



addendum to cortiva catalog • July 2015

Programs

	Professional Massage Therapy Program	Extended Massage Therapy Program
Scottsdale		
Registration Fee	\$25.00	—
Tuition	\$11,640.00	—
Student Fee	\$515.00	—
Books & Manuals	\$439.00	—
Table Package	\$465.00	—
Tax	\$98.30	—
Total	\$13,182.30	—
Tucson		
Registration Fee	\$25.00	\$25.00
Tuition	\$11,640.00	\$3,340.00
Student Fee	\$515.00	—
Books & Manuals	\$439.00	\$92.00
Table Package	\$464.00	—
Tax	\$100.08	\$7.45
Total	\$13,183.08	\$3,464.45
Tampa		
Registration Fee	\$25.00	—
Tuition	\$11,565.00	—
Student Fee	\$515.00	—
Books & Manuals	\$439.00	—
Table Package	\$473.00	—
Tax	\$87.12	—
Total	\$13,104.12	—
Chicago Loop		
Registration Fee	\$25.00	—
Tuition	\$13,475.00	—
Student Fee	\$895.00	—
Books & Manuals	\$460.00	—
Table Package	\$463.00	—
Tax	\$128.69	—
Total	\$15,446.69	—
Crystal Lake		
Registration Fee	\$25.00	—
Tuition	\$13,480.00	—
Student Fee	\$515.00	—
Books & Manuals	\$460.00	—
Table Package	\$470.00	—
Tax	\$97.84	—
Total	\$15,047.84	—
Joliet		
Registration Fee	\$25.00	—
Tuition	\$13,480.00	—
Student Fee	\$515.00	—
Books & Manuals	\$460.00	—
Table Package	\$470.00	—
Tax	\$110.47	—
Total	\$15,060.47	—

	Professional Massage Therapy Program	Extended Massage Therapy Program
Hoboken		
Registration Fee	\$25.00	\$25.00
Tuition	\$9,855.00	\$17,540.00
Student Fee	\$515.00	\$515.00
Books & Manuals	\$441.00	\$616.00
Table Package	\$473.00	\$473.00
Tax	\$49.39	\$49.39
Total	\$11,358.39	\$19,218.39
Wall		
Registration Fee	\$25.00	—
Tuition	\$9,755.00	—
Student Fee	\$535.00	—
Books & Manuals	\$441.00	—
Table Package	\$473.00	—
Tax	\$48.50	—
Total	\$11,277.50	—
King of Prussia		
Registration Fee	\$25.00	—
Tuition	\$10,390.00	—
Student Fee	\$535.00	—
Books & Manuals	\$441.00	—
Table Package	\$477.00	—
Tax	\$42.57	—
Total	\$11,910.57	—
Seattle		
Registration Fee	\$25.00	\$25.00
Tuition	\$12,295.00	\$3,920.00
Student Fee	\$515.00	—
Books & Manuals	\$460.00	\$89.00
Table Package	\$463.00	—
Tax	\$120.53	\$8.54
Total	\$13,878.53	\$4,042.54
Federal Way		
Registration Fee	\$25.00	\$25.00
Tuition	\$12,295.00	\$3,920.00
Student Fee	\$515.00	—
Books & Manuals	\$460.00	\$89.00
Table Package	\$463.00	—
Tax	\$119.27	\$8.46
Total	\$13,877.27	\$4,042.46



addendum to cortiva catalog • July 2015

Program Disclosures

Programs vary by campus and are subject to change.

Professional Massage Therapy Program

Gainful Employment Disclosures for the Professional Massage Therapy Program: Graduates can get jobs as massage therapists – see summary report for massage therapists (SOC 31-9011) at <http://www.onetonline.org/link/summary/31-9011.00>.

	Scottsdale	Tucson	Tampa/St. Pete	Chicago	Crystal Lake	Joliet
Program length in weeks	32 or 52	32 or 52	32 or 52	42 or 52	42 or 52	42 or 52
On-time graduation rate for program graduates	93%	88%	87%	78%	78%	78%
Job placement rate for program graduates as reported to accrediting agency	96%	78%	74%	72%	72%	72%
Accrediting agency & year of job placement report submission	ACCET 2016	ACCSC 2016	ACCSC 2016	COMTA 2014	COMTA 2014	COMTA 2014
Tuition and fees	\$12,278.30	\$12,280.08	\$12,192.12	\$14,523.69	\$14,117.84	\$14,130.47
Books and supplies	\$904.00	\$903.00	\$912.00	\$923.00	\$930.00	\$930.00
On-campus room and board	N/A	N/A	N/A	N/A	N/A	N/A
Median debt for program graduates for federal loans	\$7,600	\$7,916	\$7,917	\$7,917	\$7,917	\$7,917
Median debt for program graduates for private loans	\$0	\$0	\$0	\$0	\$0	\$0
Median debt for program graduates for institutional loans	\$0	\$0	\$0	\$0	\$0	\$0

	Hoboken	Wall	King of Prussia	Seattle	Federal Way
Program length in weeks	22 or 42	27 or 42	27 or 42	32 or 52	32 or 52
On-time graduation rate for program graduates	86%	95%	79%	85%	85%
Job placement rate for program graduates as reported to accrediting agency	63%	80%	88%	76%	76%
Accrediting agency & year of job placement report submission	ACCSC 2016	COMTA 2014	COMTA 2014	COMTA 2014	COMTA 2014
Tuition and fees	\$10,444.39	\$10,363.50	\$10,992.57	\$12,955.53	\$12,954.27
Books and supplies	\$914.00	\$914.00	\$918.00	\$923.00	\$923.00
On-campus room and board	N/A	N/A	N/A	N/A	N/A
Median debt for program graduates for federal loans	\$6,333	\$6,859	\$6,861	\$7,917	\$7,917
Median debt for program graduates for private loans	\$0	\$0	\$0	\$0	\$0
Median debt for program graduates for institutional loans	\$0	\$0	\$0	\$0	\$0

Extended Professional Massage Therapy Program

Gainful Employment Disclosures for the Extended Professional Massage Therapy Program: Graduates can get jobs as massage therapists – see summary report for massage therapists (SOC 31-9011) at <http://www.onetonline.org/link/summary/31-9011.00>.

	Tucson	Hoboken	Seattle	Federal Way
Program length in weeks	42 or 72*	42 or 72	42 or 72*	42 or 72*
On-time graduation rate for program graduates	100%	88%	100%	100%
Job placement rate for program graduates as reported to accrediting agency	79%	75%	89%	89%
Accrediting agency & year of job placement report submission	ACCSC 2016	ACCSC 2016	COMTA 2014	COMTA 2014
Tuition and fees	\$15,627.53	\$18,129.39	\$16,884.07	\$16,882.73
Books and supplies	\$995.00	\$1,089.00	\$1,012.00	\$1,012.00
On-campus room and board	N/A	N/A	N/A	N/A
Median debt for program graduates for federal loans	\$10,555	\$6,775	\$9,611	\$9,611
Median debt for program graduates for private loans	\$0	\$0	\$0	\$0
Median debt for program graduates for institutional loans	\$0	\$0	\$0	\$0

All costs and statistics current as of January 1, 2017. Tuition and fees are subject to change. Program subject to change. For more information, visit our website at www.cortiva.com/programs.

* Completion of the Professional Massage Therapy Program is a prerequisite for enrollment in the Extended Professional Massage Therapy Program at the Tucson, Seattle, and Federal Way campuses. The length of the Extended Program at those campuses comprises the length of the Professional Massage Therapy Program plus one full-time 10-week term or 2 part-time 10-week terms.

** The 480 hours of the Extended Professional Massage Therapy Program that are additional to the 600 hours of the Professional Massage Therapy Program at the Hoboken Campus are not Title IV eligible.

*** The 250 hours of the Extended Professional Massage Therapy Program that are additional to the 750 hours of the Professional Massage Therapy Program at the Seattle and Federal Way campuses are not Title IV eligible.



addendum to cortiva catalog • July 2015

Staff

Boston Campus Staff

Administrative Staff

Mark Bireley	Campus Director
Valerie Voner	Education Manager
Jeffrey Malkin	Financial Aid Officer
Amy Stone	Career Services Manager
Robert Luke	Bursar
Michelle Sheehan	Registrar
James Robinson	Admissions Representative
Susan Coffey, LMT	Clinic Manager
Laurie Ulysse	Front Desk Manager
Michael Petrie	Front Desk Administrator & CE Contact
Denise Ayala	Front Desk Administrator
Michelle E. Fraser	Front Desk Administrator
Celia Mariani	Front Desk Administrator

Faculty

Saskia Cote', LMT
 Martha Cooke
 Jeff Forrest, LMT
 Kathy Hood, LMT
 Andrew Jurdan, LMT
 Janice Pearson, LMT
 Todd Rivers, LMT
 Cindy L. Rush, LCMT
 Ralph Whitehouse, LMT
 Jane Bowler, LMT
 Donald Allison
 Ryan Tapia, LMT
 Joy Dua, LMT

Program Advisory Committee

Kristine Scioli	Spa Director, Balance Spa
Jeffrey Spratt, LMT	Owner, Grad, Spratt Muscular Therapies/Seaport Hotel
Chuck Goldman	Owner, Elements Therapeutic Massage
Derek Pyle	Cortiva Grad, Bodywave
Johanna Gorton, LMT	Regional Spa Manager, Equinox
Leanne Wagner,	Manager, Skin to Soul Center

Chicago Loop, Crystal Lake, & Joliet Campuses Staff

Administrative Staff

Chicago Loop

Geralyn Randich	Campus Director of Illinois
Susan Barney	Education Manager
Alexandra Vera	Finance Manager
Margaret McNamara	Career Services and Continuing Education Manger
Lilli King	Career Services
Christina Ruiz	Financial Aid Manager
Angela Johnson-Ware	Financial Aid Administrator
Kimberly Eldridge	Front Desk Manager
Irma Villa Dolezal	Academic Advisor
Floria Banks	Registrar
Nicholas Wik	Clinic Manager

Crystal Lake

Earl Conner	Campus Director
Donna Donovan	Admissions Representative

Joliet

Patricia Vater	Campus Director
Vianca Leon	Financial Aid Administrator
La Shone O'Conner	Academic Advisor
Danielle King	Front Desk Coordinator
Anitra Johnson	Admissions Representative

Faculty

Jody Abrahams	
Christopher Bakker	
Jean Beckley	
Nicole Bradford	
Carie Campana	
Juan Diaz	
Dr. Karen Dunson	
Stephanie Egan	
Ken Geiser	
Christine Hernandez	
Rachel Horcher	
Kristin Hovious	
Darian Jackson	
Dr. Marvin Jackson	
Emily Jensen	
Jenna Jones	
Dianna Jungels	
Amanda Klimczak	
Connie Love	
Dr. John Monstrado	
Constantina Ntanos	
J'Anna (Michelle) Rotert	
Debra Schweitzer	
Matthew Shimmin	
Rebecca Sturgeon	
Donna Suchecki	
Holly Tomal	
Amanda Tarver	
Megan Uberas	
Coralee Watkin	
Gail Willert	
Hannah Woltman	
Kelin Bond	Teaching Assistant
Lyndsey Burke	Teaching Assistant
Anastacia Davidson	Teaching Assistant
Emily Jensen	Teaching Assistant
Todd Kastler	Teaching Assistant
Patrick Kelly	Teaching Assistant
Diane Rumchak	Teaching Assistant



addendum to cortiva catalog • July 2015

Hoboken Campus Staff

Administrative Staff

Denise Mendoza	Campus/Financial Aid Director
Janelle Rittinger	Education Manager
Jackie Lin	Registrar
Melissa Grubb	Career Services Manager
Robert Simack	Bursar
Cheri Loyd	Clinic Manager
Julie Viola	Director of Admissions
Alexis Vinson	Admissions Representative
Nadege Polynice	Front Desk Administrator
Marilyn Luchow-Sylvester	Front Desk Administrator
Jayne Stevens	Front Desk Administrator

