



School Catalog

Student Handbook

Catalog Year: 2022-2023

Langley Equine Studies
19601 Rd. F.4 NE
Soap Lake, WA 98851
509-246-8053

langleyequinestudies@outlook.com

www.langleyequinestudies.com

Licensure: Langley Equine Studies is licensed under Chapter 28C.10 RCW.

Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board
128 – 10th Avenue Southwest
Box 43105
Olympia, Washington 98504

360-709-4600

Web wtb.wa.gov

E-mail: workforce@wtb.wa.gov

Catalog Certified by: Mary Lou Langley

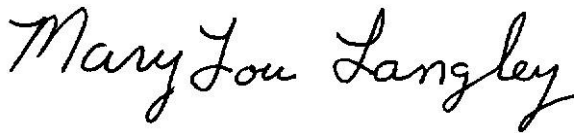
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Date 08/01/2022

Mary Lou Langley

Signature

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Mission Statement

Langley Equine Studies is dedicated in providing the highest quality, learning opportunity, in the field of equine massage and alternative therapies. This educational institution will provide a diverse curriculum promoting learning inside and outside the traditional classroom. We ensure competency and excellence, instilling with passion the ability to improve the well-being of our equine clients. Our mission is to teach with integrity a wealth of knowledge and experience in equine therapeutic practices and equine self-enrichment classes. We endeavor to provide the structure, inspiration and empowerment of our students in their career and personal goals.

Introduction and Educational Philosophy

Langley Equine Studies is a school dedicated to excellence in the field of equine massage & body-works, including alternative therapies. Our students will discover an abundant education, which is rich in the sacred art of healing, body, mind and spirit. We provide an enriching authentic educational experience that will not only change the lives of your clients but yourself too.

The courses are well proportioned, combining a solid base in theory and practice, with many hours of supervised hands-on training available. Video demonstrations are provided weekly for online course. You will receive a practical, unique, efficient and diverse education. We will equip you with the skills necessary for a successful career. Our curriculum is developed to be all-inclusive, meaning we don't hold anything back, you get it all in one course with no need to take numerous other courses. No other program equals the education you will receive at LES. We strive to prepare graduates to maintain a successful career by utilizing proper body-mechanics, master time-management, goal-setting strategies and healthy positive lifestyle choices. We instill ethical practices and teach our students to believe they can prosper.

The therapeutic approach taught at Langley Equine studies begins with the foundation of "Swedish Massage" (the same techniques that are taught in human massage colleges), a combination of Myo-fascial Release, Neuromuscular, Structural Re-integration and Acupressure modalities. Functional anatomy, equine movement, pathophysiology of pain, fitness, pathology, safety and fitness are also taught in our all-inclusive programs. At Langley Equine Studies you will learn everything you need to know to successfully navigate your private practice. The courses at LES begin with foundational massage, rehabilitative modalities and progresses to energy techniques including E-stim, light and magnetic energetic theories.

A successful equine massage therapist, wanting to start and grow an equine massage practice, must be confident and communicate with equine professionals. Graduate's need to be able to evaluate a horse and effectively treat the animal, so that the animal's owner has no doubt in the effectiveness, value and benefit that the techniques performed.

School Objective

To offer course studies for the vocation of Equine Massage Therapist. EQMT 100 and EQMT 300 Programs will provide certification and or licensing opportunity for students seeking to enter the equine massage vocation, with a WA State "Large Animal Endorsement" from the Department of Health Board of Massage. All other "Enrichment" classes are for the furtherance of equine continued education in adjunct therapy.

Non-Discrimination Statement

The school does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability.

Performing equine massage techniques is a physically demanding profession and the student does need to be physically capable of such lab ours work.

Religious Accommodation

Langley Equine Studies will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITES POLICY

Langley Equine Studies will make reasonable accommodations for students with disabilities. The purpose of accommodations is to provide equal access to educational opportunities to otherwise qualified students with disabilities.

It is not intended that academic standards be lowered or essential elements of programs or courses be changed, and accommodations are not intended to ensure a satisfactory or desired grade or evaluation. In determining reasonable accommodations, consideration will be given to the student's documented needs, essential elements of the involved courses or school activities, and institutional resources.

Academic accommodations may include modifications in the classroom, in assignments, and in the method, tests are administered. Non-academic accommodations may include modifications and assistance relating to physical accommodations in the lecture hall and mobility and access to campus buildings. Accommodations are granted in response to student requests on the basis of determined need and documentation of disability.

Eligibility:

In order to be eligible for accommodations for disability, a student must:

1. Have an identified disability as defined by the Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).
2. Submit a written request for accommodations in a timely manner.

3. Submit appropriate and adequate documentation of disability.

Documentation must be provided by a professional qualified to evaluate disabilities, in the areas related to the student's condition. Vague and/or short statements of diagnosis (e.g., by a physician for ADHD) are not sufficient. Information provided by the student, or others might be helpful supplementary information, but it does not constitute documentation of disability.

Documentation must be on the professional's official letterhead with date and signature.

Documentation must be recent enough to establish that the condition is still present and to reflect current impairment and needs.

Organizations that accredit the school: Accreditation N/A

Personnel and Licensure

Name of School: Langley Equine Studies

Physical Address of School: 19601 Rd. F.4 NE Soap Lake, WA. 98851

Address of Administrative Offices: 19601 Rd. F.4 NE Soap Lake, WA. 98851

Hours of Operation: Monday –Friday 9am -5 pm

Governing Board- Names and Qualifications of Faculty Instructors:

Owner, Administrator and Instructors:

Owner: Mary Lou Langley

School Director: Mary Lou Langley

Administrator: Mary Lou Langley

Instructor – WA. State Licensed Massage Therapist Mary Lou Langley

School Certifying Official(s)- Mary Lou Langley 509-246-8053 langleyequinestudies@outlook.com

Description of Support Services:

LES strives to assist students in their growth and development by constructing meaningful educational plans which are compatible with their life goals. It is a continuous and consistent process which is built upon the basis of frequent, accumulated personal contacts between advisor and advisee.

