



2025 STUDENT CATALOG & HANDBOOK



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Catalog #2025.02

OUR MISSION

The Mission of Fu Zu Ba School of Massage and Reflexology is to prepare massage therapists and reflexologists who possess the knowledge, practical skills, critical thinking abilities, ethical standards, and commitment to lifelong learning necessary for a successful career in their chosen profession.

The role of school faculty and administration in the achievement of this Mission is to model, teach, and support our students' growth in each of these essential areas (knowledge, skills, critical thinking, ethics, and commitment to lifelong learning), so that each of our graduates is a positive asset to the community s/he serves and to the profession s/he practices.

The objectives of Fu Zu Ba School of Massage and Reflexology are:

1. Every student who attends School will acquire the skills and knowledge necessary for a successful career in the professional practice of Massage and/or Reflexology.
2. Every graduate of the School will understand the business, regulatory and ethical considerations associated with the practice of the graduate's chosen profession.
3. Every graduate of the School will possess the ability and motivation to continue learning and advancing in the graduate's chosen profession.
4. Every graduate of the School who wishes to do so will be able to attain appropriate certification or licensure, and gainful employment, in the graduate's chosen profession.

THE FU ZU BA TRAINING FACILITY

Fu Zu Ba School is dedicated to training skilled, ethical, and knowledgeable Reflexologists and Massage Therapists who are prepared to enter their chosen field immediately in service to their communities. Our small class size allows for individual educational attention, and our modest fee structure is designed to enable anyone, regardless of current means, to become a professional Massage Therapist or Reflexologist.

Our classroom and practice area encompasses a total of 2,000 square feet at 3884 Schiff Drive in Las Vegas, NV 89103. The facility is equipped with 12 massage tables, 6 massage chairs, classroom furniture, 1 computer and large instructional monitor, a library of DVDs and books on massage and reflexology, and anatomy wall charts. Students may access the library by choosing the item(s) they wish to check out and signing these out on the Library Checkout Form located on the bookshelf.

Classes are held at 3884 Schiff Drive, Las Vegas, Nevada, 89103. Business hours are 9:00 a.m. to 5:00 p.m., Monday through Friday.

DISCLOSURES

Fu Zu Ba School of Massage and Reflexology (FSMR) is a private, for-profit institution, owned by Nathan O'Hara and licensed to operate by the Nevada Commission on Postsecondary Education. The School is not accredited by an accrediting agency recognized by the U.S. Department of Education.

The School does not provide English-as-a-Second-Language (ESL) instruction. Classes may be offered in English or Mandarin Chinese depending on whether there are enough students to make it financially feasible to retain an instructor competent in that language. Students are expected to enter with a basic level of competency in the language in which the class will be taught. Language competence will be determined by the instructor through verbal interaction with the student prior to enrollment. Fu Zu Ba School of Massage and Reflexology does not claim to offer any services other than direct classroom instruction in massage and reflexology. The School does not provide assistance with student housing. Fu Zu Ba School is a non-degree granting institution. The Student Complaint Policy may be found on pages 18-19 of this Catalog.

FU ZU BA GRADUATE JOB PLACEMENT ASSISTANCE PROGRAM

Purpose of the Program: In furtherance of its mission, the School finds that it is important that its graduates begin their career as soon as possible after graduation. Therefore the School has established the Fu Zu Ba Graduate Job Placement Assistance Program, the purpose of which is to provide graduates with support and assistance to begin working for pay in the career for which they are now prepared.

Objective of the Program: The goal of the Fu Zu Ba Graduate Job Placement Assistance Program is that 100% of our graduates who wish to do so are working in their chosen field, and earning at least \$2,000 monthly, no later than twelve months after their graduation date.

Services Offered: In order to achieve this objective, the School will make available the following services at no cost to our graduates:

- 1) **Letters of Reference:** School staff will provide a letter of reference to graduates who have demonstrated competence upon request.
- 2) **Interview Skills:** As part of the Business and Ethics for Massage Therapists (Unit E) section of the curriculum, the instructor will teach basic interview skills, and will have students role play job interviews with each other with supportive feedback from the instructor.
- 3) **Job Postings:** Incoming job opportunities will be posted on a bulletin board at the School, and will be emailed to those graduates who provide their email addresses to the Student Services Coordinator and request notification of incoming job offerings.

Evaluation of the Job Placement Program Objective will be conducted by phone calls to graduates within twelve months of their graduation to determine whether each graduate is employed in the field for which s/he was trained, and to determine the income level of each graduate. These data will be compiled on the School's Annual Report, which will be posted on the School's website and made available for inspection by the Commission on Postsecondary Education upon request.

CAREER OPPORTUNITIES

Job placement is not guaranteed nor promised to graduates of Fu Zu Ba School of Massage and Reflexology. The school posts notices of available positions, and provides letters of recommendation to graduates based on their performance, but does not guarantee job placement.

According to the United States Bureau of Labor Statistics' Occupational Outlook Handbook 2023, the median income for massage therapists is \$26.59 per hour and \$55,310 per year. "Massage therapists work in an array of settings, both private and public, such as private offices, spas, hospitals, fitness centers, and shopping malls. Some massage therapists also travel to clients' homes or offices to provide a massage."¹ Reflexologists work in a similar array of venues, including shopping malls, spas, and private offices.

TRANSFERABILITY OF CREDITS TO AND FROM OTHER INSTITUTIONS

Fu Zu Ba School is not able to accept transfer hours or previous training earned from other institutions. The acceptance of hours earned at Fu Zu Ba School is at the complete discretion of any other institution to which a student may seek to transfer.