Faculty

Kathy Antler	Instructor
Simone Carbonel	Instructor
Michael Croes	Instructor
Brianne Prior DC	Instructor
Rafael Rodriguez	Instructor
Antonella Sena DC	Instructor
Lucille Valle Gallegas	Instructor
Jen Van Dam	Instructor

King of Prussia Campus Staff

Administrative Staff

Marissa German	Campus Director
Tina Bergstrom	Financial Aid
Tim Koert	Bursar
Jennifer Smith	Registrar
Ronda Carey	Clinic Manager
Alex Mykietiuich	Education Manager
Ani Sevag	Academic Advisor
Sharon Motson	Career Services Manager
Lorraine Gray	Admissions
Jazmin Jones	Director of Admissions
Mary Fix	Front Desk
Malek Bryant	Front Desk
Keyon Weems	Front Desk

Faculty

Todd Bezilla
 Mario Castillo
 Scott Dugan
 Karen Giglio
 Pam Kennedy
 Peg Kerr
 Anne Marie Ling
 Beth Minker
 Ani Sevag
 Sue Wood
 Julie Weigand

Scottsdale Campus Staff

Administrative Staff

Sophia Perkovich	Campus President
Kallie Gough	Education Manager
Sterling Lombard	Director of Financial Aid
Shon Moore	Career Services Manager
Leficia Cazares	Registrar
Trisha Reed	Front Desk Manager
Shaun McFarland	Admissions Representative
Kara Tucker	Bursar
Sanatakumari Ishaya	Administrative Support
Anne Marie Murphy	Clinic Cashier
Debra Ohara	Clinic Cashier
Cristina O'Lague	Clinic Cashier

Faculty

Lauri Betourne
 Dr. Tracey Cook
 Dr. Stacey Davis
 Patrick Davis
 Dr. Laura Lambert
 Shannon Mulhearn
 Kevin Myrick
 Angela Reiter
 Jeanette Rosario
 Brooke Ryan
 Dr. Nicholas Warner

Program Advisory Committee

Fred Lockhart	Arizona Private School Association
Karen Emerick	ReCreate Spa
Cary Underwood	Massage Envy Spa - Regional
Neil Rampe	Arizona Diamondbacks
Jordan Wolf	San Diego Padres
Dr. Ross Turchaninov	The Science of Massage
Mike Wright	Elements Therapeutic Massage
Jordan Wolf	San Diego Padres
Brennan Evans	Fairmont Princess Well & Being
Gene Van Sickle	Hand & Stone Massage
Shannon Mulhearn	Arizona State University,
Sofie Palmero-Walker	School of Nutrition & Health
Dr. Edward Traum	Active Body Workx
	Traum Chiropractic

Seattle & Federal Way Campuses Staff

Administrative Staff - Seattle

Ursula Frank	Campus Director
Ashley Short	Director of Admissions
Sade Jackson	Admissions Representative
Michelle Speaks	Financial Aid Administrator
Garrett Carlson	Registrar
Ramona Hayes	Career Service Manager
Ben Holst	Clinic Manager
Jason Patterson	Bursar
Kenneth Pfaff	Librarian
James McCall	Front Desk Reception
Colleen Rosenquist	Front Desk Reception



addendum to cortiva catalog • July 2015

Administrative Staff - Federal Way

Jon K. Okami	Education Manager
	Acting Campus Director
Laura Wieth	Registrar
David Christian	Bursar/Career Services Advisor
Sarah Patt	Senior Financial Aid Administrator
Bonnie Lee	Clinic Coordinator/Instructor
Ja'Brellia Boykins	Admissions Representative
Stephanie Thornton	Receptionist
Robert Chesney	Clinic Receptionist

Faculty - Seattle & Federal Way

Willow Bittner, LMP
 Katia Bufanda, LMP
 Christopher Colwell, LMP
 Pete Connolly, LMP
 Deanna Dean, LMP
 Olivia Elinson, LMP
 Adam Grambo, LMP
 Jessica Nunes, LMP
 Lara Paxton, LMP
 Wendee Schatzman, LMP

Candi Duncan	Instructor
Lori Burden	Instructor
Jonathan Vogel	Instructor
Tim LaPlante	Instructor
Jonathan Robinson	Instructor
Jacquilynn Garrison	Instructor
Jackqualine Bennett	Instructor
Leanne Dowd	Instructor

Tampa/St. Pete Campus Staff

Administrative Staff

Terri Carvey	Campus Director
Ron Diana	Education Manager
Nyssa Raymond	Bursar
Bonnie Clark	Registrar
Christine Stockholm	Director of Career Services
Caterina Caravello	Director of Admissions
Nicole Cifelli	Admissions Representative
Christina Reda, LMT	Clinic Manager
Darlene Sikes	Administrative Support
Donna Holloway	Administrative Support

Faculty

Laura Brown, LMT
 Robert Chambers, LMT
 Heather Graeme, LMT
 Marlena Grooms, LMT
 Hester Hardesty, LMT
 Jan Lundberg, DC
 Wendy Maltinos, LMT
 Mike Mathews, LMT
 Douglas Niven, LMT
 Carla Walker, LMT

Tucson Campus Staff

Administrative Staff

Wayne Sodawasser	Campus Director
Bonnie Van Gorder	Education Manager
Erin Bjornson	Financial Aid Manager
Carrie Sanders	Admissions
Erikka Miller	Registrar
Melissa Laborin	Career Services Manager
Sara Thompson	Bursar
Lynne Petty	Front Desk
Tanya Anderson	Front Desk

Faculty

Marcella Arieta, LMT
 Melody Arnett, LMT
 Sylvia Boyed, LMT
 Lori Cole
 Jeffrey Doran, LMT
 Michelle Green, LMT
 Sarah Hobby, LMT
 Kim Lillis, LMT
 Amber Riddle, LMT
 LeeAnn Roberts, LMT
 Rachel Zolot, LMT

Wall Campus Staff

Administrative Staff

Annette Ippolito	Campus Director
Erin Pearce	Education Manager
Karen Gunderson	Admissions Representative
Karen Panariello	Financial Aid Representative

Faculty

Erin Pearce
 Jon DeGeorge
 Keith Fournier
 Gale Varma



addendum to cortiva catalog • July 2015

Catalog Changes

Table of Contents - page iii.

Change the following for the Table of Contents on page iii:

Payment and Refund Policies 65

Memberships and Other Affiliations - page 5.

Remove the following from Memberships and Other Affiliations on page 5:

Cortiva is no longer a member of APSCU.

Campus Facilities - page 6.

Add the following after the first sentence of the Campus Facilities paragraph on page 6:

The Cortiva Institute Tucson campus is 10,910 square feet.

Admissions Requirements - page 8.

Add the following after the Hoboken, Wall and King of Prussia Only section of the Admissions Requirements on page 8:

Tampa/St. Pete and Tucson Campuses only:

- A student who does not possess a high school diploma or GED equivalent may demonstrate the ability to benefit from the program. To be accepted in a particular program, applicants who do not have a high school diploma or GED must be at least 18 years of age by expected graduation date and must successfully pass the Wonderlic Scholastic Level Exam with a minimum score of 14. Students entering under the Ability to Benefit program are encouraged to pursue a GED. Anyone wishing to pursue a GED can inquire in the Administrative Offices for the nearest location. Students enrolling in the school under the ATB provision are not eligible to receive federal financial aid (Title IV) but may qualify for an In-House Loan program offered through SEG.

Minimum Cancellation and Settlement Policy & Cancellation and/or Postponement of Start Date - page 12.

Replace the Minimum Cancellation and Settlement Policy and the Cancellation and/or Postponement of Start Date with the following on page 12:

Minimum Cancellation and Settlement Policy for the Tampa/St. Pete, Tucson, Scottsdale, Hoboken, and Wall Township campuses

Students withdrawing before the first Sunday in the first term of attendance will not incur any tuition charges. This student will be considered a "cancel" not a "withdrawal". However, the student will be obligated for the cost of any books, manuals, supplies, and/ or equipment received but not returned within 20 days following the first day of the cancelled term. No Title IV funds can or will be used to cover the above charges.

Maximum days for cancellation request is 3 days.

- If an applicant is not accepted for enrollment by SEG, all monies paid will be refunded.
- Applicants who cancel their application within three (3) business days after signing an Enrollment Agreement and prior to beginning classes will receive a refund of all monies paid to SEG, including the registration fee.
- Applicants who cancel after three (3) business days of the signing date of the Enrollment Agreement but prior to beginning classes will be refunded all monies paid to SEG less the registration fee.
- Applicants who have not visited the School may cancel their applications within three (3) business days after the regularly scheduled first day of class or their first visit to the school, whichever occurs first, and receive a refund of all monies paid to SEG, including the registration fee.
- Cancellation requests may be made in any format, written or verbal.
- The school will retain the \$25 registration fee of students who do not request cancellation in accordance with the above stated days.



addendum to cortiva catalog • July 2015

- If the school closes or discontinues a course or program, the school will refund all monies paid by the student for tuition and fees if the school does not allow the student to complete the discontinued program.
- All refunds will be paid within 30 days of the date notification is received

Minimum Cancellation and Settlement Policy for the Seattle, Federal Way, King of Prussia, and Boston campuses

Students withdrawing before the first Sunday in the first term of attendance will not incur any tuition charges. This student will be considered a "cancel" not a "withdrawal". However, the student will be obligated for the cost of any books, manuals, supplies, and/or equipment received but not returned within 20 days following the first day of the cancelled term. No Title IV funds can or will be used to cover the above charges.

Maximum days for cancellation request is 5 days.

- All applicants not accepted by the school are entitled to a full refund of any monies paid.
- After signing an enrollment agreement, individuals requesting cancellation within the above stated days will receive a refund of any monies paid within 30 days.
- Students who have not visited the school facility prior to signing an enrollment agreement have the opportunity to withdraw without penalty in accordance with the above stated days, following either attendance at a scheduled orientation or a tour of the school facilities and inspection of the equipment.
- Cancellation requests should be made in writing, signed by the student, and mailed or delivered to the campus of enrollment.
- The school will retain the \$25 registration fee of students who do not request cancellation in accordance with the above stated days.
- If the school closes or discontinues a course or program, the school will refund all monies paid by the student for tuition and fees if the school does not allow the student to complete the discontinued program.

Minimum Cancellation and Settlement Policy for the Chicago, Crystal Lake, and Joliet Campuses

Students withdrawing before the second Sunday in the first term of attendance will not incur any tuition charges. This student will be considered a "cancel" not a "withdrawal". However, the student will be obligated for the cost of any books, manuals, supplies, and/or equipment received but not returned within 20 days following the first day of the cancelled term. No Title IV funds can or will be used to cover the above charges.

Maximum days for cancellation request is 5 days.

- All applicants not accepted by the school are entitled to a full refund of any monies paid.
- After signing an enrollment agreement, individuals requesting cancellation within the above stated days will receive a refund of any monies paid within 30 days.
- Students who have not visited the school facility prior to signing an enrollment agreement have the opportunity to withdraw without penalty in accordance with the above stated days, following either attendance at a scheduled orientation or a tour of the school facilities and inspection of the equipment.
- Cancellation requests should be made in writing, signed by the student, and mailed or delivered to the campus of enrollment.
- The school will retain the \$25 registration fee of students who do not request cancellation in accordance with the above stated days.
- If the school closes or discontinues a course or program, the school will refund all monies paid by the student for tuition and fees if the school does not allow the student to complete the discontinued program.



addendum to cortiva catalog • July 2015

Cancellation and/or Postponement of Start Date

Cortiva reserves the right to postpone or cancel the start date due to insufficient enrollment. If this occurs, the student may request: (1) a guaranteed reservation in the next scheduled class for that program, or (2) cancellation of enrollment with a full refund of all monies paid.