Academic Advising: Mary Lou Langley 509-246-8053 langleyequinestudies@outlook.com

Counseling Services: Mary Lou Langley 509-246-8053 langleyequinestudies@outlook.com

Financial Aid: N/A

Placement Services: N/A (self-employment)

Mary Lou Langley is a WA State Licensed Massage Therapist. Her license includes human and large animal endorsements. Initial license issued 03/18/2011.



She is a graduate of Aspen Equine Studies, in Colorado in 2004 and Sage Academy of Massage & Body Work (human massage college in Moses Lake, WA.) in 2010.

She holds “Certifications”, in equine micro-current stimulation, myofascial release, equine body-work and deep-tissue.

Mary Lou served as a 4-H leader for over 10 years. Was the founder and head coach for WA State High School Equestrian Team - Grant County -Smokiam Team for five years.

She has served at youth camps, instructing equine science for many years. She has also been a teacher’s assistant at Sage Academy of Massage & Body Works, for three years.

Mary Lou has been legally blind since 1998. Her disability in no wise inhibits her ability to instruct. In fact, her disability enhances her “touch” senses equipping her with sensitive tactile skills. She currently, is still riding horses and operates successfully her own

massage practice for people and horses.

Description of Courses

EQMT (Equine Massage Therapist) Classes are offered in 100 or 300-hour course of study (as per WA State laws).

The 100 and 300-hour classes are a full-body massage approach specializing in traditional “Swedish” Massage techniques and is not limited to a “Sports” massage routine only. Sports massage is taught in the course but is not a singular emphasis.

Langley Equine Studies specializes in foundational massage, rehabilitative care, compensation patterns, myofascial release, structural integration and neuromuscular body work.

The 300-hour course is an in-depth comprehensive class, fast paced, extensive study in anatomy & physiology, kinesiology, pathology and theory and practice, requiring considerable effort, time and dedication. A student needs to be self-motivated and be able to manage their time to study independently.

Courses are available in two formats:

1. On-campus: Lecture and hands on training. This is a one day a week schedule in addition to assignments to be completed by students at home on their own time.

2. On-line: via the internet on the Langley Equine Studies web site, enrollment is year-round. This class utilizes weekly lesson plans and is time sensitive. WA State residents are required to attend practical hands-on hours, as per State laws to fulfill hands on hours. Out of State student’s whose own States do not require licensing and or mandatory hands-on hours are not subjected to Lab -101, these students will receive hands on instruction via video. For “Out of State” students who desire the one-on-one live instruction, then the lab is an extra option.

If students want to qualify for the “National” NBCCAAM certification, then the hands-on hours are necessary to fulfill that requirement to sit for their exam.

Educational credential awarded upon completion of program is a certification.

EQMT 100 classes are for licensed human massage therapist, who wants to add “equine” massage to their existing license. EQMT 100 is a 100-hour course of study.

WA State Students: On-line includes 10 weekly lessons (50-Hours) + (50 hours hands-on live instruction either in person or via video).

Out of State Students: On-Line students from States that do not regulate equine massage, includes 15 lessons and how to videos (doesn't require “Lab”, but it is highly recommended. Students will need to be able to send video representation of their massage skills to instructor through-out course, for practical evaluation.

EQMT 300 classes are for students who do not have a current human massage license. This is a 300-hour course including 40 weekly lessons. The lessons are arranged in 4 quarters, 10 lessons per quarter, which is one lesson per-week for 10 weeks.

WA State Students: On-line students are required to perform 50-hours of hands-on training with instructor either in person or via video.

Out of State Students: On-Line students from States that do not regulate equine massage, includes 40 Lessons and “how to” videos. This option doesn't require Lab-101 but it is highly recommended.

On-line students will be required to send video representation of their massage skills to instructor each quarter for practical evaluation.

Online students will be provided weekly lesson videos of hands-on training to cover required subject matter of Theory & Practice, Behavior & Handling, Safety and Advance Techniques. These videos consist of live footage of Mary Lou Langley LMT demonstrating and instructing the hands-on portion of the On-campus class with actual students.

LAB -101 (50 Hours Hands-on) These hands-on hours are required for WA State students in the On-line classes. Or for any therapist who wants more live one on one instruction, or even as a refresher course. Topics covered in this lab are behavior & handling, safety, first-aid, theory & practice foundational “Swedish” massage techniques, proper body-mechanics, kinesiology, anatomy & physiology, gait analysis, conformation, palpation, business practices and record keeping.

LAB-102 Advance Technique Lab (50-Hour Hands-on) Prerequisite is Lab 101. This Lab is for therapists, who need the additional CE hours to qualify for NBCAAM. National exam requires a minimum of 200 hours in animal massage and 50 of those hours need to be hands-on. This lab is also a great CE class for therapist wanting to learn advance techniques; myo-fascial release, structural integration, acupressure, muscle testing, micro current stimulation and red- light therapy.

Note on “LABS” WA State & NBCAAM requires hands on (live) instruction. Students that are from States, that do not regulate by law equine massage therapy, nor require hands on hours, it is not mandatory for these students to participate in the 50- hour hands on labs, although the Labs are highly recommended for students who can travel to the LES Campus.

Washington State Regulations for Equine Massage Licensing

Students who want to practice in the State of Washington, need to be aware that WA. State requires a licensure, “Large Animal Endorsement”, from the Department of Health, Board of Massage and the course of study being instructed must be from an approved WA State school.

