

January 1 2018 – December 31 2020

Esalen Institute
Massage School
Massage Practitioner Training
Catalog

The mission objective of the Esalen Institute Massage School is to provide the essential training for a professional holistic massage practice in a setting that fosters student growth and learning and leads to a successful career in bodywork.

Esalen Massage School BPPE Code 2700571

NCBTMB Assigned School #4900534-09

CAMTC School Code, SCH0010

Revised January 2 2019

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Esalen® Institute Massage Practitioner Training4

Licensure Disclosure Statement

California's Bureau for Private Postsecondary Education pursuant to California Education Code of 2009 Chapter 8 Article 94800 etc previously approved the private 501©(3) non-profit Esalen Institute, 55000 Highway One, Big Sur, California www.esalen.org. Esalen's re-authorization application was approved August 30 2017. The approval means that the institution and its operation complied with the standards established under law for occupational instruction by private postsecondary institutions. www.bppe.gov Course approval must be renewed annually and is subject to continuing review. Licensed are the courses:

Massage Practitioner I

Massage Practitioner III

Massage Practitioner II

All instruction is on the Esalen campus, 55000 Highway One, Big Sur, CA 93920, with class sizes limited to thirty-eight (38) students. A Certificate of Completion is awarded for successful completion of each course. The CAMTC SCH0010 approves the School. The CAMTC requires 500 hours of instruction for certification in California. NCBTMB assigned 500-hour school code 490534.09. Esalen Institute is a candidate for COE recognition.

Cities and counties maintain ordinances requiring licensing of massage technicians. Prospective enrollees must check local requirements to determine if training at this institution will be applicable to their needs. The California Massage Therapy Council offers a State Certification. Students are advised to go to their website for eligibility standards. <https://www.camtc.org>,

This school does not have available sponsored programs, government or otherwise, to provide grants or scholarships, nor is Esalen approved by an accrediting agency recognized by the US Dept. of Education. Esalen is recognized as a candidate for Council for Occupational Education accreditation. Students enrolled in this unaccredited institution are not eligible for Federal financial aid programs. No Federal or government financial aid is available. Esalen Institute offers scholarship assistance based on need (page 12). Esalen Institute, founded 1963, is in sound financial health, without pending bankruptcy.

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

Persons seeking to resolve course problems or complaints should first contact the instructor in charge. Requests for further action may be made verbally or in writing on the complaint form or in any other form to the School Director. The front office is open 9-4 daily.

Any questions a student may have regarding this catalog 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, www.bppe.ca.gov toll free number 888 370 7589, (916) 431-6959, or by fax 916 263 1897. A student or any member of the public may file a complaint about this institution with the Bureau of Private Post Secondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internal Web site www.bppe.gov. (See also page 13). Students are advised to also become familiar with the California Massage Therapy Council, <https://www.camtc.org>, (916) 669-5336;

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. For disclosure resources, for example the catalog, fact sheet, annual report, or enrollment agreement, see <http://www.esalen.org/page/massage-school-bppe-disclosure-documents>. For the annual report see also https://www.dca.ca.gov/webapps/bppe/2015_summary.php

All information in the content of this school catalog is current and correct and is so certified as true by Brita Ostrom, Director/ CAA Massage School Esalen, Institute, 55000 Highway One, Big Sur CA 93920 www.esalen.org, massageschool@esalen.org (831) 667-3040

Esalen® Institute Massage Practitioner Trainings

Facilities and Location

The Esalen Institute campus and all school facilities are located at 55000 Highway One, Big Sur, California, sited above the Pacific Ocean on twenty-five acres of trees, gardens, and a creek. The pioneer Institute for the study of human potential, Esalen offers workshops year round in courses fostering human development, as indicated by its mission statement. These include studies in mindfulness meditation, psychology, art and writing, yoga, movement, sustainability, and wilderness trips into the Santa Lucia Mountains. Many workshops on integrative body-mind disciplines are offered. The Bodywork studies encompass beginning and professional trainings. Approximately six hundred workshops are offered per year. The National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), the American Psychology Association, the Nursing Board, and the California Board of Behavioral Science approve many courses for continuing education.

The mission objective of the Massage School is to provide the essential training for a professional holistic massage practice in a setting that fosters student growth and learning and leads to a successful career in bodywork. Esalen® is a protected name and can only be used through permission of Esalen Institute. For a body worker to describe himself/herself an Esalen Massage Practitioner, they must complete one of the Practitioner Training modalities described herein.

