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**PACIFIC CENTER FOR  
AWARENESS & BODYWORK**

...to be part of the movement towards greater peace  
with ourselves, each other, and our environment....



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2025

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## TABLE OF CONTENTS

<b>Our School</b>	2
Purpose and Philosophy	
Educational Objectives	
Licensing and Credentials	
History and Ownership	
<b>Our Location</b>	2
Our Island	
Classroom Facilities	
Equipment	
Class Size and Student-Teacher Ratio	
<b>Our Staff</b>	2
Director	
Faculty	
<b>Our Program</b>	3
Relational Bodywork Program	
Course Descriptions	
Program Schedule	
Program Dates and Holidays	
Elective Courses	
<b>Admissions</b>	4
Online Application	
Requirements	
Non-discrimination	
International Students	
Transfer Credit for Previous Training	
Enrollment Policy	
Acceptance	
<b>Tuition and Fees</b>	5
Tuition	
Fees	
Other Expenses	
Payment Methods	
Late Fees	
Financial Aid	
Scholarships	
Worktrade	
Cancellation and Refund Policies	
<b>Policies and Procedures</b>	7
Minimum Enrollment	
Attendance, Tardiness, and Make-up Work	
Leave of Absence	
Assignments	
Grading System	
Graduation Requirements and Certificate	
Withdrawal	
Professionalism	
Fraternization	
Sexual Harassment	
Conflict Resolution	
Conditions for Dismissal	
Disciplinary Process	
Complaint Procedure	
Re-entrance	
Credit Transfer	
Clock Hours	
Office and School Hours	
<b>Student Services</b>	9
Counseling and Therapy	
Housing	
Job Placement Assistance	
Student Records	
<b>Licensing</b>	9
General Requirements	
State Requirements	

## OUR SCHOOL

### PURPOSE AND PHILOSOPHY

The Pacific Center for Awareness and Bodywork (PCAB) is committed to providing quality education that integrates sensitive, effective, body/mind/heart health care with greater awareness and presence.

Our mission is to cultivate the personal and professional development of skillful, embodied massage therapists by providing quality bodywork education that integrates the latest knowledge and skills in manual therapy, psychology, and neuroscience with compassionate, presence-centered care.

Many students choose to use their time at PCAB for personal exploration, inquiry, and growth, as well as professional development. We provide a caring and supportive environment for students to study, practice, and explore. With increased understanding and compassion, we can more effectively serve others and ourselves, thereby realizing greater peace and deeper levels of wellbeing on both a personal and societal level.

### EDUCATIONAL OBJECTIVES

We have the following objectives for our program:

- To provide a sensitive context of awareness for students and staff to inquire, observe, learn, and grow.
- To prepare graduates to become qualified, competent, and sensitive massage therapists, health care providers, and/or educators.
- To assist students in developing safe and effective work habits that promote the health and wellbeing of themselves and their clients.
- To help students recognize any limitations they may have in their chosen field.
- To give the graduate a functional working knowledge of the human body and mind, and to provide the theory, techniques, and practices of therapeutic massage.
- To prepare and qualify graduates to assume responsibilities in the health care field with a high degree of professionalism and integrity.
- To develop in the graduate a professional attitude and commitment towards respectful, ethical practices toward clients, fellow practitioners, and the profession.
- To provide graduates with a vehicle to help improve the quality of life, leading to more freedom, happiness, and peace.
- To provide an environment that helps cultivate greater self-awareness in students and the relational skills necessary for maintaining an effective therapeutic relationship.

### LICENSING AND CREDENTIALS

PCAB is licensed by the Hawai'i Department of Education (DOE) as a private vocational school and is also approved as an assigned school by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). PCAB is also registered with the Hawai'i Department of Commerce and Consumer Affairs (DCCA), which regulates all professions in

the state, and is a member of the American Massage Therapy Association (AMTA).

### HISTORY AND OWNERSHIP

PCAB was founded on Kaua'i in 1989 by Lee Joseph and Carole Madsen, both of whom were former owners of schools in other states. Mark Olson has been the owner since 2014.

