



School Catalog

Student Handbook

Catalog Year: 2019-2020

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

langleyml@nwi.net

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

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Catalog Certification Statement

“Catalog certified as true and correct for content and policy.”

_____ **Date** _____

Mary Lou Langley

Signature

Veterans Benefits Approval Statements

"Selected programs of study at Langley Equine Studies are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC."

“Langley Equine Studies does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid **to any persons or** entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.”

Table of Contents

Licensure Statement,.....	1
Mission Statement,	2
Introduction and Educational Philosophy	2
Non-Discrimination Statement	2
Religious Accommodation	3
Accommodations Students with Disabilities Policy	3
Owners, Personnel, and Licensure	4
School's Administrative Offices.....	4
Governing Board and Faculty Qualifications	4
Description of Courses & Objective	5-6-
Description of Facilities	7
Admission Procedures, Requirements and Class Size	8-9
Tuition	10
Attendance Requirements & Policies	11
Code of Conduct	11
1. Conditions for Dismissal, Complaint and Appeal.....	12
Performance Standards; Student Evaluation	13
1. Grading System, Incomplete Grade Policy	13-14
2. Probation, Below Average Grades, Make-up Work.....	14
Graduation Requirements.....	14
Student Records	15
Cancellation and Refund Policy	15-16
Withdrawing, Re-entry & Leave of Absence Policy	17
Academic Calendar	17-18
Class Schedule (EQMT 100 and 300)	17-19
Enrichment Classes.....	18-19
Scope and Sequence EQMT 100 and 300.....	20-22
Class Start and End Date Calendar	23-26
Appendix A: Required Books:.....	27
Appendix B: VA Pending Payment Compliance	28

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 and atmosphere, which is rich in the sacred art of healing, body, mind and spirit. We provide an enriching authentic educational experience.

The programs we are well proportioned, combining a solid base in practical theory and application, with many hours of supervised hands-on training. You will receive a unique and efficient education. We will equip you with the skills for a rewarding career. Our courses are developed to reflect an attitude of service and good-will. Our goal is to prepare graduates to work and prosper, maintaining a successful career, by utilizing goal-setting strategies and healthy positive lifestyle choices.

A successful equine massage therapist, wanting to start and grow an equine massage practice, must be confident and communicate with equine professionals. A graduate needs to be able to evaluate a horse and effectively treat him / her, so that there's no doubt in anyone's mind that your work is valuable and effective. The therapeutic approach taught at Langley Equine studies is "Swedish Massage" techniques, a combination of Myo-fascial Release, Neuromuscular, and Structural Reintegration and Acupressure modalities. Functional Anatomy, Anatomy of Equine Movement, Pathophysiology of Pain and Fitness are also taught.

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 Board of Massage. All other "Enrichment" classes are for the furtherance of equine 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, veteran or military status, 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 DISABILITIES 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 way 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 - Instructor – WA. State Licensed Massage Therapist

School Director: Danielle Langley –Instructor - Bachelors of Science in Business Administration, minor in Equine Management, and an Associates of Science in Natural Horsemanship.

Administrator: Catrina Langley – Instructor – Horsemanship instructor.

VA Student Point of Contact: Mary Lou Langley

School Certifying Official(s)- Mary Lou Langley 509-246-8053 langleyml@nwi.net

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 langleyml@nwi.net

Counseling Services: Mary Lou Langley 509-246-8053 langleyml@nwi.net

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, myo-fascial 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) and in three formats:

1. On-campus: lecture and hands on training. There are day and night classes with one, two and three day a week schedules. VA Students need to attend a minimum of 12 hours per week to be considered full 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 the LAB -101 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" NBCAAM certification exam, then the hands on hours are required.

3. Long Distance: (home study) this class utilizes the Langley Equine Studies text book, course materials and videos, (no internet access). Enrollment is year-round. Students will study at their own pace (not subject to the weekly lesson plan of the on-line class), completion within 12 months from entrance date. WA State residents are required to attend LAB -101 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. If "Out of State" students desire the one on one live instruction then the lab is an extra option. If students want to qualify for the "National" NBCAAM certification exam then the hands on hours are required. This class is for highly motivated, self-disciplined individuals with a strong work ethic that can keep them-selves on task.

Educational credential awarded upon completion of program is a certification.

The EQMT 100 and 300 hour series of classes are a full body massage approach specializing in traditional "Swedish" Massage techniques and is not limited to a "Sports" massage routine. Sports massage is taught in the course but is not the main emphasis. Langley Equine Studies specializes in rehabilitative care, foundational massage, myofascial release, structural integration and neuromuscular body work.