Esalen provides participants with shared lodging and delicious, often vegetarian meals. **All programs are residential**, with housing on the grounds. No local housing is available. All meeting rooms are on campus. They are heated, fully carpeted, with lots of natural light and ventilation and adjoining bathrooms. “Huxley”, the largest meeting room, can accommodate fifteen massage tables and contains 1900 square feet of workspace. Rooftop accommodates 20 massage students. “Rolf” (660 square feet) and the Big Yurt, Porter Yurt (700 square feet) and the bathhouse can each accommodate 22 students. Other workspaces on the grounds are provided for individual treatments. Ample parking space is available on the premises. During the time students are not in class, the entire Esalen campus is available for their use.

The **Massage School Library** for personal and student use is comprised of 300 books and dozens of DVDs. Students may freely check out these resources 9am - 5pm weekdays in the Massage School office.

Instructional and practitioner equipment for each course includes tables, bolsters, stools, linen, and oil. Provided and utilized Instructional materials include a full-size skeleton, organ model, and skeletal and muscle chart. Media support is available for the power point presentations used in each class. A Sourcebook of articles and forms is given to each certificate student. In addition, the Esalen Media collection contains approximately **200 video recordings**, mostly taped at the Institute, available for checkout at the Esalen front desk **9 am to 4 pm daily**. The Esalen bookstore features books on all areas of human development, including anatomy, bodywork, and somatic studies.

This private non-profit institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

General Curriculum

Esalen offers a year-round schedule of classes in adult and family education: gestalt awareness practice, yoga, mindful meditation, cultural myths, wilderness experience trips, and disciplines involving the body. The Institute also sponsors special conferences on diverse philosophical, health and social topics bringing together innovative leaders from many cultures.

The massage staff and School offer five day and weekend workshops on a regularly scheduled basis, usually one per month. These include the Massage Intensive series, which offer a basic massage course, and specialized workshops such as advanced massage, deep tissue bodywork and more. Other workshops related to massage with a more fine-tuned focus include cranio-sacral trainings. The Feldenkrais movement awareness workshops are also relevant. In addition, the massage staff offers three levels of the Esalen® Massage Practitioner Training.

Esalen Massage Practitioner Courses and Certification

There are no prerequisites. The **admission requirements** are as follows: evidence of a high school level diploma, and ability with writing and personal insight, as demonstrated on the application form response to the question “why do you want to take this course?” Students must be 18 years old. Self-reported experience in the somatic or helping fields, for example, massage, counseling, dance, or yoga is recommended though not required. Applicants self-report any health issues that would be of concern in giving a massage. Classes are conducted in American English. If language comprehension is a question, a short telephone interview determines if the student will be able to comprehend the instruction by noting comprehension of the interview content and response. Further the enrollment agreement and application must include writing that is up to the standards of the profession. The application is available at messagecert@esalen.org. **No credit is available for transfer courses or experiential learning.** The one exception is in regarding to anatomy and physiology coursework for the 500-Hour training (see below). Students sign the enrollment agreement upon registration when they make the \$250 non-refundable deposit and read and sign the School Performance Fact Sheet.

The Level I Certified Esalen® Massage Practitioner Training has been offered as 1) a month-long intensive training, 2) a three and a half month In-house program for Esalen extended students and community members. These students may upgrade their certificate to 250 hours by taking 75 hours of selected massage specialization electives. It is not currently offered in the 175-hour format. It is offered as 3) a 100 hour course (level PRO) for those already certified in another modality.

The level II certified Esalen Massage Practitioner Training is a 6-week residential intensive program offering additional specialized massage training and more at-the-table coaching.

Both programs are highly specialized, offering 175 - 250 hours of instruction leading to a certification of completion in Esalen® massage after successfully finishing the program and 30 intern sessions. Esalen also offers a 100-hour Professional Esalen Practitioner Certification for those already certified in another modality. At class completion, students demonstrate a high level of competence and are able to intelligently give a complete massage session (two evaluations) demonstrating good massage practice, communication skills, and safety.

Level III, the 500-hour Massage Therapy Certificate program, is comprised of the basic training, plus 250 hours of supplemental and specialized body-oriented classes, encompassing. Deep tissue, sports massage, or advanced Esalen Massage corresponding to the guidelines set forth by the NCBTMB (Assigned School code 490534-09) and the CAMTC. An instructor advisor is available to individually coordinate all advanced trainings. The 104-hour anatomy and physiology segment is often completed off-site at a community college or other approved school. No other Esalen Massage coursework includes credit for prior experiential or classroom learning. No other transfer credits are accepted. This level of coursework matches the guidelines set forth by the California Massage Therapy Council (CMTTC) for certification as a Certified Massage Therapist.

Attendance and/or graduation from a California Massage Therapy Council approved school do not guarantee certification by the CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 ET seq. This currently means completing 500 hours of coursework and passing the MBLEx examination.

The specific course of instruction, calendar, and schedule are described below. After completing the basic massage practitioner course, level II, a student can gain additional hours toward the next level by attending specialized bodywork classes offered through the Esalen public workshop curriculum. Other details apply. (See page 6)

. No Esalen Massage coursework offers **transfer credit** for prior experiential or classroom learning.