In the event of a postponement of a start date, a new enrollment agreement is required to be signed by the student and the school. The agreement must set forth a deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or if the student fails to attend by the new start date set forth in the Student Enrollment Agreement, the student will be entitled to a full refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules that govern the institution.

Start Date

Students withdrawing before the first Sunday in the first term of attendance will not incur any tuition charges. This student will be considered a "cancel" not a "withdrawal". However, the student will be obligated for the cost of any books, manuals, supplies, and/or equipment received but not returned within 20 days following the first day of the cancelled term. No Title IV funds can or will be used to cover the above charges.

Transfer of Credit - page 12.

Add the following to the end of the first sentence of the first paragraph of the Transfer of Credit policy on page 12:

VA beneficiaries are required to apply for transfer credit.

Transfer of Credit - page 13.

Replace the last paragraph of the Transfer of Credit policy with the following on page 13:

Cortiva does not guarantee the transferability of its credit to any other educational institution. Transferability is determined by the receiving institution. However, Cortiva will assist students when requesting transfer to other institutions, including, but not limited to, providing guidance or advisement and providing an official transcript, syllabi, or course outlines.

Transfer of Credit - page 13.

Replace the second bullet point in column one of the Transfer of Credit policy with the following on page 13:

Exception—First Aid, CPR & AED: a student may be granted transfer credit for First Aid, CPR & AED if he/she is currently certified in First Aid, CPR & AED through a nationally recognized agency, and the certifications are valid through the student's scheduled graduation date from Cortiva. Proof of certification must be provided for transfer credit to be considered.



addendum to cortiva catalog • July 2015

Program Course Grids - pages 15-29.

Please see the following academic quarter credit additions for the program grids for each program listed on pages 15-29:

Chicago, Crystal Lake & Joliet
Professional Massage Therapy Program

Day: 42 weeks (10 months) 750 clock hours
Eve: 52 weeks (12 months) 38 credits

Course	Clock Hours	Quarter Credits
C-APP 121AIL Anatomy Physiology & Pathology of Body Systems I-A	20.00	1.00
C-APP 121BIL Anatomy Physiology & Pathology of Body Systems I-B	20.00	1.00
C-APP 131AIL Anatomy, Physiology & Pathology of Body Systems II-A	20.00	1.00
C-APP 131BIL Anatomy, Physiology & Pathology of Body Systems II-B	20.00	1.00
C-BUS 119AIL Business Practices for Massage Therapists A	20.00	1.00
C-BUS 119BIL Business Practices for Massage Therapists B	20.00	1.00
C-MCL 111AIL Clinic Foundations & Hydrotherapy A	20.00	1.00
C-MCL 111BIL Clinic Foundations & Hydrotherapy B	20.00	1.00
C-MAS 120AIL Clinical Foundations: Myofascial Techniques & Assessment A	20.00	1.00
C-MAS 120BIL Clinical Foundations: Myofascial Techniques & Assessment B	20.00	1.00
C-MAS 127AIL Clinical Foundations: Neuromuscular Techniques & Sports Massage A	30.00	1.50
C-MAS 127BIL Clinical Foundations: Neuromuscular Techniques & Sports Massage B	30.00	1.50
C-MAS 139AIL Clinical Integration: Assessments & Techniques A	30.00	1.50
C-MAS 139BIL Clinical Integration: Assessments & Techniques B	30.00	1.50
C-RCR 151AIL Clinical Reasoning and Research Literacy A	15.00	1.00
C-RCR 151BIL Clinical Reasoning and Research Literacy B	15.00	1.00
C-APP 111AIL Introduction to Anatomy, Physiology & Pathology A	20.00	1.00
C-APP 111BIL Introduction to Anatomy, Physiology & Pathology B	20.00	1.00
C-MAS 119AIL Massage Foundations: Integrative Therapeutic Massage A	30.00	1.50
C-MAS 119BIL Massage Foundations: Integrative Therapeutic Massage B	30.00	1.50
C-MAS 117AIL Massage Foundations: Mechanics & Strokes A	20.00	1.00
C-MAS 117BIL Massage Foundations: Mechanics & Strokes B	20.00	1.00
C-MAK 111AIL Musculoskeletal Anatomy & Kinesiology I-A	20.00	1.00
C-MAK 111BIL Musculoskeletal Anatomy & Kinesiology I-B	20.00	1.00
C-MAK 121AIL Musculoskeletal Anatomy & Kinesiology II-A	20.00	1.00
C-MAK 121BIL Musculoskeletal Anatomy & Kinesiology II-B	20.00	1.00
C-MAS 135AIL Population Spectrum A	15.00	0.50
C-MAS 135BIL Population Spectrum B	15.00	0.50
C-PEC 111AIL Professional Ethics & Communication I-A	20.00	1.00
C-PEC 111BIL Professional Ethics & Communication I-B	20.00	1.00
C-PEC 121AIL Professional Ethics and Communication II-A	15.00	1.00
C-PEC 121BIL Professional Ethics and Communication II-B	15.00	1.00
C-MCL 121AIL Student Clinic I-A	20.00	1.00
C-MCL 121BIL Student Clinic I-B	20.00	1.00
C-MCL 131AIL Student Clinic II-A	20.00	1.00
C-MCL 131BIL Student Clinic II-B	20.00	1.00
Total	750	38

Tampa/St. Pete

Professional Massage Therapy Program - Day

Day: 32 weeks (7.5 months) 750 clock hours
38 credits

Course	Clock Hours	Quarter Credits
C-APP 121AP Anatomy Physiology & Pathology of Body Systems I-A	20.00	1.00
C-APP 121BP Anatomy Physiology & Pathology of Body Systems I-B	20.00	1.00
C-APP 131AP Anatomy, Physiology & Pathology of Body Systems II-A	20.00	1.00
C-APP 131BP Anatomy, Physiology & Pathology of Body Systems II-B	20.00	1.00
C-BUS 119AP Business Practices for Massage Therapists A	20.00	1.00
C-BUS 119BP Business Practices for Massage Therapists B	20.00	1.00
C-MCL 111AP Clinic Foundations & Hydrotherapy A	20.00	1.00
C-MCL 111BP Clinic Foundations & Hydrotherapy B	20.00	1.00
C-MAS 120AP Clinical Foundations: Myofascial Techniques & Assessment A	20.00	1.00
C-MAS 120BP Clinical Foundations: Myofascial Techniques & Assessment B	20.00	1.00
C-MAS 127AP Clinical Foundations: Neuromuscular Techniques & Sports Massage A	30.00	1.50
C-MAS 127BP Clinical Foundations: Neuromuscular Techniques & Sports Massage B	30.00	1.50
C-MAS 139AP Clinical Integration: Assessments & Techniques A	30.00	1.50
C-MAS 139BP Clinical Integration: Assessments & Techniques B	30.00	1.50
C-RCR 151AP Clinical Reasoning and Research Literacy A	15.00	1.00
C-RCR 151BP Clinical Reasoning and Research Literacy B	15.00	1.00
C-APP 111AP Introduction to Anatomy, Physiology & Pathology A	20.00	1.00
C-APP 111BP Introduction to Anatomy, Physiology & Pathology B	20.00	1.00
C-MAS 119AP Massage Foundations: Integrative Therapeutic Massage A	30.00	1.50
C-MAS 119BP Massage Foundations: Integrative Therapeutic Massage B	30.00	1.50
C-MAS 117AP Massage Foundations: Mechanics & Strokes A	20.00	1.00
C-MAS 117BP Massage Foundations: Mechanics & Strokes B	20.00	1.00
C-MAK 111AP Musculoskeletal Anatomy & Kinesiology I-A	20.00	1.00
C-MAK 111BP Musculoskeletal Anatomy & Kinesiology I-B	20.00	1.00
C-MAK 121AP Musculoskeletal Anatomy & Kinesiology II-A	20.00	1.00
C-MAK 121BP Musculoskeletal Anatomy & Kinesiology II-B	20.00	1.00
C-MAS 135AP Population Spectrum A	15.00	0.50
C-MAS 135BP Population Spectrum B	15.00	0.50
C-PEC 111AP Professional Ethics & Communication I-A	20.00	1.00
C-PEC 111BP Professional Ethics & Communication I-B	20.00	1.00
C-PEC 121AP Professional Ethics and Communication II-A	15.00	1.00
C-PEC 121BP Professional Ethics and Communication II-B	15.00	1.00
C-MCL 121AP Student Clinic I-A	20.00	1.00
C-MCL 121BP Student Clinic I-B	20.00	1.00
C-MCL 131AP Student Clinic II-A	20.00	1.00
C-MCL 131BP Student Clinic II-B	20.00	1.00
Total	750	38



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Tampa/St. Pete
Professional Massage Therapy Program - Eve
Day: 52 weeks (12 months) 750 clock hours 38 credits

Pennsylvania School of Muscle Therapy
Professional Massage Therapy Program - Day
Day: 27 weeks (6.5 months) 650 clock hours 33 credits

Table with 4 columns: Course, Clock Hours, Quarter Credits. Lists various anatomy, physiology, and massage therapy courses for the Tampa/St. Pete program.

Table with 4 columns: Course, Clock Hours, Quarter Credits. Lists various anatomy, physiology, and massage therapy courses for the Pennsylvania School of Muscle Therapy program.



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Pennsylvania School of Muscle Therapy
 Professional Massage Therapy Program - Eve
Day: 42 weeks (10 months) 650 clock hours
33 credits

Course		Clock Hours	Quarter Credits
C-APP 132AK	Anatomy, Physiology & Pathology of Body Systems A	30.00	2.00
C-APP 132BK	Anatomy, Physiology & Pathology of Body Systems B	30.00	2.00
C-BUS 119AK	Business Practices for Massage Therapists A	20.00	1.00
C-BUS 119BK	Business Practices for Massage Therapists B	20.00	1.00
C-MCL 111AK	Clinic Foundations & Hydrotherapy A	20.00	1.00
C-MCL 111BK	Clinic Foundations & Hydrotherapy B	20.00	1.00
C-MAS 120AK	Clinical Foundations: Myofascial Techniques & Assessment A	20.00	1.00
C-MAS 120BK	Clinical Foundations: Myofascial Techniques & Assessment B	20.00	1.00
C-MAS 127AK	Clinical Foundations: Neuromuscular Techniques & Sports Massage A	30.00	1.50
C-MAS 127BK	Clinical Foundations: Neuromuscular Techniques & Sports Massage B	30.00	1.50
C-MAS 139AK	Clinical Integration: Assessments & Techniques A	30.00	1.50
C-MAS 139BK	Clinical Integration: Assessments & Techniques B	30.00	1.50
C-APP 111AK	Introduction to Anatomy, Physiology & Pathology A	20.00	1.00
C-APP 111BK	Introduction to Anatomy, Physiology & Pathology B	20.00	1.00
C-MAS 119AK	Massage Foundations: Integrative Therapeutic Massage A	30.00	1.50
C-MAS 119BK	Massage Foundations: Integrative Therapeutic Massage B	30.00	1.50
C-MAS 117AK	Massage Foundations: Mechanics & Strokes A	20.00	1.00
C-MAS 117BK	Massage Foundations: Mechanics & Strokes B	20.00	1.00
C-MAK 111AK	Musculoskeletal Anatomy & Kinesiology I-A	20.00	1.00
C-MAK 111BK	Musculoskeletal Anatomy & Kinesiology I-B	20.00	1.00
C-MAK 121AK	Musculoskeletal Anatomy & Kinesiology II-A	20.00	1.00
C-MAK 121BK	Musculoskeletal Anatomy & Kinesiology II-B	20.00	1.00
C-PEC 111AK	Professional Ethics & Communication I-A	20.00	1.00
C-PEC 111BK	Professional Ethics & Communication I-B	20.00	1.00
C-MCL 116AK	Student Clinic A	30.00	1.50
C-MCL 116BK	Student Clinic B	35.00	1.50
C-MCL 115AK	Student Clinic Prep A	12.00	0.50
C-MCL 115BK	Student Clinic Prep B	13.00	0.50
Total		650	33