Each State’s laws governing equine massage differ therefore out of state students need to be aware of their states regulations. WA State requires current WA State Licensed Massage (human) Therapist (LMT), wanting to add the “Large Animal Endorsement”, to their existing license, to receive 100-hours of equine massage course of study. Students who do not have a human license (LMT), need to take the 300-hour course of study.

Steps in obtaining a license to practice in WA State:

1. Attend and graduate from Langley Equine Studies
2. Pass the NBCAAM exam (National Board for Certification of Animal Acupressure & Massage). The NBCAAM is a Washington State prerequisite to apply for your license and a graduation requirement at Langley Equine Studies.
3. Apply and obtain your license/certificate from the DOH Board of Massage. The Board of Massage application also requires an applicant to take an HIV course and pass their jurisprudence exam.

Description of Facilities

Langley Equine Studies is located in Eastern Washington, centrally located in the Columbia Basin, approximately 25-miles north of I-90 from Moses Lake. Campus is approximately five miles east of the city of Soap Lake, WA. The campus utilizes a twenty acres equestrian facility, including a lecture room with internet service, an in-door barn with work stations for hands-on practical training and lecture, utilization of two out-door arena’s a 90 x 200 foot and a new arena built in 2019 143’x140’ which is easy access from the barn. The campus has a 4-acreage park for students to utilize during break time. Unisex lavatory is located near barn area. There is ample parking available in a well-lighted parking lot.

Equipment Used for Training:

Langley Equine Studies utilizes live equine subjects, DVD’s, media resources, video, posters and the internet. A large white board is used with projector for lesson material display.

Class Size:

The On-campus maximum class size is ten. Student/teacher ratio is 10 to 1. Average student to teacher ratio 2015-2020 has been 4/1.

Admission Procedures and Requirements

Students must possess a High School Diploma, a General Education Development (GED) Diploma, “Ability to benefit” or standard test; standards (see WAC 490-105-140).

- Students must be 18 years of age or older and or a high school graduate. Student must be physically able to perform the mechanical attributes of animal (equine) massage.
- Students must speak and read English
- Submit written school application form and tuition contract

- On-campus applicants will attend admission interview
- Pay \$100.00 application fee
- Submit 2 third-party personal letters of recommendation
- Submit a statement of professional goals
- The school will provide the student a copy of the signed enrollment agreement.

If tuition is not paid in full at beginning of course, student must show proof of ability to pay, according to the agreed upon tuition contract per student enrollment application form. All tuition balances are due and payable prior to each quarter and or graduation.

Tuition Contract: Monthly or quarterly payments for the length of the program are not assessed an interest charge. Monthly payments are due upon agreed date as stated in the enrollment application contract, if payment is not met in a timely fashion, exclusion from class will be imposed.

Payments accepted cash, checks or credit card.

Student loans with the bank must be satisfied regardless of the success or lack of success at Langley Equine Studies, LLC. When a student is given a loan, he or she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

Important note: In order, to accommodate students with diverse, educational, professional backgrounds and equine experience, students may be subject to required tutorials and hands on labs in order emphasize safety, (teacher's discretion). Students must be comfortable working around horses; prior equine experience is recommended but not necessary.

Program Costs & Fees: **Application fee:** \$100.00

Course materials & books: \$500.00

TUITION

EQMT 100 Programs:

EQMT 101: On-Campus - \$ 2900.00 (one day a week class)

EQMT 102: On-line: \$2750.00 (includes practical's)

EQMT 300 Programs:

EQMT 301: On-Campus - \$ 8445.00 (one day a week class)

EQMT 302: On-line - \$8245.00 (includes practical's)

LAB -101 (50-Hours) Hands-on \$1250.00

LAB – 102 Advance Technique Lab (50-Hours) Hands-on \$1350.00

Financial Aid: N/A (Federal financial aid FASA is not awarded)

Credit for student's previous training: N/A

Enrichment Programs & Alternative Therapies Classes, tuition is listed in Academic Calendar and Class Schedules pages.

Attendance Requirements / Policy

Student on-campus attendance records are recorded at the beginning of each class. Records are available for student review upon request.

Unsatisfactory Attendance: Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. A student who has greater than 20 percent absences will have his or her case reviewed by the school director with the likelihood of being dropped from the program. Attendance is assigned 5% of each quarter grade.

Appearance: All students must come to class having good hygiene and wearing appropriate and comfortable attire. Students must wear boots or proper shoes when at barn around horses. When working around horses no flip-flops, sandals or spurs will be allowed.

Tardiness: Developing good *work ethics* is an important part of the training at Langley Equine Studies. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness. Tardiness will have to be made up and arrangements made with instructor. Making up missed hours will be charged a fee of \$30.00 an hour.

1 to 15 minutes late will be counted as 15 minutes late
16 to 30 minutes late will be counted as 30 minutes late
31 to 60 minutes late will be counted as 1 hour late

Absences – are only excused in the on-campus class with prior approval.

Code of Conduct

The following conduct is unacceptable and will not be tolerated:

All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.

Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.

All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud are grounds for dismissal.

Students who intentional disrupt (interruptions) or obstruct teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities are grounds for probation.

Theft or damage to the school premises or damage to the property of a member of the school community on the school premises is grounds for dismissal.

Violation of Washington State laws on school premises; this includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.

Cell phone use is not permitted during class time.

Conditions for Dismissal

- *Not adhering to the school's rules, regulations, policies, and code of conduct
- *Missing more than 20 percent of instruction time
- *Not maintaining the minimum grade point average of 75 %. A passing grade on tests and finals is also a 75%
- *Not meeting financial responsibilities to the school
- * Conviction of any crime
- *Physical or mental health conditions that jeopardize the success of the school or well-being of students.
- * Behavior; disrespectful and discourteous that is harmful to self or others.
- * Alcohol and drug use possession, or distribution

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. Prepaid tuition will be refunded according to the school's refund policy.