Special Needs students, Translation

Special needs students assess their ability to perform massage on the application form. Students are advised if their physical limitations might prove problematic in the massage workplace. Blind or students can be accommodated.

Language proficiency is assessed through the written application process; occasionally a phone call or verbal exchange is also used, and students are informed if their language skills are not adequate for the Massage Practitioner training classroom. Students must be able to communicate and write in Basic English.

Course of Instruction and Schedule: Level I and II.

Level I: 175 hours: Certified Esalen® Massage Practitioner. Not currently offered. The *month-long residential* program consists of seven class hours per day, Monday through Friday, with a meditation or movement class in the morning before breakfast. An occasional evening class will meet as needed. On weekends, students will attend 4 hours of class and document a practice session. The total hours of classroom instruction is minimum of 170 hours, plus 5 hours of evaluations, etc. Students receive *The Sourcebook* with the syllabus, etc. on the first day of class. The Massage In-house Level I Certificate Training offers identical course material in a three month, 12 hour per week format

In all programs of this basic training, level I and II, the majority of class time will be used for lecture/demonstration and practice of specific Esalen massage methods. Basic massage, passive joint movement, polarity or energetic massage, deep tissue work, and reflexology will be demonstrated and practiced. All classes feature a minimum of one instructor per 14 students.

Additional lecture demonstrations may be offered to familiarize students with other modalities or bodywork for special population such as the elderly or pregnant women.

Specific classes will focus on anatomy, physiology, and pathology (at least 64 hours total), and massage theory and history, ethics (5 hours), and business practice (13 hours) including California AB 1147. Draping methods for the torso, breasts, genitals and any other section the instructor deems essential in that session are addressed within the context of each demonstration. Students receive special instruction in during their table work as well. Breakout sessions provide time for sharing about safety, human sexuality, and purposeful communication. Health and hygiene will be emphasized throughout the course in on-going daily practice; an MD also provides emphasis. Students must dress appropriate to a classroom: neat, clean and kempt.

Instruction in movement and somatic studies underscore the understanding of the body-mind relationship. Gestalt communication sessions designed to assist the student in addressing

psychological issues in bodywork and personal integration of the material will be included. Students receive a **Sourcebook** with course outlines, articles, and paperwork on opening day of the class. *Additional credit:* For the Basic level I certification, up to 30% of the total hours may be Esalen coursework from the previous two years, added on after the course hours.

Assessment is through informal classroom quizzes, review of documented sessions, two practical midterms, and a final assessment session on an instructor (1.5 hours). Currently only offered to staff and extended students at Esalen: **Total charge \$2115**, staff discount apply.

For students who are already certified in a bodywork modality, **Esalen offers a 100-hour Professional Esalen® Massage Practitioner Course (PRO)** with instruction in the core modalities of Esalen® Massage. The student has already studied anatomy and physiology, ethics, business practice, etc., so the focus is on instruction in the practice of Esalen® massage. When completed, this would match the Practitioner Level I achievement in Esalen massage. It includes the following: Basic principles of Esalen® Massage; Deepening the art of sensing while giving and receiving; Developing the skills of presence and awareness; Attention to connections; Engaging with the whole body/being; Passive Movement and touch in three dimensions; Tools and principles for specific areas, e.g. back; Energy awareness and work on the energetic and emotional levels; Self-help exercises for practitioners. Each student gives one successful practical examination to an instructor with detailed feedback upon completion. Thirty documented practice sessions (no credit) are also required. Room, board, tuition, certificate: **Total Charge \$5225**.

Level II: 250 hours Certified Esalen® Massage Practitioner

Level II is a refinement of Level I, as described above, and offers more massage training and more Teacher assistance at the table. Students are taught and practice skills in greater detail and depth. They learn and work with alternative positions, such as side lying. Tuition for the level II course is \$11100, with discounts available. Training methods consist of lecture, demonstration, supervised practice, and instructor and peer assessment. Assessment is through instructor observation, peer assessment, two brief practical midterms, and a final full massage assessment on an instructor with detailed feedback, followed by 30 documented practice sessions (no credit) at their home site is also required for Esalen certification. In all course levels, classrooms are equipped with multiple body system charts, a skeleton and an organ model. All-inclusive tuition including room and board; book; certificate fee: **Total fees \$11244**.

