

1258637 B.C. Ltd.
Pacific Coastal College of Massage Therapy
1152 Mainland Street, Suite 430, Vancouver, BC V6B 4X2
1-877-768-8400
info@pccmt.ca 77500288

Pacific Coastal College of Massage Therapy is designated by the Private Training Institutions Regulatory Unit (PTIRU)

STUDENT INFORMATION

Pena Garcia

Susana Katherine

Last Name

First Name & Middle Name

Usual First Name

Personal Education Number (if available)

1352 Coast view dr., Comox, British Columbia V9M 3R2

Mailing Address

Mailing Address in Canada

(if available and different from above)

6049671520

ocaso45@gmail.com

Student Telephone Number

Student Email Address

International Student:

☐ Yes

☒ No

Do you have a study permit?

☐ Yes

☐ No

If you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit?

☐ Yes

☐ No

Country of Citizenship (International Student)

Date of Birth:

1

9

8

2

1

1

1

1

Gender

☒ Female

☐ Male

☐ Non-binary

Y

Y

Y

Y

M

M

D

D

VOLUNTARY DISCLOSURE

You may voluntarily provide the personal information listed below:

Do you identify yourself as an Indigenous person, that is, First Nations, Métis, or Inuit?

☐ Yes

☐ No

If you answered "Yes", please indicate if you are

☐ First Nations

☐ Métis

☐ Inuit

Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis?

☐ Yes

☐ No

PROGRAM INFORMATION	
Massage Therapy – Year 2	English
Program Title	Language of Instruction
1200 hours	44 weeks
Hours of Instruction During Contract Term	Program Duration in Weeks
2025-10-15	2026-08-19
Contract Start Date	Contract End Date
Credential Issued on Graduation	☒ Diploma ☐ Certificate ☐ Other N/A If 'Other', indicate credential type
Program Delivery Method <i>*Synchronous distance delivery means students attend classes virtually in 'real time' with instructors and classmates.</i> <i>* Asynchronous distance learning means students and instructors do not meet in 'real time'. There is no live video portion of the program. Students in a program may move through assignments at their own pace, supported by online resources such as recorded lectures, reading material, assignments and discussion groups.</i>	☐ In-class ☒ Combined ☐ Distance – Synchronous* ☐ Distance – Asynchronous* ☐ Distance – Both Synchronous and Asynchronous*
Theory – Virtual Attendance 20 hours/week Practical Instruction – In-class 16 hours/module in-class Work experience (Practicum II) – On a host site and student clinic from the start of the program Outreach.	
Required course materials and technological resources not provided by the institution (if applicable): Reliable internet and device e.g. computer or tablet with a keyboard.	
PROGRAM ADMISSION REQUIREMENTS – MAY NOT BE WAIVED BY THE STUDENT OR THE INSTITUTION	
• Government Issued Identification showing 19 years or older. • Proficiency in reading and writing English as demonstrated by a minimum grade of C in a High School Diploma or Higher Education or required to achieve at least 65% or equivalent in the PTIRU recommended English Proficiency Assessment. • Clean Criminal Record Check. Transfer Students must show: • Degree/Diploma in physiotherapy with transcripts showing overall marks of 75% or higher.	

- Degree/Diploma in traditional Chinese medicine with transcripts showing overall marks of 75% or higher.
- Completed equivalent of 1000 hours of massage training at another massage college with overall marks of 75% or higher.

PROGRAM OUTLINE

The program outline is appended to this contract. Please read it and sign to acknowledge your understanding of the information provided.

STATEMENT OF STUDENT RIGHTS

Pacific Coastal College of Massage Therapy is certified with the Private Training Institutions Regulatory Unit (PTIRU) of the British Columbia Ministry of Post-Secondary Education and Future Skills.

Before you enroll at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIRU or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to PTIRU for a **tuition refund** if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program.

Student Responsibilities

You have the responsibility to:

- Learn the College's program, rules, policies and the assigned instructors.
- Follow all directives and make use of every resource and opportunity to achieve academic success.
- Request for academic assistance when needed.
- When you sign the contract, you should be prepared to pay a registration/application fee.

