination 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 contract price minus *Termination Charge*.
3. If the student terminates after 25% but within 50% of the program, the student is entitled to 50% of total program contract price minus *Termination Charge*.
4. If the student terminates after 50% but within 75% of the program, the student is entitled to 25% of total program contract price minus *Termination 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 contract price which shall be due in full at time of termination. No *Termination Charge* is applicable.

- To determine the % of Total Program Contract Price the **% of time a student has spent in the program** needs to be calculated by the following formula:

**(Total in-residence days elapsed at time of withdrawal or termination from program divided by Total in-residence days of program x 100) + (Home Study Lessons Fully Completed and Submitted at time of withdrawal or termination divided by Total Home Study Lessons x 100)**  
(Refund is time based).

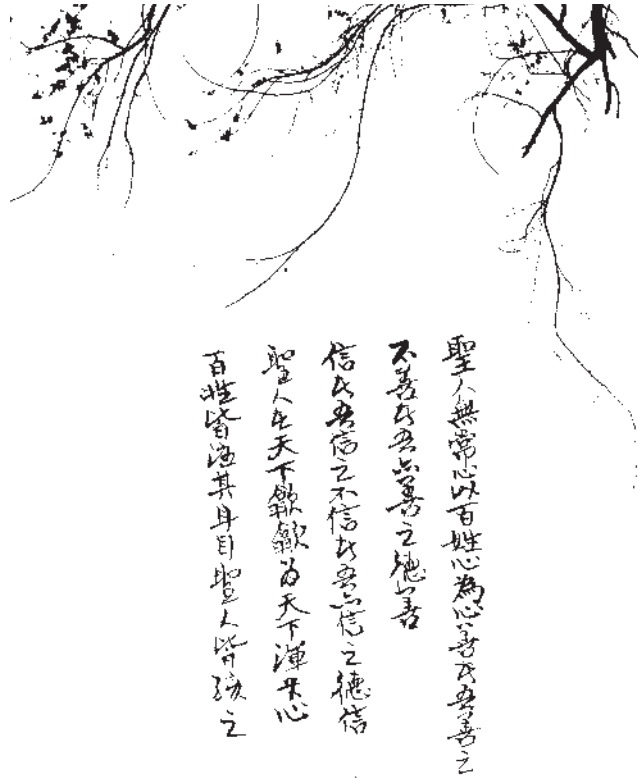
- *Program Contract Price computation* is based on the full price of tuition. It does not include any expenses for books, supplies, materials, housing, miscellaneous services rendered, Herbiology or CPR/1<sup>st</sup> Aid fees, or any other fees or charges paid.
- *Termination Charge* is **\$150 or 25% of contract price** which ever is less.
- If the student is unable to pay moneys due upon withdrawal or dismissal, a special deferred payment schedule shall be arranged for the balance due with CHAC approval. Applicable fees will be assessed.
- *Repair & Cleaning Deposits* are refunded in full provided no repair or cleaning is necessary from student induced damage and provided no penalties arise from student agreement violation.

Student Refund Calculation formula:

**(% of Total Program Contract Price x Total Program Contract Price) minus (Termination Charge) minus (Any Other Unpaid Fees or Charges Owed) +(Cleaning and Repair Deposit).**

- Refunds are made within **30 business days** after the effective date of withdrawal without notification, "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 student balance due CHAC is paid prior to student's departure.
- Any policy for the granting of credit for previous training shall not impact the Refund Policy.





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 Tsu, Tao Te Ching

## APPLICATION, ADMISSION, AND PREPARATION CHECKLIST

- Contact CHAC and request an Application Packet
- Schedule a visit, dialog with a CHAC director, and receive treatment from current session students. (Highly recommended but not required.)
- Inform CHAC of your intent to seek admission.
- Send completed application form, well thought out responses to the application questions, and an Application Fee.
- Send 3 letters of recommendation. (May be sent with your completed application We accept e-mails.)
- Send proof of High School Graduation. (May be sent with your completed application.)
- Send a copy of current CPR/1<sup>st</sup> Aid Card if you have one. (May be sent with your completed application.)
- Schedule an appointment for an interview. (If accepted into the program, you will be sent a Student Contract Packet and a Home Study Packet with text books.)
- Send in the Student Contract and Addendum, Dojo House Rules, Pre-interview Considerations for Student Candidates with all blanks filled in.
- Send a check reflecting Program Pre-attendance Deposit and the invoiced amount for Home Study texts.
- Begin Home Study assignments.
- Attend to financial arrangements.
- Make transportation as well as any other logistical arrangements.
- Collect items and supplies needed for the program. (See "Last Minute Details" in Student Contract Packet.)
- Contact CHAC as needed for any last minute questions before arrival for Session Commencement.

## **DIRECTIONS TO CRESTONE HEALING ARTS CENTER**

On a Colorado map, orient yourself by finding the city of Alamosa. Locate Colorado Highway 17 which departs Northward from Alamosa.

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 2-3 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. Park your vehicle.

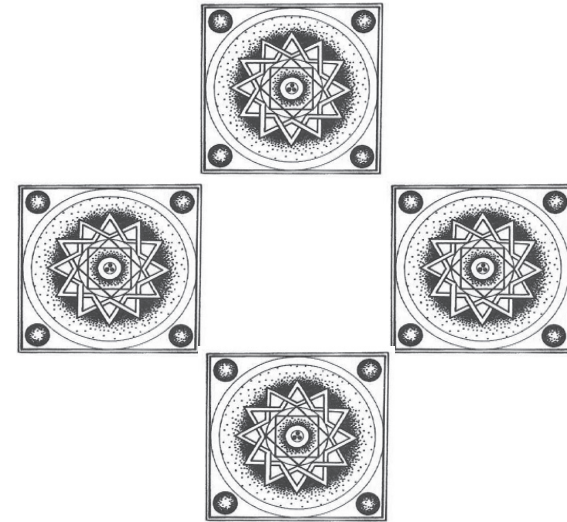
The larger building with a blue metal roof is Crestone Healing Arts Center.

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.

Please call and make an appointment before deciding to visit us. We want to make sure that we create a time when we can comfortably meet and assist you in your decision making process.

Our Community Massage Practicum takes place Monday through Thursday beginning exactly at 5 PM and ending at approximately 7 PM. We encourage interested individuals to work with our students before a sit down meeting with a CHAC Director. Feel free to ask your student therapist questions about any aspect of their program experience.

Thank you for your interest in our school.



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