Level III: 500 hours Certified Esalen® Massage Therapist

Level I and II graduates may elect to continue their studies toward the 500-hour Esalen Massage Certification. This course of study is individually tailored, with personal assessment, guidance and evaluation from their selected mentor. Specialized tracks include 1) Esalen Massage, 2) Deeper Bodywork and 3) Sensitive and Energetic Point work. The classes are selected from the Esalen catalog with mentor guidance. Students attend classes in Advanced Esalen Massage, one specialized massage class, and three classes on a focused area such as Meridian work or Deep Bodywork @ 26 hours each class to total at least 78 hours in their specialized field. Some students may take **the 100-hour professional training** if already certified by another school, and continue to work within the 500 hour certificate requirements. A total of 125 hours of Anatomy and Physiology may be transferred from a State-approved college/school course off site. Mentor sessions, communication skills, self-care/movement and assessment sessions make up the remainder of the coursework. Training methods consist of lecture, demonstration, supervised practice, and instructor and peer assessment.

For the 500-hour certificate, hours for classes taken at Esalen up to five years prior to certification can be applied. A level I Certification from an Esalen Course taught at another

CAMTC approved, school, for example, McKinnon BTC could be included in the Esalen 500-hour massage training. Anatomy/physiology can be taken off site. Total fees for this course of study: \$24850 including the initial level I or II training. This fee would be significantly reduced if the student transferred in approved anatomy/physiology credit. For example, a 104-hour anatomy course would reduce the fees by \$5640.

The Esalen In-House **Teacher Training Program for the Staff** offers intern and classroom training for Esalen Massage Therapists. Prerequisites: 3 years experience on the Esalen Massage Crew or 5 years/3000 hours documents professional Massage experience; completion of the Esalen 500-hour Massage Therapist Certification; 2 faculty recommendations.

This course is a mentorship program of at least 60 days designed to give maximum exposure to many teaching styles while at the same time encouraging the student to broaden his/her understanding of bodywork and teaching. Each day's work as teaching assistant includes student assistance, demonstration and teacher mentoring. Completion is determined by compilation of student performance records in class, coursework in group dynamics and coursework in movement meditation skills. Prior student experience is taken into consideration.

In a second model, the course offers 6 set categories of coursework @26 hours each, total 35 days equaling 295 supervised classroom hours, plus additional time assisting classes.

1. Teaching skills, including different learning styles and modes of teaching.
2. Communication skills: How to listen, different communication methods.
3. Applied anatomy and physiology
4. Organizational skills including business skills and promotion.
5. Professional Ethics, teaching demonstrations.
6. Movement practices, body mechanics, centering exercises, self-Care, and assessment.

Calendar and Catalog

The Esalen Institute Massage Practitioner program is scheduled through the year. One six-week residential training, multiple brief advanced classes and a Professionals training for those already certified are offered once annually. Anatomy and Physiology trainings may be offered annually. In 2019, the Level II will be offered February 8 – March 22, 2019. The 175 hour level I will be offered in –house April 7-June 18 2019 on Saturday all day and Wednesday evening. The 500-hour program is selected from 5-day courses offered once a month.

Students receive a Massage Course catalog upon request, along with their enrollment agreements, or on day one of the basic certification training, level I or II. They also receive a catalog describing level II (also described below) and level III options in their Sourcebook they receive the same day. This catalog outlines practitioner trainings I II, and III. This catalog is updated yearly. See www.esalen.org/page/massage-school-bppe-disclosure-documents and <https://www.esalen.org/page/learn-esalen-massage>. It takes one year for the 500-hour training.

Admission and Enrollment Procedure

Applications for enrollment are made by mail addressed to Esalen Institute Massage Practitioner Program, Esalen Institute, 55000 Highway One, Big Sur, California 93920 or massagecert@esalen.org. All students are required to be over age 18 years, high school graduates, and proficient in English. Students from all nations are welcomed. Because of the short duration of the courses Esalen does not offer student visas arrangements so students are advised to check regarding entry to the US as tourists. All students must demonstrate a general ability to benefit from this massage training as proven by their answers on their application.

Suitable professional backgrounds, for example, people skills, experience with bodywork, a medical field background, psychological studies and self-exploration are noted. The application

also demonstrates the ability to read and to organize thoughts coherently, and to set personal goals. Translation is available if requested. All applicants list personal character references, and those references are often contacted regarding suitability of candidates. Applicants must be able to move easily around a massage table. Applicants must possess a high school diploma or its equivalent.

Admission and enrollment to 250-hour Level II and 500-hour Level III Programs

The 250-hour level II certification provides training and experience in basic Esalen® Massage and bodywork methods and knowledge. Students sign the enrollment agreement indicating this course of study. The 250-hour level II course could substitute for level I and provides the 100 core hours required by the CAMTC in science, business practice, ethics and related studies.

