

A Letter from the Director of Massage Therapy

When I completed my Massage Therapy course, I knew I had made a decision which would fulfill my life. Massage wasn't nearly as popular and mainstream back then. There weren't so many opportunities waiting for Massage Therapists. People were just starting to realize it wasn't only for the rich and famous. There were minimal resources available for therapists, but I loved what I did. I loved feeling the muscle tension melt away beneath my fingers. My clients were happy to see me, happier when they left. Watching the transformation from stressed to relaxed. It is such a rewarding, caring, and giving career. I am honored and excited to share this profession with new students and old colleagues.

Many of us have created a path for the Massage Therapists of tomorrow. This will enable us to reach out and touch the lives of so many people.

It is rewarding to see how far we have come. Opportunities now exist with Medical Doctors, Chiropractors, Hospitals, Spas, Resorts, Health Clubs, Nursing Homes and Corporations.

I am dedicated to bring to you, "the student", some of the finest professionals in our area to share their knowledge. This is a career of continuing education. We can all learn something new or share something valuable with other Therapists. I will continue to network with professionals to keep the program challenging and interesting for students and massage professionals.

I have had some wonderful opportunities and have met many interesting people in my career. I still love what I do, and I want to share these experiences.

ENJOY YOUR JOURNEY INTO MASSAGE THERAPY!

Sincerely,

Vicki Hicks, NCTMB, LMT,
Director

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vicki@massageacademyllc.com

Admissions Information

Admission Requirements:

High School Diploma or equivalent

18 Years of Age or older

Physician's Statement of Health

Student Liability Insurance

Wonderlic Scholastic Level Exam (SLE) Score of 17 or higher

It is the policy of Massage Academy of the Poconos, LLC to grant equal opportunity to qualified persons without regard to race, color, age gender, disability, religion, origin or sexual orientation with respect to both employment and provision of services.

Admission Procedures:

Submit completed Application Form.

Complete and submit Enrollment Agreement along with a non-refundable \$100 fee.

Physicians Statement of Health with current Monteux TB Text

Copy of High School Diploma or G.E.D.

Denial of Admissions:

Massage Academy of the Poconos, LLC reserves the right to deny admission to any person for the following reasons:

1. The applicant does not meet the standard requirements
2. The applicant is unable to perform or receive massage due to physical, mental or emotional reasons.
3. The applicant is unable to meet financial commitments.

Student Health Requirements:

In order to maintain a safe environment that students may both receive and administer a massage, students must maintain their own health and be free of contagious and infectious disease. If a student's health status should change at any time during the course of the program, the student shall notify the director of massage therapy in writing immediately. After consulting with the students' physician, a determination will be made whether the student will be able to participate in class. If it is determined that further participation in classes or clinic by the student would result in endangerment to the student or others, the student will not be able to complete the program, and a refund will be made of any prepaid tuition in accordance with Massage Academy of the Poconos, LLC refund policy.

Testing Out of Class:

A student may be permitted to test out of Anatomy, Physiology and Pathology class if all three of the following requirements are met:

1. The Student holds and administers proof of one of the following advanced titles; MD, DO, DC, RPT, OTR, or BSRN. May test out of class.
2. A \$150 non-refundable testing fee will be required to sit for the test out Exam.
3. In the event the student does not pass the exam with a score of 75% or higher on the first try, the student will be required to complete the Anatomy, Physiology and Pathology portion of the program at full tuition cost.

Mission Statement & Educational Objectives

There is one main goal that we will try provide to all students: to offer a very thorough and extensive course of study in massage therapy for entry level positions.

Our Objectives are to:

- Graduate well-educated, caring professionals to meet the growing need for qualified massage therapists.
- To be able to work competently with other health care providers.
- To increase the public awareness of the positive benefits of Massage Therapy.
- To provide an ethical framework from which to practice your new profession.
- To prepare the student with a strong business acumen to ensure success.