Probation

Students may be placed on academic probation for an unsatisfactory level of performance. Prior to any probationary actions, the School Director/Instructors will meet with student to discuss and outline specific steps to remedy the situation.

Student Complaint/Appeal Process

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director.

The written request should include the following information:

1. Student's full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates submitted in-which the student would be available for a meeting with the school director.

These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and / or appeals.

The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.

"Nothing in the dismissal policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint."

Performance Standards and Student Evaluation Policy

Student Evaluation:

A quiz/test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired.

Exams are given every 4 lessons and one final each quarter. A mid semester final is given at the end of 2nd quarter. Students will be required to achieve a passing grade on the two exams and final prior to proceeding to the next quarter.

Students should make arrangements for additional practice, independent study, or tutoring. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

Grades will be calculated with the following formula:

Grading System:	90-100 %:	A	Excellent
	80-89 %:	B	Good
	70-79 %:	C	Average
	60-69 %:	D	Poor

Quarterly GPA is a weighted grading system: In consideration to attendance, performance, home-work assignment completion, quiz, exam's, practical and other labs.

A passing grade on tests and finals is a minimum of 75%.

Hands on Practical "LAB" score (75% or better is a pass). 75% score is required or additional hands-on testing will be imposed.

Langley Equine Studies has a high standard of excellence; there-fore the quarterly and year-end GPA of 75% is required for course completion and graduation. If the minimum GPA is not acquired a make-up final or additional work will be imposed at the discretion of the instructor or school director. Make-up work is not a guarantee and therefore should not be assumed that it is easily offered. Successful students report that 5-10 hours of dedicated self-study in home-work assignments each week is an average to be expected for out of class time study.

Method of calculation:

Step one - Count up the number of questions that appear on a homework assignment or test/ quiz, if each question is worth the same point value. If the questions have different point values, such as essay questions worth more than true or false questions, then add up the total number of points available on the homework assignment or test.

Step two - Add the number of questions or points missed

Step three - subtract that number from the number of questions or points available.

Step four - Divide the number that you got in Step 3 by the number you got in Step 1.

Step five - Multiply the number you got in Step 4 by 100 to get the grade percentage of that particular homework assignment or quiz/test. Assign a corresponding letter grade to the grade percentage that you got in Step 5 by using the typical grading scale.

Incomplete Grade Policy

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students don't turn in work or don't take tests. If a student does not make arrangement to take missed tests, a failure grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination.

Probation for Below Average Grades

Students who fail to maintain the minimum grade point average of 75 percent either for exams, finals and which is required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance. The in-school instructor hours will be assessed an hourly fee or \$30.00

Students unable to increase their grade point averages may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

Make-up Work

Lessons and /or assignments missed due to absences must be made-up within five business days of returning to school. Students should meet /contact with their instructors to get missed assignments.

Graduation Requirements

1. Grade point average 75% or higher.
2. Satisfactory completion of all required class work assignments
3. Demonstrate proficiency in bodywork technique
4. Complete total number of hours of core curriculum
5. Pass all "Final" Exams including the year-end "practical" with a 75% minimum
6. Washington State resident students are required to take the NBCAAM. Attempting this exam is a graduation requirement and LES highly suggest taking it while in 4th quarter prior to graduation. This opportunity for a transcript for the national exam is given to diminish the entrance of illegal therapist entering the work force in WA State. Passing the NBCAAM is a prerequisite and an eligibility requirement by the WA State DOH Board of Massage to obtain your endorsement. Langley Equine Studies is ethically bound, to produce qualified and legal therapist in the State of WA.
7. All tuition and fees paid in full
8. All borrowed material returned

Upon the successful completion of the above listed requirements the student will receive his/her certification of completion. This certificate is not a license to practice in Washington State. Any students who proceed to practice

in the State of WA without obtaining their license to practice, may be subjected to reporting to the State as an illegal therapist.

Certification: Credential Awarded

Graduates of the equine massage programs are awarded the LAMT (Large Animal Massage Therapist) Certificate of Achievement, specializing in equine massage therapy.

This certificate is not a license to practice in WA State.

Student Records

Attendance: On-campus student attendance records are recorded weekly. Records are available for student review upon request or at the end of each quarter's progress report.

Transcript: Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time. Student records will be maintained by the school for 50 years (Note: 50 years is mandatory) or until the school closes. If the school closes, records may be forwarded to the Workforce Training and Education Coordinating Board.

Progress Reports: Student progress reports will be presented to each student at the end of each quarter. In the EQMT 301 On-campus class, that report is in writing with GPA based on two tests, one final, attendance, performance, conduct and any hands-on testing. The on-line classes via the Langley Equine Studies web site will function via the Moodle software program that monitors each student's progress electronically. Progress reports for the EQMT 101 class will be presented at end of the first 10 lessons, consisting of two exams, attendance, performance, conduct and any hands-on testing. An end term report will be given after completion of 15 lessons, which will consist of a total of three exams and one course final for their course GPA.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more information see:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Cancellation and Refund Policy

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The registration fee is refundable under certain circumstances. (WAC 490-105-130)
2. The school must refund all monies paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the school.
3. The school must refund all monies paid if the applicant cancels within five business days (excluding Sunday and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.

The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100.00, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.