The 500-hour Level III training requires a practical entry assessment exam demonstrating knowledge and performance of Esalen Massage. Students must demonstrate standards of attention, draping, pressure, flow, and technique so that the mentor can readily assist them in selecting an advanced course of studies. Enrollment (94903 (c)) is by means of the signed enrollment agreement, successful completion of the assessment session and registration into the advanced coursework (nine additional twenty-six hour courses and one ten-hour course). The student could alternatively enroll in a concurrent approved Anatomy and Physiology college or massage school course at their home site to meet state and national requirements. . Many students go on and address this level III immediately upon completing their level II coursework.

To certify in California through the CAMTC students need to complete 500 hours of training and pass the MBLEx test. This course of study fulfills the CAMTC course requirements.

Esalen complies with and exceeds the requirements of title 42, chapter 21 of the US code prohibiting discrimination against any person based on age, disability, gender, race, national origin, and religion in education or employment settings.

Tuition

Tuition, room and board are collected together, the course fee. Once the deposit has been paid to secure the space, these fees are payable upon arrival at Esalen Institute the day the training begins. Most students prefer to prepay.

For all certification students, including students completing levels II and III, this all-inclusive tuition is paid at the beginning of the chosen course of study, minus the pre-paid deposit. Level III students sign the enrollment agreement and then complete the coursework that they selected with the help of their mentor. Tuition is paid upon enrollment or the day the course begins. The assessment and mentoring fee is also paid the day the course begins. The graduating student pays the certification fee and receives the final 500-hour certificate at the successful completion of coursework. .

Faculty

The teaching staff for the Massage Practitioner Training is comprised of highly skilled and experienced instructors who hold a CA CMT and practiced at Esalen for at least ten years and who have completed the teacher training. All earn thirty hours of continuing education credit per

year and receive annual student and peer feedback and review. All teachers hold a CMTC CMT with the exception of Dean Marson who is a LMT in Washington State and Robin Fann who is licensed in North Carolina. All teachers hold 500-hour level III certificates from Esalen Institute

Peggy Horan, BS Barnard College, joined the massage staff in 1970. Her special training includes Esalen Massage, 5-rhythm movement therapy and much more. Peggy is former Director of the Esalen Childbirth Education Program as a lay mid-wife. She authored *Connecting through Touch*.

Deborah Medow BA U of Indiana, joined the Esalen Massage Staff in 1968 and teaches massage, yoga, movement and other forms of bodywork. She is trained in Esalen Massage, deep tissue work, gestalt and inter-personal process work, Ashtanga yoga, nutrition, and creative movement. Deborah has taught workshops and trainings worldwide.

Brita Ostrom BA Rutgers MA USF MFT joined Esalen's massage staff in 1970 and has led workshops in massage, movement, and psychological process. She is also trained in the Trager approach, Zero balancing, gestalt practice, and somatic psychology. She is a California licensed Marriage, Family and Child Therapist and teaches internationally.

Vicki Topp BA San Jose State U Ca joined the Esalen massage staff in 1968 after training with Molly Day Shackman in Esalen Massage. She began teaching workshops two years later. Vicki is trained in sensory and breath awareness, deep tissue work, integrative bodywork, cranio-sacral work and Bodymind Centering. She has taught classes in the United States, South America, and Europe.

Dean Marson BA Evergreen College joined the staff in 1983 as a Trager practitioner. He practices Esalen Massage. He has led workshops at Esalen and other centers in America, Japan Europe. He also teaches meditation skills and yoga. Dean is certified by Esalen Institute in massage.

Ellen Watson BA Georgia State University, brings many years experience (Esalen Certified) in massage to her teaching work, as well as a background in holotropic breath work and movement research and teaching under Gabrielle Roth. Her non-profit *Moving Ventures* teaches courses worldwide.

Char Pias holds an Esalen Massage Certificate, a hypnotherapy certificate, and recently trained extensively in Thailand. She has led workshops for thirty years.

Daniela Urbassek, DAcc, Twin Lakes Ca, has taught groups for twenty years. She holds a 500-hour certification in Esalen massage and also assists in courses in cranio-sacral Work. She is in the process of earning her Doctor of Acupuncture license.

Perry Holloman BA Antioch University Santa Barbara is certified in Esalen Massage and founder of Deep Bodywork. He has taught Esalen® Massage for thirty years and also teaches anatomy. He founded Somatic Integration practice in Germany.

Silvia Guersenzvaig, MA Psy Balgrano University, Argentina, has practiced and taught Esalen Massage for thirty years. She has taught extensively in Spanish-speaking countries.

Oliver Bailey BA Sonoma State CA is an Esalen Massage Practitioner and teacher since 1985, and is also a meditation instructor. He has taught in the US and Japan.

Robin Fann, BA Univ Nebraska, certified in 1994 and helped design the Esalen Teacher Training Program. She is also a cranio-sacral Practitioner and teaches on the US East Coast.

Pamela Espinosa, Monterey Institute of Touch, Colorado Cranial Institute, has studied multiple modalities of bodywork around the world and is also a cranio-sacral practitioner. She teaches many styles of bodywork including lomi lomi.