## OUR LOCATION

### OUR ISLAND

PCAB is located on the north shore of Kaua'i, Hawai'i, just minutes from many of the world's most beautiful beaches, mountains, and canyons. All kinds of water, air, and land activities are available here for your enjoyment. There is a campus of the University of Hawai'i, as well as libraries and hospitals, nearby.

### CLASSROOM FACILITY

We lease our space from the Church of the Pacific, with which we have no affiliation. Our large classroom, luminated entirely with natural light and cooled naturally by trade winds, provides ample learning space.

### EQUIPMENT

The school's primary facility provides a classroom, massage tables, charts, anatomical models, and audiovisual aids.

### CLASS SIZE AND STUDENT-TEACHER RATIO

Our class size ranges from 12 to 28. We maintain small student-to-teacher ratios to allow for a more intimate and satisfying hands-on education. Each lecture class has one teacher and usually one Training Assistant. Each hands-on class has one teacher and one to four Training Assistants. So, in a class of 24, this offers a minimum student-staff ratio of 12:1 in lecture classes, and usually 8:1 or 6:1 in hands-on classes.

## OUR STAFF

### DIRECTOR

**Mark Olson, Ph.D., LMT** has an M.A. in Education and a Ph.D. in Neuroscience, specializing in Cognitive and Behavioral Neuropsychology and Neuroanatomy from the University of Illinois where he studied memory, attention, and eye movements. He is passionate about exploring the human condition through the lens of neuroscience and cultivating a compassionate, touch-positive culture.

### FACULTY

All PCAB bodywork instructors are licensed massage therapists who are certified as instructors by the Hawai'i Department of Education. All staff are committed to a path of personal and professional growth for themselves and our students.

**Adrienne Asta, LMT**  
President, Massage Therapy Foundation

**Alison Fields, LMT**  
MA Classical Civilizations,  
University of Cincinnati

**Michael Hamm, LMT, CCST**

**Brad Kammer, LMFT, LPCC**  
MA Counseling Psychology,  
Union Institute & University

**Paul Linn, LMHC**  
MA Transpersonal Counseling Psychology,  
California Institute of Integral Studies

**Claire Muskopf, LMT**  
BA Earth and Planetary Sciences,  
University of California, Berkeley

**Mark Olson, Ph.D., LMT**  
Ph.D. Neuroscience, MA Educational Psychology,  
University of Illinois (Urbana)

**Adam Persinger, LMT**

**Michael Polon, Advanced Rolfer™**

**Ben Smith, LMT**

**Inika Spence-Whaley, LMT**

## OUR PROGRAM

### RELATIONAL BODYWORK PROGRAM

Our program is designed to provide a focused blend of experiential skills and knowledge of both modern and traditional approaches to bodywork. We believe that in addition to learning and perfecting the skills required to offer excellent bodywork, cultivating sensitivity, compassion, self-awareness, communication skills, and presence will create better therapists who are more able to meet the needs and concerns of their clients and who will be a credit to the massage therapy profession.

For this reason, each class is created within a context of safety and support, beginning with sensitivity and perceptivity training, which continues throughout the course. We focus on relational/communication tools that can be implemented with clients. We use methods derived from Somatic Psychology and Contemplative Practice that can be applied in a natural, gentle, and supportive manner during bodywork sessions to better support our clients.

The program is 764 hours and 6 months in duration, and it is specifically designed to meet the licensing requirements in Hawai'i and in most states and to be aligned with ELAP

guidelines. Graduates of our program receive our Relational Bodywork certificate.

### COURSE DESCRIPTIONS

#### Human Sciences

232 Hours. Prerequisites: None

This course consists of 100 hours of Anatomy & Physiology, 60 hours of Kinesiology, and 72 hours of Pathology.

In Anatomy & Physiology, students study the structure and function of the human body, including cells, tissues, and systems. An introduction to all four tissue types is provided, and all systems (integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems) are covered, with an emphasis on the nervous and musculoskeletal systems. Emphasis is also given to the neuroscience of touch, mindfulness, emotional experience, and chronic pain. A variety of teaching tools are employed including Keynote presentations, visualizations, prepared program notes, drawing, acting, games, and noncompetitive testing to provide feedback and to facilitate understanding. Students also explore scientific research in the field of massage and bodywork.