Wall
 Professional Massage Therapy Program - Day
Day: 27 weeks (6.5 months) 650 clock hours
34.5 credits

Course		Clock Hours	Quarter Credits
C-APP 132W	Anatomy Physiology and Pathology of Body Systems	60.00	4.00
C-APP 111W	Anatomy, Physiology, and Pathology	40.00	2.50
C-BUS 119W	Business Practices for Massage Therapists	40.00	2.50
C-MAS 120W	Clinical Foundations: Myofascial Techniques and Assessment	40.00	2.00
C-MAS 139LW	Clinical Integration: Assessments and Techniques of the Lower Body	30.00	1.50
C-MAS 139UW	Clinical Integration: Assessments and Techniques of the Upper Body	30.00	1.50
C-MAS 119W	Integrative Therapeutic Massage	60.00	3.50
C-MAS 117RW	Massage Foundations	40.00	2.00
C-MAK 121LW	Musculoskeletal Anatomy and Kinesiology of the Lower Body	40.00	2.50
C-MAK 111UW	Musculoskeletal Anatomy and Kinesiology of the Upper Body	40.00	2.50
C-PEC 111W	Professional Ethics and Communication	40.00	2.50
C-MAS 127W	Sports Massage	60.00	3.50
C-MCL 116WA	Student Clinic I	26.00	1.00
C-MCL 116WB	Student Clinic II	26.00	1.00
C-MCL 116WC	Student Clinic III	26.00	1.00
C-MCL 116WD	Student Clinic IV	27.00	1.00
C-MCL 115W	Student Clinic Prep	25.00	1.00
Total		650	34.5

Wall
 Professional Massage Therapy Program - Eve
Eve: 42 weeks (10 months) 650 clock hours
34.5 credits

Course		Clock Hours	Quarter Credits
C-APP 132W	Anatomy Physiology and Pathology of Body Systems	60.00	4.00
C-APP 111W	Anatomy, Physiology, and Pathology	40.00	2.50
C-BUS 119WA	Business Practices for Massage Therapists I	20.00	1.00
C-BUS 119WB	Business Practices for Massage Therapists II	20.00	1.00
C-MAS 120W	Clinical Foundations: Myofascial Techniques and Assessment	40.00	2.00
C-MAS 139LW	Clinical Integration: Assessments and Techniques of the Lower Body	30.00	1.50
C-MAS 139UW	Clinical Integration: Assessments and Techniques of the Upper Body	30.00	1.50
C-MAS 119W	Integrative Therapeutic Massage	60.00	3.50
C-MAS 117RW	Massage Foundations	40.00	2.00
C-MAK 121LW	Musculoskeletal Anatomy and Kinesiology of the Lower Body	40.00	2.50
C-MAK 111UW	Musculoskeletal Anatomy and Kinesiology of the Upper Body	40.00	2.50
C-PEC 111W	Professional Ethics and Communication	40.00	2.50
C-MAS 127WA	Sports Massage I	30.00	1.50
C-MAS 127WB	Sports Massage II	30.00	1.50
C-MCL 116WA	Student Clinic I	26.00	1.00
C-MCL 116WB	Student Clinic II	26.00	1.00
C-MCL 116WC	Student Clinic III	26.00	1.00
C-MCL 116WD	Student Clinic IV	27.00	1.00
C-MCL 115W	Student Clinic Prep	25.00	1.00
Total		650	34.5



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Scottsdale

Professional Massage Therapy Program - Day

Day: 32 weeks (7.5 months)

720 clock hours

50.5 credits

Course	Clock Hr. Breakdown			ClockQuarter	
	Lecture	Lab	Internship	Hours	Credits
C-APP 122S AP&P of Control Systems	40.00	0.00	0.00	40.00	4.00
C-APP 133S AP&P of Exchange Systems	30.00	0.00	0.00	30.00	3.00
C-BUS 119GS BPMT - Goals, Visions, & Laws	10.00	0.00	0.00	10.00	1.00
C-BUS 119MS BPMT Marketing, Licensure, & Business Structure	10.00	0.00	0.00	10.00	1.00
C-BUS 119RS BPMT Resumes, Interviews, Policies & Records	10.00	0.00	0.00	10.00	1.00
C-MCL 111CHS Chair Massage & Hydrotherapy	5.00	15.00	0.00	20.00	1.00
C-MCL 111CFS Clinic Foundations	5.00	15.00	0.00	20.00	1.00
C-MAS 120LS Clinical Foundations: Myofascial Techniques & Assessment Lower Body	5.00	15.00	0.00	20.00	1.00
C-MAS 120US Clinical Foundations: Myofascial Techniques & Assessment Upper Body	5.00	15.00	0.00	20.00	1.00
C-MAS 127NS Clinical Foundations: Neuromuscular Techniques	10.00	20.00	0.00	30.00	2.00
C-MAS 127SS Clinical Foundations: Sports Massage	10.00	20.00	0.00	30.00	2.00
C-MAS 139LS Clinical Integration: Assessments & Techniques Lower Body	10.00	20.00	0.00	30.00	2.00
C-MAS 139US Clinical Integration: Assessments & Techniques Upper Body	10.00	20.00	0.00	30.00	2.00
C-RCR 151SS Clinical Reasoning & Research Literacy	20.00	0.00	0.00	20.00	2.00
C-APP 112S Essential Anatomy, Physiology & Pathology	40.00	0.00	0.00	40.00	4.00
C-MAS 119SS Massage Foundations: Integrative Therapeutic Massage	15.00	35.00	0.00	50.00	3.00
C-MAS 117S Massage Foundations: Mechanics & Strokes	10.00	30.00	0.00	40.00	2.50
C-MAK 121LS Musculoskeletal Anatomy & Kinesiology Lower Body	20.00	20.00	0.00	40.00	3.00
C-MAK 111US Musculoskeletal Anatomy & Kinesiology Upper Body	20.00	20.00	0.00	40.00	3.00
C-MAS 135S Population Spectrum	10.00	20.00	0.00	30.00	2.00
C-PC 111S Professional Communication	20.00	0.00	0.00	20.00	2.00
C-PE 111S Professional Ethics	20.00	0.00	0.00	20.00	2.00
C-MCL 101S Student Clinic I	0.00	25.00	0.00	25.00	1.00
C-MCL 102S Student Clinic II	0.00	25.00	0.00	25.00	1.00
C-MCL 103S Student Clinic III	0.00	20.00	0.00	20.00	1.00
C-MCL 104S Student Clinic IV	0.00	25.00	0.00	25.00	1.00
C-MCL 105S Student Clinic V	0.00	25.00	0.00	25.00	1.00
Total	335	385	0	720	50.5

Scottsdale

Professional Massage Therapy Program - Evening

Day: 52 weeks (12 months)

720 clock hours

50.5 credits

Course	Clock Hr. Breakdown			ClockQuarter	
	Lecture	Lab	Internship	Hours	Credits
C-APP 122S AP&P of Control Systems	40.00	0.00	0.00	40.00	4.00
C-APP 133S AP&P of Exchange Systems	30.00	0.00	0.00	30.00	3.00
C-BUS 119GS BPMT - Goals, Visions, & Laws	10.00	0.00	0.00	10.00	1.00
C-BUS 119MS BPMT Marketing, Licensure, & Business Structure	10.00	0.00	0.00	10.00	1.00
C-BUS 119RS BPMT Resumes, Interviews, Policies & Records	10.00	0.00	0.00	10.00	1.00
C-MCL 111CHS Chair Massage & Hydrotherapy	5.00	15.00	0.00	20.00	1.00
C-MCL 111CFS Clinic Foundations	5.00	15.00	0.00	20.00	1.00
C-MAS 120LS Clinical Foundations: Myofascial Techniques & Assessment Lower Body	5.00	15.00	0.00	20.00	1.00
C-MAS 120US Clinical Foundations: Myofascial Techniques & Assessment Upper Body	5.00	15.00	0.00	20.00	1.00
C-MAS 127NS Clinical Foundations: Neuromuscular Techniques	10.00	20.00	0.00	30.00	2.00
C-MAS 127SS Clinical Foundations: Sports Massage	10.00	20.00	0.00	30.00	2.00
C-MAS 139LS Clinical Integration: Assessments & Techniques Lower Body	10.00	20.00	0.00	30.00	2.00
C-MAS 139US Clinical Integration: Assessments & Techniques Upper Body	10.00	20.00	0.00	30.00	2.00
C-RCR 151SS Clinical Reasoning & Research Literacy	20.00	0.00	0.00	20.00	2.00
C-APP 112S Essential Anatomy, Physiology & Pathology	40.00	0.00	0.00	40.00	4.00
C-MAS 119S Massage Foundations: Integrative Therapeutic Massage	15.00	35.00	0.00	50.00	3.00
C-MAS 117S Massage Foundations: Mechanics & Strokes	10.00	30.00	0.00	40.00	2.50
C-MAK 121LS Musculoskeletal Anatomy & Kinesiology Lower Body	20.00	20.00	0.00	40.00	3.00
C-MAK 111US Musculoskeletal Anatomy & Kinesiology Upper Body	20.00	20.00	0.00	40.00	3.00
C-MAS 135S Population Spectrum	10.00	20.00	0.00	30.00	2.00
C-PC 111S Professional Communication	20.00	0.00	0.00	20.00	2.00
C-PE 111S Professional Ethics	20.00	0.00	0.00	20.00	2.00
C-MCLH 101S Student Clinic I	0.00	20.00	0.00	20.00	1.00
C-MCLH 102S Student Clinic II	0.00	20.00	0.00	20.00	1.00
C-MCLH 103S Student Clinic III	0.00	20.00	0.00	20.00	1.00
C-MCLH 104S Student Clinic IV	0.00	20.00	0.00	20.00	1.00
C-MCLH 105S Student Clinic V	0.00	20.00	0.00	20.00	1.00
C-MCLH 106S Student Clinic VI	0.00	20.00	0.00	20.00	1.00
Total	335	385	0	720	50.5



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Tucson

Professional Massage Therapy Program

Day: 32 weeks (7.5 months) 750 clock hours
Evening: 52 weeks (12 months) 37.5 credits