For more information about PTIRU and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

WORK EXPERIENCE (if applicable)	
	220 hours of practicum and 12 hours of outreach
Date(s) on which work experience is intended to be provided:	Number of hours of the work experience:
Estimate of the costs to complete:	Geographic area or region of the province where the work experience will be provided:
Requirements for participation: - Completion of Year One Work Experience Requirements. Estimate of the costs to complete: - It may cost approximately \$500/year for massage supplies and travel to location of outreach or host sites. Geographic area or region of the province where the work experience will be provided: - Main practicum location will be the Pacific Coastal College of Massage Therapy, Vancouver. - Outreach/ host locations will be within the Province of British Columbia including but not limited to the lower mainland and Vancouver Island. Date(s) on which work experience is intended to be provided: - At the start of the program: _____ to the Program End Date _____ Number of hours of the work experience: Minimum 330 hours (110 in Year 1 and 220 in Year 2)	
REGULATORY REQUIREMENTS	
In order become a Registered Massage Therapist (RMT) in the province of British Columbia, graduates must meet the entry-to-practice requirements outlined by the College of Complementary Health Professionals of British Columbia (CCHPBC). CCHPBC is a regulatory college in BC governed by the Health Professions Act. As mandated by the Act, it is the responsibility of CCHPBC to govern their registrant in the public interest. Clarification about the "Health Professions Act" is provided in the Health Professions General Regulations. More information about massage therapy can be found in the Massage Therapists Regulation.	
PROGRAM COSTS	
Total tuition payable during contract term	\$ 17,997.00
Application fee	\$
Assessment fee (Itemized)	\$ 250.00
- Final Practical Exam - \$125 and Final Theory Exam - \$125 - Additional exam fees will be charged if exam rewrites are needed.	\$250.00
Administrative fee (Itemized)	\$ 114.00
Diploma, transcripts, and cover, book-box and mailou	\$68.81

Assembly (including digital creation and printing)	\$45.19
Fees for textbooks or other course materials, including equipment and uniforms <i>(Itemized, e.g. the individual cost of each textbook)</i>	\$ 695.00
Paid in Year 1: - Trail Guide Textbook - Talking Body Listening Hands - Principles of Anatomy and Physiology - Outcome-Based Massage - Massage Equipment and practical supplies - Orthopedic Physical Assessment - Mosby's Pathology for Massage Therapists - Scrub tops - Blankets (2) - Year 2 Digital Study Guide - Linen - Laundry bag - Year 2 Student Accounts	
Other mandatory fees (fees students must pay that are <u>not</u> in relation to an approved program) (Itemized)	\$ 1,250.00
- Clinical fees \$1,250.00 - If the Attendance Exchange Make-up policy if enacted, the student would pay \$100/hour to make up missed class time.	
TOTAL PROGRAM COSTS	\$ 20,306.00
PAYMENT TERMS	
Method of payment: ☐ Cash ☐ Cheque ☐ Credit Card ☐ Other: Payment plan attached, if applicable.	

REFUND POLICY	
Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
Before program start date, institution receives a notice of withdrawal:	

Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
- No later than seven days after student signed the enrolment contract, and - Before the program start date.	100% of tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials, and unused aircraft utilization fees.
- More than seven days after student signed the enrolment contract, and - Before the program start date.	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
After the program start date, the institution provides a notice of dismissal or receive a notice of withdrawal (applies to all programs):	
No later than seven days after the program start date, the institution provides a notice of dismissal or receives a notice of withdrawal	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than solely-asynchronous distance-education-only programs):	
After the program start date, and up to and including 10% of instruction hours have been provided.	Institution may retain up to 10% of tuition paid or payable under a contract.
After the program start date, and after more than 10% but before 30% of instruction hours have been provided.	Institution may retain up to 30% of tuition paid or payable under a contract.
After the program start date, and after more than 30% but before 50% of instruction hours have been provided.	Institution may retain up to 50% of tuition paid or payable under a contract.
After the program start date, and after more than 50% of instruction hours have been provided.	No refund due
Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by asynchronous distance education):	
A student does not attend the first 30% of the program.	Institution may retain up to 50% of the tuition paid under a contract.

Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
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Institution receives a refusal of study permit (applies to international students requiring a study permit):	
- Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: - The program start date in the most recent Letter of Acceptance - The program start date in the enrolment contract - Student has not requested additional Letter(s) of Acceptance.	100% tuition and all related fees, other than application fee.

Approved Programs – All Delivery Methods	Refund Due
Student enrolled in a program without having met the admission requirements for the program	
If the student did not misrepresent the student's knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees.	100% tuition and all related fees, including application fees
Institution does not provide a work experience	
The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control.	100% tuition and all related fees, other than application fees

Private Training Institutions Regulatory Unit (PTIRU)

This institution is certified by the Private Training Institutions Regulatory Unit (PTIRU) of the British Columbia Ministry of Post-Secondary Education and Future Skills. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIRU, go to www.privateinstitutions.gov.bc.ca.