When calculating refunds, the official date of a student’s termination is the last day of recorded attendance: When the school receives notice of the student’s intention to discontinue the training program; When the student is terminated for a violation of a published school policy which provides for termination; or, when a student, without notice, fails to attend classes for 30 calendar days. All refunds will be paid within 30 calendar days of the student’s official termination date. Students who withdraw from the program may be able to sell textbooks back to the school if they are in new/excellent condition

If training is terminated after the student enters classes, the school may retain the registration fee established, plus a percentage of the total tuition as described in the above table.

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

Withdrawing from School Policy

Student’s must prepare a written notification and submit it to the school director. This document must contain the student’s name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

Re-entry Policy

Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial negligence, it may be possible to re-enter within the same school term.

In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then re-enter the school.

In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before re-entering the school. The decision of the director is final and the student will receive a letter within five business days stating the decision.

Leave of Absence

In the case of emergencies only, requires a written request submitted to Director/Instructor. All missed assignments must be made up.

Job Placement Assistance: N/A -Vocation is “self-employment”.

Academic Calendar and Class Schedules

Holidays: The following holidays will be observed and classes will not be held: New Year's Day, Independence Day, Memorial Day, Labor Day, Thanksgiving and Christmas. Holidays are not counted as part of the contracted time schedule. The total hours of each program vary and are dependent upon the curriculum.

Business Hours: are from 9 a.m. to 5 p.m. Monday through Friday.

Clock Hours: An hour of training is defined as fifty minutes out of a clock hour of actual instructional time. Students need to plan to study outside of class a minimum of 5-10 hours a week to complete reading assignments and practical experience.

Classes are scheduled Monday through Saturday and are as follows: Specific start - end dates and clinical days see appendix A.

Equine Massage Therapist 100-Hour Courses

Classes

EQMT 101: On campus Length 4 months, (Day) class Mondays 9am-3:30 pm. This class will be offered twice within a calendar year.

EQMT 102: On Line

Via LES web site. Enrollment is available year-round

WA State students are required to attend hands-on hours for practical experience on-campus, for 6 days, 8 hour a day.

Equine Massage Therapist 300-Hour Courses

Classes

EQMT 301: On Campus

Length 9 months - September – May annually.

Day Class: Class is on Tuesdays from 9am-4:30pm.

Due to weather restrictions an additional day (normally a Saturday) may be added.

EQMT 302: On Line:

This class will be offered year-round via the Langley Equine Studies web site (with open enrollment). Designated days are set through-out the year for completion of the hands-on training that is necessary for WA State students.

Enrichment Programs & Alternative Therapies

Objective:

LES objective is to provide equine massage therapist an education in complimentary therapies. To provide workshops & clinics that offers a variety of equine therapies. Our goal is to promote healing, balance and rehabilitation

to our equine clients. To demonstrate these alternative techniques that is safe, effective and legal. To assist and accelerate body work, which benefit the healing process in treating horses for maintenance, injury prevention and recovery. These therapies are useful by facilitating healing of injuries, improve performance, provide pain relief, and soothe sore muscles.

Alternative Therapy Program Description

We offer a variety of treatment techniques, which can be used by equine therapists, horse owners and trainers to decrease pain, inflammation, and treat muscle strains. We provide an economical educational opportunity that establishes a solid basis, for therapy skills for starting (or improving) an equine therapy business. We ensure a positive learning environment that respects the scope of our practice.

These clinics also count for CE hours.

Clinics:

The courses are beneficial for professional practitioners or individuals who simply want to establish and maintain their own horses. "Certification": are available for students who want to enter equine therapy as a vocation.

Class Description & Schedule:

Clinics are offered in a combination of 1 or 2-day sessions. classes are available upon request. Check the LES web site for most current available dates.

Clinics will be offered on an as needed basis, 5-student minimum for on-site clinics. All clinics and courses offered, involve Q & A discussions, lecture and testing in the class-room and hands-on sessions in the barn.

A topic primer and or clinic book are provided. One day of training is between 4-6-8 hours, depending on class. Students will be practicing on live equine subjects. Courses and clinics are held at the Langley Equine Studies Campus Facility unless hosted by another stable boarding facility.

Instructor:

Mary Lou Langley LMT (Licensed Massage Therapist) and "Large Animal" WA State DOH Endorsement, has been aiding in the healing of horses with massage/body work, micro-current stimulation, red light and other various modalities starting in 2003 to present.

Micro-Current Stimulation for Horses -

Objective: This course covers how to administer, safely and effectively, micro-current stimulation therapy to treat horses with various conditions.

Equine Micro-current Certification Course-This course includes an introductory level and advance in-depth training in micro-current stimulation techniques and hands-on training. To obtain the Equine Micro-current certification (EQMC), students are required to complete 3 case studies and pass a written test. Length: 2 days 16 Hours. Price: \$450.00

Electro-acupuncture (Micro-Current) For Horses: Introductory course in equine non-invasive acupuncture. A basic course utilizing acupressure points with micro-current probes. Length 16 hours Tuition \$450.00

Equine Myo-fascial Release 101, 102 and 103 Clinics:

MFFR-101: Myo-fascial Release & Body-Work Introductory Course: 8 hours Tuition \$375.00

MFFR-102: Advanced Myo-fascial Release & Body Work - 2 days. Tuition \$575.00

MFR-103: “Alternative to Chiropractic” Myo-fascial Release. Popular chiro techniques modified to a legal massage MFR technique. 2-Day \$700.00

Equine Fitness / Injury Prevention: This class covers A&P, nutrition, equine science and an essential fitness program to prevent/eliminate injury. Also covers, general horse care procedures.

This is a great class for horse owners and competitors.

1-day clinic: Tuition \$ 175.00

Scope & Sequence
Equine Massage Therapist
EQMT 100-Hour Courses
EQMT 300 -Hour Courses

Method of Instruction: is instructor-lead, lecture, demonstrator, practical exercise, distance learning, lab, computer-assisted, videos and other media and the self-study method. An hour of training is defined as fifty minutes out of a clock hour of actual instructional time.