¹ *Occupational Outlook Handbook*. United States Department of Labor, Bureau of Labor Statistics. August 2023. Found online at <http://www.bls.gov/ooh/healthcare/massage-therapists.htm>

THE FU ZU BA STAFF AND FACULTY



OWNER, DIRECTOR, and ACADEMIC DIRECTOR Nathan O'Hara trained at the Santa Barbara School of Massage in 1983, and completed the Acupressure program at Santa Barbara College of Oriental Medicine in 1994. In 2011 and 2012 Dr. O'Hara traveled to China and completed the Reflexologist Training Program at Fan She Adult Career School in ShiJiaZhuang. He is a Texas-Licensed Massage Therapist, a NASM-Certified Corrective Exercise Specialist, a NCBTMB Approved CE Provider (451622-11), and a Certified Orthopedic Massage Practitioner (OM-000308). From 2013 to 2018 Dr. O'Hara served as a member of the AMTA-California Chapter Board of Directors. He earned the Ph.D. degree in Confluent Education from the University of California in 1985.

ASSISTANT DIRECTOR Jie (Jack) Liang holds the B.A. Degree in China, with China Senior Massage Therapist License. In 2008, he studied at the Acupuncture and Massage Institute of America and obtained the San Francisco Massage Therapist Certificate. After graduation Mr. Liang stayed on as a massage therapy teacher for a year. From September 2010 to October 2011, he studied at the Academy of Chinese Culture & Health Sciences and became a California CMT. In 2009 he founded the Eastern Health Centre, and has since engaged in clinical medical treatment. From 2012 to 2014, Jack served as a teacher at the World School of Massage and Holistic Arts. He served as a teacher at Nine Star University of Health Sciences from 2015 to 2017, teaching anatomy, physiology, kinesiology, massage treatment techniques, traditional Chinese medicine massage, foot therapy and reflexology, ethics and regulations. Mr. Liang has expertise in Swedish, deep tissue, sports massage, aroma massage, acupressure, and Thai massage. He also works with Chinese herbs, Ai Cure (Moxibustion), Cupping therapy, and Qi Gong (Meditation) therapy.



ASSISTANT DIRECTOR and REGISTRAR Jerry Xu holds the Master's Degree in both Chemistry and Computer Science. He has worked as a research scientist, and has taught both Chemistry and Computer Science at the college level. Through his involvement in international cultural and business exchange programs, Jerry became an expert in legal document management. His background in information technology has been a great blessing to our school, and his calm, kind and highly competent manner is deeply appreciated by both staff and students.

STUDENT SERVICES COORDINATOR Lucy O'Hara has been a licensed massage therapist since 1999. She graduated from Tang Shan Educational College in 1982, and taught Chinese Literature and English at the Tang Shan Agricultural University from 1979 to 1989. Ms. O'Hara received extensive training in Reflexology during her many stays in China, and completed the Reflexologist Training Program at Fan She Adult Career School in 2012. Lucy is a Texas Licensed Massage Therapist (LMT), and a Texas Licensed Massage Therapy Instructor (MI).



INSTRUCTOR Edward Gao is a graduate of Fu Dan University in Shanghai, China. Edward began his career as a news reporter with the China News Service, which is the second largest state news agency in China. In 2004 he came to the USA, and trained in massage therapy at the Acupuncture and Massage Institute of America, East-West Institute of Hand Therapy. From 2006 to 2019 he owned and practiced as a licensed massage therapist at the Good Hands Spa in New Orleans. He moved to Nevada in 2020, and completed his Nevada massage training at the Fu Zu Ba School in December of 2021.



INSTRUCTOR Huan (Bella) Cheng is a Nevada-Licensed Massage Therapist and a California-Certified Massage Therapist (CMT), and worked as a CMT at the Bamboowood Spa in Westminster, California for the two years before she moved to Nevada. She holds the Bachelor of Science degree in business and chemistry, and worked as a chemical engineer for five years before studying massage. We are delighted to welcome Ms. Cheng as the newest member of our instructional faculty.

SUBSTITUTE INSTRUCTOR Qingrong (Alice) Gao is a Nevada-licensed Massage Therapist, and long time Las Vegas spa owner. A graduate of Fu Zu Ba School, Ms. Gao is a wonderful massage therapist and instructor. Her many years of successful hands-on business management make her an excellent mentor for students who hope to start up their own profitable business in the field of manual therapy. Ms. Gao currently serves as a Supplementary Instructor with the school.



SUBSTITUTE INSTRUCTOR Qian (Chelsea) Yang holds the B.S. in Business Economics from UCLA, and in 2008 completed her training in Vocational Nursing at Valley Baptist Hospital in Harlingen, Texas. She taught and supervised massage, acupressure and reflexology therapists from 2006 to 2013, and has been on the staff of Fu Zu Ba School since 2013, serving initially as an Instructor and Assistant Director, and (currently) Supplementary Instructor. Ms. Yang's specializations include Reflexology, Acupressure, Anatomy, Physiology, and Pathology.