The **EQMT 100** series of classes are for licensed human massage therapist, who wants to add "equine" massage to their license or certifications. This is a 100 hour course.

WA State Students: On-line or Long Distance includes 10 weekly lessons (50 Hours) + Lab - 101 (50 hours hands on live instruction).

Out of State Students: On-Line and Long Distance 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.

The **EQMT 300** series of classes are for students who do not have a human massage license. This is a 300 hour course. This course includes 40 lessons.

WA State Students: On-line or Long-Distance students are required to take the 50 hour hands on Lab-101, after completing 250 hours of course material.

Out of State Students: On-Line and Long Distance 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. Students will need to be able to send video representation of their massage skills to instructor through-out course, for practical evaluation. This course is an in-depth comprehensive class, requiring considerable effort, time and

dedication. A student needs to be self-motivated and study outside of class. Successful students need to prepare to study a minimum of 10-15 hours outside of class a week to succeed.

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

LAB – 102 Advance Technique Lab (50 Hour’s Hands-on.) Prerequisite is Lab 101. This Lab is for therapists, who need the additional hours to qualify for NBCAAM. (therapist need 200 hours in animal massage to qualify for the “National” exam). 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 require a certain amount of 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. These Out of State students will be provided many LES 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 demonstrating and instructing the hands-on portion of the On-campus class with actual students.

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 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.

There are three 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 (on-line).

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 equine facility. The lecture hall is a 12’ x 32’ “well-lighted” building, for hands on practical training and lecture. We have a “well-lighted” in-door barn. This area includes “stocks” and three additional stalls. We utilize two out-door arena’s a 100 x 200 foot and a 160’x160.

Equipment Used for Training:

Langley Equine Studies utilizes live equine subjects; DVD’s, media resources and the internet are available. The facility has two riding arena’s, in-door barn. The campus has a 4 acreage park for students to utilize during break time. Unisex lavatories are available. There is ample parking available in a well-lighted parking lot.

Class Size:

The On-campus maximum class size is ten. Student/teacher ratio is 10 to 1. Average student to teacher ratio 2015-2018 has been 4/1.

Compliance with VA's 85/15 Rule: Note: This applies per USC 3680A(d)(1) for each program, concentration, track offered at the school. Schools should limit student enrollment to 85% veteran enrollment per cohort. In the event that a veteran wishes to enroll in a class that has already reached the 85% cap, he or she may do that but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85 percent has been realized.

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 physically able to perform the mechanical attributes of animal (equine) massage.
- Students must speak 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 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.

Admission Procedures and Requirements (continued)

Addendum VA

Break Pay

VA student' receiving GI Bill benefits will not be able to be paid Basic Allowance for Housing during the break. Details of School Breaks longer than 5 days.

Application or Registration Fees: The VA does not pay for Application or Registration fees or any other fees associated with the admission's process as these fees are not considered in pursuit of the program.

Mandatory Fees: VA also does not pay for any non-mandatory charges. VA only pays for mandatory fees charged for the pursuit of the program (and charged to all students). Some fees may appear to be mandatory however the VA could rule that they are not.

Proprietary Fees: Items of a proprietary nature (owned or developed or having exclusive rights by the school) may be eligible for billing to the VA under tuition. Items that are not proprietary may not be billed to the VA under tuition.

Externships/Internship, Clinical/Practicum (or similar requirement designed as part of a program)

Requirements are referenced by: -CFR 21.4233 & CFR 21.4265

-WTB Licensed Schools WAC 490-105-150 (#5 a-d) Program, facility, and equipment standards:

WAC 490-105-150(5) Schools that have an externship/internship, clinical/practicum, or similar requirement designed as a part of a program shall be approved as part of the program provided the externship/internship. Those programs must comply with the following:

(a) Be part of the approved curriculum of the school and described in the school catalog and directly relate to the intended area of employment.

(b) Be under the coordination of a qualified instructor or faculty member and designate for the direct on-site supervision of the student to ensure that all hours are completed and program requirements are met.

(c) The location of the externship/internship may be at the school's primary licensed location, at an approved on-site auxiliary location, or another location so long as an affiliation agreement or contract is in place and shall be made available to the agency upon request.

(d) Ensure positions are available for all enrolled students as they progress to the externship/internship portion of the program and that students are timely placed so that the educational instruction is continuous.