Kinesiology introduces students to the skeletal and muscular systems. They learn the basic names and landmarks of the bones and joints as well as the origins, insertions, and actions of the major muscles of the body. Students also learn how to identify and palpate each of the muscles studied. Teaching methods include lectures, discussion, palpation, and movement practices.

Pathology addresses the disorders and conditions typically encountered in a massage practice. Students learn how to recognize the major diseases as well as the indications and contraindications to massage, endangerment areas, medications, movement therapy, and hydrotherapy for clients with those conditions. The focus of the course is on developing critical decision-making skills regarding massage for clients with medical conditions.

#### Massage Therapy: Theory and Practice

412 Hours. Prerequisites: None.

This course is composed of 100 hours of Theory & Demonstration and 312 hours of Practice & Application.

In the Theory & Demonstration section, students study the history of massage, theory of massage procedures and techniques, hygiene, draping practices, proper massage procedures, indications and contraindications for specific conditions, client assessment methodologies and application of techniques for specific conditions, observation of demonstrations by instructors, introductory record-keeping techniques, and basic issues of safety and client-therapist relationships.

The Practice & Application section consists of hands-on supervised massage practice, covering a range of massage skills,

beginning with Swedish Massage Therapy (128 hours) for deep relaxation and therapeutic applications. Students learn centering, grounding, effective body mechanics, self-care, proper draping, lubrication, bolster use, turning procedures, and the appropriate uses of pressure, rhythm, and movement to enhance the massage's effects. Other modalities include Hydrotherapy (20 hours), Eastern Modalities (50 hours), an introduction to Pregnancy Massage, methods formerly referred to as Connective Tissue Therapy, and approaches inspired by Structural Integration. Supervised instruction and practice of technique and application are emphasized. Body mechanics are emphasized and reinforced daily. Lastly, the Clinic Internship (60 hours) involves application of skills on the public in a supervised clinic setting.

All modalities in the Practice & Application portion of the program include indications and contraindications for each modality, observation of demonstrations by instructor, specific applications, client assessment and appropriate techniques to be applied, and client evaluations and SOAP note records for each session. These records are then evaluated and approved by the instructor, with feedback for the student during consultations. All portions of this course involve supervision by instructor.

#### **Business and Clinical Practices**

120 Hours. Prerequisites: None

This course consists of 20 practical hours of Health & Sanitation, 44 practical hours of Business Development, and 56 practical hours of Ethics, Law, & Communication.

The Health & Sanitation section covers Standard Precautions, and 4 hours each of First Aid and CPR.

The Business Development portion looks at how to obtain employment or set up a practice, including management and office procedures, business development, record keeping, marketing, and tax strategy.

The Ethics, Law, & Communication portion examines scope of practice, client communication skills, human behavior, transference, boundaries, therapeutic relationships, psychology of the body, and Hawaii State laws.

#### **PROGRAM SCHEDULE**

PCAB's Relational Bodywork program begins in January and ends in June, with a Winter and Spring Break dividing the program into thirds. Classes meet 4 days per week (Monday, Tuesday, Thursday, Friday) with 4-hour class sessions beginning at 8:15am and 1:15pm each day, with a 1-hour break for lunch in between. Each hour of class is equal to 50 minutes in class and a ten-minute break.

#### **PROGRAM DATES AND HOLIDAYS**

2025

Jan 6 – June 20, 2025

#### **ELECTIVE COURSES**

Elective courses can be taken to accrue more hours towards licensing in other states or to broaden and deepen one's knowledge and skills. A complete list of courses can be found on our website.

#### **Clinic Supplement**

The Clinic Supplement is only for students seeking licensing in states that require more than 60 hours of hands-on clinic (e.g. MA, SC, UT). Students who enroll in this elective simply attend more scheduled clinic hours and provide more supervised clinic sessions than is part of the regular program.

#### **Advanced Modalities**

This course provides training in one or more massage modalities not covered in the regular program.

#### **Aquatic Therapy**

Various aquatic classes provide training in aquatic bodywork. Such classes can be used for certification in aquatic modalities.