Course		Clock Hours	Quarter Credits
C-APP 121AT	Anatomy Physiology & Pathology of Body Systems I-A	20.00	1.00
C-APP 121BT	Anatomy Physiology & Pathology of Body Systems I-B	20.00	1.00
C-APP 131AT	Anatomy, Physiology & Pathology of Body Systems II-A	20.00	1.00
C-APP 131BT	Anatomy, Physiology & Pathology of Body Systems II-B	20.00	1.00
C-BUS 119AT	Business Practices for Massage Therapists A	20.00	1.00
C-BUS 119BT	Business Practices for Massage Therapists B	20.00	1.00
C-MCL 111AT	Clinic Foundations & Hydrotherapy A	20.00	1.00
C-MCL 111BT	Clinic Foundations & Hydrotherapy B	20.00	1.00
C-MAS 120AT	Clinical Foundations: Myofascial Techniques & Assessment A	20.00	1.00
C-MAS 120BT	Clinical Foundations: Myofascial Techniques & Assessment B	20.00	1.00
C-MAS 127AT	Clinical Foundations: Neuromuscular Techniques & Sports Massage A	30.00	1.50
C-MAS 127BT	Clinical Foundations: Neuromuscular Techniques & Sports Massage B	30.00	1.50
C-MAS 139AT	Clinical Integration: Assessments & Techniques A	30.00	1.50
C-MAS 139BT	Clinical Integration: Assessments & Techniques B	30.00	1.50
C-RCR 151AT	Clinical Reasoning and Research Literacy A	15.00	1.00
C-RCR 151BT	Clinical Reasoning and Research Literacy B	15.00	1.00
C-APP 111AT	Introduction to Anatomy, Physiology & Pathology A	20.00	1.00
C-APP 111BT	Introduction to Anatomy, Physiology & Pathology B	20.00	1.00
C-MAS 119AT	Massage Foundations: Integrative Therapeutic Massage A	30.00	1.50
C-MAS 119BT	Massage Foundations: Integrative Therapeutic Massage B	30.00	1.50
C-MAS 117AT	Massage Foundations: Mechanics & Strokes A	20.00	1.00
C-MAS 117BT	Massage Foundations: Mechanics & Strokes B	20.00	1.00
C-MAK 111AT	Musculoskeletal Anatomy & Kinesiology I-A	20.00	1.00
C-MAK 111BT	Musculoskeletal Anatomy & Kinesiology I-B	20.00	1.00
C-MAK 121AT	Musculoskeletal Anatomy & Kinesiology II-A	20.00	1.00
C-MAK 121BT	Musculoskeletal Anatomy & Kinesiology II-B	20.00	1.00
C-MAS 135AT	Population Spectrum A	15.00	0.50
C-MAS 135BT	Population Spectrum B	15.00	0.50
C-PEC 111AT	Professional Ethics & Communication I-A	20.00	1.00
C-PEC 111BT	Professional Ethics & Communication I-B	20.00	1.00
C-MCLT 121T	Student Clinic I-A	20.00	1.00
C-MCLT 121BT	Student Clinic I-B	30.00	1.50
C-MCLT 131AT	Student Clinic II-A	30.00	1.50
C-MCLT 131BT	Student Clinic II-B	30.00	1.50
Total		750	37.5

Tucson

Extended Professional Massage Therapy Program

Day: 42 weeks (10 months) 1000 clock hours
Evening: 72 weeks (17 months) 49.5 credits

Course		Clock Hours	Quarter Credits
C-APP 121AT	Anatomy Physiology & Pathology of Body Systems I-A	20.00	1.00
C-APP 121BT	Anatomy Physiology & Pathology of Body Systems I-B	20.00	1.00
C-APP 131AT	Anatomy, Physiology & Pathology of Body Systems II-A	20.00	1.00
C-APP 131BT	Anatomy, Physiology & Pathology of Body Systems II-B	20.00	1.00
C-BUS 119AT	Business Practices for Massage Therapists A	20.00	1.00
C-BUS 119BT	Business Practices for Massage Therapists B	20.00	1.00
C-BUS 204AT	Career Decisions A	20.00	1.00
C-BUS 204BT	Career Decisions B	20.00	1.00
C-MCL 111AT	Clinic Foundations & Hydrotherapy A	20.00	1.00
C-MCL 111BT	Clinic Foundations & Hydrotherapy B	20.00	1.00
C-MAS 120AT	Clinical Foundations: Myofascial Techniques & Assessment A	20.00	1.00
C-MAS 120BT	Clinical Foundations: Myofascial Techniques & Assessment B	20.00	1.00
C-MAS 127AT	Clinical Foundations: Neuromuscular Techniques & Sports Massage A	30.00	1.50
C-MAS 127BT	Clinical Foundations: Neuromuscular Techniques & Sports Massage B	30.00	1.50
C-MAS 139AT	Clinical Integration: Assessments & Techniques A	30.00	1.50
C-MAS 139BT	Clinical Integration: Assessments & Techniques B	30.00	1.50
C-MAS 208AT	Clinical Integration: Injury Management A	30.00	1.50
C-MAS 208BT	Clinical Integration: Injury Management B	30.00	1.50
C-RCR 151AT	Clinical Reasoning and Research Literacy A	15.00	1.00
C-RCR 151BT	Clinical Reasoning and Research Literacy B	15.00	1.00
C-MAS 213AT	Complementary Therapies A	40.00	2.00
C-MAS 213BT	Complementary Therapies B	40.00	2.00
C-APP 111AT	Introduction to Anatomy, Physiology & Pathology A	20.00	1.00
C-APP 111BT	Introduction to Anatomy, Physiology & Pathology B	20.00	1.00
C-MAS 240AT	Introduction to Structural Bodywork A	20.00	1.00
C-MAS 240BT	Introduction to Structural Bodywork B	20.00	1.00
C-MAS 119AT	Massage Foundations: Integrative Therapeutic Massage A	30.00	1.50
C-MAS 119BT	Massage Foundations: Integrative Therapeutic Massage B	30.00	1.50
C-MAS 117AT	Massage Foundations: Mechanics & Strokes A	20.00	1.00
C-MAS 117BT	Massage Foundations: Mechanics & Strokes B	20.00	1.00
C-MAK 111AT	Musculoskeletal Anatomy & Kinesiology I-A	20.00	1.00
C-MAK 111BT	Musculoskeletal Anatomy & Kinesiology I-B	20.00	1.00
C-MAK 121AT	Musculoskeletal Anatomy & Kinesiology II-A	20.00	1.00
C-MAK 121BT	Musculoskeletal Anatomy & Kinesiology II-B	20.00	1.00
C-MAS 135AT	Population Spectrum A	15.00	0.50
C-MAS 135BT	Population Spectrum B	15.00	0.50
C-PEC 111AT	Professional Ethics & Communication I-A	20.00	1.00
C-PEC 111BT	Professional Ethics & Communication I-B	20.00	1.00
C-RCR 241AT	Research Applications A	15.00	0.50
C-RCR 241BT	Research Applications B	15.00	0.50
C-MCLT 121A	Student Clinic I-A	20.00	1.00
C-MCLT 121T	Student Clinic I-A	20.00	1.00
C-MCLT 121B	Student Clinic I-B	30.00	1.50
C-MCLT 121BT	Student Clinic I-B	30.00	1.50
C-MCLT 131A	Student Clinic II-A	30.00	1.50
C-MCLT 131AT	Student Clinic II-A	30.00	1.50
C-MCLT 131B	Student Clinic II-B	30.00	1.50
C-MCLT 131BT	Student Clinic II-B	30.00	1.50
Total		1000	49.5



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Hoboken

Professional Massage Therapy Program - Day

Day: 22 weeks (5 months)

600 clock hours

29 credits

Course		Clock Hours	Quarter Credits
C-APP 132A	Anatomy, Physiology & Pathology of Body Systems A	30.00	2.00
C-APP 132B	Anatomy, Physiology & Pathology of Body Systems B	30.00	2.00
C-BUS 119A	Business Practices for Massage Therapists A	20.00	1.00
C-BUS 119B	Business Practices for Massage Therapists B	20.00	1.00
C-MCL 111A	Clinic Foundations & Hydrotherapy A	20.00	1.00
C-MCL 111B	Clinic Foundations & Hydrotherapy B	20.00	1.00
C-MAS 120A	Clinical Foundations: Myofascial Techniques & Assessment A	20.00	1.00
C-MAS 120B	Clinical Foundations: Myofascial Techniques & Assessment B	20.00	1.00
C-MAS 128HA	Clinical Foundations: Sports Massage A	20.00	1.00
C-MAS 128HB	Clinical Foundations: Sports Massage B	20.00	1.00
C-MAS 140HA	Clinical Integration: Assessments & Techniques A	20.00	1.00
C-MAS 140HB	Clinical Integration: Assessments & Techniques B	20.00	1.00
C-APP 111A	Introduction to Anatomy, Physiology & Pathology A	20.00	1.00
C-APP 111B	Introduction to Anatomy, Physiology & Pathology B	20.00	1.00
C-MAS 119HA	Massage Foundations: Integrative Therapeutic Massage A	20.00	1.00
C-MAS 119HB	Massage Foundations: Integrative Therapeutic Massage B	20.00	1.00
C-MAS 117A	Massage Foundations: Mechanics & Strokes A	20.00	1.00
C-MAS 117B	Massage Foundations: Mechanics & Strokes B	20.00	1.00
C-MAK 111A	Musculoskeletal Anatomy & Kinesiology I-A	20.00	1.00
C-MAK 111B	Musculoskeletal Anatomy & Kinesiology I-B	20.00	1.00
C-MAK 121A	Musculoskeletal Anatomy & Kinesiology II-A	20.00	1.00
C-MAK 121B	Musculoskeletal Anatomy & Kinesiology II-B	20.00	1.00
C-PEC 111A	Professional Ethics & Communication I-A	20.00	1.00
C-PEC 111B	Professional Ethics & Communication I-B	20.00	1.00
C-MCL 121DA	Student Clinic IA	50.00	2.50
C-MCL 121DB	Student Clinic IB	50.00	2.50
Total		600	29

Hoboken

Professional Massage Therapy Program - Evening

Evening: 42 weeks (10 months)

600 clock hours

29 credits

Course		Clock Hours	Quarter Credits
C-APP 132A	Anatomy, Physiology & Pathology of Body Systems A	30.00	2.00
C-APP 132B	Anatomy, Physiology & Pathology of Body Systems B	30.00	2.00
C-BUS 119A	Business Practices for Massage Therapists A	20.00	1.00
C-BUS 119B	Business Practices for Massage Therapists B	20.00	1.00
C-MCL 111A	Clinic Foundations & Hydrotherapy A	20.00	1.00
C-MCL 111B	Clinic Foundations & Hydrotherapy B	20.00	1.00
C-MAS 120A	Clinical Foundations: Myofascial Techniques & Assessment A	20.00	1.00
C-MAS 120B	Clinical Foundations: Myofascial Techniques & Assessment B	20.00	1.00
C-MAS 128HA	Clinical Foundations: Sports Massage A	20.00	1.00
C-MAS 128HB	Clinical Foundations: Sports Massage B	20.00	1.00
C-MAS 140HA	Clinical Integration: Assessments & Techniques A	20.00	1.00
C-MAS 140HB	Clinical Integration: Assessments & Techniques B	20.00	1.00
C-APP 111A	Introduction to Anatomy, Physiology & Pathology A	20.00	1.00
C-APP 111B	Introduction to Anatomy, Physiology & Pathology B	20.00	1.00
C-MAS 119HA	Massage Foundations: Integrative Therapeutic Massage A	20.00	1.00
C-MAS 119HB	Massage Foundations: Integrative Therapeutic Massage B	20.00	1.00
C-MAS 117A	Massage Foundations: Mechanics & Strokes A	20.00	1.00
C-MAS 117B	Massage Foundations: Mechanics & Strokes B	20.00	1.00
C-MAK 111A	Musculoskeletal Anatomy & Kinesiology I-A	20.00	1.00
C-MAK 111B	Musculoskeletal Anatomy & Kinesiology I-B	20.00	1.00
C-MAK 121A	Musculoskeletal Anatomy & Kinesiology II-A	20.00	1.00
C-MAK 121B	Musculoskeletal Anatomy & Kinesiology II-B	20.00	1.00
C-PEC 111A	Professional Ethics & Communication I-A	20.00	1.00
C-PEC 111B	Professional Ethics & Communication I-B	20.00	1.00
C-MCL 121EA	Student Clinic IA	17.00	0.50
C-MCL 121EB	Student Clinic IB	17.00	0.50
C-MCL 121EC	Student Clinic IIA	17.00	0.50
C-MCL 121ED	Student Clinic IIB	16.00	0.50
C-MCL 121EE	Student Clinic IIIA	17.00	0.50
C-MCL 121EF	Student Clinic IIIB	16.00	0.50
Total		1000	49.5



addendum to cortiva catalog • July 2015

Hoboken Extended Professional Massage Therapy Program - Day
Day: 42 weeks (10 months) 1080 clock hours 52 credits

Table with 4 columns: Course, Clock Hours, Quarter Credits, and Credits. Lists various massage therapy courses and their associated hours and credits.