Independent Study Internship/externship: N/A

Field Experience: past experience is appreciated but not required nor does it decrease the course curriculum.

Program Costs & Fees

TUITION

Application fee: \$100.00

Course materials & books: \$350.00

EQMT 100 Programs:

EQMT 101-A: On-Campus- \$ 1950.00 (one day a week class)

EQMT 101-B: On-Campus- \$2150.00 (two day a week class)

EQMT - 102: On-line:

WA State Residents- \$2150.00 (includes hands on hours)

Out of State- \$1795.00

EQMT - 103: Long Distance

WA State \$1895.00 (includes hands on hours)

Out of State- \$1595.00

EQMT 300 Programs:

EQMT – 301-A: On-Campus - \$ 7695.00 (one day a week class)

EQMT – 301-B: On-Campus - \$7895.00 (two day a week class)

EQMT – 301-C: On-Campus - \$7995.00 (3 day a week class)

EQMT - 302: On-line

WA State Residents- \$7495.00 (includes hands on lab)

Out of State \$6995.00 (doesn't include lab)

EQMT - 303: Long Distance

WA State Residents: \$6995.00 (includes hands on lab)

Out of State \$6495.00 (doesn't include lab)

LAB -101 (50 Hours) Hands-on \$1050.00

LAB – 102 Advance Technique Lab (50 Hours) Hands-on \$1195.00

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

Credit for student's previous training: N/A

VA: Policy for Evaluating Prior Education/Experience:

Prior related education and/or military experience of veteran students will be reviewed on a case-by-case individual basis and appropriate credit awarded.

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

Attendance Requirements / Policy:

Student attendance records are recorded daily. 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 phones are 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 appeal's.

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.

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; therefore 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.

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 in 4th quarter prior to graduation

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. If a student doesn't pass the NBCAAM, they need only re-take the portion(s) of the test they didn't pass, over again until they pass.

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, will be reported to the State as illegal practitioners.

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 and 304 On-campus classes, 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. Long Distance – Home Study student's progress will be reported each quarter in writing by letter or email. Progress reports for the EQMT 101-A & 101-B classes 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 Sundays 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 excellent condition

If training is terminated after the student enters classes, the school may retain the registration fee established, plus a

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%

percentage of the total tuition as described in the following table:

Satisfactory Refund Policy for VA Students

Langley Equine Studies agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other chargers will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

(1). Registration fee. An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.

(2). Breakage fee. Where the school has a breakage fee, it may provide for the retention of only the exact amount of the breakage, with the remaining part, if any, to be refunded.

(3) Consumable instructional supplies. Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.

(4) Books, supplies and equipment.
 a. The school will make a refund in full for the amount of the charge for unissued books, supplies and equipment when:
 - The school furnishes the books, supplies and equipment,
 - The school includes their cost in the total charge payable to the school for the course,
 - The veteran or eligible person withdraws or is discontinued before completing the course.
 b. The veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charges payable to the school for the course.

(5) Tuition and other charges. Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this paragraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

(6) Prompt refund. In the event that the veteran, spouse, surviving spouse or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 40 days after such a change in status, shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph

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 from Director/Instructor. All missed assignments must be made up.

Job Placement Assistance: N/A

This 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.

School Break's longer than 5 days: Between Thanksgiving break and first class date in first week of December as well as Christmas break and News Years or first class date in the first week of January.

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.

EQMT 100 (Equine Massage Therapist) 100 Hour Program

Classes

EQMT 101-A: On-campus Length 4 months, (Day) class Mondays 9am-3:30 pm. This class will be offered twice within a calendar year. An evening class is available upon request, 3 student minimum; time is 5 PM-9 PM.

EQMT 101-B Length 2 months, this on-campus class is 14 hours a week, Wednesday and Thursdays 9am-4pm.

EQMT 102: On-Line

via LES web site. Enrollment is available year-round.(WA State students) Lab will be on-campus, for 6 days, 8 hour a day.

EQMT 103: Long Distance (Home Study). This class will be offered continually, with designated weeks set through-out the year for the hands on training lab, at the Langley Equine Studies Campus.(WA State students) Lab will be 6 days, 8 hour a day.

EQMT 300: (Equine Massage Therapist) 300 Hour Program

Classes

EQMT 301-A: On Campus

Length 8 months - September – May annually.

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

Night Class: 5 pm – 9pm. (3 student minimum) Monday and Thursday, dates published upon interest.