PROFESSIONAL PRACTICE OF REFLEXOLOGY PROGRAM

Our **Professional Practice of Reflexology – 200 Hour Course** prepares students to apply for the Nevada Reflexologist license. The 200 class hours include:

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| A. Reflexology Background
- includes Reflexology History, Theory, Zones, Meridians, Research. | 25 Hours |
| B. Anatomy, Physiology and Kinesiology for Reflexologists | 30 Hours |
| C. Systems, Structures and Reflex Mapping for Reflexologists
- includes body systems as related to Reflexology; study of the foot and hand as structures; common dysfunctions of the feet and hands; hands-on palpation of landmarks with sensory identification of palpated areas; and mapping of reflexes anatomically reflected on the feet and hands. | 40 Hours |
| D. Professional Practice of Reflexology
- includes Safety, Hygiene, Legal Issues, Ethics, Standard Business Practices, Scope of Practice, Record Keeping, Full and Fair Disclosure | 15 Hours |
| E. Supervised Practicum | 90 Hours |

Specific objectives of this course of study are:

- A-1. Students successfully identify the origins and historical progression of the development of Reflexology, measured by written examination.
- A-2. Students successfully articulate six theoretical bases of Reflexology, measured by written exam.
- A-3. Students correctly identify outcomes of at least four research projects relevant to the practical efficacy of Reflexology, measured by written examination.
- A-4. Students correctly identify the Scope of Practice of Reflexology, including its limits, measured by written examination.
- B-1. Students correctly describe the structure and functions of 12 primary body systems (skeletal, muscular, integumentary, nervous, sensory, cardiovascular, respiratory, endocrine, lymphatic, digestive, urinary, and reproductive) on a written examination.
- B-2. Students correctly identify one common disorder of each of the 12 primary body systems on a written examination.
- B-3. Students correctly identify the proper and improper biomechanical function of 5 types of joints, as well as examples of these joint types in the human body, on a written test.
- C-1. Students correctly identify four landmarks each on the feet and hands on a written test.
- C-2. Students correctly identify reflex locations of at least 20 major anatomical features (organs and structures) on the feet and hands on a written examination using drawings of the feet and hands.
- C-3. Students identify and employ at least six manual techniques for tonifying or relieving reflex areas on the feet and hands, measured by written examination and direct observation of manual skills by the instructor.
- C-4. Students correctly describe Reflexology treatment protocols for at least twelve health concerns on a written examination.
- D-1. Students correctly identify four major contraindications to Reflexology on a written exam.
- D-2. Students demonstrate correct body mechanics (posture and use of hands) as measured by practical examination with direct observation by the instructor.
- D-3. Students identify correct hygienic and safety practices pertaining to Reflexology on a written exam.
- D-4. Students identify at least six ethical standards applicable to the practice of Reflexology on a written examination.
- D-5. Students correctly answer at least 10 test items regarding standard business practices pertinent to Reflexology, including marketing, client retention, licensure/certification, accounting and taxation.

- E-1. Students satisfactorily perform 90 hours of practical reflexology, measured by client evaluative comments on the Student Practicum Record and instructor observation.
- E-2. As part of their Student Practicum requirement, students complete 40 satisfactory Case Studies, with ten clients treated four times each.

Requirements for graduation and certification are:

- Satisfactory attendance of 200 clock hours
- 70% or better average grade on examinations

SCHEDULE OF CHARGES: The total of charges for the 200 Hour Course is **\$2,000.00**, including \$1,900 tuition and \$100 non-refundable registration fee. Fees include all learning materials. Total of charges per hour of instruction is \$10 ($\$2,000 \div 200 \text{ hours} = \10). Payments may be made only to the Director, Assistant Director, or Student Services Coordinator. It is contrary to School policy for anyone else who works with, or claims to work with, the School to accept any tuition or fee payment from a student.

Class Schedule: Classes will be held Mondays through Fridays as described above (40 hours/ week) unless the class as a whole requests or agrees to an alternate meeting schedule.

School Holidays shall include New Year's Day, Memorial Day, Labor Day, Thanksgiving (Thursday and Friday), Christmas, and Martin Luther King Day.

Add and Drop Dates: Students may add a class with permission from the instructor, with the understanding that the student will need to arrange with the instructor to make up all the class time they have missed. Students may withdraw from a class at any time, and may receive a full or partial refund according to the Refund Policy described in this Catalog.

2025 REFLEXOLOGY COURSE CALENDAR

Professional Practice of Reflexology (Session R-2025.01 - 200 Hour Course)

Instructors: Huan Cheng, Cai Ling He, and Nathan O'Hara

Registration: January 20, 2025 to March 3, 2025

Classes: February 28 to April 11, 2025; Mondays - Fridays, 9:00 a.m. to 4:30 p.m. (200 Hours)

Additional classes may be scheduled based on student request. Class schedules may be modified based on consent of instructor and all students.

PROFESSIONAL PRACTICE OF THERAPEUTIC MASSAGE PROGRAM

Our **Professional Practice of Therapeutic Massage – 625 hour course** prepares students to apply for Nevada licensure as a Massage Therapist. The five Units covered in this 625-hour training program are:

Unit A. <u>Human Anatomy, Physiology and Kinesiology</u>	160 Hours
Unit B. <u>Theory and Practice of Massage</u>	220 Hours
Unit C. <u>Other Modalities of Massage Therapy</u>	125 Hours
Unit D. <u>Pathology for Manual Therapists</u>	60 Hours
Unit E. <u>Business and Ethics for Massage Therapists</u>	60 Hours

COURSE OBJECTIVES

Specific, measurable objectives of Unit A include:

A-1. Students correctly name and locate the major muscles, bones and joints of the human body, measured by written examination.

A-2. Students successfully identify the structure, function, and biomechanical characteristics of voluntary muscles, measured by written exam.

