

## CATALOG REQUIREMENTS CHECKLIST

NOTE: This document is now only required for **Institutionally Accredited** schools.

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

The catalog of a COMTA accredited institution, whether printed or in electronic format will present an accurate description of the field(s) of massage therapy and/or esthetics and the education offered. **The school catalog must be provided to students prior to the signing of an enrollment agreement**. The school catalog must include the items listed below. If the current catalog does not include all items, those excluded must be attached as catalog supplements.

Programs in larger institutions may not be able to publish all the required information in the catalog of the institution. Student Handbooks and other program-specific publications may be used to make sure prospective students have all the required information.

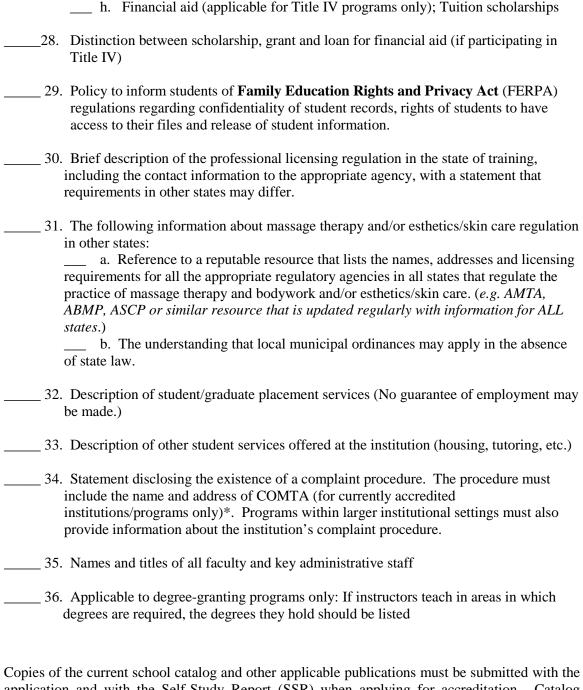
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Number(s)
1. Name, address, and telephone number of the school
2. Statement of accreditation status which includes name, address and phone number for any accrediting agencies applicable
3. Table of contents and page numbers
4. Publication date
5. Proprietary schools: Name(s) of owner(s) OR
6. Non-profit schools: Names of members of the board of directors; or for public-sector schools, the name of the president or dean
7. Institutional philosophy and mission statement
8. History of the school
9. A listing of all branches and auxiliary classroom locations
10. Description of the facilities and classroom equipment
11. Educational goals and objectives for each program being offered.
12. Number of clock hours and/or credit units of instruction for each program (

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13	Delineation of hours, including how many of the hours are clinic and externship (if applicable).
14.	Length of time (weeks or months) required for completion of each program
	For each course offered, there needs to be a description which includes the total number of clock or credit hours granted as well as any prerequisites necessary to take that subject.
16.	A definition of the unit of credit used along with a definition of what constitutes a clock or credit hour
	Non-discrimination statement including (but not limited to) race, gender, religion, nationality, age, disability, and sexual orientation
18.	Admission requirements
19.	Admission policies and procedures
20.	Description of the system used for grading
	Transfer of credit policy for students wishing to transfer credit into the institution, and on about any affiliations with other institutions
22.	Policy for determining Satisfactory Academic Progress, compliant with COMTA SAP requirements, Standard XIV.B.  If applicable, include policy on how progress affects eligibility for financial aid.
23.	Completion (graduation) requirements
24.	Type of document conferred upon graduation (e.g. diploma, certificate)
25.	Teacher/student ratio in both lecture and hands-on classes
26.	Costs for:  a. Total tuition for the program b. Registration fee, enrollment fee, or tuition deposit c. Books, supplies, and other expenses d. Administrative costs for withdrawal or termination e. Payment methods and terms f. If applicable, any additional charges for distance education courses
27.	Policy statements relating to: a. Attendance b. Tardiness c. Make-up work d. Conduct (including professional ethical behavior and academic integrity) e. Termination (Dismissal, suspension, and voluntary withdrawal) f. Leave of absence g. Cancellation and refund

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

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

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