Tom Case, 500-hours Maui School of Massage, and later at Esalen. He has practiced Massage at Esalen for over twenty years and has taught for twelve years. He is a recent graduate of the Guild for Structural Integration in Roling and focuses on deep work.

Nora Madden (Germany,), Jessica Fagan (BA Psych CIIS), Robert Wilkes (BS U of Santa Cruz), and Johanna Holloman (MA Psychology, University of Hamburg, Germany) are 500-hour graduates, Esalen Massage practitioners for at least twelve years, and have completed

the Esalen Massage Teacher Training and the yoga teacher training. Jessica is a graduate of IPSB in San Diego. Johanna is a German-licensed psychologist. Rob Wilkes is also a yoga teacher, and has worked on the massage staff for eight years.

Carl Swanson, BS University of the Pacific, has worked at Esalen on the massage staff since 2008 and has been teaching since 2013. He is a graduate of the Esalen teacher-training program.

Attendance Requirements, leave-of -Absence

Attendance for each class will be recorded. A student's attendance record must reflect a serious commitment to the program. For Level I, No student can receive a Certificate of Completion unless his or her attendance record verifies an absolute minimum of 175 hours of instruction in a certificate course of study, including 75 hours of massage instruction and practice, plus 100 hours of required core coursework in the related subjects of anatomy, physiology, hygiene, massage theory and history, ethics, and business practices, plus evaluations. The school also recommends an additional 75 hours in related studies such as bodywork, gestalt practice, movement, and kinesthetic awareness. Attendees in the 250-hour training receive 100 hours core coursework plus 150 hours of massage instruction and practice. Level II an III reflect a similar commitment to attend all classes.

Make-up work for sessions missed shall be arranged with the instructor. Students who miss 25 percent of the classes will receive special counseling. If this does not result in improved attendance, they will be dismissed.

Students may transfer hours from one training to another if they need to take **a leave of absence**. They must participate in a regularly scheduled track to complete their training. Taking a leave of absence from a certificate training is a serious matter, and must be brought up with the Instructor. A student must show good reason to take such a leave. He/she has one year to complete their coursework by joining another training. Exceptions to these policies are made in the cases of medical need: illness, physical limitations, and family illness.

Student Evaluation

There are no letter or number grades. The student's progress toward acquiring the necessary skills for practicing Esalen Massage will be evaluated by the instructors throughout the program. Weak points in each individual's skill development will be given special attention.

At the conclusion of the level I or II program each student will take a practical examination (give one massage). Students who have achieved a satisfactory level of skill and who have completed their necessary classroom hours and thirty intern hours (practicum) will receive a Certificate of Completion.

Students whose final evaluation is not satisfactory may meet in conference with the instructors and receive specific corrections and make arrangements to take remedial classes.

Level III students are required to give a practical assessment evaluation to their mentor for placement at the beginning of the program as well as at the conclusion of the program.

In the interest of maintaining a high quality of graduates from the Esalen Massage Practitioner Program, the School reserves the right to refuse a certificate to students under special circumstances.

Student Records

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records permanently following the student's date of enrollment, completion or withdrawal. Brita Ostrom is custodian of records. They are kept in the Residential education office at Esalen Institute, 55000 Highway One, Big Sur CA 93920, in both

hard copy and in a secure database. Esalen Institute maintains records of the name, address, e-mail address, birth date, telephone number and certificate status. All coursework is recorded in the database for each student who is enrolled in an educational program at Esalen institute and in the School database for each student who is enrolled in an educational program through the Massage School.

School files are fireproof, kept in locked files in a locked room. Esalen maintains a gatekeeper 24 hours a day for additional security. Financial records are also kept in the front office at the same address, with backup at the administrative offices, 3771 Rio Rd, Suite 101, Carmel CA 93923.

Credit for Previous Training

NOTICE CONCERNING TRANSFERABILITY OF CREDITS EARNED AT ESALEN INSTITUTE

The transferability of credits you earn at Esalen Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Esalen Massage Practitioner Training is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at Esalen Institute 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 seek to transfer after attending Esalen Institute to determine if your certificate will transfer. (Ca Ed Code (94911))

The Esalen 500-hour level III training accepts 125 anatomy and Physiology hours transferred from an institution approved by the CAMTC, such as a Massage School, community college, or university. Esalen does not maintain other transfer or articulation agreements. The Esalen Level III Certification training requires successful completion of Level II, and includes ten selected bodywork, systematic movement, and Body Psychology courses selected from the Esalen courses and two assessment sessions with the selected mentor. The 500-hour certificate level III accepts transfer credit from a recognized college or Massage School for anatomy and physiology coursework, in lieu of other advanced coursework, to total 500-hours of training.