Hoboken Extended Professional Massage Therapy Program - Evening
Evening: 72 weeks (17 months) 1080 clock hours 52 credits

Table with 4 columns: Course, Clock Hours, Quarter Credits, and Credits. Lists various massage therapy courses and their associated hours and credits.



addendum to cortiva catalog • July 2015

Seattle & Federal Way
Professional Massage Therapy Program - Day
Day: 32 weeks (7.5 months) 750 clock hours 38 credits

Table with columns: Course, Clock Hours, Quarter Credits. Lists courses from Term I to Term III, including C-MCL 111AWA, C-MCL 111BWA, C-APP 111AWA, etc.

Seattle & Federal Way
Professional Massage Therapy Program - Evening
Day: 52 weeks (12 months) 750 clock hours 38 credits

Table with columns: Course, Clock Hours, Quarter Credits. Lists courses from Term I to Term V, including C-MAS 119AWA, C-MAS 119BWA, C-MAS 123AWA, etc.



addendum to cortiva catalog • July 2015

Seattle & Federal Way Extended
Professional Massage Therapy Program - Day
Day: 42 weeks (10 months) 1000 clock hours
50 credits

Course		Clock Hours	Quarter Credits
Term I			
C-MCL 111AWA	Clinic Foundations & Hydrotherapy A	20.00	1.00
C-MCL 111BWA	Clinic Foundations & Hydrotherapy B	20.00	1.00
C-APP 111AWA	Introduction to Anatomy, Physiology & Pathology A	20.00	1.00
C-APP 111BWA	Introduction to Anatomy, Physiology & Pathology B	20.00	1.00
C-MAS 119AWA	Massage Foundations: Integrative Therapeutic Massage A	30.00	1.50
C-MAS 119BWA	Massage Foundations: Integrative Therapeutic Massage B	30.00	1.50
C-MAS 123AWA	Massage Foundations: Mechanics & Strokes A	15.00	0.50
C-MAS 123BWA	Massage Foundations: Mechanics & Strokes B	15.00	0.50
C-MAK 111AWA	Musculoskeletal Anatomy & Kinesiology I-A	20.00	1.00
C-MAK 111BWA	Musculoskeletal Anatomy & Kinesiology I-B	20.00	1.00
C-PEC 111AWA	Professional Ethics & Communication I-A	20.00	1.00
C-PEC 111BWA	Professional Ethics & Communication I-B	20.00	1.00
Term II			
C-APP 121AWA	Anatomy Physiology & Pathology of Body Systems I-A	20.00	1.00
C-APP 121BWA	Anatomy Physiology & Pathology of Body Systems I-B	20.00	1.00
C-MAS 120AWA	Clinical Foundations: Myofascial Techniques & Assessment A	20.00	1.00
C-MAS 120BWA	Clinical Foundations: Myofascial Techniques & Assessment B	20.00	1.00
C-MAS 127AWA	Clinical Foundations: Neuromuscular Techniques & Sports Massage A	30.00	1.50
C-MAS 127BWA	Clinical Foundations: Neuromuscular Techniques & Sports Massage B	30.00	1.50
C-MAK 121AWA	Musculoskeletal Anatomy & Kinesiology II-A	20.00	1.00
C-MAK 121BWA	Musculoskeletal Anatomy & Kinesiology II-B	20.00	1.00
C-PEC 121AWA	Professional Ethics and Communication II-A	15.00	1.00
C-PEC 121BWA	Professional Ethics and Communication II-B	15.00	1.00
C-MCL 121AWA	Student Clinic I-A	20.00	1.00
C-MCL 121BWA	Student Clinic I-B	20.00	1.00
Term III			
C-APP 131AWA	Anatomy, Physiology & Pathology of Body Systems II-A	20.00	1.00
C-APP 131BWA	Anatomy, Physiology & Pathology of Body Systems II-B	20.00	1.00
C-BUS 119AWA	Business Practices for Massage Therapists A	20.00	1.00
C-BUS 119BWA	Business Practices for Massage Therapists B	20.00	1.00
C-MAS 139AWA	Clinical Integration: Assessments & Techniques A	30.00	1.50
C-MAS 139BWA	Clinical Integration: Assessments & Techniques B	30.00	1.50
C-RCR 151AWA	Clinical Reasoning and Research Literacy A	15.00	1.00
C-RCR 151BWA	Clinical Reasoning and Research Literacy B	15.00	1.00
C-MAS 137AWA	Population Spectrum A	20.00	1.00
C-MAS 137BWA	Population Spectrum B	20.00	1.00
C-MCL 131AWA	Student Clinic II-A	20.00	1.00
C-MCL 131BWA	Student Clinic II-B	20.00	1.00
Term IV			
C-BUS 204AWA	Career Decisions A	20.00	1.00
C-BUS 204BWA	Career Decisions B	20.00	1.00
C-MAS 208AWA	Clinical Integration: Injury Management A	30.00	1.50
C-MAS 208BWA	Clinical Integration: Injury Management B	30.00	1.50
C-MAS 213AWA	Complementary Therapies A	40.00	2.00
C-MAS 213BWA	Complementary Therapies B	40.00	2.00
C-MAS 240AWA	Introduction to Structural Bodywork A	20.00	1.00
C-MAS 240BWA	Introduction to Structural Bodywork B	20.00	1.00
C-RCR 241AWA	Research Applications A	15.00	0.50
C-RCR 241BWA	Research Applications B	15.00	0.50
Total		1000	50

Seattle & Federal Way Extended
Professional Massage Therapy Program - Evening
Day: 72 weeks (17 months) 1000 clock hours
50 credits

Course		Clock Hours	Quarter Credits
Term I			
C-MAS 119AWA	Massage Foundations: Integrative Therapeutic Massage A	30.00	1.50
C-MAS 119BWA	Massage Foundations: Integrative Therapeutic Massage B	30.00	1.50
C-MAS 123AWA	Massage Foundations: Mechanics & Strokes A	15.00	0.50
C-MAS 123BWA	Massage Foundations: Mechanics & Strokes B	15.00	0.50
C-MAK 111AWA	Musculoskeletal Anatomy & Kinesiology I-A	20.00	1.00
C-MAK 111BWA	Musculoskeletal Anatomy & Kinesiology I-B	20.00	1.00
C-PEC 111AWA	Professional Ethics & Communication I-A	20.00	1.00
C-PEC 111BWA	Professional Ethics & Communication I-B	20.00	1.00
Term II			
C-MCL 111AWA	Clinic Foundations & Hydrotherapy A	20.00	1.00
C-MCL 111BWA	Clinic Foundations & Hydrotherapy B	20.00	1.00
C-MAS 127AWA	Clinical Foundations: Neuromuscular Techniques & Sports Massage A	30.00	1.50
C-MAS 127BWA	Clinical Foundations: Neuromuscular Techniques & Sports Massage B	30.00	1.50
C-APP 111AWA	Introduction to Anatomy, Physiology & Pathology A	20.00	1.00
C-APP 111BWA	Introduction to Anatomy, Physiology & Pathology B	20.00	1.00
Term III			
C-APP 121AWA	Anatomy Physiology & Pathology of Body Systems I-A	20.00	1.00
C-APP 121BWA	Anatomy Physiology & Pathology of Body Systems I-B	20.00	1.00
C-MAS 120AWA	Clinical Foundations: Myofascial Techniques & Assessment A	20.00	1.00
C-MAS 120BWA	Clinical Foundations: Myofascial Techniques & Assessment B	20.00	1.00
C-MAK 121AWA	Musculoskeletal Anatomy & Kinesiology II-A	20.00	1.00
C-MAK 121BWA	Musculoskeletal Anatomy & Kinesiology II-B	20.00	1.00
C-PEC 121AWA	Professional Ethics and Communication II-A	15.00	1.00
C-PEC 121BWA	Professional Ethics and Communication II-B	15.00	1.00
Term IV			
C-APP 131AWA	Anatomy, Physiology & Pathology of Body Systems II-A	20.00	1.00
C-APP 131BWA	Anatomy, Physiology & Pathology of Body Systems II-B	20.00	1.00
C-BUS 119AWA	Business Practices for Massage Therapists A	20.00	1.00
C-BUS 119BWA	Business Practices for Massage Therapists B	20.00	1.00
C-MAS 137AWA	Population Spectrum A	20.00	1.00
C-MAS 137BWA	Population Spectrum B	20.00	1.00
C-MCL 121AWA	Student Clinic I-A	20.00	1.00
C-MCL 121BWA	Student Clinic I-B	20.00	1.00
Term V			
C-MAS 139AWA	Clinical Integration: Assessments & Techniques A	30.00	1.50
C-MAS 139BWA	Clinical Integration: Assessments & Techniques B	30.00	1.50
C-RCR 151AWA	Clinical Reasoning and Research Literacy A	15.00	1.00
C-RCR 151BWA	Clinical Reasoning and Research Literacy B	15.00	1.00
C-MCL 131AWA	Student Clinic II-A	20.00	1.00
C-MCL 131BWA	Student Clinic II-B	20.00	1.00
Term VI			
MAS 208AWA	Clinical Integration: Injury Management A	30.00	1.50
MAS 208BWA	Clinical Integration: Injury Management B	30.00	1.50
MAS 213AWA	Complementary Therapies A	40.00	2.00
RCR 241AWA	Research Applications A	15.00	0.50
RCR 241BWA	Research Applications B	15.00	0.50
Term VII			
BUS 204AWA	Career Decisions A	20.00	1.00
BUS 204BWA	Career Decisions B	20.00	1.00
MAS 213BWA	Complementary Therapies B	40.00	2.00
MAS 240AWA	Introduction to Structural Bodywork A	20.00	1.00
MAS 240BWA	Introduction to Structural Bodywork B	20.00	1.00
Total		1000	50



addendum to cortiva catalog • July 2015

Program Lengths - pages 20-21.

NOTE: Possible 2018 term schedule changes may temporarily extend the program lengths for specific starts in 2017 as follows:

Wall Massage Day (27 wks) starts 8/1/2017-11/13/2017 will be 28.9 weeks

Wall Massage Eve (42 wks) starts 4/17/2017 – 11/13/2017 will be 43.9 weeks

Arizona (Tucson & Scottsdale) Massage Day (32 wks) starts 6/26/2017-11/13/2017 will be 33.9 weeks

Arizona (Tucson & Scottsdale) Massage Evening (52 wks) starts 2/6/2017-11/13/2017 will be 53.9 week

Extended Professional Massage Therapy Program - pages 23, & 25.

Add the following bullet point to the Program Objectives on pages 23, & 25:

- The Extended Professional Massage Therapy program prepares students to work at the entry-level.

Tampa/St. Pete Professional Massage Therapy Program - page 17.

Change the following Course List entries for the Tampa/St. Pete Professional Massage Therapy Program on page 17:

The section number in the name of the course APP121B is incorrect, the correct name of the course is Anatomy, Physiology & Pathology of Body Systems I-B.