EQMT 100-Hour Course

EQMT 101: On-Campus

EQMT 102 On-Line

EQMT 100 Course Outline	
Subject	Hours
Theory & Practice	25
Kinesiology	25
Anatomy & Physiology	20
Animal First Aid	4
Behavior & Handling	26
Total Course Hours	100

Sequence of Course

WA State RCW's regulating e Equine massage:

RCW 246-830-435 Animal massage training. For the purpose of animal massage therapist endorsement “Large Animal Endorsement” as provided in chapter 18.108 RCW

These one hundred hours consist of the following:

- (a) Twenty-five hours of animal massage technique
- (b) Twenty-five hours of animal kinesiology
- (c) Twenty hours of animal anatomy and physiology
- (d) Four hours of animal first aid, which include knowledge of normal vital signs, identification of emergency or life-threatening situations, emergency first-aid application, and legal boundaries of emergency situations
- (e) Twenty-six hours of proper handling techniques which must include instruction on the ability to control the animal to minimize risk of harm to the animal and the animal massage practitioner.

Scope & Sequence
EQMT 300-Hour Course

EQMT 301: On-Campus

EQMT 302: On-Line

The 300-hour equine massage programs include a minimum of instruction, related to large animals as follows:

EQMT 300 Course Outline	
Subject	Hours
Theory & Practice	75
Kinesiology	60
Anatomy & Physiology	75
Animal First Aid	5
Behavior & Handling	75
Business Practices	10
Total Course Hours	300

(a) Theory & Practice: Technique: Instruction consists of seventy-five hours in general animal massage techniques. Of those 75 hours, thirty-five of those hours will be practical or hands-on instruction. The instruction will include but not be limited to, the following subjects:

- (i) *Technique:*
 - (A) Stroking including effleurage, and gliding
 - (B) Percussions, including tapotement
 - (C) Compressions
 - (D) Friction, including rubbing, and gliding with pressure
 - (E) Swedish gymnastics or movements
 - (F) Petrissage or Kneading
 - (G) Range of motion and stretching
 - (H) Fascial or connective tissue stretching
- (ii) Contraindications in zoonotic diseases
- (iii) Documentation and recordkeeping
- (iv) Physiological benefits
- (v) Palpation
- (vi) Body-mechanics of the therapist

(b) Kinesiology instruction will consist of sixty hours. Twenty-one of those hours will be practical or hands-on instruction. The instruction will include the following subjects:

- (i) Biomechanics, including range of motion, gait analysis, and muscle actions
- (ii) Conformation analysis
- (iii) Observation

(c) Anatomy & Physiology: Consists of seventy-five hours of instruction. Twenty-one of those hours will be practical or hands-on instruction.

- (i) The instruction in anatomy and physiology will include the function and structure of the following systems:

- (A) Skeletal
- (B) Muscular
- (C) Nervous
- (D) Digestive
- (E) Circulatory
- (F) Endocrine
- (G) Lymphatic
- (H) Reproductive and Urinary

(ii) The instruction in anatomy and physiology will include the relationship and effect of massage on the following systems:

- (A) Endocrine system
- (B) Integumentary
- (C) Fascial anatomy

(d) Behavior & Handling: Seventy-five hours, with twenty-one of those hours being practical or hands-on instruction. The instruction will include the following subjects:

- (i) Breed characteristics
- (ii) Body language
- (iii) Social dynamics
- (iv) Signs of stress
- (v) Communication
- (vi) Methods of restraints
- (vii) Situations with specially trained animals

(e) Animal First Aid 5-Hours

(f) Business Practices 10-Hours

Calendar - Class Start and End Dates

EQMT 100 -HOUR CLASSES

EQMT 101: On-Campus

(1-day a week-Monday)

Start Date 09/05/2022- End Date 12/19/2022

Start Date 02/06/2023- End Date 05/29/2023

EQMT 101 School Calendar		
1 Day a week	Monday 9-3:30	6 hrs
Start Date 09/05/2022- End Date 12/19/2022		
Month	Dates	Hours
September	5, 12, 19, 26	24
October	3, 10, 17, 24, 31	30
November	7, 14, 21, 28	24
December	5, 12, 19	22
Total Hours		100
EQMT 101 School Calendar		
1 Day a week	Monday 9-3:30	6 hrs
Start Date 02/06/2023- End Date 05/29/2023		
Month	Dates	Hours
February	6, 13, 20, 27	24
March	6, 13, 20, 27	24
April	3, 10, 17, 24	24
May	1, 8, 15, 22, 29	28
Total Hours		100

EQMT 102: On-line

Start Date: Open enrollment

(End date 4 months after enrollment)

Course is to be completed within a 12-month period from enrollment.

Available “Lab” dates will be notified by instructor upon enrollment.

EQMT 300 Hour Classes

EQMT 301: On-campus (one day a week)

Tuesday 9 am-4:30 pm. (7.5 Hours) class will be offered once per calendar year.

Start Date 09/06/2022-End Date 05/30/2023

EQMT 301: On Campus School Calendar		
2022-2023		
Month	Dates (Tuesday)	Hours
September	6, 13, 20, 27	30
October	4, 11, 18, 25	30
November	1, 8, 15, 22, 29	37.5
December	6, 13, 20, 27	30
2023		
January	10, 17, 24, 31	30
Febuary	7, 14, 21, 28	30
March	7, 14, 21, 28	30
April	4, 11, 18, 25	30
May	2, 9, 16, 23, 30	37.5
Field Trips (2)	To be announced	15
Total Hours		300

EQMT 302: On-Line - Open enrollment- Start date upon acceptance end date 10 months later.