A-3. Students identify the types of joints, examples of each type in the human body, how each type works, and the proper biomechanical use of each type, measured by written examination.

A-4. Students correctly identify the normal ranges of motion of 10 major joints in all planes of motion available to the particular joint, measured by written examination.

A-5. Students correctly define the terms agonist and antagonist, and identify the relevance of Sherrington's Theory of Reciprocal Innervation in range of motion correction, measured by written examination.

A-6. Students identify key components and functions of the nervous, integumentary, respiratory, cardiovascular, lymphatic, endocrine, digestive, urinary, and male and female reproductive systems and their functions, measured by written examination.

A-7. Students correctly identify the locations and referent organs of the 12 main q'i meridians used in Traditional Chinese Medicine (TCM) body map.

B-1. Students identify the theoretical bases of Swedish/Western massage, measured by written exam.

B-2. Students correctly identify proper application and execution of Swedish/Western massage techniques, measured by written examination.

B-3. Students correctly describe methods for postural, neuro-muscular, and functional (range of motion) assessment on a written examination.

B-4. Students effectively demonstrate their ability to perform a full body massage using variations of the six primary Swedish massage techniques, measured by practical examination.

B-5. Students satisfactorily perform 80 supervised hours of Student Clinic, measured by direct instructor observation.

B-6. As part of their Student Clinic requirement, students complete 20 satisfactory Case Studies, with five non-student clients treated four times each.

C-1. Students successfully articulate six theoretical bases of Reflexology, measured by written exam.

C-2. Students correctly identify four landmarks each on the feet and hands on a written test.

C-3. Students correctly identify reflex locations of at least 10 major anatomical features (organs and structures) on the feet and hands on a written examination using drawings.

C-4. Students accurately identify the paths of the 14 major acupuncture meridians on a written exam using drawings.

- C-5. Students accurately identify the locations and functions of 12 key potent points on a written exam using drawings.
- C-6. Students correctly define the terms yin/yang, jing/luo, potent point, and q'i (chi) on a written exam.
- C-7. Students accurately identify the theory and key principles of lymphatic drainage massage on a written exam.
- C-8. Students successfully demonstrate the basic techniques of lymphatic drainage massage, measured by instructor observation.
- C-9. Students accurately identify the purpose and principles of pre-event sports massage on a written exam.
- C-10. Students accurately identify the purpose and principles of post-event sports massage on a written exam.
- D-1. Students accurately define at least two commonly seen pathologies of each of the 12 body systems covered in this course on a written examination.
- D-2. Students correctly identify 6 commonly seen pathologies that would be cautions or contra-indications to massage on a written examination.
- D-3. Students correctly identify 4 situations which would require the massage therapist to refer to another professional on a written examination.
- D-4. Students correctly identify at least 4 health care fields to which suspected muscular, skeletal, and dermatological pathologies should be referred out.
- D-5. Students accurately describe how to perform the Muscle Resistance Test (MRT) to assess and locate a contracture, trigger point, or disorganized tissue point in a painful muscle.
- D-6. Students accurately describe a four-step process to relieve muscle contractures, TRP's and/or disorganized muscle tissue.
- D-7. Students accurately define the Gate Control Theory of Pain Management.
- D-8. Students accurately list at least 4 of the criteria of the Mankoski Pain Scale on a written examination.
- D-9. Students define key terms used in Traditional Chinese Medicine (TCM), and describe techniques for reducing excessive q'i and strengthening deficient q'i.
- D-10. Students accurately list 6 essential practices of Universal Precautions.
- E-1. Students identify correct standards of practice pertaining to massage therapy on a written exam.
- E-2. Students identify at least six ethical standards applicable to massage practice on a written exam.
- E-3. Students accurately define the scopes of practice of therapeutic massage and of reflexology on a written exam.
- E-4. Students correctly answer at least 15 test items regarding standard business practices pertinent to massage therapists, including marketing, client retention, licensure, legal issues, and taxation, measured by written examination.
- E-5. Students accurately identify four current Nevada laws pertaining to massage therapy on a written examination.
- E-6. Students correctly identify four health care practices which would fall outside the massage therapy Scope of Practice on a written examination.
- E-7. Students correctly identify six levels of research validity on a written examination.

Evaluation

Unit A: Human Anatomy, Physiology and Kinesiology

- Student Presentations: Each student will research and give a class presentation on the structure and function of one of the 12 body systems covered in class.
- Written Quizzes: Students will complete and turn in a written quiz at the end of most lessons.
- Written Examination: At the end of Unit A the Instructor will administer written examinations on the material covered in the textbooks and lecture/discussions.

Unit B: Theory and Practice of Massage

- Practical Examination: The Instructor will score each student on a practical exam which covers hygienic protocol, correct body mechanics, safety procedures, and massage strokes
- Written Quizzes: Students will complete a written quiz at the end of selected lessons.
- Written Examination: At the end of Unit B the instructor will administer written examinations on massage methods and related information.
- Student Clinic: Students will complete 80 hours of Clinic with at least 20 staff-approved SOAP Notes &/or iTEC Consultation Reports – one for each treatment done.

Unit C: Other Modalities of Massage Therapy

- Written Quizzes: Students will complete and turn in a written quiz at the end of appropriate lessons.
- Instructor Observation: Part of each student's grade will be based on hands-on participation and skills improvement.
- Written Examination: At the end of Unit C the instructor will administer written examinations on the massage disciplines covered in this Unit.