#### **Neuroscience of Mindfulness**

This course examines the neuroscientific underpinnings for mindfulness, with specific focus on the functions of vision, memory, attention, emotion, personality, and behavior. Participants will gain a basic understanding of brain organization principles and will be introduced to conceptualizing human functioning from a Somatic Neuroscience perspective. Special focus is given to these topics as they integrate with bodywork, trauma, body awareness, meditation, and interpersonal relationships.

## **ADMISSIONS**

#### **ONLINE APPLICATION**

To apply to our Relational Bodywork program, go to our website and click on the "Apply" button. The online application process involves three steps that don't have to be completed all at once.

**Step 1** requests simple contact information and only takes two minutes to complete.

**Step 2** requests more detailed information, including a brief biographical sketch explaining your philosophy of wellness and your motivation for study, as well as transcripts or appropriate records documenting all relevant previous education, including high school graduation or G.E.D., vocational training, colleges or other learning experiences.

**Step 3** includes a non-refundable application fee and a registration fee.

#### **REQUIREMENTS**

Any prospective student applying for any program at PCAB must:

1. Be eighteen (18) years of age.
2. Complete all three (3) steps of the online application

3. Complete a telephone or personal interview.
4. Make the Registration Fee payment online.
5. Sign and send the Enrollment Agreement.
6. Make a down-payment of \$500 to hold your space.

### NON-DISCRIMINATION

We value diversity, equity, and inclusion in our program. Therefore, PCAB does not discriminate based on gender, marital status, religion, creed, race, nationality, ancestry, ethnicity, age, physical ability, sexual orientation, or any other status protected by law.

### INTERNATIONAL STUDENTS

PCAB is not approved by the US Dept. of Immigration and Naturalization and thus cannot issue an I-20 form. This generally prevents students from outside North America from attending.

### TRANSFER CREDIT FOR PREVIOUS TRAINING

PCAB may award credit for previous academic work in terms of both credit hours and tuition. The amount of such credit is determined at the discretion of the Director and review of relevant transcripts. The basis for amount of credit will be upon examination of documentation of previous courses taken, description of content, and equivalency with PCAB standards and state of Hawaii requirements.

### ENROLLMENT POLICY

In order to optimize the quality of the classroom container, we endeavor to accept students into the program that demonstrate the ability, motivation, and resources to succeed themselves and also demonstrate the care and capacity to co-create an effective learning environment for others. To this end, we look at both past and present conditions, including criminal background, academic history, learning/attention difficulties, drug/alcohol history, trauma, behavioral history, physical limitations or illnesses, medications, financial capacity, quality and quantity of motivation, emotional maturity, and ability to communicate and work well with others.

### ACCEPTANCE

A student that meets all eligibility requirements may be accepted for admission into the next program at any time throughout the year. A current class schedule that lists dates, times, and fees of all classes is included with this catalog or available on our website.

## TUITION AND FEES

### TUITION

Regular students agree to complete the Relational Bodywork program and to fulfill all of the terms in their Enrollment Agreement. Tuition is \$13,913 (plus 4.7% tax), and it includes all program classes, course handouts, empty massage oil bottles, and student liability insurance.

The cost of elective workshops varies by workshop. Discounts are applied for students enrolled in the regular program as well as those who pay in full for the electives by the first week of

class. Early-bird payments for elective workshops are not refundable.

### FEES

#### Application Fee

The application fee for any Package is \$50. It is nonrefundable, and it's always paid online during the last step of the application process.

#### Registration Fee

There is a one-time registration fee of \$100 when signing-up and signing the Enrollment Agreement. If you elect to cancel your enrollment before the commencement of classes and within five (5) days of the date of enrollment, this fee is refunded.

#### First Aid / CPR Fee

The Healthcare Provider CPR/FirstAid class is \$135. This is applied automatically, but students who opt-out of the class are not responsible for the fee.

#### Clinic Fee

Students who complete their clinic hours do not pay a fee for clinic. Any student who fails to complete the required clinic hours owes the difference between \$942 and what their clients paid if the former is greater than the latter.

### OTHER EXPENSES

#### Textbooks

PCAB only requires students to purchase *Trail Guide to the Body*, 6<sup>th</sup> edition by Andrew Biel. A list of numerous recommended texts and digital anatomy apps is provided to students after enrollment.

