

Tallgrass Animal Acupressure Institute

Course Catalog



Volume No. 1

April 2008

Tallgrass Animal Acupressure Institute

Tallgrass has served the human and animal community for almost 20 years through acupressure manuals, meridian charts, videos and extensive Hands-on and Online training programs. We are constantly expanding our programs and products to increase everyone's knowledge of acupressure and other forms of energetic medicine. Our intent is to provide the best learning tools and training programs to give animal guardians, trainers, and healthcare practitioners access to this powerful healing modality.

The goal of practicing acupressure is to restore, replenish, and maintain the natural harmony and balance needed in animal and human bodies to create optimal health and well-being.

Conventional western and eastern medicines' scientific studies and clinical observation have:

- Proven that acupressure can:
- Relieve muscle spasms
- Build the immune system
- Benefit chronic health issues
- Strengthen muscles, tendons, joints, and bones
- Balance energy to optimize the body's natural ability to heal
- Release natural cortisone to reduce swelling and inflammation
- Release endorphins necessary to increase energy or relieve pain
- Enhance mental clarity and calm required for focus in training and performance
- Resolve injuries more readily by increasing the blood supply and removing toxins.

Tallgrass Animal Acupressure Institute, hereinafter referred to as the School) offers the finest and most comprehensive training in Traditional Chinese Medicine, Acupressure, and massage for student training and is staffed with qualified, approved instructors.

The school is owned by Tallgrass Publishers, LLC of Colorado. The managers of the school are Nancy Zidonis and Amy Snow.



<u>Table of Contents</u>	<u>Page</u>
Introduction	1
Attendance Requirements	6
Class Schedules	5
Conduct Policy	7
Dismissal	7
Educational Services	5
Enrollment Procedures	6
Entrance Requirements	6
Facilities	7
Grading System/Progress Reports	7
Placement Assistance	6
Postponement of Start Date	6
Previous Credits	7
Programs & Courses	3
Progress Policy	6
Refund Policy	10
Student Complaints	9
Student Grievance Procedure	8



The Faculty Member of the School include:

Amy Snow, Instructor of Advanced Courses

Nancy Zidonis, Online Course Development and Management

Kim Bauer, Instructor of Introductory and Intermediate Courses

Dr Turie Norman, Instructor of Acupoint and Landmark Anatomy

Marie Soderberg, Instructor of Essential Oil and 5-Element Courses

Programs Offered - Practitioner & Certification Program

Equine or Small Animal Acupressure Certificate Program 270 Hours

Occupational Objective: The graduates would be able to acquire an entry-level position in Equine or Small Animal Acupressure or Massage or start their own business.

Welcome to Tallgrass Animal Acupressure Institute; we are glad you are interested in offering animals a balanced, healthy life – the animals will be happy, too!

Whether you are interested in taking care of your own horses, dogs, and cats or you are considering animal acupressure as a career, we look forward to sharing one of the most deceptively gentle, safe, non-invasive, and extremely powerful ancient healing arts that has been used for animals for 1000s of years.



Everyone can participate in any of the Tallgrass courses to learn what they want to learn about animal acupressure. For participants selecting to become certified animal acupressure practitioners we offer a comprehensive 270 Learning Unit program, or 148 Continuing Education Hours through the National Certification Board for Therapeutic Massage and Body work (NCBTMB). There are a series of five Hands-On and five Online Courses available for self-directed study. Please go over the following explanation of how a participant can effectively proceed in acquiring Practitioner Certification.

Practitioner Certificate Program

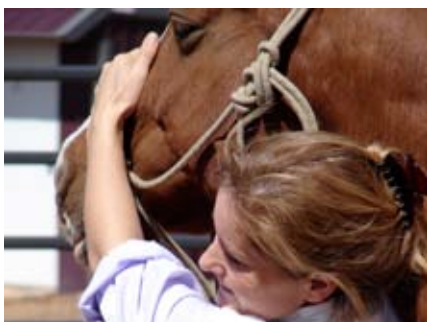
Hands-On Introductory Courses:



Introduction to Acupressure–Equine or Small Animal

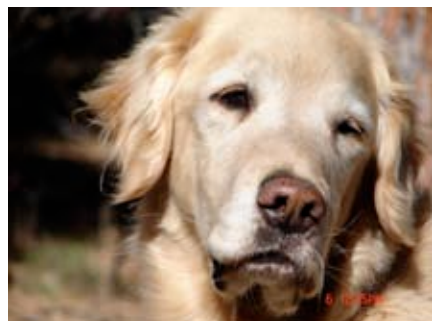
2 Days / 30 LUs or 16 CE hours/ No prerequisite

This course offers you the ability to perform a complete acupressure treatment protocol and an understanding of the Traditional Chinese Medicine (TCM) concepts and theories underlying acupressure. Since Acupressure is based on TCM, we will explore this ancient science and guide you in learning how to help your animals feel their best. There are no prerequisites to this course. The Introduction to TCM & Acupressure covers:



Awakening Healing Energy Exercises

- Traditional Chinese Medicine concepts and theories
- Understanding the Nature of Horses, or Dogs and Cats
- Sharpening Observation Skills
- Complete Hands-on Acupressure Treatments
- Introduction to Discerning Patterns of Disharmony
- Point Work Techniques
- Overview of the Meridian System & Meridian Theory
- Association and Source Point Function and Use
- Specific Key Acupressure Points



Introduction to Five-Element Theory – Equine or Small Animal Acupressure

2 Days / 30 LUs or 16 CE hours / No prerequisite

This course introduces participants to the basic concepts of Traditional Chinese Medicine (TCM) using the Five-Element Theory as the basis of selecting acupressure point combinations. Participants will learn how to perform an acupressure treatment, specific condition treatments, plus the function and location of other key acupressure points. After taking this 2-day course, you will be able to offer your horse, dog, or cat acupressure treatments to help him maintain the best of health and spirit. There are no prerequisites for this course. Introduction to 5-Element Theory & Acupressure includes:

- Healing Energy Exercises
- Overview of Traditional Chinese Medicine (TCM)
- Understanding of Acupressure Concepts and Theory
- Introduction to Balancing Energy
- Meridian Theory
- Analytic methods of observing the horse and its environment
- Hands-on experience in performing a complete treatment
- Point Work Techniques
- Association Points Location and function
- A 5-Element point selection technique using Command Points

There are Three Required Intermediate Courses:

- **2 Online Courses include – Meridian Theory and Acupoint Classifications** – these courses provide you with the in-depth theoretical base that you need to understand the functions of the meridians and how to use acupoints which is your TCM tool box.
- **The Intermediate Hands-On Course is: Meridians & Specific Conditions** – this two-part course is designed to reinforce all the theoretical knowledge you gain from the introductory courses with hands-on practice with horses and small animals. We trace each of the 12 major meridians and 2 extraordinary vessels in detail and locate many specific acupoints used for specific common conditions. This course brings everything together to create a conceptual and practical application whole.

Two Advanced courses are required for the Practitioner Certificate Program:

- **Online and/or Hands-On: Canine or Equine Landmark Anatomy and Acupoint Energetics – (Note: Hands-On courses are only offered in the USA)** This course includes the Online Course, a DVD and a written manual so that you will be able to review point locations any time you feel the need. The course covers basic anatomy with an emphasis on point location, function, and energetics.
- **The Hands-On Course is – Indicators & Assessment** where you will learn more techniques for assessing the animal's condition. As a Practitioner, you will need to be able to identify patterns of disharmony and be more knowledgeable and efficient in your point selection.

1-Day Practicum:

This is the culmination of the Practitioner's studies. As the final step to becoming a Tallgrass Animal Acupressure Institute Practitioner Certificate Program Practitioner, each participant is required to sit for a **1-day Practicum** which includes a written and a Hands-On portion. We need to know that you have learned enough to offer competent animal acupressure sessions. Participants receive a review study sheet prior to taking their examination. As an Animal Acupressure Practitioner, you are part of this pioneering effort to bring acupressure to animals. The more we all know the better for the animals.

School Calendar:

Online courses are available to students at any time throughout the year. Students work at their own pace and it is suggested that students complete each online course within a 90 day timeframe.

Hands-on courses are provided throughout the year in Colorado and other locations across the country. Please see the current Tallgrass Animal Acupressure Institute Training Schedule for class dates.

Program / Course Costs: Educational Services

Equine or Small Animal Acupressure Program - Hands-On Courses

Each course is paid for separately at the time of enrollment into that course. The fees for each course are noted below. Fees are the same for either the Small Animal or Equine Program.

Course / Fee	Registration	Tuition/Fees	Books/Supplies
Introduction to Acupressure 2-day course, final exam & 4 case studies	\$140	\$200	\$45.95
Meridians & Specific Conditions 1 & 2 4-day course, final exam & 8 case studies	\$275	\$400	\$53.50
Acupoint Energetics and Landmark Anatomy 2-day course, final exam	\$165	\$200	-0-
Indicators & Assessment 2-day course, final exam	\$150	\$200	-0-
Study & Business Day 1 day course	-0-	75	-0-
Practicum 1 day exam	\$100	\$175	-0-

Equine or Small Animal Acupressure Program - On-Line Courses

Each course is paid for separately at the time of enrollment into that course. The fees for each course are noted below. Fees are the same for either the Small Animal or Equine Program.

