

Healing Oak School of Massage #5602601  
4356 Eileen St, Simi Valley, CA 93063  
P: (805) 581-2542 F: (805) 581-2684  
(Classroom instruction is provided at the above address)

We only recruit in English, in this catalog on page 6 under the section of Admission Standards it states that you must be able to read and write in English and that all classes are taught in English. We do not offer assistance with other languages.

When prospective students ask about a catalog we either mail it out to them or hand them out if they come into our facility. We also have a copy on our website that stays current as well.

Our catalog is updated at least once a year or if we have changes to any programs. We make changes and print out new and current copies.

CAMTC CODE #

Dear Prospective Student,

Welcome to the Healing Oak School Of Massage. Our school has been in business since 2001. Our curriculum offers a wide range of state approved courses for students interested in massage. This instruction is a private institution and is approved to operate by the bureau.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school Performance Fact Sheet, which must be provided to you prior to signing and enrollment agreement. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818 p(916)431-6959 or (888) 370-7589, F(916)263-1897, website: [www.bppe.ca.gov](http://www.bppe.ca.gov) .

We have arranged our programs to accommodate the requirements throughout the state of California. These programs are designed to meet the needs of the student with all levels of experience. Our advanced curriculum introduces students to advance techniques, enabling you to integrate a number of unique modalities to meet the individual client's needs. These rewarding programs provide the opportunity to experience personal growth in a safe, nurturing atmosphere.

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

We will be glad to help you find the program that best suits your needs and level of experience. If you have any questions regarding this program, or classes offered, please do not hesitate to contact us.

Sincerely,

Myrna Simpson  
Director

P (805) 581-2542, F (805) 581-2684, [www.healingoak.com](http://www.healingoak.com)

## **State requirements for licensing in the state of California:**

Professional massage therapy offers a relaxing and rejuvenating experience that often plays a key role in the therapeutic healing process. It is important for the public to have confidence in a massage professional's expertise, training and professionalism.

The California Massage Therapy Council (CAMTC) was created to implement a statewide certification process with clear standards of preparation and education enabling massage professionals to obtain one of two certification levels:

**\*\*Certified Massage Therapist (CMT) required completing at least 500 hours of massage education and training at an approved massage therapy school.**

**\*\*Certified Massage Practitioner (CMP) generally must complete at least 250 hours of education and training. Law effective January 1, 2015. AB 1147 changes the educational requirements for certification. Applications for certification as a Certified Massage Practitioner (CMP) will not be accepted on or after 1/1/2015.**

CMPs and CMTs also must undergo background checks, including fingerprinting and other identification verification procedures.

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

## **MISSION STATEMENT**

Our mission is to enhance the health of individuals, families, and communities by skillfully training those who reach out to others with care, comfort and compassion by providing a quality education. Our programs are designed to prepare the students for a rewarding career.

## **OBJECTIVES**

Healing Oaks School of Massage objectives are to provide the highest level of education with a hands-on training geared towards preparing our students to employable through their experience and knowledge. Maintaining programs that continually update so that the students acquire the newest professional techniques.

## **SCHOOL FACILITY**

4356 Eileen Street, Simi Valley, CA 93063 Our facility is located in a modern shopping center. We are fully equipped and maintained daily. The school is approximately 1500 square feet. We have two class rooms as well as massages rooms for the internship program. There is parking available on front of and near the school as well as street parking if needed. All classes are held at 4356 Eileen Steet, Simi Valley Ca 93063

## **SUPPLIES**

Towels, massage tables, sanitizer, oil and lotions are provided by the institute. The lectures will take place in a classroom setting. Each student will receive textbooks and binders as well as a school T-shirt. Students are responsible to bring their own sheets.

## **VACATIONS AND HOLIDAYS**

The school is closed Easter weekend, Memorial Day, the week of Independence Day, Labor Day weekend, the week of Thanksgiving and December 20 through January 2

**ADMINISTRATIVE HOURS:**

Monday- 10:00 AM to 10:00 PM (class is in session from 10:00 AM to 2:00 PM and again 6:00 PM to 10:00 PM.)

Tuesday - 10:00 PM to 10:00 PM (class is in session from 6:00 PM to 10:00 PM)

Wednesday - 10:00 AM - 2:00 PM (class is in session 10:00 AM - 2:00 PM)

Thursday - 10:00 AM to 10:00 PM (class is in session from 6:00 PM to 10:00 PM.)

Friday- 10:00 AM to 2:00 PM (class is in session from 10:00 AM to 2:00 PM.)

Saturday- 11:00 AM to 7:00 PM (class is in session from 11:00 PM To 7:00 PM.)