Unit D: Pathology for Massage Therapists

- Student Presentations: Each student will research and give a class presentation on one physical disorder of their choosing.
- Written Quizzes: Students will complete and turn in a written quiz at the end of some lessons.
- Written Examination: At the end of Unit D the Instructor will administer a written examination covering contraindications, massage-relevant injuries and diseases, as well as massage protocols for treating commonly seen disorders that are responsive to therapeutic massage.

Unit E: Business and Ethics for Massage Therapists

- Project: Each student will prepare and present either a Business Plan or a Professional Resume.
- Written Examination: At the end of Unit E the Instructor will administer a written examination covering the Business and Ethical Practices covered in the textbooks and lecture/discussions.

Requirements for graduation are:

- Satisfactory attendance of all 625 class hours
- 70% or better average grade on Unit Examinations and class presentations.

*An average grade below 70% triggers the requirement that the student re-take the failed Unit or Units during the next available course in order to qualify for graduation. See the Policies section of this Student Catalog for more information.

SCHEDULE OF CHARGES: The total of charges for the 625 Hour Course is **\$6,200.00**, including \$6,100 tuition and \$100 nonrefundable registration processing fee. Total of charges per hour of instruction is \$9.92 ($\$6,200 \div 625 \text{ hours} = \9.92). Payments may be made only to the Director, Assistant Director, or Student Services Coordinator. **It is contrary to School policy for anyone else who works with or claims to work with the School to accept any tuition or fee payment from a student.**

PAYMENT: No Payment Plan is available. Payment is due prior to the start of classes. Transcripts may not be released until the tuition and fees agreed to in the Enrollment Agreement are paid in full. Payments may be made only to the Director, Assistant Director, or Student Services Coordinator. It is contrary to School policy for anyone else who works with or claims to work with the School to accept any tuition or fee payment from a student.

DOCUMENTATION: In order to start classes, each student must provide 1) a copy of their high school diploma or the equivalent; 2) a copy of their driver license or other photo ID; and 3) the last four digits of their Social Security Number.

Class Schedule: Classes will be held Mondays through Fridays as described above (40 hours/ week) unless the class as a whole requests or agrees to an alternate meeting schedule.

School Holidays shall include New Year's Day, Memorial Day, Labor Day, Thanksgiving (Thursday and Friday), and Christmas.

Add and Drop Dates: Students may add a class with permission from the instructor, with the understanding that the student will need to arrange with the instructor to make up all the class time they have missed. Students may withdraw from a class at any time and may receive a full or partial refund according to the Refund Policy described in this Catalog.

2025 MESSAGE COURSE CALENDAR

Professional Practice of Therapeutic Massage - 625 Hour Course (Session M-2024.05)

Instructors: Huan (Bella) Cheng and Edward Gao. Alice Gao, Nathan O'Hara, Lucy O'Hara, and/or Chelsea Yang may serve as supplementary instructors.

Registration: Registration is open until November 22, 2024.

Classes Start: Monday, November 11, 2024. The estimated completion date is March 21, 2025. Theory classes are held Monday-Friday, 8:30 a.m. to 4:30 p.m. (7 hours/day with a one-hour break). Practical classes (Units B & C) are held Monday-Friday 9:00 a.m. to 5:30 p.m. (8 hours/day with a half-hour break), and some weekends.

Professional Practice of Therapeutic Massage - 625 Hour Course (Session M-2025.01)

Instructors: Huan (Bella) Cheng and Edward Gao. Alice Gao, Nathan O'Hara, Lucy O'Hara, and/or Chelsea Yang may serve as supplementary instructors.

Registration: Registration is open until February 28, 2025.

Classes Start: Friday, February 21, 2025. The estimated completion date is July 3, 2025. Classes are held Monday-Friday, 9:00 a.m. to 4:30 p.m. (7 hours/day with a half-hour break), and some weekends. Class schedules may be modified if instructor and all students agree.

Additional classes may be scheduled based on student request. Class schedules may be modified based on consent of instructor and all students.

CONTINUING EDUCATION CLASSES

Ethics and Standards of Practice for Reflexologists	6 Hour Class
Western Reflexology Methods (for Eastern-Trained Practitioners)	6 Hour Class
Eastern Reflexology Methods (for Western-Trained Practitioners)	6 Hour Class
Ethics for Massage Therapists	6 Hour Class
Essentials of Research Literacy for Massage Therapists	6 Hour Class
Integrated Massage Methods for the Shoulder	12 Hour Class
Integrated Massage Methods for the Hip	12 Hour Class
Overview of Integrated Orthopedic Massage Methods	12 Hour Class

Schedule of Charges: The cost of Continuing Education classes is \$15 per class hour. Thus, a 6-hour class would cost \$90. Graduates of our school's Professional Practice of Reflexology and/or Professional Practice of Massage course are eligible for a \$2.50 per class hour discount for these continuing education classes. Payments may be made only to the Director, Assistant Director, or Student Services Coordinator. **It is contrary to School policy for anyone else who works with or claims to work with the School to accept any tuition or fee payment from a student.**

Continuing Education Class Schedule:

Continuing Education classes will be scheduled whenever six or more students request that a class be held.

POLICIES

Non-Discrimination: Fu Zu Ba School is an equal opportunity employer and educator. The School does not discriminate on the basis of age, gender, race, ethnicity, religious preference, or sexual orientation in either the hiring of staff or the acceptance of students.