The 10 clock hours listed for the course MAS127A2 Clinical Foundations: Neuromuscular Techniques & Sports Massage A-2 are incorrect, the actual clock hours are 20.

The 20 clock hours listed for the course MAS127B1 Clinical Foundations: Neuromuscular Techniques & Sports Massage B-1 are incorrect, the actual clock hours are 10.

Seattle • Federal Way Extended Professional Massage Therapy Program - pages 23 & 28.

Remove the following from the Seattle • Federal Way Extended Professional Massage Therapy Program on pages 23 & 28:

Evening/Day: 62 weeks* (14.5 months)

Satisfactory Progress - page 43.

Replace the first paragraph of the Satisfactory Progress policy on page 43 with the following:

Federal Regulations (34 CFR 668.34) require Steiner Education Group (SEG) to establish a Satisfactory Academic Progress (SAP) policy for determining that eligible students are making satisfactory academic progress in their chosen program and are maintaining their eligibility to receive Title IV and/or VA funds.

Satisfactory Academic Progress Policy - page 43.

Replace the first bullet point of the second paragraph of the Satisfactory Academic Progress Policy with the following on page 43:

- Attain at least a "C" average or 2.0 GPA.

Satisfactory Academic Progress Policy - page 43.

Replace the third bullet point of the second paragraph of the Satisfactory Academic Progress Policy with the following on page 43:

- Be on track to complete his/her program within 150% of the contracted timeframe required to complete his/her degree or certificate.

Academic Monitoring Policy - page 44.

Replace the last sentence in the first paragraph of the Academic Monitoring Policy with the following on page 44:

Therefore, students are expected to attain a cumulative grade point average (GPA) of 2.0 or better while matriculating.



addendum to cortiva catalog • July 2015

Maximum Time Frame - page 45.

Replace the Maximum Time Frame with the following on page 45:

Maximum Time Frame

Cortiva students are expected to complete the program by their scheduled graduation date. However, occasionally extenuating circumstances may arise that prevent a student from graduating on time. In those situations, students may enter maximum time frame in order to complete their program.

The maximum time frame allowed for the student to complete the program is 150% of the total program length listed in the catalog. This time length cannot be exceeded. If a student does not complete the program within the maximum time frame, he/she will be withdrawn from the program with no option for appeal.

Students who do not complete the program by their scheduled graduation date will receive a letter from the Student Services office informing them that they have entered maximum time frame, identifying what their outstanding program requirements are, and notifying them of their revised expected graduation date. Students entering maximum time frame must meet with Student Services to complete a comprehensive make up schedule for completion of their outstanding program requirements.

NOTE: Scheduled graduation date is subject to change due to leave of absences, class availability, and class schedule changes.

The following scenarios will affect the maximum time frame allowed to complete a program:

1. Repeated course(s) will not only be considered in the GPA but will also be considered against the student's maximum time frame.
2. The hours attempted in the course from which a student withdraws will also be considered against the student's maximum time frame.

Attendance Requirements - page 48.

Replace the first bullet point after the first paragraph of the Attendance Requirements section with the following on page 48:

- Students must attain at least 90% cumulative attendance to have satisfactory attendance.

Missed or Failed Coursework - pages 50-51.

Update the Missed or Failed Coursework policies with the following on pages 50-51:

Under "Failed Coursework (Excludes Exams and Quizzes)", replace the sentences "All retakes and resubmissions are graded as pass/fail only. For failed retake attempts, the higher score of the two attempts will be used in the final grade calculation for the course" with the following:

The highest score that will be awarded for a retaken coursework assignment is 70%. When the second attempt at the coursework is also failed, the highest score of the two attempts will be used in the final grade calculation for the course.

Under "Missing Exams and/or Quizzes", replace the sentence "All made up exams and quizzes are graded as pass/fail only. For failed make up attempts, students are permitted to attempt the test and/or quiz as second time, again for pass/fail only" with the following:

The highest score that will be awarded for a retaken exam or quiz is 70%. For failed make up attempts, students are permitted to attempt the test and/or quiz as second time, with 70% still being the highest score that may be awarded.

Under "Failed Exams and/or Quizzes", replace the sentence "All retaken exams and/or quizzes are graded as pass fail only. For failed second attempts, the higher score of the two attempts will be used in the final grade calculation for the course" with the following:

The highest score that will be awarded for a retaken test or quiz is 70%. When the second attempt at the test or quiz is also failed, the highest score of the two attempts will be used in the final grade calculation for the course.

Under "Missing Exams and/or Quizzes (Tucson, Scottsdale and Wall Campuses Only)", replace the sentence "All made up exams and quizzes are graded as pass/fail only. For failed make up attempts, students are permitted to attempt the test and/or quiz as second time, again for pass/fail only" with the following:



addendum to cortiva catalog • July 2015

The highest score that will be awarded for a retaken exam or quiz is 70%. For failed make up attempts, students are permitted to attempt the test and/or quiz as second time, with 70% still being the highest score that may be awarded.

Under "Failed Exams and/or Quizzes (Tucson, Scottsdale and Wall Campuses Only)", replace the sentence "All retaken exams and/or quizzes are graded as pass fail only. For failed second attempts, the higher score of the two attempts will be used in the final grade calculation for the course" with the following:

The highest score that will be awarded for a retaken test or quiz is 70%. When the second attempt at the test or quiz is also failed, the highest score of the two attempts will be used in the final grade calculation for the course.

Attending Make-Up for Massage Clinical Internship - page 52.

Replace the Attending Make-Up for Massage Clinical Internship policy with the following on page 52:

- Make-up clinic shifts must be scheduled with the Clinic Instructor/Manager.
- All partial shift make-up is conducted in full massage session increments only (a minimum of 60-minutes), even when only partial session time is needed to complete a course.
- Students arriving late for a make-up shift will not be allowed admittance and will need to reschedule the shift.
- The Clinic Instructor/Manager may limit the number of make-up students allowed on the shift to ensure that scheduled students can successfully complete the required number of massages.

Discrimination and Sexual Harassment Complaint Procedure – page 55.

Add the following at the end of the Discrimination and Sexual Harassment Complaint Policy on page 55:

The reporting of sexual harassment allegations to the appropriate personnel at a campus does not preclude a student from reporting the incident to law enforcement. Regardless of the investigation and action being taken by the campus, a student always has the right to contact law enforcement.

Withdrawal – Dismissal - page 56.

Replace the first section under Self-Withdrawal under the Withdrawal Reasons section of the Withdrawal – Dismissal policy with the following on page 56:

Self-Withdrawal - A student who wishes to withdraw from a program may notify the school in any format, written or verbal. The date the school receives the withdrawal request is the date of determination for the withdrawal.

Appealing a Withdrawal - page 58.

Replace the first bullet point after the second paragraph of the Appealing a Withdrawal policy with the following on page 58:

- Dismissed from the program for reasons listed in the "Dismissal" policy.



addendum to cortiva catalog • July 2015

Leave of Absence - page 60.

Replace the Leave of Absence policy with the following on page 60:

Leave of Absence

(excluding Scottsdale)

Cortiva students can apply for an approved Leave of Absence (LOA) from school in extenuating circumstances. All LOAs must be initiated by the student, and must be approved by the school before the LOA begins.

Student Leave of Absence Reasons

Students who have certain emergency situations are eligible to take an approved LOA for up to 90 calendar days. LOAs may be approved for the following reasons:

- Circumstances that are covered under the Family and Medical Leave Act of 1993, which are:
 1. Serious health condition of the student
 2. Care of an immediate family member with a serious health condition
 3. Birth/adoption of a child and care for that child
- Death of an immediate family member
- Jury duty
- Military service
- Schedule LOA - Cortiva programs are offered over 5 or 10 week blocks, and specific courses in the program are offered during each block. Students are assigned a specific block/course schedule for their program when they start school. In some cases, when a student takes a leave of absence or receives transfer credit for multiple courses, a gap in a student's schedule can occur when a block is running in which the student has already received credit for all of the courses being offered. In these cases, a schedule leave of absence can be granted until the next available block/course starts that the student needs. If a leave of absence or transfer credit award creates a gap in a student's schedule, he/she is informed of it and may request a schedule leave of absence for the period of time of the gap. Schedule leave of absences are included in the maximum days a student can take a leave of absence, and the total days on LOAs combined cannot exceed 180 days.

- Extenuating Circumstances - If a student has extenuating circumstances arise that require an extended absence from school and are not covered by the reasons outlined above, the student can still request an LOA, as long as the other requirements listed in this policy for an LOA are met.

All leave of absences are measured in calendar days and include school breaks and holidays in the total days allowed. Generally, only one leave of absence will be approved in any twelve-month period. However, if necessary, a student can request an extension or an additional LOA. LOA extensions and additional LOAs have the same documentation requirements as initial LOAs. The combined total number of days of all leave of absences for a student cannot exceed 180 calendar days or half the program length, whichever is less, including school breaks and holidays.

International Students

International students requesting a leave of absence are subject to the laws, limits, regulations, and restrictions of the various government agencies that regulate their status.

Costs & Funding Associated with a Leave of Absence

A student does not incur additional charges while on a leave of absence. Financial aid disbursements cannot be made to a student on a leave of absence.

If any changes to the curriculum occurred during the student's leave, the student is responsible for purchasing any new books, manuals or supplies needed to complete the program.

Students on a monthly payment plan with the school are still required to make their monthly payments while on leave of absence.



addendum to cortiva catalog • July 2015

Applying for a Leave of Absence

To apply for a leave of absence a student must:

3. Complete a Leave of Absence Request Form with the Registrar or Academic Advisor prior to taking the leave of absence. This includes identifying a specific start and end date for the LOA. The LOA start date cannot be prior to the request date.
4. Provide appropriate documentation to support the LOA request (i.e. doctor's note, military orders, etc.).
5. Meet with the Financial Aid Department prior to taking a leave of absence to discuss the effects that failure to return from a leave may have on a student's loan repayment terms, including the use of some or all of the student's grace period.

Appealing a Denial

If a student receives a denial of a leave of absence he/she can submit a written appeal to the Campus Director. A letter of explanation and supporting documentation should be submitted. The student will receive notification of the appeal approval or denial within five business days.

Returning From a Leave of Absence

A student must return to school on their scheduled return date. Students should work with the Student Services office before returning to create a class schedule to complete their program. Students must return to the same program and campus from which they took the leave.

Often, due to the student's class schedule needs, a student may need to change class groups upon return from a leave of absence. Classroom transfers for LOA students are coordinated with the Registrar, who determines which class and schedule best fits the LOA student's remaining program requirements.

Failure to Return from Leave of Absence

Students who do not return to school on their scheduled leave of absence return date will be withdrawn from school. The refund policy will be applied if a student fails to return from a leave of absence. In order to return to school, the student would have to re-enroll. For more information, please refer to the Re-enrollment policy.

Leave of Absence

(Scottsdale only)

Cortiva Institute - Scottsdale students can apply for an approved Leave of Absence (LOA) from school in extenuating circumstances. All LOAs must be initiated by the student, and must be approved by the school before the LOA begins.