To prepare the student to sit for the Massage & Bodywork Licensing Examination MBLEx

Massage Therapy Program: 670 Hour Curriculum

(One clock hour equals 50 minutes of instruction)

<u>Course Number and Name</u>	<u>Clock Hours</u>
#101 Massage Therapy, Level 1.....	176
#102 Anatomy, Physiology, Pathology.....	200
#103 Business Practice Management/Ethics.....	16
#104 Introduction to Sports Massage.....	16
#105 Introduction to Healthcare Setting Massage.....	12
#106 Chair Massage.....	8
#107 Introduction to Reflexology.....	8
#108 Introduction to Asian Therapy.....	16
#109 Introduction to Spa Therapy.....	16
#110 Introduction to Aroma Therapy.....	8
#111 Introduction to Tai Chi.....	4
#112 Career Options for the Massage Therapist.....	8
#113 Introduction to Trigger Point Therapy.....	8
#114 Introduction to Yoga.....	4
#115 Student Clinic Experience.....	120
#116 Massage Therapy, Level 2.....	25
#117 Health Care Setting Massage Pathway.....	25
Total Course Clock Hours.....	670

Massage Therapy Program

The massage therapy program at Massage Academy of the Poconos, LLC consists of an extensive 670-hour program that will lead to a diploma in Massage Therapy. We offer several different times and choices that will enable you to complete school and “have a life” at the same time.

General Class Schedules/Start Date

As a student of Massage Academy of the Poconos, LLC, you have the following options:

1. Full Time, Day Classes. Complete in 8-9 months.
2. Part Time, Evening Classes. Complete in twelve months.

Massage Academy of the Poconos, LLC reserves the right to cancel or postpone the start of any class due to unforeseen circumstances. If class should be postponed or cancelled for any reason, the student can either choose to apply the fees they have already paid toward the start of the next class or receive a full tuition refund.

School Hours

The school will be open Monday – Thursday
Weekend hours by scheduled clinic or classes

Massage Academy of the Poconos, LLC offers the following choices: When available

1. Part Time, Day & Weekend Classes: Monday, Tuesday & Wednesday 10:00 a.m. to 3:00 p.m.
Alternating Weekends
2. Part Time, Evening & Weekend Classes: Monday, Tuesday, Thursday, 6:00-10:00
may include weekends for some schedules.

Some classes will be scheduled on weekends. You will receive a program schedule at the time of enrollment with said dates. Clinic hours may also be scheduled during weekends or evenings. You will be responsible for filling your clinic hours during these times. Your class schedule may also change due to inclement weather.

Massage Therapy Program Course Description

(one clock hour equals 50 minutes of instruction)

#101 Massage Therapy, Level 1 – 176 Clock Hours

This is an introductory level course in Massage Therapy. The history of massage, laws and principals of massage, basic massage strokes, Swedish, deep muscle techniques, hydro-therapy, universal precautions, indications and contra-indications of massage, introduction to neuro-muscular therapy massage and practical hands on experience will be covered in this course. The student will be able to perform a full body massage at the end of this course.

#102 Anatomy, Physiology, Pathology – 200 Clock Hours

This course will introduce the student to the human body and how it functions. The student will learn how homeostasis is maintained through normal functioning of all the systems in the body. Students will do an in-depth study of the muscular, skeletal and nervous systems. Pathologies and abnormal functions will also be discussed.

#103 Business Practice Management / Ethics – 16 Clock Hours

The basic premises and guidelines to running the business aspect of health care. Course will include time and cash management, as well as proper business acumen.

#104 Introduction to Sports Massage – 16 Clock Hours

This introductory class will acquaint the student to the most basic premises of sports massage. This includes, but is not limited to: pre and post event care, sport specific massage, body mechanics, most common athletic injuries, conditioning massage, stretching and range of motion. Hot & Cold Packs – Hydro-therapy.

#105 Introduction to Health Care Setting Massage – 12 Clock Hours

This course is designed to teach students how to work in various health care settings. They will learn basic medical terminology, common abbreviations, universal precautions and how to safely and effectively administer massage therapy in hospitals and doctors offices. The student will learn to adapt massage techniques to be able to comfort and improve quality of life for their client.

#106 Chair Massage – 8 Clock Hours

The student will learn about the benefits of chair massage for their clients as well as how to use chair massage to market new business. Each student will perform 4 hours of community outreach to complete this course.

#107 Introduction to Reflexology – 8 Clock Hours

This course will give the students the most basic concepts and theories behind the art of reflexology.

108 Introduction to Asian Therapy – 16 Clock Hours

This introductory course will show the fundamental aspects of Asian Therapies which include the 5 Element Theory, Yin/Yang Theory, Meridians and concepts of Traditional Chinese Medicine.