Course / Fee	Registration	Tuition/Fees	Books/Supplies
Overview of Traditional Chines Medicine 5 day course 8 lessons, quizzes & final exam	-0-	\$260	-0-
Meridian Theory 5 day course 8 lessons, quizzes & final exam	-0-	\$260	-0-
5-Element Theory 5 day course 8 lessons, quizzes & final exam	-0-	\$260	-0-
Acupoint Classification 5 day course 9 lessons, quizzes & final exam	-0-	\$260	-0-
Acupoint Energetics and Landmark Anatomy 5 day course 16 lessons, quizzes & final exam	-0-	\$365	-0-

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students must have a high school diploma or equivalency diploma to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test approved by the Colorado Department of Higher Education. The school does not administer the test, but will provide information on availability when requested.

Enrollment Procedures

Prospective students may enroll anytime. Late enrollments will be accepted only one week into the course, depending on length of the course.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate 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 concerning the Private Occupational Education Act of 1981.

Placement Assistance

Tallgrass Animal Acupressure Institute offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 95% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 80%.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Progress Policy

Students must maintain an 90% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

Grading System

95 – 100 = A	Excellent
85 – 94 = B	Above Average
75 – 84 = C	Average
65 – 74 = D	Below Average
Under 64 = U	Unsatisfactory

Every six weeks, progress reports with grades will be issued to students throughout the program. Students enrolled in short-term courses will be issued grades at course end. Also, students may view their grades online at their convenience.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Facilities

The school is located at 4559 Red Rock Dr, Larkspur, CO. Our classrooms are furnished with modern equipment. Computer programs, charts, diagrams and videos to enhance classroom activities are available. Developmental study and career assistance are available to students. Our larger class equine and canine site in Larkspur, CO at 5567 S Perry Park Rd, Sedalia, CO 80135.

Previous Credits

Credits from another institution will be evaluated on a case-by-case basis. Tallgrass Animal Acupressure Institute does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.



Grievance Policy

A student who has a question or concern about a decision, act or omission of a member of the staff of the Faculty of Tallgrass Animal Acupressure Institute that affects their academic experience should follow the steps set out below.

Stage 1 - Informal discussion with person(s) directly involved You should first approach the person(s) directly involved as soon as possible to discuss any question or concern. For example, you might approach your:

- Course Instructor for an explanation of a mark awarded for an assessment task;
- Course Instructor where there is an issue or concern about supervision;

You might then seek advice informally from other appropriate persons in the Faculty.

Stage 2 - Formal grievance resolution by Faculty Where an issue or concern is not resolved informally by directly approaching appropriate Course Instructor under Stage 1, you may take the following steps to have the matter formally resolved.

Step 1

You may refer matter, in writing, to the Program Supervisor. Your written statement should include:

- your name and contact details;
- the nature of your grievance, any specific issues involved and the form of resolution that you are seeking;
- be lodged with the Program Supervisor within twenty-one (21) days of the decision, act or omission about which you are complaining or of receiving your mark for an assessment task or a final result or grade awarded for a subject.

(if unresolved)



Step 2

You may refer the matter, in writing, to the Director of Student Activities within fourteen (14) days of receiving a response from Instructor.

Note: If a person specified in one of these steps is involved in the grievance, the matter will be referred directly to the next specified person.

Stage 3 - Referral to In State Agent If the matter is not resolved by the Faculty under Stage 2, you may refer the matter, in writing to the In State Agent for consideration within fourteen (14) days of receiving your final response from the Faculty. The Dean of Students may:

1. refuse to take the matter further if there are insufficient grounds for the grievance;
2. conciliate the matter; or
3. decide whether the Faculty has failed to observe “due process” in dealing with the grievance.

“Due process” means your procedural rights under this or other policies, your right to be given a fair hearing and your right to have your case decided by someone who is not biased.

Where the In State Agent decides that the Faculty has not followed due process, she may decide to refer the matter back to the Faculty for reconsideration of the matter or make a decision regarding the matter.

Stage 4 - Appeal to Academic Grievance Committee

After you have gone through the processes explained above, you may appeal to the Academic Review Committee if you believe that there has been a failure to follow due process in Stages 2 or 3, or relevant new or additional information is available to you.

You must lodge your appeal in writing with the In State Agent within fourteen (14) days of receiving written notification of the decision. The In State Agent will either: refer the matter to the Academic Review Committee where the appeal is based on lack of due process; refer the matter back to the Director of Student Activities where the appeal is based on relevant new or additional information; or refuse to take the matter further where the appeal is not based on lack of due process.

Where the Academic Grievance Committee hears the matter and decides that the Faculty or Director of Student Activities has not followed due process, it will generally refer the matter back to the Faculty or Director of Student Activities for reconsideration. The Committee will not reconsider the matter itself.

Student Complaints

Student Complaints should be brought to the attention of the School Director to attempt resolution. The Director and student are to follow the grievance procedures according to school policy printed in the school catalog. If satisfactory resolution cannot be reached between the student and the school, the student may file a written complaint online with the Colorado Division of Private Occupational Schools at www.state.co.us/dpos or by requesting a complaint form at (303) 866-2723. All student complaints submitted to the Division must be in writing and shall be filed within two years after the student discontinues training at the school.

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