Entrance Requirements: The minimum level of education and preparation for admission to all programs of the Fu Zu Ba School is:

- The student must have reached the age of 18, as verified by the student's driver license or government ID card;
- The student must provide the school with a copy of his/her high school diploma or its equivalent;
- *Practice of Therapeutic Massage* students must pass a basic exam on Anatomy and Physiology;
- The student must be physically and mentally capable of performing therapeutic massage or reflexology, as determined in interview with the Director or her designee; and
- The student must have no convictions (other than traffic violations) on her/his record, as verified by informed self-report with the understanding that such a conviction could result in denial of the licensure for which the course would prepare the student.

DENIAL OF LICENSURE: Below please find the text of NRS 640C.700, which lays out reasons an applicant may be denied licensure by the Nevada State Board of Massage Therapists. Prospective Professional Practice of Massage students are advised to study this list, and if any of these apply, to inform the school prior to enrollment in order to determine whether participation in our program has the potential to benefit the prospective student or not:

NRS 640C.700 Grounds for disciplinary action. The Massage Board may refuse to issue a license to an applicant, or may initiate disciplinary action against a holder of a license, if the applicant or holder of the license:

1. Has submitted false, fraudulent or misleading information to the Board or any agency of this State, any other state, a territory or possession of the United States, the District of Columbia or the Federal Government;
2. Has violated any provision of this chapter or any regulation adopted pursuant thereto;
3. Has been convicted of a crime involving violence, prostitution or any other sexual offense, a crime involving any type of larceny, a crime relating to a controlled substance, a crime involving any federal or state law or regulation relating to massage therapy or a substantially similar business, or a crime involving moral turpitude within the immediately preceding 10 years;
4. Has engaged in or solicited sexual activity during the course of practicing massage on a person, with or without the consent of the person, including, without limitation, if the applicant or holder of the license:
 - (a) Made sexual advances toward the person;
 - (b) Requested sexual favors from the person; or
 - (c) Massaged, touched or applied any instrument to the breasts of the person, unless the person has signed a written consent form provided by the Board;
5. Has habitually abused alcohol or is addicted to a controlled substance;
6. Is, in the judgment of the Board, guilty of gross negligence in the practice of massage therapy;
7. Is determined by the Board to be professionally incompetent to engage in the practice of massage therapy;
8. Has failed to provide information requested by the Board within 60 days after receiving the request;
9. Has, in the judgment of the Board, engaged in unethical or unprofessional conduct as it relates to the practice of massage therapy;
10. Has been disciplined in another state, a territory or possession of the United States or the District of Columbia for conduct that would be a violation of the provisions of this chapter or any regulations adopted pursuant thereto if the conduct were committed in this State;
11. Has solicited or received compensation for services relating to the practice of massage therapy that he or she did not provide;

12. If the holder of the license is on probation, has violated the terms of the probation;
13. Has engaged in false, deceptive or misleading advertising, including, without limitation, falsely, deceptively or misleadingly advertising that he or she has received training in a specialty technique of massage for which he or she has not received training, practicing massage therapy under an assumed name and impersonating a licensed massage therapist;
14. Has operated a medical facility, as defined in NRS 449.0151, at any time during which:
 - (a) The license of the facility was suspended or revoked; or
 - (b) An act or omission occurred which resulted in the suspension or revocation of the license pursuant to NRS 449.160. This subsection applies to an owner or other principal responsible for the operation of the facility.
15. Has failed to comply with a written administrative citation issued pursuant to NRS 640C.755 within the time permitted for compliance set forth in the citation or, if a hearing is held pursuant to NRS 640C.757, within 15 business days after the hearing; or
16. Except as otherwise provided in subsection 15, has failed to pay or make arrangements to pay, as approved by the Board, an administrative fine imposed pursuant to this chapter within 60 days after:
 - (a) Receiving notice of the imposition of the fine; or
 - (b) The final administrative or judicial decision affirming the imposition of the fine, whichever occurs later.

REFLEXOLOGY STUDENTS: Below please find the text of Clark County Ordinance Title 7.07.010, which lays out reasons an applicant may be denied reflexology business licensure by the Clark County Business License Office. Prospective Professional Practice of Reflexology students are advised to study this list, and if any of these apply, to inform the school prior to enrollment in order to determine whether participation in our program has the potential to benefit the prospective student or not:

Section 7.07.010 Declaration of Policy: In conformity with the policy of this chapter, the following persons are declared not to be qualified to hold a license under the provisions of this chapter:

- (a) A person who does not possess, or who does not have a reputation for possessing a good moral character;
- (b) A person who is under the age of the age of twenty-one years;
- (c) A person who has been convicted of a crime involving moral turpitude;
- (d) A person who the board of county commissioners determines is not a suitable person to receive or hold a license, after due consideration for the protection of the public health, safety, morals and general welfare of the inhabitants of the county.

RULES OF CONDUCT

Students are expected to attend all classes with a clear mind (not intoxicated or otherwise impaired), and with the intention to learn. Violence, serious disrespect, and improper sexual advances will not be tolerated.

Suspension and Dismissal: Grounds for suspension include:

- Coming to class intoxicated once; or
- Serious disrespect shown toward a classmate or instructor on one occasion.

Suspension means the student is asked to leave class for the day. The student is welcome to come back to the next meeting of the class. Any student who is suspended must make up the missed class time in order to qualify for graduation from the School.

Grounds for dismissal include:

- Coming to class intoxicated;
- Violent behavior toward any person while at the school;
- Serious disrespect (obscene comments or gestures) toward a classmate, client or instructor;
- Sexual advances toward any classmate, instructor or client.