#### Massage Table

The school provides professional tables to use during class, but it is highly recommended that students purchase a massage table to use outside of class and during clinic. Table costs can vary from \$200 used to \$800 new. PCAB may sell used Pisces tables at the beginning of class if any are available.

#### Professional Sessions

In order to further develop your skills, you are required to receive and pay for *at least* one professional massage during the program. While rates for massage sessions can vary widely and staff members often offer student rates, one should plan to spend \$50-\$100 per session.

#### Classroom Supplies and Licensing

Students are responsible to purchase their own oils and butters, as well as their own linens, pillows, and classroom supplies.

#### Exam and Licensing Fees

Students are responsible to pay their own fees for exams and state licensing. In 2023, the exam fee for Hawaii is \$90 and for MBLEx is \$265. Licensing fees vary by state.

## Personal Expenses

Other expenses such as shelter, food, and transportation will vary depending on one's needs.

## PAYMENT METHODS

Students may pay via cash, check, money order, digital transfer, or with a credit card on the PCAB website. Students may make full payment of tuition and fees any time before class begins, during the first week of class, or opt for one of the payment plans below.

### Payment Plans

You can pay tuition in full during the first week of the program or earlier, or you can pay over time with payment plans. PCAB works with Klarna, Afterpay, and Miashare to provide payment plan options that allow for interest-free payments for 24 months or more. Details can be found on the Tuition page of our website.

## LATE FEES

See *Cancellation and Refund Policies*.

## FINANCIAL AID

No federal financial aid is available for attending PCAB. PCAB does not offer any grants or loans. Students are encouraged to seek out loans from a bank or credit union.

## SCHOLARSHIPS

Partial tuition scholarships are available for students who are financially challenged. In addition, other tuition scholarships are available to those who belong to historically underprivileged or disadvantaged groups. BIPOC, and particularly individuals of Hawaiian ancestry, are strongly encouraged to apply for the latter.

## WORKTRADE

Worktrade positions are available. This position involves assisting with setting up and taking down the classroom before and after class each day. This position brings a modest reduction in the tuition.

## CANCELLATION AND REFUND POLICIES

The following policies apply to all programs offered by PCAB:

1. The **application fee** is nonrefundable. The **registration fee** is refunded if the student un-enrolls within five (5) days of the date of enrollment and before the program begins.
2. If for any reason an applicant is not accepted, all monies paid will be refunded (except the application fee).
3. A student who **cancels 45 days or more before instruction has begun** receives a full refund of all tuition costs. A student who **cancels 44 days or less before instruction has begun** receives a full refund of all tuition costs minus \$500. A student who cancels or is dismissed **during the first half of the program** is responsible for a prorated tuition amount based on the percentage of weeks enrolled. A student who cancels or is dismissed **during the second half of the program** owes the full tuition amount and no refunds will be granted.
4. All tuition refunds incur a \$500 processing fee.

5. Official notice of withdrawal shall be given to PCAB in writing, or the date of withdrawal is considered to be fourteen (14) days after the last date of attendance. Any payments owed from that date would become due immediately.
6. Nonrefundable payments remain nonrefundable regardless of the reason for cancellation or dismissal.
7. A student forfeits a prorated refund if their cancelling or being dismissed brings the class enrollment to below operational levels.
8. Any refund owed to the student will be made within thirty (30) days after receiving notice of cancellation or dismissal.
9. No refunds are given for books, supplies, or any costs not paid to the school.
10. A fee of \$25 will be charged on any check returned for insufficient funds, and only cash, credit card, or digital payments will be accepted thereafter.
11. All students not paying in full and not using Klarna or Afterpay must enroll in a MiaShare payment plan.
12. When payments are made, payments will be applied to late fees and payment fees first, and any remaining amount will be applied towards the tuition.
13. Any balance owed from a previous PCAB course, sessions, or supplies must be paid in full before any payment plan for this course will be considered.
14. Failure to submit minimum tuition payments within five (5) calendar days from their due date will result in suspension from the program until payment is made. Failure to submit minimum payments within ten (10) calendar days from their due date will result in permanent dismissal from the program.
15. A student will be permanently dismissed from the program if a late payment is returned due to insufficient funds.
16. Unpaid student debt will be sent to a collections agency or taken to court upon dismissal. Students will be responsible for any and all fees or costs associated with either process.
17. Any classroom or clinic hours missed during suspension will register as unexcused absences whose hours cannot be acquired by any means.
18. Should PCAB deem it necessary to cancel or postpone the program due to lack of enrollment or other reason, a full refund of all monies paid (except the application fee) will be automatically given, and PCAB will have no further obligation. Every attempt will be made to inform the student of cancellation or postponement in a timely manner (See Policies & Procedures: Minimum Enrollment).
19. All monies owed must be paid in full and all coursework completed before a student may graduate from the course and receive any transcript or certificate of completion.
20. In case of illness, disabling accident, death in the immediate family, or other circumstances beyond the control of the student that cause the student to withdraw from school or in case of PCAB terminating the student's enrollment for any reason, the school at its sole discretion may arrange a tuition settlement that is reasonable and fair to both parties.
21. The application fee will be automatically carried over to the next scheduled course if the course is cancelled or the student cancels before instruction begins.