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

EQMT 301-B: On Campus

Hours and Days: 2 days a week, twelve hours- 7.5 hours on Tuesday's and 4.5 hours on Thursday's from 9am-1:30pm.

Length of course: 6.5 months -

EQMT 301-C: On-Campus (3 days a week)

This class is 4 months - Monday, Wednesday and Friday's from 9am – 4pm. 7 hours each day. 21 Hours per week. This class will be offered twice annually. September – January and February – May. Class size minimum three.

EQMT 302: On-Line:

This class will be offered year-round via the Langley Equine Studies web site. Upon completion of course material with a GPA of 75% or higher, WA State students are required to attend Lab101. Lab will be on-campus, for 6 days, 8 hour a day.. Hands-on “Lab” has to be completed within 12 months of enrollment. Designated weeks are set through-out the year for completion of the hands on training.

EQMT 303 Long-Distance:

This home study class will be offered continually, with designated weeks set through-out the year for the hands on training, at the Langley Equine Studies Campus. WA State students are eligible for tLab-101 after completion of the course materials/lessons and a GPA of 75% or higher. Lab will be for 6 days, 8 hour a day.

Enrichment Programs & Alternative Therapies:

Objective: To provide equine massage therapist an education in complimentary therapies. To provide work-shops & clinics that offers a variety of equine therapies. Our goal is to promote healing, balance and rehabilitation. 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.

Our focus is "*A Healthy Horse is a Happy Horse*".

Clinics: The courses are beneficial for professional practitioners or individuals who simply want to establish and maintain their own horses. Clinics require a \$35.00 registration fee non-refundable and balance of tuition due upon arrival at check-in.

"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, 2 and 3 day sessions. June – August held on Friday-Sunday, week-day and evening classes are available upon request.

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 other-wise hosted by a 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 5 case studies and pass a written test. Length: 3 days 24 Hours. Price: \$650.00

Electro-acupuncture (Micro-Current) For Horses: Introductory course in equine non-invasive acupuncture. A basic course utilizing acupuncture points with micro-current probes. Length 16 hours Tuition \$425.00

Equine Myo-fascial Release 101 & 102 Programs:

MFFR-101: Myo-fascial Release & Body-Work Introductory Course: 8 hours Tuition \$250.00

MFFR-102: Advanced Myo-fascial Release & Body Work Certification Class: 3 days. Course includes structural integration. Tuition \$750.00

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 Courses
EQMT 300 Courses

Method of Instruction: is instructor-lead, lecture, demonstrator, practical exercise, distance learning, lab, computer-assisted, video's and other media and the self-study method.

EQMT 100

100 Hour

EQMT 101(A and B) On-Campus

EQMT 102 On-Line

EQMT 103 Long Distance

Sequence of Course:

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

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

300 Hour

EQMT 301(A,B and C) On-Campus

EQMT 302 On-Line

EQMT 303 Long Distance

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

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

(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

Class Start and End Dates Calendar

II Program Starting Dates: Winter-Spring-Summer-Fall 2019-2020 classes

An hour of training is defined as fifty minutes out of a clock hour of actual instructional time

EQMT 100 HOUR CLASSES

EQMT 101-A On-campus Length 4 months - Monday's 9am - 3:30 pm (6.5 hours)

EQMT 101-A (1 day a week) 1st class: start date 09/12/2019, end date 12/12/2019
2nd class start date: 01/06/2020 end date 04/27/2020

EQMT 101-B On-Campus (2 day a week) Length 2 months, 14 hours a week, Wednesday and Thursdays 9am-4pm. Class offered twice a year:

1st Class: Start Date: 10/04/2019- End Date: 11/29/2019
2nd Class: Start Date: 04/01/2020 – End Date: 05/20/2020

EQMT - 102 On-line Start Date: Open enrollment

Length 4 months. WA. State students will complete the program with fifty (50) of the 100 hours on-site for practical (Lab) hands-on training and testing. Out of State students, are recommended to take the "lab" but is not required. Available "Lab" dates will be notified by instructor upon enrollment.

EQMT - 103 Long Distance Start Date: Open enrollment (end date within 12 months after enrollment)
WA State students, course will consist of a 50 hour, home-study material, with fifty (50) of the 100 hours on-campus for a practical (LAB) hands-on training and testing. Out of State students, are recommended to take the "lab" but is not required unless the State they are practicing in requires hands-on training. Course is to be completed within a 12 month period from enrollment. Available "Lab" dates will be notified by instructor upon enrollment.