Student Leave of Absence Reasons

Students who have certain emergency situations are eligible to take an approved LOA for up to 90 calendar days, or half the program length, whichever is less. LOAs may be approved for the following reasons:

- Circumstances that are covered under the Family and Medical Leave Act of 1993, which are:
 1. Serious health condition of the student
 2. Care of an immediate family member with a serious health condition
 3. Birth/adoption of a child and care for that child
- Death of an immediate family member
- Jury duty
- Military service
- Schedule LOA – Cortiva Institute - Scottsdale programs are offered over 5 or 10 week blocks, and specific courses in the program are offered during each block. Students are assigned a specific block/course schedule for their program when they start school. In some cases, when a student takes a leave of absence or receives transfer credit for multiple courses, a gap in a student's schedule can occur when a block is running in which the student has already received credit for all of the courses being offered. In these cases, a schedule leave of absence can be granted until the next available block/course starts that the student needs. If a leave of absence or transfer credit award creates a gap in a student's schedule, he/she is informed of it and may request a schedule leave of absence for the period of time of the gap. Schedule leave of absences are included in the maximum days a student can take a leave of absence, and the total days on LOAs combined cannot exceed 180 days or half the program length, whichever is less.



addendum to cortiva catalog • July 2015

- **Extenuating Circumstances** - If a student has extenuating circumstances arise that require an extended absence from school and are not covered by the reasons outlined above, the student can still request an LOA, as long as the other requirements listed in this policy for an LOA are met.

All leave of absences are measured in calendar days and include school breaks and holidays in the total days allowed. Generally, only one leave of absence will be approved in any twelve-month period. However, if necessary, a student can request an extension or an additional LOA. LOA extensions and additional LOAs have the same documentation requirements as initial LOAs. The combined total number of days of all leave of absences for a student cannot exceed 180 calendar days or half the program length, whichever is less, including school breaks and holidays.

International Students

International students requesting a leave of absence are subject to the laws, limits, regulations, and restrictions of the various government agencies that regulate their status.

Costs & Funding Associated with a Leave of Absence

A student does not incur additional charges while on a leave of absence. Financial aid disbursements cannot be made to a student on a leave of absence.

If any changes to the curriculum occurred during the student's leave, the student is responsible for purchasing any new books, manuals or supplies needed to complete the program.

Students on a monthly payment plan with the school are still required to make their monthly payments while on leave of absence.

Applying for a Leave of Absence

To apply for a leave of absence a student must:

1. Complete a Leave of Absence Request Form with the Registrar or Academic Advisor prior to taking the leave of absence. This includes identifying a specific start and end date for the LOA. The LOA start date cannot be prior to the request date.
2. Provide appropriate documentation to support the LOA request (i.e. doctor's note, military orders, etc.).
3. Meet with the Financial Aid Department prior to taking a leave of absence to discuss the effects that failure to return from a leave may have on a student's loan repayment terms, including the use of some or all of the student's grace period.

Appealing a Denial

If a student receives a denial of a leave of absence he/she can submit a written appeal to the Campus Director. A letter of explanation and supporting documentation should be submitted. The student will receive notification of the appeal approval or denial within five business days.

Returning From a Leave of Absence

A student must return to school on their scheduled return date. Students should work with the Student Services office before returning to create a class schedule to complete their program. Students must return to the same program and campus from which they took the leave.

Often, due to the student's class schedule needs, a student may need to change class groups upon return from a leave of absence. Classroom transfers for LOA students are coordinated with the Registrar, who determines which class and schedule best fits the LOA student's remaining program requirements.

Failure to Return from Leave of Absence

Students who do not return to school on their scheduled leave of absence return date will be withdrawn from school. The refund policy will be applied if a student fails to return from a leave of absence. In order to return to school, the student would have to re-enroll. For more information, please refer to the Re-enrollment policy.



addendum to cortiva catalog • July 2015

Student Transfers - page 63.

Replace the first two paragraphs of the Student Transfers policy with the following on page 63:

In order to accommodate the scheduling needs and changes of students, Cortiva allows transfers:

- Between different day and evening program schedules and program lengths
- Between campuses that are a part of the same school group
- Hoboken only: from the Professional Massage Therapy program to the Extended Massage Therapy program

Note: In Tucson, Seattle & Federal Way, completion of the Professional Massage Program is a pre-requisite before starting the Extended Massage Therapy program, therefore transfers between programs at those campuses are not permitted.

All transfer requests must be submitted at least one week prior to the next term start. Transfers are allowed only at the beginning of a term and depend on space availability. Students must meet with the Financial Aid Department to discuss how a program schedule or campus transfer would affect their financial aid and/or repayment status.

Veteran's Attendance Policy - page 64.

Replace the Veteran's Attendance Policy on page 64 with the following:

Veteran's Attendance Policy

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as one quarter (1/4) absence. Students exceeding 10% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each evaluation period. A VA student whose CGPA falls below 2.0 at the end of any evaluation period will be placed on academic probation for a maximum of two consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.



addendum to cortiva catalog • July 2015

Holiday Schedule - page 64.

Replace the Holiday Schedule with the following on page 64:

Holiday Schedule 2017

Thanksgiving.	11/24/16 – 11/25/16
Holiday Break.	12/19/16 – 1/2/17
(Includes Christmas & New Years)	
Martin Luther King Jr. Day	1/16/17
President's Day	2/20/17
Spring Holidays	4/14/17 & 4/16/17
Memorial Day	5/29/17
Independence Day	7/4/17
Pioneer Day (Utah Only)	7/24/17
Labor Day.	9/4/17
Columbus Day.	10/9/17
Thanksgiving.	11/23/17 – 11/24/17
Holiday Break.	12/18/17-1/1/18
(Includes Christmas & New Years)	

* Not all holiday breaks are applicable to all programs. Please refer to your program schedule.

** Classes not held on holidays will occasionally be held on Friday instead.

Refund Policies - page 67.

Replace the third sentence in the first paragraph of the Refund Policies on page 67 with the following:

Students who wish to withdraw are encouraged to do so verbally or in writing to a campus official.

State Refund Policies - page 67.

Make the following changes to the State Refund Policies on page 67:

Remove "Tampa/St. Pete" from the header at the top of the column.

Add the following after the remaining "Seattle" refund policy:

Tampa/St Pete

Refund Policies

In addition to the Return to Title IV Policy the school will apply the appropriate institutional or state refund calculation to determine if there is an outstanding balance due to the school. Examples of Return to Title IV, institutional, and/or state refund calculations may be obtained from the campus Financial Aid Department. Students are encouraged to attend an exit counseling session.

Cortiva will make all refunds within 30 days of the date of the student's official or unofficial withdrawal/dismissal date. All refunds will be returned according to the Refund Priority Method outlined in this catalog.

Institutional Refund Calculations

- A pro-rata percentage up to 40% will be charged for attended hours in the current payment period.
- Attendance of 40.01% or above in any given payment period will equal a 100% charge for the payment period.

The Return to Title IV Policy

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and the school can retain when a student withdraws from all classes. Students who officially withdraw or are unofficially withdrawn from all classes prior to completing more than 60% of a payment period will have their eligibility for aid recalculated based on the percent of the payment period completed. Students are encouraged to review and have an understanding of this policy. All students who consider withdrawing should contact their campus Financial Aid Department to determine the effect that the withdrawal will have on their financial aid package.



addendum to cortiva catalog • July 2015

Institutional Refund Policy, Scottsdale Policy - page 68.

Replace the first bullet point of the Institutional Refund Policy, Scottsdale Policy with the following on page 68:

- The charges retained will not exceed a pro rata portion of the tuition for the training period completed, plus 10% of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000.

Return to Title IV Policy - page 70.

Add the following to the Return to Title IV Policy on page 70:

Insert the policy sub-header "Refund Priority Method" to the second column of this policy, right before the sentence "The percent of the hours completed shall be the percentage of the Title IV aid earned by the student".

State Agencies - page 80.

Replace the contact information for the Commonwealth of Massachusetts with the following on page 80:

Commonwealth of Massachusetts
Division of Professional Licensure
Office of Private Occupational School Education
1000 Washington Street
Boston, Massachusetts 02118-6100
617-727-3074
617-727-9932 Fax
617-727-6917 Consumer Line

Illinois State Board of Higher Education - page 80.

Add the following to the Illinois State Board of Higher Education information on page 80:

For campuses in Illinois:

Students wishing to file a complaint with the Illinois Board of Higher Education (IBHE) should do online via the IBHE online complaint system at <http://complaints.ibhe.org/>, which is accessible through the agencies homepage, www.ibhe.org.

Illinois Board of Higher Education
Division of Private Business and Vocational Schools

1 N. Old State Capitol Plaza
Suite 333
Springfield, IL 62701-1377
217-782-2551
217-782-8548 fax
888-261-2881 TTY
217-557-7359 Institutional Complaint Hotline
info@ibhe.org - General Information
<http://complaints.ibhe.org> - Online Complaint System

State Agencies - page 80.

Add the following to the Washington section under State Agencies on page 80:

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or complaint. Details about the complaint process, student rights, any restrictions on the time a student has to file a complaint, and complaint forms are available at http://wtb.wa.gov/PCS_Complaints.asp. Students have one year from their last date of attendance to file a complaint. In the event of a school closure, students have 60 days to file a complaint. Complaints made to the Workforce Board are public record.



addendum to cortiva catalog • July 2015

Additional Information.

Add the following to the Cortiva catalog:

Hours of Operation for Cortiva Institute – Seattle and Federal Way campuses

Seattle

Monday-Thursday: 8:00am-10:30pm

Friday: 8:00am-6:00pm

Saturday: 9:00am-5:30pm

Closed Sunday

Federal Way

Monday-Thursday: 8:30am-10:30pm

Friday: 9:00am-10:00pm

Saturday: 8:00am-5:00pm

Closed Sunday

Start Dates for All Cortiva Institute Campuses (excluding Wall, Tucson & Scottsdale)

5/23/2016, 8/1/2016, 10/11/2016, 1/3/2017

3/13/2017, 5/22/2017, 8/1/2017, 10/10/2017

Start Dates for Cortiva Institute Wall, Tucson & Scottsdale Campuses

5/23/2016, 6/27/2016, 8/1/2016, 9/6/2016

10/11/2016, 11/14/2016, 1/3/2017, 2/6/2017

3/13/2017, 4/17/2017, 5/22/2017, 6/26/2017

8/1/2017, 9/5/2017, 10/10/2017, 11/13/2017

Term Start & End Dates for All Cortiva Institute Campuses (excluding Wall, Tucson & Scottsdale)

5/23/2016 – 7/31/2016

8/1/2016 – 10/9/2016

10/11/2016 – 12/18/2016

1/3/2017 – 3/12/2017

3/13/2017 - 5/21/2017

5/22/2017 – 7/30/2017

8/1/2017 – 10/8/2017

10/10/2017 – 12/17/2017

Term Start & End Dates for Cortiva Institute Wall, Tucson & Scottsdale Campuses

5/23/2016 – 6/26/2016

6/27/2016 – 7/31/2016

8/1/2016 – 9/4/2016

9/6/2016 – 10/9/2016

10/11/2016 – 11/13/2016

11/14/2016 - 12/18/2016

1/3/2017 – 2/5/2017

2/6/2017 - 3/12/2017

3/13/2017 – 4/16/2017

4/17/2017 - 5/21/2017

5/22/2017 – 6/25/2017

6/26/2017 - 7/30/2017

8/1/2017 – 9/3/2017

9/4/2017 - 10/8/2017

10/10/2017 – 11/12/2017

11/13/2017 - 12/17/2017



addendum to cortiva catalog • July 2015

Addendum to

Student Catalog & Handbook
July 2015

Acknowledgement and Agreement

I have received the addendum to the 2015 Cortiva Student Catalog/Handbook with the effective date of July 2015. I have read, understand, and agree to abide by the policies and procedures contained therein. I accept that failure to abide by these policies can be grounds for dismissal. Additionally, I understand that SEG copyrighted materials may not be reproduced or distributed, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of SEG. Any violation of SEG copyright will result in legal action to the full extent of the law and/or dismissal from SEG schools.

Date _____/_____/_____

Signature _____

Print Name _____