## POLICIES & PROCEDURES

### MINIMUM ENROLLMENT

A minimum enrollment threshold for registered students is set for the program. In order to ensure both financial viability and adequate class size for the best possible learning experience, a course will commence as scheduled only if the minimum threshold is met or exceeded by the first day of the program. Program dates, times, locations, and trainers are subject to change only if absolutely necessary, and students will be contacted if any changes are made.

In the event the minimum enrollment threshold for the program is not exceeded 45 days prior to the start of the program, the PCAB Program may be postponed or cancelled. All officially enrolled students will be notified if the program in which they are enrolled is postponed or cancelled. In the event of cancellation, all tuition and fees paid will be refunded according to the relevant refund policies.

In the event the program is postponed, we may attempt to reschedule dates to allow more time to increase enrollment and exceed the minimum threshold. New dates may also be added, and all officially enrolled students may remain on the course roster if they choose. Students enrolled in a training that has been postponed are eligible to receive a full refund of any tuition payments (excluding the nonrefundable application fee).

PCAB will not be held responsible for any related costs such as travel, lodging, moving, or lost wages that are incurred due to training postponement or cancellation.

### ATTENDANCE, TARDINESS, AND MAKE-UP WORK

Students are responsible for the material covered in their courses and are expected to attend all classes. Classes are scheduled in 4-hour periods and students are expected to be present for the entire 4-hour class. Late arrivals and early departures will count toward absences and make-ups may be required as a result. Absences are excused only for emergencies and require notification. A student may miss up to 9% of the hours of any course. After this, arrangements must be made to make up hours. Students with a consistent pattern of tardiness or absences will be required to meet with the Director to discuss if continued enrollment is appropriate. All classwork, assignments, and tests missed for any reason must be made up on a schedule approved by the school staff.

### LEAVE OF ABSENCE

A student may take a leave of absence for up to ten (10) days with prior arrangement and approval through the school administration.

### ASSIGNMENTS

Students are expected to complete out-of-class assignments to support their learning process and to actively participate in classroom activities. Assignments may include reading, writing, completing a project, receiving a professional massage

or bodywork session, or practicing massage. The following policies apply to all out-of-class assignments.

**Professional Behavior.** Students performing massage assignments, whether on or off campus, are subject to normal massage therapy standards of professional practice. These include, but are not limited to, using professional draping procedures, following communicable disease control procedures, using screening and documentation procedures, and practicing professional ethics. Professional ethics includes the avoidance of any sexual activity, suggestion, or language while carrying out such assignments.

**Practicing Massage without a License.** According to Hawaii law, individuals without a massage license are not permitted to refer to themselves by any term that could be interpreted to mean that they are acting as a licensed massage therapist.

**Receiving Payment.** According to Hawaii law, individuals who are not licensed as massage therapists are not permitted to receive payment for performing massage. Bartering for massage is also not legal.

### GRADING SYSTEM

Both written exams and practical observations will evaluate student progress. Written exams are graded as follows: A=100%-90% / B=89%-80% / C=79%-70%.

Students must maintain a 'C' average or higher in all work. Students with below 'C' average are placed on Academic Probation and may be dismissed from the school. Students with a C or better average will be given a grade of PASS. Below a C average will be given a grade of FAIL.