Appendix A

Required/Recommended books and videos:

1. Langley Equine Studies Course Text-books
 - a. LES Anatomy & Physiology
 - b. LES Theory & Practice
 - c. LES Kinesiology Study Guide
 - d. LES Course Review Test Bank

2. Langley Equine Studies hands-on video library
Students will watch weekly video demonstration of theory and practice in “Dropbox”.

Appendix B School Library / Resources

Books:

Equine Massage:

- Equine Massage “The WorkBook” By Patricia Whalen-Shaw
- BodyWork For Horse By Susan McBane
- The Basic Principles of Equine Massage / Muscle Therapy By Mike Scott
- Improve Your Horse’s Well-Being By Linda Tellington-Jones
- Beating Muscle Injuries For Horses BY Jack Meagher
- The Horse’s Muscles in Motion By Sare Wyche
- Equine Massage By Jean Pierre Hourdebaigt
- Physical Therapy and Massage for the Horse Jean Marie Denoix
- Where Does My Horse Hurt?: Renee Tucker
- What is SOAP Charting
- Equine Myofascial Release By Mark F. Barnes MPT
- Release the Potential (A Practical Guide to Myofascial Release for Horse) By Doris Kay Haltead
- Equine Structural Integration: Myofascial Release Manual by James Vincent Pascucci, Nicholas David Pascucci and Carol J Walker (Jan 5, 2007)
- Beyond Horse Massage - The Masterson Method By Jim Masterson

Horse Psychology:

- Understanding the Ancient Secrets of the Horses Mind By Rober M Miller
- The Complete Book of the Horse
- The World of Horses
- True Unity, Tom Dorrance

Equine Anatomy:

- Skeletal System By Dr Daniel Kamen, DC
- Horse Anatomy A coloring Atlas By Robert A Kainer
- Illustrated Atlas of Clinical Equine Anatomy and Common Disorders of the Horse
- The Horse In Motion By Sarah Pilliner, Samantha Elmhurst & Zoe Davies
- How your Horse MOVES By Gillian Higgins
- Clinical Anatomy of the Horse, Hillary M. Clayton
- Equine Science: Basic Knowledge for Horse People of All Ages
- Horse Anatomy (Dover Nature Coloring Book) by John Green
- The Equine Dictionary
- Stretch Exercises for Your Horse: The Path Karen Blignault
- Horse Anatomy: A Pictorial Approach to Equine Structure by Peter Goody

Medical First Aid:

- Dr Kellon’s Guide to First Aid For Horses By Eleanor Kellon, VMD
- Understanding Lameness By Terry Swanson, DVM
- The Horse’s Pain-Free Back and Saddle-Fit, Joyce Harman Paperback
- Hands-On Horse Care from Horse & Rider (The Complete Book of Equine First Aid) By Karen E.N. Hayes, DVM

Books (continued)

In – Hand Ground Training:

Bringing Up Baby By John Lyons
Schooling Horses In Hand
Clinton Anderson's Ground Manners

Alternative Therapy Resources:

Micro Current Therapy Manual For Horses (education & training) By Deborah Powell
The Complete Book of Essential Oils & Aromatherapy
Equine Acupressure A Working Manual
Microcurrent Electro-Acupuncture By Darren Staruynn, OMD

Equitation:

Centered Riding By Sally Swift
Happy Horsemanship By Doroth Henderson Pinch
Riding for the Rest of Us (A Practical Guide for Adult Riders)
Western Training Theory & Practice By Jack Brainard
Western Exercises Intermediate By Cherry Hill

Stable Management:

Stable Smarts By Heather Thomas
Starting and Running Your Own Horse Business By Mary Ashby McDonald

Equine Fitness:

The Fit Horse Companion By Kathy Duncan
Getting Horse FIT By Carolyn Henderson
101 Exercises for Horse & Rider Linda L Allen

VIDEO -DVD

Massage:

Acupressure for horses By Dr Ina Gosmeir
ACU Horse: A Guide to Equine Acupressure & Introduction to Equine Acupressure
Advanced Muscle Therapy for the horse, Equine Massage
Anatomy in Motion The Visible Horse 2005)
Anatomy in Motion The Visible Rider Susan Harris
Basic Principles of Equine
Beyond Horse Massage: Introducing the Masterson Method
Equine Acupoint Energetics & Landmark Anatomy
Equine Cranio Sacral
Equine Massage Mike Scott
Equine-Massage- Masterson Method (4 dvds)
Equine Myofascial Release Video By Mark Barnes MPT
Equine Massage for Performance Horses
Equine Massage By Deborah Londeau
Holistic Horse-works Equine Musculoskeletal Unwinding Massage
Introduction to Equine Acupressure
Melding with Equus, Healing Lameness in Horses
Langley equine Studies weekly/monthly hands on training
Equine Shiatsu

Horsemanship:

Learn Horse Back Riding Basics
Horseback Riding Intermediate
The Leading Edge Ground Control By Chris Cox
Bridle-less Riding By Stacy Westfall
Horseback Riding Improve your form
Centered Riding By Sally Swift
Starting Colts By Mike Kevil
Join Up By Monty Roberts
Follow-Up Monty Roberts
Running to WIN Barrel Racing & Training to Win By Martha Josey
Round penning for respect/Ground handling Sending Exercise / Two Tracking / Reining
Performance Horse Basics, Problem Solving, One Rein Stop B yClinton Anderson
Barrel Racing Success with Sherry Cervi & Clinton Anderson
On the Road to the Horse Colt starting Championship Clinton Anderson
19 Second Pole Bending By Wayne Sandberg
The Well Adjusted Horse Video By Dr Daniel Kamen
Championship Pole Bending By Ross Carnahan
Horses are Talking Are you Listening? By April Battles
The Perfect Wrap (Leg dressing)
Horse with Body Issues: Learn How to Evaluate Your Horse By Holistic Horse Works.