#109 Introduction to Spa Therapies – 16 Clock Hours

This course is designed to acquaint the student with basic services offered at spas. They will have the opportunity to learn about: body wraps, clay, mud and seaweed uses, dry brushing, salt glows and hydro-therapy. They will also learn about marketing and packaging spa therapies.

#110 Introduction to Aroma Therapy – 8 Clock Hours

In this course, students will explore basic aroma therapy concepts. Emphasis will be on safety and practical applications of common essential oils. History, indications and contra-indications will be discussed. They will have hands on experience to mix essential oils. This course provides the foundation for further study in the field of aroma therapy.

#111 Introduction to Tai Chi – 4 Clock Hours

The student will be introduced to the art of Tai Chi. Movement, energy and breath will be the focus of this course. The student will learn basic stretching to increase energy.

#112 Career Options for the Massage Therapist – 8 Clock Hours

In this course the massage therapist will have the opportunity to explore the many different career options available to them in the massage field. This will enable the student to choose the area they may want to specialize in.

#113 Introduction to Trigger Point Therapy – 8 Clock Hours

As an introductory class, objectives will be to provide the most basic concepts and treatment of “trigger points”. Students will learn the anatomical basis of pain and dysfunction on a neuro-muscular level. Students will also learn how to evaluate and manage myofascial pain. This course will enable the student to practice a non-invasive and very effective form of neuro-muscular therapy.

#114 Introduction Yoga – 4 Clock Hours

The student will be introduced to the art of Yoga. Movement, energy and breath will be the focus of this course. The student will learn basic stretching to increase energy.

#115 Student Clinic Experience – 120 Clock Hours

Supervised, hands-on practice. Senior students have the opportunity to schedule clients from the community for a full-body massage. This enables the student to gain the experience of massaging various body types and dealing with different personalities. The clinic provides the ability to complete a massage from beginning to end. This includes performing a proper client intake/interview, performing the massage properly, and scheduling the next appointment. Students will gain the hands-on experience necessary to be comfortable with a variant of massage, spa and hydro-therapy techniques. Students will have a thorough knowledge of draping. 20 hours of the clinic experience will be devoted to the pathways chosen by each student. This will include externships at spas and healthcare facilities. The clinic experience will also include community outreach events.

#116 Massage Therapy, Level 2 – 25 Clock Hours

The student will take the foundation learned in Massage Therapy, Level 1 and expand that knowledge to include, Neuromuscular Therapy, Sports Therapy, Myofascial Release and other advanced massage techniques.

#117 Health Care Setting Pathway – 25 Clock Hours

This course is designed to advance the student in the health care setting, whether it be in a hospital setting, chiropractor’s office or medspa. Immunizations are required for this pathway. If student’s immunizations are not up to date the hospital will administer all needed at no cost to the student. Students will experience actual hospital protocol in a hospital externship or other healthcare facility.

Facilities and Equipment

We occupy 4400 square feet which consists of 2 classrooms, 5 treatment rooms, and clinic reception area. You will have access to massage tables, and 3 massage chairs. Our building is also ADA compliant.

Attendance Policy:

Class attendance and participation are mandatory. Students who are unable to participate fully or incur excessive absences may be dismissed from the program. All missed classes must be made up. The student is responsible for all material missed due to absence. Students may use the textbook, the lecture notes, or when available, attend the same lecture given to another class. There will be no charge for make-up time.

Leave of Absence Policy:

Leave of absence is permitted when the student encounters a serious problem such as illness or death in the family that temporarily prevents the student from attending class. Leaves of absence must be requested in writing. The student may re-enter class at the appropriate point with the next starting class, unless other suitable arrangements have been made with the director prior to the absence.

Tutoring & Student Advisement:

Instructors are available for special tutoring outside of normal class hours. Students must be referred for tutoring by the instructor in order to take advantage of this assistance. The fee for private tutoring is \$25 per hour. Students are free to ask the staff and instructors for advisement at any appropriate time.

Grading Policy:

Grading will be based on the following: exams, quizzes, class participation, practical demonstrations, attendance and conduct. A final exam will be given at the end of each course. All classes are graded using the following scale:

Grade	Grade Points
A = 90-100	4.0
B = 80-89	3.0
C = 70-79	2.0
D = 60-69 (Fail)	1.0
F = 0-59 (Fail)	0.0
W = Withdrawn (must notify director in writing)	

Graduation Requirements:

Students must meet the following requirements in order to be considered for graduation:

1. Earn a cumulative Grade Point Average (GPA) of at least 2.0
2. Attend a minimum of 100% of the total clock hours through scheduled attendance and make-up sessions; and
3. Meet all financial obligations to the school

A Diploma will be awarded to all students who meet the Graduation Requirements.