Attendance Policy: To qualify for graduation the student must attend all classes for the full 625-hour duration of their course. Missed classes may be made up during the next session of the course at a cost to be determined by the School if the next session is not full, or by meeting outside of class time with the instructor at a time and hourly price agreeable to the instructor. This is because most licensing agencies require that licensees

have attended the full number of instructional hours in order to qualify for licensure or certification as a massage or reflexology therapist.

Excessive Absenteeism: More than sixteen unexcused (excuse is at the discretion of the Instructor) hours of absence may be grounds for suspension or dismissal from the school. As an alternative, the student may be offered a leave of absence to allow time to clear up whatever is causing her or him to be absent from classes.

Tardiness (arriving to class more than five minutes late) is disruptive to the learning process of all students, and as such is not acceptable. Each student is permitted one tardy. The first tardy each tardy will count as one hour of absence, and must be made up in order for the student to receive her or his graduation certificate.

Leave of Absence: Students are eligible for up to two leaves of absence, defined as a specific period of time to not attend classes, at the discretion of the Director on a case by case basis. Students with a leave of absence will be allowed to resume classes where they left off during the next or a subsequent session as agreed upon with the school's Director, at a cost of \$10 per hour.

Grading and Student Assessment

Grading will be based on a combination of class participation, observation of skills by the class instructor, and scores on examinations. Written and, if appropriate, practice examinations will be administered at the end of each section of the course. The written examinations will be graded on a standard percentage point basis with a maximum of 100 points (i.e. A = 90-100 points; B = 80-89 points; C = 70-79 points; D = 60-69 points; and F = 0-59 points). The practical examinations will be scored by the instructor(s) using a criteria sheet, also on a percentage point basis with 100 as the maximum score.

Progress Reports: A Progress Report will be provided by the Instructor to each student at the end of each Unit in the form of a letter grade (A, B, C, D or F) and written comments (as needed) about the student's performance during the course of each unit.

Standards of Progress:

1. The grading system used for evaluation of student progress shall be the 0-100 point system, in which 90-100 points = A, 80-89 = B, 70-79 = C, 60-69 = D, and below 60 = F. The minimum grade considered satisfactory to pass the course is 70 points (C-). Grades below 70 are unsatisfactory.
2. Students with unsatisfactory grades or progress will be offered the options to:
 - contract with the Instructor for private tutoring at a rate to be determined by the Instructor;
 - withdraw from the course and receive a pro-rated refund, with the option of applying for re-admission at a later date; or
 - continue with the course of study with the understanding that if the student's performance does not improve s/he may not be able to pass the class and so fail to receive the Certificate of Graduation.
3. Probation: A student shall be placed on Academic Probation if, after the first two sections of a course of study, the student fails to earn an average grade of 70 or higher. A student on Academic Probation will be required to meet with the Student Services Coordinator or Instructor at least weekly to discuss ways this student could bring up his or her grades. These could include additional assignments, tutoring, or any other method deemed viable by the student and Student Services Coordinator. A student on Academic Probation shall be restored to good academic standing if, during the term the student is on Academic Probation, he/she earns an average grade of 70 or higher. However, a student shall remain on Academic Probation if the grade average is below 70.

Graduation Requirements:

1. Completion of the full number of required hours of training – this is because most licensing agencies require that licensees have the full number of instructional hours to qualify for licensure or certification;
2. A minimum 'C-' (70%) average if the class is taken on a graded basis, or a 'Pass' recommendation by the Instructor for each segment of the course.

Transcripts: Transcripts will be released when the student 1) has successfully completed all coursework; 2) has attended all required class hours; and 3) has paid the tuition and fees in full. The first transcript mailed by the school is free. Additional transcript mailings may be requested at a cost of \$50 per transcript.

Student Record Retention: The School will maintain student records in a locked file cabinet on the school's premises for each student, whether or not the student completes the educational service, for a period ending five years after the date of the student's graduation, withdrawal, or termination. The student records shall be retrievable by student name and shall contain all of the following applicable information:

- (1) Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the institution;
- (2) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- (3) Copies of all tests given the student before admission, including ability to benefit tests;
- (4) Records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation;
- (5) A transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student;
- (6) A copy of any documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- (7) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- (8) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent;
- (9) Copies of any official advisory notices or warnings regarding the student's progress;
- (10) Complaints received from the student, including any correspondence, notes, or telephone logs relating to a complaint.

Fu Zu Ba School will maintain an exemplar of all notices and disclosures provided to students and a record of the time period within which each notice and disclosure was provided. The institution shall maintain records of student attendance on a roster and as part of each student's Educational Record. Except as required by law, Fu Zu Ba will maintain all student records in locked file cabinets as required by the Nevada Administrative Code 394.070 for at least five years at the institution's primary administrative location at 3884 Schiff Drive, Las Vegas, Nevada, 89103. If Fu Zu Ba closes, the institution will turn over all its records to CPE who will become the permanent repository for student transcripts.

Cancellation and Refund Policy:

1. (a) If the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid. As used in NRS 394.449, "substantially failed to furnish" includes cancelling or changing a training program agreed upon in the Enrollment Agreement without:

(i) offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or

(ii) obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes, unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.