**OPEN HOUSES\***

The first Thursday of every month from 6:00 PM to 8:00 PM is open house.

**HOURS OF INSTRUCTION:**

540 Hour Massage Therapist Course:

Evening classes: 6:00 PM - 10:00 PM Monday, Tuesday, and Thursday

3:00 PM - 7:00 PM Saturdays

Day classes: 10:00 AM - 2:00 PM Monday, Wednesday, Friday

11:00 - 3:00 PM Saturdays

For Approximately 14 weeks then classes will very throughout the week and weekends up to 8 months.

## **ADVANCED COURSES**

Classes for the Massage Therapist are offered primarily on weekends or evenings, depending on the class. Advanced workshop classes are chosen from a list of elective classes. These are listed on our yearly calendar which may be received by calling the school or stopping by the office.

## **CAREER OPPORTUNITES**

The field of massage therapy is growing rapidly and the demand for body workers continues to increase. The graduates of Healing Oak School of Massage have found rewarding careers in chiropractic and medical offices, resort and day spas, athletic clubs, hotels, salons, and cruise ships.

## **LICENSING**

All of our programs are reviewed by BPPE and designed to meet the various requirements throughout the state of California. Healing Oak School of Massage is not accredited by any accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid CEC 94909(a)(16) and CEC 94897(p).Our admission representative will help you determine which program may be best for you.

## **PLACEMENT ASSISTANCE**

We are glad to be of assistance to our graduates, however, we cannot guarantee job placement. Notices of employment opportunities are posted as they are received.

## **HOUSING**

This school does not have dormitory facilities under its control. We do not assist with housing. The average cost of housing within a 5 mile radius for a 1 bedroom 1 bath is approximately \$1,400 & for a 2 bedroom 1 bath is approximately \$1,800.

## ADMISSION STANDARDS

Minimum requirements: To be admitted, prospective students must be at least 18 years of age. Prospective students are to be evaluated favorably through either an interview or introduction at an Open House to determine their likely success as a Massage Practitioner, Massage Therapist or Zone Balance Therapist. Student must be able to read, write and understand English at a 10<sup>th</sup> grade level. All classes are taught in English only. We accept the equivalent of a high school diploma as proof documentation of proficiency. The Healing Oak School of Massage does not offer English services or offer visa services to admit students from other countries. Please note that the State requires a background check on an individual applying for licensing. Students must be emotionally stable and physically capable of performing massage inherent to the program. Healing Oak School of Massage does not accept or award credit for experiential learning towards the completion of any program taught at this facility.

### Grading Standards:

90 - 100%	A	75 - 89%	B
65 - 74%	C	50 - 64%	D
49% or less	F		

Each class has written and practical tests. A cumulative grade point average of \*C\* or better is required for students to graduate. If, upon completion of a final exam, a student's average is below a \*C\*, the student will be given one week to write out the final review with the opportunity to retake the appropriate test within two weeks. If the student is unable to maintain a \*C\* average upon a second completion of a final test, the course must be repeated the next time it is offered.

The Healing Oak School of Massage does not provide any distance education such as online programs.

## **ADMISSION STANDARDS (Continued)**

If the student is unable to maintain a \*C\* average after repeating the course, graduation from the program will be affected. Re-enrollment will be accepted if the student can demonstrate that conditions causing the low grade point average have been resolved. If the student does not complete the program as scheduled, the letter \*I\* will be placed on the student's transcript to designate "incomplete". An \*I\* grade becomes an \*F\* grade if the student does not complete the required course within a nine month period. Each student is also required to complete a 50 hour internship within one year of starting the internship.

Healing Oak School of Massage has not entered into an articulation agreement with any other institution.

## **ENROLLMENT REQUIREMENTS**

A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution.

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

The transferability of credits you earn at Healing Oaks School of Massage is at the complete discretion of an institute to which you may seek to transfer. Acceptance of the certificate you earn in Massage Therapist program or you in earn in Zone Balance program is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Healing Oak School of Massage to determine if your certificate will transfer.



**ABILITY TO BENEFIT**

Prior to enrollment, all applicants must provide proof of acquiring a high school diploma, certificate of proficiency, or GED. This institution does not allow ability-to-benefit students.

**Scholastic Regulations Attendance Policies, Dismissal and Suspension Policies****ABSENCE**

Absence will be considered as excused under the following circumstances: illness, death or birth of immediate family member, and other valid reasons confirmed in writing and reviewed and approved by the school director. Repeated absence without due reason may be grounds for dismissal. Students who miss more than two (2) classes during the allowed period of training will be charged \$20.00 extra for each make-up class. All students are required to attend all clock hours for each course.