Program Tuition & Fees:

Tuition Fee: \$6,800
Registration: \$100
\$6,900

Required Text

The following required texts are included in your tuition: No additional fees for required texts.

Massage Mastery: From Student to Professional
Anne Williams
ISBN: 978-0-7817-8017-9

Applied Anatomy & Physiology for Manual Therapists
Pat Archer; Lisa A. Nelson
ISBN: 978-1-60547-655-1

Plain and Simple guide to Therapeutic Massage & Bodywork Examinations
Laura Allen
ISBN: 978-1-4963-3225-7

Additional Supplies & Expenses

Student Liability Insurance
Massage Logo Tee Shirt
Black or White pants
Comfortable clean sneakers or shoes
Massage cream or massage oil (flip top)
1 set sheets/1 twin fitted / 1 twin top sheet
1-2 towels
Note taking materials
Pens / pencils
Background Check
CPR certification for state licensing
Licensing Test
Licensing Application
(Total Approximate Expenses \$570 - \$650)

Student Academic Probation Policy:

A student with an overall average of less than 70% at the end of the halfway point of their prospective program will be placed on probation for four weeks, and then removed from classes if practical and written exams at that time do not indicate a passing grade of 70% or better.

Cancellation or Termination by School or Student:

Full Refund of Tuition and Fees

A full refund of all monies paid, including the Registration Fee, will be paid if:

1. The student requests cancellation within 5 calendar days after signing the Enrollment Agreement if no classes have been attended, lessons completed or materials used. The applicant within an additional period of 5 calendar days must confirm this request in writing. After 5 calendar days or after 10 calendar days absent without written confirmation, the school will retain the registration fee; or
2. the applicant is not accepted for admission by the school; or
3. The school cancels the program prior to the applicant beginning class.

Partial Refund

Student will be eligible for a partial refund:

1. If a student cancels after the fifth calendar day following the date of enrollment, but prior to the scheduled beginning of training, tuition paid to the school shall be refunded. The school shall retain the registration fee.
2. If a student enrolls and withdraws or discontinues after the scheduled program has begun, but prior to the enrollment period graduation date, the following refund policies apply.
 - a. If termination occurs during the first 7 calendar days of the enrollment period, this will result in the school retaining the Registration Fee and 25% of the tuition charge.
 - b. If Termination occurs after the first 7 calendar days of the enrollment period, but within the first 25% enrolment period, this will result in the school retaining the Registration Fee and 45% of the tuition charge.
 - c. If termination occurs after 25% of the enrollment period, but within 50% (calendar midpoint) of the enrollment period, this will result in the school retaining the Registration Fee and 70% of the tuition charge. Termination due to catastrophic illness or injury will result in a pro-rata refund.
 - d. If termination occurs after 50% (calendar midpoint) of the enrollment period, this will result in the school retaining the Registration Fee and 100% of the tuition charge.

No Refund

If termination occurs after 50% (calendar midpoint) of the enrollment period, this will result in the school retaining the Registration Fee and 100% of the tuition charge.

Textbook Refunds

All textbooks required for a program will be distributed to the student on his/her first day of attendance. Refunds will not be available for textbooks once they have been distributed. In the event that course materials substitutions are made within a student's planned enrollment period, students will be provided with the new materials at no additional charge.

Refund Policy:

All refunds due will be made to the original funding source(s) within 30 calendar days of the determined withdrawal, cancellation or termination date from the course or program.

Placement Assistance Services

For students enrolled in the program, placement assistance begins at approximately calendar midpoint of enrollment period. Students will receive counseling and assistance in securing employment and moving into new positions as they move along the career path. Relocation or travel may be required to obtain employment.

While Placement Assistance Services are available to all students enrolled in the program, Massage Academy of the Poconos, LLC cannot guarantee employment to any student.