No Esalen Massage coursework includes credit for prior experiential or classroom learning, with the exception of the above-mentioned anatomy and physiology transfer credits.

Conduct and Dismissal

In cases of inappropriate classroom behavior or attendance violations, a student is first counseled and then put on probation. If this is unsuccessful, he may be asked to withdraw from the course.

At the discretion of the instructor and administrator, a student may be dismissed for the following reasons: unsatisfactory class attendance, illegal actions on the premises, chronic disruptive behavior, or any other reason that makes his or her presence detrimental to the Institute or the program. Work scholar program students must comply with those requirements to work 32 hours each week.

Placement Assistance and Employability

The Massage Practitioner Program provides job counseling, web and resume advice, and occasionally job promotions. It does not advertise placement services. performance fact sheet that documents rate of employment and salary data for graduates is offered to all students. The SOC code is 31-3010. The median income for a massage therapist (SIC code 27j9917 or NAICS code 621399) is \$39860, (US Bureau Labor Statistics) with 10% earning more than \$74,000. Many work part-time, too. .

Total Fees

Workshop fees are comprised of the all-inclusive tuition (tuition, room and board), a textbook fee, and a \$115 certificate fee paid at the completion of the training. The non-refundable advanced deposit, to be sent with the application for enrollment in the Massage Practitioner Training, is \$250, and is applicable to the total cost of the program. The remainder is due on the first day of the workshop.

The Level II Practitioner training, with included board and room, costs \$11100 with discounted rates available. Workshop tuition fees are all inclusive and bundled together tuition, room and board: total \$111000. Class tuition is \$11100. The non-refundable advance deposit, to be sent with the application for enrollment in the Massage Practitioner Training, is \$250, and is applied to the total cost: \$11100 due the first day of class, a \$29 textbook fee and a \$115 certificate fee at the end of the course. The total fees for the Level II are \$11244. See below.

The 500-hour Practitioner level III must be preceded by successful completion of the 250-hour Level II, described above. Total fee for the level III program, including level II course fees, is \$24850 for the entire educational program. Fees include the all-inclusive tuition \$24250 (calculated at class tuition of \$1100 for level II and class tuition \$13150 for level III); \$500 assessment fee; and \$100 certification fee. All courses are residential, so all-inclusive tuition includes tuition, room, and board.

The schedule of total charges for the yearlong period of attendance is \$24854. A student pays \$11100, due the first day of class, for the level II training. Upon its completion, the continuing student pays \$13,150 due the first day of class, for the level III training (250 hours or 10 workshops). This includes the all-inclusive tuition (tuition, room and board) of \$13150 for the 10 advanced modules, the assessment-mentor fee of \$500, and the book fee of \$29. The student will pay the certificate fee of \$115, at the successful course conclusion. [Estimated total charges for the entire Level III Practitioner Training program](#) is \$24854 from start to finish. No other fees for textbooks, uniforms, equipment, lab fees, make-up fees, transfer fees, or any other fees required. Total charges for this one year period of attendance, level II and Level III, including coursework, assessment, textbook, and certificate are \$24754. Total charge for this entire education program, level II and III, is \$24250. The State mandated STRF is currently 00 for all Esalen certificate courses.

All fees are due on the first day of the training. These fees represent the total fees for the course. The State mandated STRF is currently 00 for all Esalen certificate courses. There are no other equipment, lab, transfer, uniform, textbook, make-up fees or any other fees required.

The Buyer's Rights to Cancel, complaint procedures, fees, and any other necessary disclosure statements are spelled out in each student's enrollment agreement before the program begins.

The certificate replacement fee is \$50. The transcript fee is \$25.

Financial Aid Discounts, loans

Esalen provides some financial aid. To be eligible, the student must demonstrate financial need by submitting the previous year's W2 forms, last two paycheck stubs, or similar documentation, plus a personal statement about why they need a scholarship. Preference is given to those who are working in a field where this skill will have a demonstrated social impact, such as a homeless shelter. Aid is in the form of reduced room rates (bunk bed accommodations) or course discounts not exceeding \$400. The Institute provides this financial assistance. A comprehensive Scholarship application is available with your enrollment form upon request. http://www.esalen.org/sites/default/files/resource_attachments/newernewscholarshipapproved. All applications must be complete to be considered.