**TARDINESS**

If a student arrives more than fifteen (15) minutes late for the beginning of class, and/or leaves fifteen (15) minutes before class ending, that time must be made up.

**MAKE-UP WORK**

If you are unable to attend a lecture class, you need to get the class notes from a classmate so that you are able to keep up with weekly reviews. Completed class work materials or written assignments are required for missed lectures. Practical hours may be completed with equivalent practical time. To complete the course, you must make-up the missed clock hours until you have accumulated the total in-class clock hours. Students may not make up more than 15% of total course clock hours.

## **Student Services**

### **LIBRARY**

The school's library consists of a collection of massage magazines and massage books located in the lobby of the school.

Computer: We also provide a computer and printer for the students to use for writing papers and doing homework.

Students may access the library and learning equipment during business hours.

### **STUDENT RECORDS**

State law requires that this institution shall maintained all records required by the Education Act of 2009. The records shall be maintained in this state. In addition the institution will permanently retain a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records from the students date of completion or withdrawal.

We keep all records for students in a locked and secured filing cabinet for past and present students. We also keep current student files in our computer system that is also secure.

### **WITHDRAWALS**

A student who withdraws from a course will receive credit in the form of a letter, upon written request, for all work completed prior to his/her last day of attendance.

### **PROBATION AND/OR DISMISSAL**

The Institute reserves the right to dismiss or place a student on probation at any time for failure to maintain satisfactory progress, dishonesty, inappropriate sexual, physical or verbal behavior, or use of alcohol or drugs on school property or during school events.

## **SPECIAL NOTICE**

This institution is licensed to operate and complies with minimum state standards.

### Graduation Requirements

#### Requirements - Massage Therapist 540 Hours

- \* (1) Satisfy the required classroom clock hours, and internship clock hours.
- \* (2) One full body massage evaluation demonstrating Swedish massage
- \* (3) One full body massage evaluation demonstrating advanced techniques
- \* (4) A passing grade of 65% on any required exam
- \* (5) Payment of all fees and tuition for program in full.

#### Requirements - Zone Balance Practitioner 200 Hour (No longer offered)

- \* (1) Satisfy the required classroom clock hours
- \* (2) Practical Zone Balance Therapy evaluation
- \* (3) A passing grade of 65% on the reflexology exam
- \* (4) Payment of all fees and tuition for program in full.

## **PROBLEMS OR COMPLAINTS/GREVIENCES**

Students seeking to resolve complaints/grievance can contact the instructor in charge or contact Myrna Simpson, Director (805)581-2542 or email: [massage@healingoak.com](mailto:massage@healingoak.com)

A student or any member of the public may file a complaint at any time about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site:

[www.bppe.ca.gov](http://www.bppe.ca.gov).

“ A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org) , phone (916) 669-5336, or fax (916) 669-5337.”

## **REFUND AND CANCELLATION POLICY**

Any applicant rejected by the school prior to course commencement will receive a full refund of any monies paid. Any cancellation of the agreement for a course of instruction must be delivered in writing, either in person, by telegram, or by mail, postage prepaid to the director. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student is entitled to a full refund, less the registration fee of up to \$100.00 and the STRF non-refundable fee. If the student withdraws prior to completing 60% of the course, she/he will receive a prorated refund for the unused portion of the tuition less the registration fee. Cancellation after completing 60% or more of the course will result in no refund. If the school cancels or discontinues a course or educational program the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

### **“ATTENDANCE TIME”**

Is deemed as the time between the starting date of the first class and the date on which the student formally terminates his or her enrollment.

### **LEAVE-OF-ABSENCE**

Written requests for leaves of absence, including the dates of the expected absence, will be considered, and such leaves will be granted to students at the discretion of the school director.

### **MATERIALS**

Once purchased, books & other materials are the property of the student.

### **LOANS**

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

## 76215. STUDENT TUITION RECOVERY FUND DISCLOSURES

Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000. Therefore, all institutions required to collect STRF assessments must stop collecting STRF assessments from students.

(a) A qualifying institution shall include the following statement on both its enrollment agreement and its current schedule of student charges:

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of the student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.76120. Amount of STRF Assessment.

(a)Each qualifying institution shall collect an assessment of institutional charges rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1000) or less, the assessment fee is fifty cents (\$.50).

(b)Unless a student has a separate agreement to repay a third party, a student whose costs are paid to the institution by third-party payer shall not pay the STRF assessment to the qualifying institution.

(c)Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, the assessment is non-refundable.

Note: Authority cited: Section 94803, 94877 and 94923, Education Code.  
Reference: Sections 94923, 94843 and 94911(b), Education Code.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (888) 370-7589.