Please be advised that under section 61 of the *Private Training Act*, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

STUDENT DECLARATION

I consent to the institution sharing my personal information with the Ministry of Post-Secondary Education and Future Skills for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the *Personal Information Protection Act* (PIPA).

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Policy and Institution Certification, Private Training Institutions Regulatory Unit, System Integrity Branch, Post-Secondary Policy & Programs, Ministry of Post-Secondary Education and Future Skills, 310-601 Cordova Street W, Vancouver, BC V6B 1G1 or by telephone at (604 569-0019).

Susana Katherine Pena Garcia

2025-10-10

Student Signature

Date Signed

Signature of Parent or Legal Guardian

Date Signed

INSTITUTION SIGNATURE

Tara Richmond

2025-10-10

Signature of Institution Representative

Date Signed



ADDITIONAL STUDENT INFORMATION

PLEASE FOLLOW INSTRUCTIONS CAREFULLY

Please select which intake & class you are enrolling into:

- ☐ Massage Therapy - January Weekends
☐ Massage Therapy - May Weekends
☐ Massage Therapy - September Weekends

☒ Massage Therapy- October

- 1) Please attach a copy of your Canadian Government Photo ID.
- 2) Please confirm your preferred gender pronouns:

- ☐ He/Him
☐ She/Her
☐ They/Them
☐ Other: _____
☐ Do not specify

- 3) Please provide an emergency contact

Print Name: Thomas Ferris Phone Number: 6049667280

- 4) Please provide your social insurance number.

SIN: 751850777

Print Name: Susana Pena Garcia Signature: Susana Katherine Pena Garcia

- 5) Your uniform for classes includes an PCCMT Professional Shirt. Please make sure you are using the measurements below for accurate sizing. Once the tags are removed from the shirt, they are considered non-refundable and non-exchangeable.

Women's Size Chart:

324T	LENGTH	CHEST	SLEEVE
XXS	26.0	34.7	6.7
XS	26.4	36.2	6.7
S	26.8	37.8	7.1
M	27.2	41.0	7.1
L	27.6	43.3	7.5
XL	28.0	45.7	7.5
2XL	28.4	48.8	7.9
3XL	32.3	52.0	7.9

Men's Size Chart:

409T	LENGTH	CHEST	SLEEVE
XS	28.3	45.7	7.9
S	29.1	47.2	8.3
M	29.9	48.8	8.7
L	31.5	51.2	9.1
XL	32.3	55.9	9.5
2XL	33.1	59.8	9.9
3XL	33.9	64.6	10.2

Shirt Size: S

Please select which chart you used:

Woman's Sizing Chart ☒

Men's Sizing Chart ☐

- 5) I understand that books/supplies are non-refundable after the program start date, if the student has received the materials.

By signing this form, I acknowledge that once the books/supplies have been sent to me, they are no longer considered refundable. A signed Payment Plan Agreement with PCCMT will also be required to finalize enrollment.

Print Name: Susana Pena Garcia Signature: Susana Katherine Pena Garcia

- 6) I hereby grant permission to the rights of my image, likeness and sound of my voice as recorded on audio or video without compensation. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for the, but are not limited to:

- Trade show materials
- Presentations and/or course materials
- External and internal advertising
- Social media general use/advertising
- Educational videos

By signing this release, I understand:

1. Permission signifies that photographic or video recordings of me may be used for print and/or electronically at the discretion of the Pacific Coastal College of Massage Therapy.
2. There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed. Your acknowledgment: By signing this form I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby.

By signing this form, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby (please sign below).

Print Name: Susana Pena Garcia Signature: Susana Katherine Pena Garcia

- 7) Pacific Coastal College of Massage Therapy requires a minimum 85% attendance. The Ministry of Advanced Education mandates that no more than 15% of the program may be missed. Termination from the course will occur when either:

- a) The first-year student is absent for more than two days of weekend classes;
- b) The first-year student is absent for more than four days of evening classes; or
- c) The second-year student is absent for more than three days of weekend classes.

Please be aware that arriving more than 15 minutes to class or leaving early will be marked as a half day absence.