### GRADUATION REQUIREMENTS AND CERTIFICATE

Students must complete all course work with a PASS grade and have paid all tuition and fees in full. Upon graduation, a Certificate of Completion will be granted.

### WITHDRAWAL

Students withdrawing from the program are asked to: (1) have an interview with a school administrator, (2) sign your academic records stating the withdrawal date, (otherwise we will consider 14 days after your last day of attendance as the date of withdrawal).

### PROFESSIONALISM

Students, faculty, and staff are expected to maintain high standards of professional conduct. These standards include prohibitions against verbal, physical, sexual and/or any other type of harassment as well as drug or alcohol use on campus or during off-campus assignments. Students who fail to adhere to any of the standards of professional conduct may be placed on non-academic probation or dismissed from the program. A written record of infractions and disciplinary action will be kept in each student file and periodically reviewed.

Students must wear clothing during each class that is both appropriately functional for practicing bodywork as well as



modest. Students must also maintain proper hygiene and refrain from using scents. Students must abide by Hawaii's laws for draping in both class and clinic.

### **FRATERNIZATION**

While enrolled in the program, students shall not pursue their instructors socially, romantically, or sexually or engage in personal relationships with them that do not involve professional interaction or conduct. Any unprofessional fraternization between a student and instructor is grounds for immediate dismissal of both the student and instructor involved. Our policy on student-teacher relationships is in compliance with the Code of Ethics of the NCBTMB and the AMTA.

### **SEXUAL HARASSMENT**

PCAB prohibits sexual harassment by staff and students during any activity associated with the program. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, and/or verbal, visual, or physical conduct of a sexual nature.

The law does not prohibit all sexual behavior or relationships. For example, isolated and trivial behavior does not constitute sexual harassment, and consensual conduct is not harassment. Consensual conduct is equally desired, mutually agreed-on, and willingly permitted by both parties.

Violations of this policy may result in disciplinary action up to and including dismissal from the program. Any student who believes this policy has been violated should report the problem to the Director.

### **CONFLICT RESOLUTION**

PCAB encourages students and staff to manage conflicts by first meeting individually outside of class with the involved person(s) in the spirit of humility, compassion, and cooperation. Staff members may be available to mediate during such meetings.

### **CONDITIONS FOR DISMISSAL**

A student may be dismissed for any of the following reasons:

1. Failure to fulfill financial agreements.
2. Unsatisfactory academic or clinic performance.
3. Unsatisfactory attendance or tardiness.
4. Attending classes under the influence of drugs or alcohol.
5. Cheating, stealing, or using weapons on school premises.
6. Requesting payment for massage services verbally or in writing while unlicensed.
7. Engaging in a romantic or sexual relationship with an instructor or client.
8. Behaving in any manner that may be either harmful to the students, staff, clients, or school, and/or may be disruptive to the teaching/learning environment. These include but are not limited to discrimination, sexual harassment, breeches of physical and psychological safety (both explicit and implicit), and providing false information, including issuing a false complaint of discrimination or harassment.

9. Demonstrating an inability to function or participate in the classroom environment, refusing to schedule or attend a meeting with the Director, or demonstrating an unwillingness to resolve significant conflict with students or staff.
10. Demonstrating behavior that indicates that the student is a poor fit for the program and/or won't fare well from participating in it.

### **DISCIPLINARY PROCESS**

A 3-step verbal and written disciplinary process will be in place for all students. Warnings do not accumulate for only a repeated infraction, but include all infractions accumulated. This process may be waived or modified and immediate dismissal implemented at the discretion of the Principal if the behavior or infraction is deemed to place the school, its students, or its staff in immediate harmful or disruptive conditions.

1. Verbal Warning - Student will be evaluated verbally and asked to rectify the issue.
2. Written Warning - Student will receive a written infraction on record.
3. Potential Dismissal (Written) - Student may be dismissed from the program or placed on leave.

### **COMPLAINT PROCEDURE**

Students are encouraged to resolve their grievances directly and individually with the relevant party when possible or may seek support via a staff person for assistance. Failing this, the student is encouraged to meet with the individual along with the Director or another third party who may facilitate the discussion. If these options are not feasible, then a formal complaint should be submitted in writing. The letter can be placed into the Classroom Feedback Box or can be e-mailed to the Director directly. Once a complaint is submitted it will be responded to within seven business days.