(b) If a student cancels his or her enrollment before the start of the training program or within three (3) days of signing the Enrollment Agreement, whichever comes later, the institution shall refund to the student 100% of the money the student has paid. The process for cancellation is that the student notifies the Director, Registrar, or Student Services Coordinator of her/his intent to cancel verbally (phone or in person) AND in writing via email, text, letter or WeChat.

(c) If a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.

(d) If a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

- (a) Date of cancellation by a student of his or her enrollment;
- (b) Date of termination by the institution of the enrollment of a student;
- (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
- (d) Last day of attendance of a student, whichever is applicable. Books, educational supplies or equipment for individual use are not included in the policy for refund required by the above language, and a separate refund must be paid by the institution to the student if those items were separately paid for but not used by the student. Disputes must be resolved by the Director for refunds required by this policy on a case-by-case basis.

3. For the purposes of refund calculation:

- (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
- (b) The period of time for a training program is the period set forth in the enrollment agreement.
- (c) Tuition must be calculated using the tuition and fees set forth in the Enrollment Agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

Professional Standards: Fu Zu Ba School of Massage and Reflexology shall consistently:

- 1. Maintain the highest possible standards concerning quality of education, ethical and business practices, health and safety, and fiscal responsibility;
- 2. Ensure that all transcripts and certificates of completion awarded by this institution are properly earned by our students;
- 3. Ensure that all literature, advertising, solicitation or representation by this institution or its agents is accurate and approved by the Commission on Postsecondary Education; and
- 4. Ensure that essential academic records are properly preserved.

Account for Student Indemnification: As a student, you have certain rights under Nevada law including those found in NRS 394.553 which states:

- 1. The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission.
- 2. Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:
 - (a) The discontinuance of operation of a postsecondary educational institution licensed in this state; or
 - (b) The violation by such an institution of any provision of [NRS 394.383](#) to [394.560](#), inclusive, or the regulations adopted pursuant thereto.
- 3. If a student or enrollee is entitled to indemnification from a surety bond pursuant to [NRS 394.480](#), the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.
- 4. In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or \$10,000, whichever is less.
- 5. No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below \$10,000.

6. Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.
7. The money in the Account does not lapse to the State General Fund at the end of any fiscal year.
(Added to NRS by [1995, 323](#))

OTHER REQUIREMENTS FOR MASSAGE SCHOOLS

NAC 394.526 Massage. ([NRS 394.411](#), [394.421](#)) requires that:

1. An applicant for approval of a program of instruction in massage must include with the application proof that: The policies of the applicant prohibit the applicant from:
 - (1) Enrolling a student who is less than 18 years of age;
 - (2) Issuing educational credentials to any person who is less than 18 years of age; and
 - (3) Allowing a student to enroll in an advanced program of instruction in massage unless the student submits proof that he or she has:
 - (I) Successfully completed a basic program of instruction in massage; or
 - (II) At least 2 consecutive years of experience in the practice of massage.
 - (c) The policies of the applicant prohibit a student from performing practice massage on a person unless:
 - (1) The performance of practice massage is included in the program of instruction;
 - (2) The student performs the practice massage under the direct supervision of an instructor:
 - (I) On the premises of the applicant;
 - (II) At a public event; or
 - (III) In a licensed medical facility; and
 - (4) If the practice massage is performed on a person other than a student or member of the staff of the applicant:
 - (I) The student has successfully completed approved courses of instruction in anatomy and physiology, massage therapy, hygiene and first aid, law and ethics, and at least 25 hours of actual massage training on other students or members of the staff of the applicant;
 - (II) The student is readily identifiable as a student to the person;
 - (III) Before the student performs the practice massage, the applicant obtains a written statement signed by the person acknowledging that he or she knows that the massage is to be performed by a student; and (IV) The applicant has obtained adequate liability insurance for the term of its license.
2. The Commission will not approve a program of instruction in massage that is delivered using distance education.

STUDENT APPEALS AND COMPLAINTS

- (a) Any complaints, appeals, questions or concerns should be related to any member the school's faculty, or to the Student Services Specialist (Lucy O'Hara) at 210/843-2868. The Student Services Specialist is the person authorized by the School to receive and resolve student complaints. The Student Services Specialist has the authority and duty to do all of the following:
 - (1) Investigate the complaints thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint;
 - (2) Reject the complaint if, after investigation, it is determined to be unfounded or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund;
 - (3) Record a summary of the complaint, its disposition, and the reasons; place a copy of the summary, along with any other related documents, in the student's file, and make an appropriate entry in the log of student complaints;
 - (4) If the complaint is valid, determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students;
 - (5) Implement reasonable policies or procedures to avoid similar complaints in the future;
 - (6) Communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.
- (c) A student may lodge a complaint by communicating orally or in writing to any teacher, or school administrator. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that person's duties.
- (d) (1) If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the institution shall advise the

student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint procedure.

(2) If a student complains in writing, the institution shall, within 10 business days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it, and, if the complaint or relief requested by the student is rejected, the reasons for the rejection.

- (e) The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.
- (f) The person authorized to resolve complaints under this section shall not be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge of duties under this section.

If you have any complaints, questions, or problems which you cannot work out with the school, please contact the Nevada Commission on Postsecondary Education (CPE) at 2800 E. St. Louis Avenue, Las Vegas, NV 89104, with phone number (702) 486-7330 and fax number (702) 486-7340.

I certify this catalog to be true and correct as to content and policy.

A handwritten signature in black ink that reads "Nathan O'Hara". The signature is written in a cursive style with a large initial 'N' and a distinct 'O'.

Nathan O'Hara, Ph.D., Director