Print Name: Susana Pena Garcia Signature: Susana Katherine Pena Garcia

- 8) I understand that if I decide to withdrawal from the program, I must provide the college with written notice (withdrawal date will be effective the date the notice is received). I understand that if I am terminated from the program, PCCMT will provide written notice to me (termination date will be effective the date the notice is sent).

By signing this form, I acknowledge that I have completely read and fully understand the Withdrawal and Termination Policy at Pacific Coastal College of Massage Therapy.

Print Name: Susana Pena Garcia Signature: Susana Katherine Pena Garcia

- 9) I understand the Refund of Tuition- After Training Begins policy on my Student Enrollment Contract that states the following:

If a student contract is terminated after the vocational training begins (start date of program), the licensee is entitled to the following amounts of tuition:

- a) When 10% or less of vocational training has been provided, 30% is entitled
- b) When more than 10% but 30% or less of the vocational training has been provided, 50% of the tuition is entitled
- c) When more than 30% of the vocational training has been provided, 100% of the tuition is entitled

I understand that the Year One program is 30 weeks long and the Year Two program is 44 weeks long. The percentages above are based on the entire program, from the official start date until the official end date of the program.

By signing this form, I acknowledge that I have completely read and fully understand the Refund of Tuition policy at Pacific Coastal College of Massage Therapy.

Print Name: Susana Pena Garcia Signature: Susana Katherine Pena Garcia

10) I will read and familiarize myself with the PCCMT Student Success Guide before my first day of the program. The Success Guide is provided in the book box.

Print Name: Susana Pena Garcia Signature: Susana Katherine Pena Garcia

11) Year One students are required to maintain valid Standard First Aid and CPR (Level C) certification throughout the duration of the Massage Therapy Diploma program. Please submit a copy of your valid certification upon enrolling.

Print Name: Susana Pena Garcia Signature: Susana Katherine Pena Garcia

12) I hereby consent to receiving electronic correspondence related to my personnel file (such as financial agreements, tax forms, etc.).

Print Name: Susana Pena Garcia Signature: Susana Katherine Pena Garcia

13) Were you referred to PCCMT? Whoever referred you may qualify for a referral bonus (payable after 50% of the program has been complete). Please include their name and contact details below.

Referred by: _____ ACMT/PCMT/PCCMT Alumni? Yes ☐ No ☐

Phone Number: _____

Email: _____

Pacific Coastal College of Massage Therapy

Program Outline

Massage Therapy Diploma Program*

Brief Program Description

The Massage Therapy Diploma Program is a two-year program that offers a comprehensive yet flexible delivery that allows students to continue working while they learn. After completion of the first and second years of the program, the students become eligible to challenge the standardized entry-to-practice exams hosted by the a Canadian Massage Therapy regulatory body.

Students will learn: human anatomy and physiology, palpation and practical massage skills including assessments and treatments in a safe and professional environment to graduate as efficient, ethical and safe massage therapists.

Career Occupation* (if applicable)

Graduates of the Pacific College of Massage Therapy would receive a Massage Therapy Diploma and be titled Massage Therapists upon completing the registration requirements of a Massage Therapy Regulatory Body.

Admission Requirements

- Government Issued Identification showing 19 years or older
- Proficiency in reading and writing English as demonstrated by a minimum grade of C in a High School Diploma or Higher Education. Failure to provide evidence of this, candidates are required to show evidence of at least 65% in a PTIRU approved English Proficiency Examination.
- First aid and CPR Certificate
- Clean Criminal Record Check

TRANSFER STUDENTS MUST SHOW:

- Degree/Diploma in physiotherapy with transcripts showing overall marks of 75% or higher
- Degree/Diploma in traditional Chinese medicine with transcripts showing overall marks of 75% or higher
- Completed equivalent of 1000 hours of massage training at another massage college with overall marks of 75% or higher

Learning Objectives*

Upon completion of this program the successful student will have reliably demonstrated the ability to:

Define and identify anatomy, physiology, homeostasis, metabolism and pathology

Define and describe the levels of structural organization of the human body

Pacific Coastal College of Massage Therapy
Program Outline
Massage Therapy Diploma Program*

Define the body systems and explain how they relate to each other
Demonstrate appropriate written communication
Demonstrate appropriate electronic communication
Demonstrate knowledge of federal, provincial, and regional requirements to run a small business
Demonstrate appropriate communication with patients
Demonstrate appropriate charting of treatment sessions
Demonstrate critical thinking necessary to modify techniques, positioning, assessment, exercise, in reference to, patient, history and stage of life
Perform vital signs assessment
Recognize when patient may benefit from community services
Recognize conditions requiring urgent medical attention and respond accordingly
Relate treatment components to indications and safety considerations
Demonstrate knowledge of principles of safe transfer
Direct patient on applications of homecare and rehabilitation
Demonstrate proper body mechanics while administering massage
Understand the effects of pain and stress on the human body
Demonstrate and Discuss the clinical application of massage therapy

Method(s) of Evaluation*

Theory and Oral practical Modular Exams
Modular Assignments
Year 2 Only- Mid-term theory and practical exams
Professionalism grades.
Final Practical and Theory Exams.