**Financial aid:** This institution does not participate in any federal or state financial aid programs

**Bankruptcy:** This institution has no pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed petition with in the preceding five years, or has not had petition in bankruptcy against it within the preceding 5 years that would result in reorganization under chapter 11 of the United States Bankruptcy Code(11 U.S.C. 1101 et seq.)

**CAMTC's Law related to unfair business practices as related to massage:**

1. Pursuant to California Business and Professions Code Section 4611, It is an unfair business practice for a person to do any of the following:

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



## COURSE OF STUDY: MASSAGE THERAPIST 540 HOUR

The massage therapist course provides you with additional training in the field of massage. The classes offered are a high level of specialized and scheduling needs. An extra charge may apply for certain textbooks and/or handouts.

### Course Clock hours Massage Therapist 540 hours

Swedish Massage	96.00 hours
Anatomy & Physiology	125.00 hours
Pathology	40.00 hours
C.P.R.	6.00 hours
Chair massage	8.00 hours
Oscillation	8.00 hours
Reiki I	8.00 hours
Intro to Deep tissue I	25.00 hours
Intro to Deep tissue II	25.00 hours
Intro to Sports Massage	23.00 hours
Pregnancy massage	8.00 hours
Reflexology	20.00 hours
Russian	50.00 hours
Internship	50.00 hours
Business and Business Ethics	20.00 hours
Acupressure	4.00 hours
Hot stone	8.00 hours
Spa	8.00 hours
Aromatherapy	8.00 hours

### Fees for Massage therapist 540 hour courses

Registration fee (non-refundable)	\$100.00
STRF fee (non-refundable)	\$0.00
Books, supplies, CPR	\$227.00
Tuition cost	\$3673.00
Total Tuition	\$4000.00

A \$100.00 Discount is given if the total tuition is paid in full at least 5 days prior to the first day of class. Class schedule, dates and fee are subject to change. **Financial aid:** This institution does not participate in any federal or state financial aid programs

**WORK SHOPS ALSO AVAILABLE:**

In order to provide our students with the highest quality of education we are continually upgrading our classes. This list is subject to change for that reason.

Classes currently available:

Anatomy & Physiology

Infant massage

Pregnancy Massage

C.P.R.

Reiki I

Reflexology

Reiki II

Intro to Deep Tissue I, II

Reiki III

Physical Therapy Aide

Meditation

Hot/ Cold Stone Massage

Trigger point therapy

Chair Massage

Russian

Sports

Acupressure

Most class requires that you present proof of certification prior to taking the class.

## **INSTRUCTORS**

Myrna M. Simpson, LCMT, Owner / Director

Ms. Simpson has been practicing and teaching massage for more than seventeen years. Her passion for sharing her talents as a massage therapist and then teaching was a natural progression into ownership of the school. Her goal is to continue to realize her dream of sharing her knowledge of alternative medicine, balance and massage to others. Ms. Simpson specializes in Deep tissue, Sports massage, Trigger Point Therapy, Swedish, Pregnancy, Reflexology, Reiki, and Lypo.

Jodi Shifres

Jodi is a High energy motivated instructor. She has been a certified as a massage therapist since 1994. She also has a college degree in Kinesiology. She thrives to motivate groups of likeminded individuals in the spa and wellness field. Over the years she has worked for herself and spas. Now she loves to share her knowledge with others. She currently teaches our Anatomy, Physiology and Pathology program helping our students prepare for the National certification test.

Julie Lane

Julie Lane has been a Massage Therapist for the past three years, she graduated in 2012 class here at Healing Oak School of Massage. Teaching Swedish Massage and Spa Class, she has a well-established clientele base, which she is very dedicated to her business.

Tom Saulnier

Tom's education and administrative experience includes over 10 years as a Certified Massage Therapist in California. He is the sole proprietor of HAND & HAND Mobile Massage, providing in-home and office massage. He has been teaching Aromatherapy here at Healing Oak School of Massage for the past 2 years.

**DIRECTIONS****4356 Eileen Street, Simi Valley, CA****From Chatsworth and Northern San Fernando Valley;**

Take the 118 Freeway south, Exit Sterns Street, turn left at the bottom of the exit ramp. Take Sterns Street to Cochran Street turn right. Take Cochran Street to Tapo Street turn left onto Tapo Street. The First stop light is Eileen Street turn right, we are on the left side of the street in the third building.

**From Moorpark, Thousand Oaks Direction;**

Take the 23 freeway north to the 118 freeway east. Exit at Tapo Canyon turn right at the bottom of the exit ramp. Go to Cochran and turn left (this is the first stop light). Take Cochran to Tapo Street turn right. The First stop light is Eileen Street turn right we are on the left side of the street in the third building.