EQMT 101-A School Calendar		
1st Class 2019	Monday 9-3:30	
Month	Dates	Hours
September	9, 15, 23, 30	26
October	7, 14, 21, 28	26
November	4, 11, 18, 25	26
December	9, 16, 23,	19.5
Extra Days	To be announced	2.5
Total Hours		100
2nd Class 2020	Monday 9-3:30	
Month	Dates	Hours
January	6, 13, 20, 27	26
February	3, 10, 17, 24	26
March	2, 9, 16, 23	26
April	6, 17, 20	19.5
Extra Days	To be announced	2.5
Total Hours		100

EQMT 300 Hour Classes

EQMT 101-B On-Campus 2019 - 2 Month Course		
Month	Dates	Hours
1st Class	Wed & Thur	
October	2, 3	14
	9, 10	14
	16, 17	14
	23, 24	14
November	6,7	14
	13, 14	14
	20, 21	14
Additional Day		2
TOTAL HOURS		100
2nd Class 2020		
April	1, 2	14
	8, 9	14
	15, 16	14
	22, 21	14
	29,30	14
May	8, 7	14
	13, 14	14
Additional Day		2
TOTAL HOURS		100

EQMT 301-A: (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 09/03/2019 End Date: May 26th 2020

EQMT 301-A School Calendar		
2019 - 2020		
Month	Dates (Tuesday)	Hours
September	3,10,17,24	30
October	1, 8, 15, 22, 29	37.5
November	5, 12, 19, 26	30
December	3, 10, 17	22.5
2020		
January	7, 14, 21, 28	30
February	4, 11, 18, 25	30
March	3, 10, 17, 24, 31	37.5
April	7, 14, 21, 28	30
May	5, 12, 19, 26	30
Extra Days (3)	To be announced	22.5
Total Hours		300

EQMT 301-B (on campus -2-day a week)

This class is 12 hours per week. 7.5 hours on Tuesday and 4.5 hours on Thursdays

Start Date: 09/03/2019 End Date: 03/12/2020

EQMT 301-B School Calendar			
2019 - 2020			
Month	Tuesday	Thursday	Hours
September	3,10,17,24	5, 12 19, 26	48
October	1. 8. 15, 22, 29	3, 10, 17, 25, 31	60
November	4, 11, 18, 25	7, 14, 21	43.5
December	3, 10, 17	5, 12, 19	36
Hours 2019			187.5
2020			
January	7, 14, 21, 28	9, 16, 23, 30	48
February	4, 11, 18, 25	6, 13, 20, 27	48
March	3	5, 12	16.5
Total Hours			300

EQMT – 301-C: (on campus 3 day a week)
This class is offered twice a year
Monday, Wednesday and Friday from 9-4.

1st Class:
Start date 09/04/2019 end date 12/11/2019

2nd Class:
Start date 02/03/2020 end date 04/15/2020

EQMT 301-C School Calendar			
2019 - 2020			
First Class		Mon, Wed & Friday	
Month	Week	Dates	Hours
September	1	4, 6	14
	2	9, 11, 13	21
	3	16, 18, 20	21
	4	23, 26, 27 7 & 30th	28
October	1	2, 4	14
	2	7, 9, 11	21
	3	14, 16, 18	21
	4	21, 23, 25	21
	5	28, 30th	14
November	1	1	7
	2	4, 6, 8	21
	3	11, 13, 15	21
	4	18, 20, 22	21
	5	25, 27, 29	21
December	1	2, 4, 6	21
	2	9, 11	13
Total Hours			300
Second Class 2020			
Month	Week	Dates	Hours
February	Week 1	3, 5, 7	21
	Week 2	10, 12, 14	21
	Week 3	17, 19, 21	21
	Week 4	24, 26, 28	14
March	Week 1	2, 4, 6	21
	Week 2	9, 11, 13	21
	Week 3	16, 18, 20	21
	Week 4	23, 25, 27 & 30th	28
April	Week 1	1, 3	14
	Week 2	6, 8, 10	21
	Week 3	13, 15, 17	21
	Week 4	20, 22, 24	21
	Extra Days	27, 29	14
May	Week 1	1	7
	Week 2	4, 6, 8	21
	Week 3	11, 13, 15	13
Total Hours			300

EQMT 302: On-Line - Open enrollment

EQMT 303: Long Distance- Open enrollment

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
Addendum to Catalog
VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
 - Provide additional information needed to properly certify the enrollment as described in other institutional policies