Completion Requirements*

Overall 75 % cumulative grade or higher in the program
Completion of 330 Supervised Practicum Hours
All financial requirements completed
Submission of a graduate report and survey

Program Duration

2200 hours and 74 weeks.

Homework Hours

20 hours/week (Excluded from Total Program Hours)

Pacific Coastal College of Massage Therapy

Program Outline

Massage Therapy Diploma Program*

Delivery Method(s)

Indicate how the program is delivered

☐

In-class instruction

☐

Distance education

☒

Combined delivery (both in-class and distance)

Required course materials

Course Resources

- PCCMT - Online Learning Management System offering review videos, assignments, review documents, message function to classmates and instructors and access to grades.
- Elsevier Website, Trail Guide Series e-XPLORE website

Textbooks

- Fitch, Pamela. Talking Body Listening Hands 2nd edition, Pearson Education, Inc, 2014
- Biel, Andrew. Trail Guide to the Body. 5th Edition, Books of Discovery, 2014
- Biel, Andrew. Trail Guide to the Body Student Workbook. 5th Edition, Books of Discovery, 2014
- Tortora, G.J. & B.H. Derrickson, Principles of Anatomy and Physiology, John Wiley & Sons, 2018
- Andrade, C.K. Outcome-Based Massage: Across the Continuum of Care, Wolters Kluwer, 2022
- Salvo, Susan. Pathology for Massage Therapists 4th Edition.
- Magee, D.J. 2014 Orthopedic Physical Assessments, St. Louis, Missouri, Elsevier, Saunders.

- PCCMT modules

Reference Materials

- Muscolino, Joseph E. The Muscular System Manual: The Skeletal Muscles of the Human Body. 4th Edition, Mosby Inc, 2017
- Muscolino, Joseph E. The Muscle and Bone Palpation Manual with Trigger Points, Referral Patterns, and Stretching. 2nd Edition, Mosby Inc, 2016
- Netter, Frank. Atlas of Human Anatomy, 6th edition, Saunders, 2014
- Rattray, Fiona and Linda Ludwig. 2005. Clinical Massage Therapy, Toronto, Talus Inc.

Equipment for In-class Instruction

Massage tables, bolsters and face cradles

Massage medium

Linen and pillows

Computer

Stationery

Skeleton, organ models, projector and tablet

Pacific Coastal College of Massage Therapy
Program Outline
Massage Therapy Diploma Program*

Year One:

1000 hours

30 weeks

Full-time 25.2 hours/week – Virtual
delivery

110 hours - Work Experience

128 hours In-class instruction

8 hours- outreach

Year Two:

1200 hours

44 weeks

Full-time 20 hours/week- Virtual Delivery

220 hours - Work Experience

176 hours In-class instruction

12 hours - outreach

Pacific Coastal College of Massage Therapy

Program Outline

Massage Therapy Diploma Program*

Program Organization*

List the titles of the courses in this program in the order they are provided and the hours of instruction allotted to each.

For programs with work experience component(s) list the number of hours of instruction for each work experience component of the program. List the work experience element in the order in which it is provided along with the other courses in the program.

Title of Course/Work Experience Component *	# of Hours*
Year One Massage Therapy Courses	
Anatomy and Physiology, I	95
Musculoskeletal Anatomy I	125
Kinesiology I	30
Nutrition	10
Pharmacology	10
Neuroanatomy	60
Neurophysiology	35
Pathology I	10
Manual Skills	80
Infancy Massage	10
Pregnancy Massage	25
Business	15
Massage Principles, Professional Practices and Theory	20
Research	55
Diverse Populations	35
Pain, Stress and Self-Care	40
Hydrotherapy	30
Evidence-Based Practice	20
Communications and Ethics	35
Professional Regulations	30
Supervised Work Experience – Practicum I	110
Clinical Assessment I	120
Year Two Massage Therapy	
Public Health and Prevention	70
Kinesiology II	65
Anatomy and Physiology II	100
Musculoskeletal Anatomy II	125
Surgery and Post- Surgery	20
Pathology II	125
Fascial Anatomy	15
Clinical Assessment II	120
Advanced Manual Skills	125
Orthopedic Treatments	50
Joint Mobilizations	20
Remedial Exercise	40