### **RE-ENTRANCE**

Students who have been dismissed for any reason may re-enter the school after making up any missed work and completing an interview with an Administrator. Reinstatement is up to the discretion of the Administration.

### **CLOCK HOURS**

One clock hour is defined as a minimum of 50 minutes of instruction during a 60-minute period.

### **CREDIT TRANSFER**

Transferability of hours earned at PCAB is at the discretion of the accepting institution. It's the student's responsibility to confirm whether another institution will accept PCAB's hours.

### **OFFICE AND SCHOOL HOURS**

The office is open from 9:00 a.m. to 5:00 p.m. Monday, Tuesday, and Thursday. Class time is from 8:15 to 5:15.

## STUDENT SERVICES

### COUNSELING AND THERAPY

Arrangements may be made for private guidance and/or assistance. Students are recommended to continue seeing their own therapists. Students can independently find therapists on Kauai by searching at the *Psychology Today* website. A list of local therapists who have agreed to work with PCAB students may be provided upon request, though PCAB does not officially endorse any counselor or psychotherapist.

### HOUSING

The office does not maintain a list of available housing.

### JOB PLACEMENT ASSISTANCE

Graduates of our programs have the opportunity to obtain a variety of employment positions ranging from private practice, to working in conjunction with holistic health centers, psychologists, athletic clubs, yoga & wellness retreats, the vacation industry, and as teachers, etc. We keep a file of any available positions sent to the school. The job counseling service and job file are available to any graduate of the school at any time in your career.

### STUDENT RECORDS

We adhere to FERPA regulations for administration of student records. The school permanently maintains records of academic progress. All student records are permanently on file at the school administrative office. Student records are confidential and are accessible only to the individual student, administrative and teaching staff, or to state or federal officials when appropriate. Release of records for any other purpose must be requested by the student on the transcript request page on our website. Any student wishing to see her/his records may do so at any time during office hours.

## LICENSING

### GENERAL REQUIREMENTS

Massage licensing requirements vary from state to state. Almost all states (other than Hawaii and New York, which have their own exams) require passing the Massage and

Bodywork Licensing Exam (MBLEx), which is given by the Federation of State Massage Therapy Boards (FSMTB).

Graduates who apply to take the MBLEx exam must notify PCAB so that PCAB can verify the graduate's education on the FSMTB's website. Graduates applying for a license in a state other than Hawaii must submit a transcript request on our website to have their records sent to a state office for licensing.

In addition, many states (AK, DE, DC, HI, IA, ME, MD, MI, NH, NJ, NM, NY, ND, OR, PA, PR, RI, SD, TX, WA, and WI) also require certification in Cardiopulmonary Resuscitation (CPR), and some states (DE, DC, MI, NH, NJ, NM, SD, WA, and WI) require certification in First Aid, which is why PCAB includes both CPR and First Aid in our program. Many states (including AK, AZ, CA, CO, FL, GA, IL, MI, MD, NC, NV, OH, OR, PA, TN, TX, UT, WA and many more) require a fingerprint background check.

Students can expect to be licensed in their state 2-3 months after applying for a license.

### STATE REQUIREMENTS

Graduation from PCAB does not guarantee licensing in any state. Applicants for licensing shall meet all requirements for the state being applied to. In Hawaii, this includes completing an educational program that meets the state's requirements, being certified in CPR, and passing the Hawaii Massage Exam. Note that Washington requires out-of-state graduates to either acquire a license in another state first or transfer PCAB hours through a Washington massage school.

Accurate and up-to-date requirements for each state should only be sought at the massage therapy licensing agency for each state, though one can find semi-updated summaries of requirements for all states at [amtamassage.org](http://amtamassage.org) or [abmp.com](http://abmp.com). Information on Hawaii requirements can be found at the Hawaii Massage Board website at <https://cca.hawaii.gov/pvl/boards/massage/>. Hyperlinks for the ten other states most commonly represented at PCAB are listed on our website at <https://www.awarenessandbodywork.com/resources/massage-licensing>.



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