Student Services

Student Conduct & Dismissal:

A diploma of completion from Massage Academy of the Poconos, LLC is an endorsement to represent the profession of massage therapy. This diploma reflects the student's ability to effectively serve the community and to represent themselves professionally at all times. Therefore, Massage Academy of the Poconos, LLC reserves the right to evaluate and make recommendations to aid the student in achieving an appropriate professional manner.

Students are expected to conduct themselves with fellow students, instructors, and the public in a manner befitting a health professional. If teachers, administrators, staff, or fellow students express concern about a student's professional or interpersonal skills, the student will be asked to meet with the Director of the Massage Therapy Program. The student may face possible probation, suspension, or expulsion, based on any of the following reasons:

1. Poor Academic Performance/Academic Failure
2. Inappropriate or disorderly conduct or insubordination.
3. Violation of any terms of the Enrollment Agreement.
4. Academic Cheating or Dishonesty.
5. Any behavior that the Director of the Massage Therapy Program believes to be inconsistent with the standards of the school.

Dress Code & Personal Hygiene Policy:

Students are expected to arrive to class dressed in clean, professional, comfortable attire. Nails should be clean and neatly trimmed in order to practice massage. Hair that is longer than shoulder length shall be tied back during massage class and clinic. Clothing should be neat and clean. Jeans, cut-offs, t-shirts and open toe shoes are unacceptable.

Termination, Appeal and Reinstatement

Students will be dismissed the earlier of (1) receipt of notification by the student of a desire to withdraw, (2) date on which a progress review for a probationary student indicated that the student did not meet minimum criteria for being release from probation, (3) date on which a student is dismissed from school for failure to uphold financial obligations as agreed upon with the school, or (4) failure to return within 30 days of specified return date from a Leave of Absence. Whether termination of enrollment is voluntary or involuntary, students should realize that they remain obligated for the amount of tuition and fess due the school based on the Cancellation and Refund Policy.

Appeal

Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the School Director describing any mitigating circumstances or conditions that warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the Lead Instructor.

Reinstatement

If an appeal is denied or if the student chooses not to appeal the decision, an application for reinstatement may be submitted to the school no later than 30 days from the date of termination. Students who do not pursue or win an appeal may be reinstated under special conditions.

Student Records/Academic Transcripts

Academic transcripts are prepared at the scheduled completion dates of each evaluation period when grades and academic progress are formally reviewed. In accordance with the Family Educational Rights and Privacy act of 1974, student records are only open for inspection to students and parents/guardians of dependent students to review and challenge any and all parts of said records. This inspection is welcome by appointment during regular hours of operation.

Massage Academy of the Poconos, LLC, maintains Student Records for all students enrolled. Student Records include enrollment data, tuition/fees payment records, attendance, progress, awards and placement assistance information. These records will be maintained for at least three (3) years following graduation. Academic Transcripts will be retained in perpetuity.

Should students desire an official copy of their academic transcript, a written request should be provided to the Director for processing. There is no charge for the initial request. There will be a \$3.00 fee for each request thereafter.

Student Complaint Procedure

Most problems or complaints that student may have with the school or its administration can be resolved through a personal meeting with the school staff. If, however, this action does not bring the situation to a close to the satisfaction of this student, the student may submit a written complaint to the School Director. The written complaint should contain (1) the nature of the problem(s), (2) approximate date(s) that the problem(s) occurred, (3) name(s) of the individual(s) involved in the problem(s) – staff and/or other students, (4) copies of important information regarding the problem(s), (5) evidence demonstrating that the institution's complaint procedure was followed prior to this point in time, and (6) student signature. Students who file a written complaint can expect to receive a written response within ten business days.

Any questions or concerns regarding the information contained within the Enrollment Agreement must be directed to the School Director, in writing.

If a student's questions or concerns are not resolved to the student's satisfaction, then the student may bring the situation to the attention of: Pennsylvania Department of Education, State Board of Private Licensed Schools, 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333

Course Transfer:

If a student currently has a Certificate from another Licensed School of Massage Therapy (Minimum 100 clock hours) and would like to continue their hours at Massage Academy of the Poconos, LLC they must meet the following requirements:

1. General requirements for admissions.
2. Take a written and practical exam with a score of 75% or higher. (If applicable)
3. Certification within the past 5 years of start date.
4. Admittance to the program will be done on an individual basis with the approval of the Massage Therapy Director.

Tuition will be adjusted accordingly for the student.

Note: There is no guarantee that Massage Academy credits/hours will transfer to another school.