CATALOG REQUIREMENTS CHECKLIST

NOTE: This document is now only required for **<u>Institutionally Accredited</u>** schools.

Prior to selecting a school or program, potential students are entitled to detailed information about the educational experience being offered.

The catalog of a COMTA accredited institution, whether printed or in electronic format will present an accurate description of the field(s) of massage therapy and/or esthetics and the education offered. **The school catalog must be provided to students prior to the signing of an enrollment agreement**. The school catalog must include the items listed below. If the current catalog does not include all items, those excluded must be attached as catalog supplements.
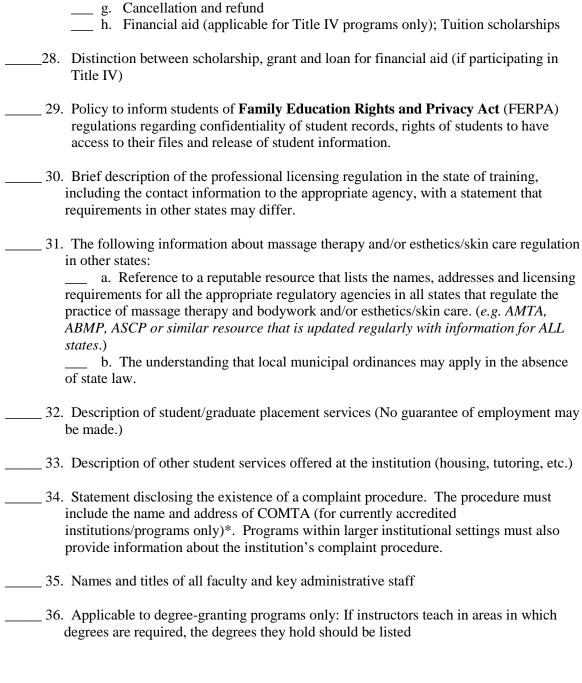
Programs in larger institutions may not be able to publish all the required information in the catalog of the institution. Student Handbooks and other program-specific publications may be used to make sure prospective students have all the required information.

Page
Number(s)

_____ 1. Name, address, and telephone number of the school

_____ 2. Statement of accreditation status which includes name, address and phone number for any accrediting agencies applicable

_____ 3. Table of contents and page numbers

_____ 4. Publication date

_____ 5. Proprietary schools: Name(s) of owner(s) OR

_____ 6. Non-profit schools: Names of members of the board of directors; or for public-sector schools, the name of the president or dean

_____ 7. Institutional philosophy and mission statement

_____ 8. History of the school

_____ 9. A listing of all branches and auxiliary classroom locations

_____ 10. Description of the facilities and classroom equipment

_____ 11. Educational goals and objectives for each program being offered.

_____12. Number of clock hours and/or credit units of instruction for each program (

_____ 13 Delineation of hours, including how many of the hours are clinic and externship (if applicable).

_____ 14. Length of time (weeks or months) required for completion of each program

_____15. For each course offered, there needs to be a description which includes the total number of clock or credit hours granted as well as any prerequisites necessary to take that subject.

_____ 16. A definition of the unit of credit used along with a definition of what constitutes a clock or credit hour

_____ 17. Non-discrimination statement including (but not limited to) race, gender, religion, nationality, age, disability, and sexual orientation

_____ 18. Admission requirements

_____ 19. Admission policies and procedures

_____ 20. Description of the system used for grading

_____ 21. Transfer of credit policy for students wishing to transfer credit into the institution, and information about any affiliations with other institutions

_____ 22. Policy for determining Satisfactory Academic Progress, compliant with COMTA SAP requirements, Standard XIV.B.
        If applicable, include policy on how progress affects eligibility for financial aid.

_____ 23. Completion (graduation) requirements

_____ 24. Type of document conferred upon graduation (e.g. diploma, certificate)

_____ 25. Teacher/student ratio in both lecture and hands-on classes

_____ 26. Costs for:
        ___ a. Total tuition for the program
        ___ b. Registration fee, enrollment fee, or tuition deposit
        ___ c. Books, supplies, and other expenses
        ___ d. Administrative costs for withdrawal or termination
        ___ e. Payment methods and terms
        ___ f. If applicable, any additional charges for distance education courses

_____ 27. Policy statements relating to:
        ___ a. Attendance
        ___ b. Tardiness
        ___ c. Make-up work
        ___ d. Conduct (including professional ethical behavior and academic integrity)
        ___ e. Termination (Dismissal, suspension, and voluntary withdrawal)
        ___ f. Leave of absence

_____ g. Cancellation and refund

_____ h. Financial aid (applicable for Title IV programs only); Tuition scholarships

_____28. Distinction between scholarship, grant and loan for financial aid (if participating in Title IV)

_____ 29. Policy to inform students of **Family Education Rights and Privacy Act** (FERPA) regulations regarding confidentiality of student records, rights of students to have access to their files and release of student information.

_____ 30. Brief description of the professional licensing regulation in the state of training, including the contact information to the appropriate agency, with a statement that requirements in other states may differ.

_____ 31. The following information about massage therapy and/or esthetics/skin care regulation in other states:

_____ a. Reference to a reputable resource that lists the names, addresses and licensing requirements for all the appropriate regulatory agencies in all states that regulate the practice of massage therapy and bodywork and/or esthetics/skin care. (*e.g. AMTA, ABMP, ASCP or similar resource that is updated regularly with information for ALL states*.)

_____ b. The understanding that local municipal ordinances may apply in the absence of state law.

_____ 32. Description of student/graduate placement services (No guarantee of employment may be made.)

_____ 33. Description of other student services offered at the institution (housing, tutoring, etc.)

_____ 34. Statement disclosing the existence of a complaint procedure. The procedure must include the name and address of COMTA (for currently accredited institutions/programs only)*. Programs within larger institutional settings must also provide information about the institution's complaint procedure.

_____ 35. Names and titles of all faculty and key administrative staff

_____ 36. Applicable to degree-granting programs only: If instructors teach in areas in which degrees are required, the degrees they hold should be listed

Copies of the current school catalog and other applicable publications must be submitted with the application and with the Self-Study Report (SSR) when applying for accreditation. Catalog revisions must be in keeping with these guidelines.

*Note: Upon notice of accreditation, newly-accredited schools must within sixty **(60)** days submit documentation that the COMTA complaint procedure has been added to the catalog (See Appendix D.13a, Notification of Complaint Procedures).