No federal or state financial aid programs are available. Esalen Institute does not offer loans. If at some point in the future it did offer loans, it would comply with the BPPE, State, and Federal requirements. Students would be required to repay the full amount of the loan plus interest, less the amount of any refund, etc. If a student receives federal student financial Aid funds, the student is entitled to a refund of the moneys not paid from the federal financial aid funds

Cancellation and Refund Policy for Fees

An enrollee may cancel enrollment seven days following enrollment or two class sessions after the course begins, whichever is later, and receive a full refund of all tuition monies paid, except the non-refundable registration fee and his room and board fees. Cancellation notices must be in writing. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not limited to, a student's lack of attendance

Refunds after classes begin: Written cancellation of enrollment after classes have begun, whether or not the enrollee was in attendance, allows the student a pro rata refund of tuition fees. The refund shall be the amount the student has paid for tuition multiplied by a fraction, the numerator of which is the number of hours of instruction which the student has paid for but not received, and the denominator of which is the total number of hours for which the student has paid. For example, a student who dropped out of the 175 hour month-long training after only ten hours of class would receive 165/175 of his tuition monies (minus \$250 registration fee).

There are no refunds after 60 percent of the course is completed.

Regarding Room and Board Refunds, if the student cancels his or her reservation at least seven full days before the start of the program, the deposit, minus a \$75 processing fee, will be transferred to a credit account for use at the Institute within one year. If the student cancels after the workshop begins, the fees will be billed at a room and board rate, with the money remaining after the tuition refund deposited in the credit account for use at the Institute within one year.

Student applying for Esalen scholarship money will recover their full deposit if no scholarships are available, as long as cancellation is received at least ten full days ahead. If a scholarship is available and the student cancels more than ten full days ahead of the program, the deposit will be returned, less a \$75 processing fee. . All other tuition and room and board money will be refunded in accordance with the stated cancellation policy based on pro-rated attendance.

Students canceling their enrollment less than a week before the program begins forfeit their deposit. All refunds are paid within ten business days.

Complaints

All complaints are taken seriously. A complaint link to the California BPPE is presented to students at the first class <http://www.bppe.ca.gov/enforcement/complaint.shtml>. The complaint procedure is clearly spelled out in the enrollment agreement, as follows: The complaint is first heard by the course instructor, who attempts to resolve it. If that is unsatisfactory they contact the school Director, Brita Ostrom, at Esalen, in writing or at message.school@esalen.org. If they cannot help, the student directs the issue of concern to the front office, open 9-4 daily, or info@esalen.org. If the student consequently wishes to cancel, he/she contacts the instructors in writing. See refund policy above. Esalen strives to meet student needs and has a very low dropout rate. See refund policy page 12.

Any questions a student may have regarding this catalog that 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, www.bppe.ca.gov, toll-free telephone number (888) 370-7589, (916) 431-6959, or by fax (916) 263-1897.

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

A student or any member of the public who would like to file a complaint about this school may also contact the California Massage Therapy Council at: One Capitol Mall, Suite 800, Sacramento, CA 95814, www.camtc.org, phone (916) 669-533. For mailing address, see paragraph above. For the complaint form: www.camtc.org/complaints.aspx.

Additionally complaints may be made to the Council for Occupational Education:
Attn Gary Puckett, Gary Puckett, Executive Director, Council on Occupational Education, 770-396-3898 ext. 105800-917-2081 ext. 105; FAX: 770-396-3790 puckettg@council.org, 7840 Roswell Road. Building 300, Suite 325, Atlanta, GA 30350

Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if he/she prepaid tuition and suffered a financial loss as a result of the school: closing; failing to live up to its enrollment agreement; or refusing to pay a court judgment. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1. You are not a California resident, or are not enrolled in a residency program, or 2. Your total charges are paid by a third party, such as an

employer, government program or other payer, and you have no separate agreement to repay the third party." "The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs 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 a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. (No federal student loans are available to Esalen students) 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

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

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid the school. For further information or instructions: Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive Suite 400, Sacramento CA 95833, www.bppe.ca.gov toll free number 888 370 7589 or by fax 916 263 1897. Certification and School information is also available at the California Massage Therapy Council, One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org. Phone (916) 669-5336 or ((16) 669-5337. It is hoped that your training at Esalen will be a pleasurable learning experience.

Rules of Conduct

Since Esalen Institute classes are residential: conduct extends beyond the classroom into the lodge dining area and other public spaces at the institute. Students are expected to be respectful of the noise, smoking, clothing, and intoxicant regulations of the institute: no drunken behavior, clothed, etc. \. Further, as massage students, they are expected to adhere to the ethics statement, which among other things stipulates to romantic or sexual involvement with clients, professional decorum, and respect for other practitioners and instructors at Esalen. Further, as students enrolled in a course, they are expected to show up on time, take part in classes, be respectful of their classmates and teachers, and help keep the meeting room tidy. They will not violate another person's civil rights.

Fiscal Responsibility of Esalen Institute

Esalen Institute does not have a pending petition in bankruptcy. The Institute does not operate as a debtor in possession, nor has it filed a petition with in the previous five years. Esalen Institute has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy code. Esalen Institute maintains sound fiscal management and robust financial health.

This catalog is for the period—January 1 2017 – December 31 2019