Pacific Coastal College of Massage Therapy
Program Outline

Massage Therapy Diploma Program*

Actinotherapy	15
Clinic Management	50
Case Study	40
Supervised Work Experience – Practicum II	220
Total	2200

Susana Pena Garcia

Susana Katherine Pena Garcia

2025-10-10



PACIFIC COASTAL
COLLEGE OF MASSAGE THERAPY

PTIRU Institution Number 4286

Sexual Misconduct Policy

Pacific Coastal College of Massage Therapy (PCCMT) classifies Sexual Misconduct as per the College of Complementary Health Professionals of British Columbia definitions (CCHPBC) [CMTBC Code of Ethics](#).

PCCMT has a strict policy against sexual misconduct and will not tolerate it. All Sexual Misconduct allegations against a student, faculty, client and staff of PCCMT will be treated with utmost urgency, sensitivity and privacy.

Allegations of sexual misconduct should be immediately reported to our Student Services Manager: Emilaine Santos emilaine@pccmt.ca

Disclosed information will be treated with extreme confidentiality and there will be no retaliation or retribution against the griever for reporting the allegation.

The PCCMT Grievance Procedure is as follows:

1. Within 48-hours of the receiving the written complaint, the Student Services Manager will reach out to the victim of the Sexual Misconduct allegation to acknowledge receipt of the allegation and provide reporting to law enforcement and CCHPBC where applicable.
2. PCCMT will perform an internal investigation of the allegations and determine a suitable course of action within 14 days of the lodged complaint. Resolution actions include but are not limited to, emergency removal, termination from program and contract dissolution.
3. At the request and consent of the griever, the grievance report and investigation findings may be forwarded to law enforcement, CCHPBC and other organizations responsible for further investigation where applicable.
4. Upon resolution, PCCMT will provide a list of professionals trained to provide support for complainants and respondents of sexual misconduct allegations. Please reach out to our Student Services Manager for more information.
5. Appeal requests will be considered only if new information to supplement the original complaint is provided.

The Sexual Misconduct Policy is reviewed annually (August 25) and will be included in our most recent Student Success Guide.

Date:

2025-10-10

Print Name:

Susana Pena Garcia

Signature: Susana Katherine Pena Garcia

Accommodations Acknowledgement

Health and Wellness Colleges of Canada is committed to providing equal access to education and supporting students with disabilities in accordance with the Alberta Human Rights Act. Students have the right to request accommodation to reduce barriers and ensure equitable access to educational services.

By signing below, I acknowledge that:

- ☐ I have been informed of my right to request accommodations and the process for making a request.
- ☐ I do not require accommodations at this time.
- ☐ I understand that this waiver does not prevent me from seeking accommodations in the future should my circumstances change.

Susana Pena Garcia

Student Name

Susana Katherine Pena Garcia

Signature

2025-10-10

Date

CERTIFICATE *of* SIGNATURE

REF. NUMBER
TNR8W-YLW3S-HNACV-HKX5C

DOCUMENT COMPLETED BY ALL PARTIES ON
10 OCT 2025 20:31:41
UTC

SIGNER

**SUSANA KATHERINE PENA
GARCIA**

EMAIL
OCASO45@GMAIL.COM

TIMESTAMP

SENT
09 OCT 2025 21:20:40
VIEWED
10 OCT 2025 20:21:58
SIGNED
10 OCT 2025 20:29:55

SIGNATURE

Susana Katherine Pena Garcia

IP ADDRESS
209.53.155.82

LOCATION
VANCOUVER, CANADA

RECIPIENT VERIFICATION

EMAIL VERIFIED
10 OCT 2025 20:21:58

TARA RICHMOND

EMAIL
TARAR@ACMT.CA

SENT
09 OCT 2025 21:20:40
VIEWED
10 OCT 2025 20:29:57
SIGNED
10 OCT 2025 20:31:41

Tara Richmond

IP ADDRESS
162.157.232.65

LOCATION
OKOTOKS, CANADA

RECIPIENT VERIFICATION

EMAIL VERIFIED
10 OCT 2025 20:29:57