CHARTS/ POSTERS:

Equine Stretches
Equine Anatomy / Vital Signs
Equine Superficial Muscle
Equine Digestive System
Equine Conformation
Equine Dental
Equine Acupressure Meridian
Equine Neurological
Equine Digestive System
Equine Hind-limb Joint and Ligament
Equine +Navicular Syndrome
Equine Foot & Hoof Wall
Equine Forelimb Joint and Ligament

Laminated Large (24" x 36") Veterinary Anatomical Posters of the Horse

Muscular system, circulatory system and skeletal system
The poster shows the nervous system and internal organs
Superficial layer of muscles, digestive system, circulatory system
Anatomy of the foot and skeletal system

Life-size equine skeletal assembled display

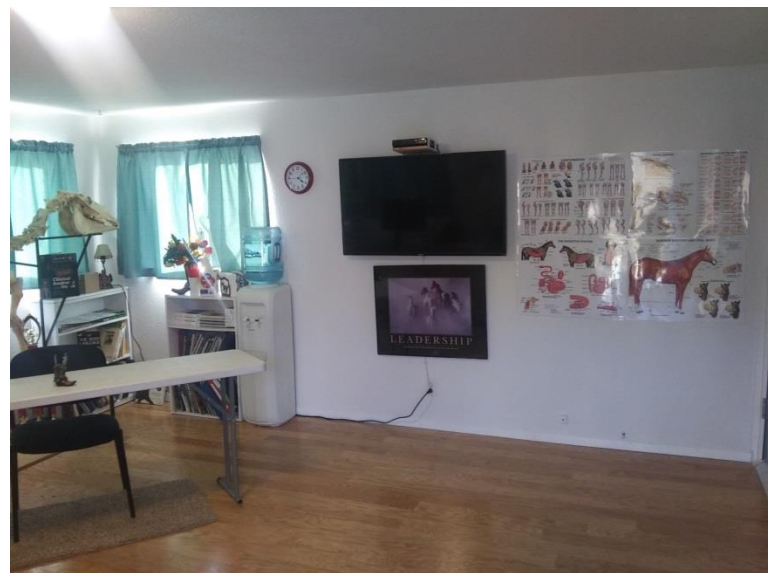
Appendix C Facility Photos

Images of Lecture Hall



Entrance From Outside

White Board for lecture



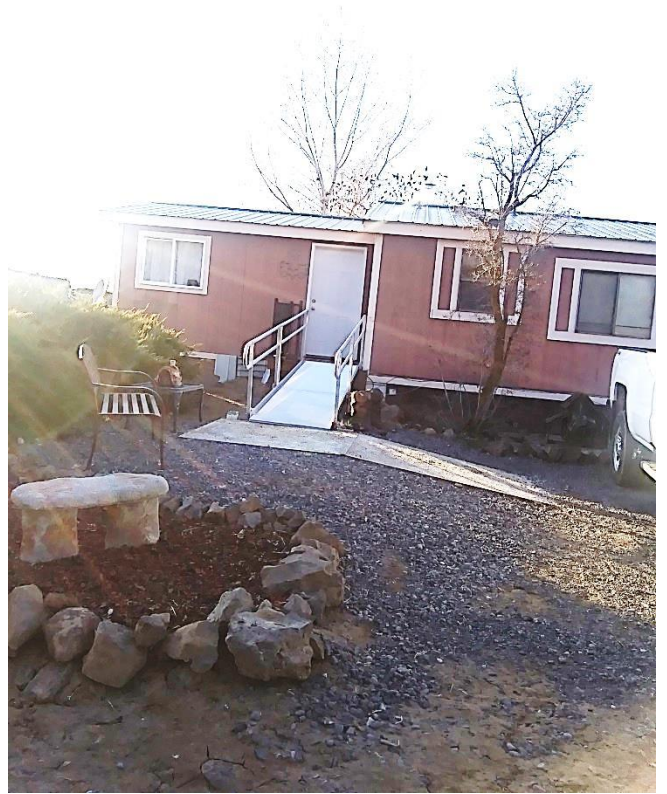
TV for viewing videos



Full scale –real-equine bones- skeletal display



Wheel chair excsible entrance to lecture room.



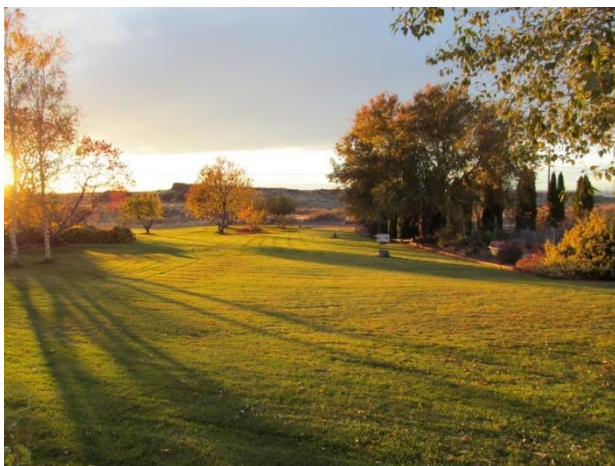
2019 New facility 4 dry lot pens, South campus
143'x140' out-door arena near barn.



The hands-on facility includes an in-door barn with work stations including stocks, three stalls, office and tack rooms. Hot and cold water is available for washing/sanitation.



North Arena 90' x 200' out-door riding arena, with park.



Park and graduation stage.

