

# HOLISTIC CENTER FOR THERAPEUTIC MASSAGE

SCHOOL OF MASSAGE THERAPY

*Combining Mind, Body, & Spirit*



[www.holisticschool.com](http://www.holisticschool.com)

2009-2010

*Online Massage Handbook*

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## **SCHOOL PHILOSOPHY & MISSION**

**The purpose of this school is to combine mind, body, and individual spirit in holistic synergy.**

*Mission Statement: It is the mission of this school to train students to succeed in a professional and fulfilling massage therapy career.*

The Holistic Center for Therapeutic Massage is founded on the belief that massage therapy is an aid to helping society improve physical and mental well-being. A goal of the school is to help students achieve success and better their lives by combining academic as well as hands-on training in a caring atmosphere. We encourage each student to develop their own individual style.

One very important goal is for students to be ambassadors to educate the public in the healing arts. Outreach programs will be developed in the community to provide massage to those who have been overlooked or have limited income.

Our pledge to the students is to provide a well-rounded education through a variety of modalities and personalized attention. We create a solid foundation in Massage Therapy for our students.

## Educational Objectives

1. Students will learn essential techniques from a variety of massage therapy modalities.
2. Students will learn how to relate to clients within ethical boundaries, building the respect of the practice of massage therapy in the community, defining themselves as professionals.
3. Students will gain practical working knowledge of human anatomy, physiology and kinesiology as applied to massage therapy.
4. Students will learn pathology and how it relates to massage. This will help the student address specific client situations.
5. Relating to other professionals in the health care field will be an important part of keeping vital communication open to be able to better meet all of the needs of the client.
6. Students will gain the critical knowledge and skills required for managing and maintaining a successful business.
7. In the ever-demanding field of massage therapy, it will be essential for therapists to understand and manage their own needs through self-care. Personal growth will be emphasized.
8. Students will be educated with the information needed to pass the National Exam required for Illinois Department of Professional Regulation Licensure. (required by Illinois residents only) Registration for National examination is required for graduation.

## **VOCATIONAL OBJECTIVES**

The goal of the Holistic Center for Therapeutic Massage is to help students to master the essential techniques and knowledge of therapeutic massage. Combining academic and hands-on techniques, will help the student gain a well rounded education. The program is designed to develop the student into a confident, competent, self-motivated, professional massage therapist. The student will be prepared to work in a health club, spa, resort, health clinic, or in their own private practice.

The art of touch will make students more aware of themselves and others. A positive, caring attitude will be fostered by the school and continued in the student's professional life. Personal growth will be emphasized. The more awareness and insight one has into themselves, the healthier and better prepared they will be to assist the personal growth of others.

It is the goal of HCTM to educate each and every student with all of the information needed to pass the National Certification Exam and obtain Illinois Licensure. Out of state students will receive the same educational experience and quality with exception to requiring Illinois State Licensure.

Continuing education classes and seminars will further massage therapists' understanding in the bodywork field.

# HOLISTIC CENTER FOR THERAPEUTIC MASSAGE

## PROFESSIONAL MASSAGE THERAPY CERTIFICATION

**Massage Theory, Practice & Techniques:** (no prerequisites) The student will learn the history, basic principles, & massage techniques for partial & full body massages. Many massage modalities will be introduced. Aromatherapy, ethics, self-care & professionalism, will also be learned.

History of Massage	Student Clinic
Basic Principles of Massage	Sports Massage
Chair/On-Site Massage	Aromatherapy
Full Body Massage	Self-Care
<i>315 Hrs.</i>	Intro. to various massage modalities and related subjects

**Anatomy & Physiology:** Topics of study shall include all aspects of human anatomy, physiology, and pathology. Also covered will be CPR, first aid and AIDS Care.

Cells, Tissues, Organs & Systems	Pathology
Skeletal System	CPR/First Aid (additional cost)
Muscular System	
<i>180 Hrs.</i>	

**Business & Professionalism:** Students will learn successful small business practices & effective customer relations.

How to Run a Small Business  
Ethics  
*50 Hrs.*

**Nutrition & Wellness:** Students will learn how the body works in a healthy state.

Nutrition  
Herbal Therapy  
*55 Hrs.*

**Independent Practice:** Students will practice chair & full body massages outside of class.

10 hr. massages with a single special needs person. A journal must be kept with an entry for each session with one special needs person to document progress.

### 600 Hrs. Total

Classroom hours are based on 50 minutes equaling one hour of instruction.

## **COURSE DESCRIPTIONS**

### History of Massage

**The use of massage in ancient cultures to the present will be explored. Other cultures around the world and their use of massage will be discussed. Special emphasis will be put on current trends within the field such as, acceptance and cooperation within the health care field. Innovators who have developed different massage modalities will be discussed.**

### Basic Principles of Massage Therapy

**This course will cover the theory of massage therapy. Definitions, techniques, applications, and contraindications will be learned and practiced by students.**

### Chair/On-Site Massage

**Chair massage involves a short routine, generally lasting from fifteen to thirty minutes. The primary focus of this massage is to relax and/or invigorate a client. Typically a specially designed chair is used, but it is not always necessary. This type of massage focuses essentially on the upper body. Students will learn several routines and implement their own individual style from these routines. Chair massage is being used widely in the corporate world.**

### Full Body Massage

**This course will be based on full body Swedish massage. Students will learn all of the basic techniques. The course will demonstrate the benefits and effects of different techniques and how they affect the individual on three levels including the physical, mental and emotional. Techniques will be combined to perform an effective rhythmic massage. Students will learn set routines and be encouraged to develop their own personal routines.**

### Introduction to Many Different Modalities

**This course will include but not be limited to many of the following modalities: Reflexology, cranio-sacral, prenatal, infant massage, lymph massage, therapeutic touch, geriatric massage, trigger point therapy, shiatsu, jinshin do, ortho-bionomy, esalen, energy work, spa treatments, trager, alexander technique, hellerwork, rolfing, reiki.**

### Sports Massage

**The basics of working with athletes before and during events will be taught in this course. When and when not to work with athletes will be discussed.**

## Aromatherapy

**In this course the use of essential oils will be explored. This class will focus on the effect of oils on the senses and the outcome of use in different applications. Some of the most commonly used oils today will be used in specific modalities or settings, such as, Swedish versus sports to help achieve desired effects.**

## Self-Care

**Massage therapy is very physically demanding, therefore, self-care is a critical aspect of being a healthy and successful massage therapist. Self-care includes: Proper body techniques while performing massage, fitness, nutrition, and relaxation techniques. T'ai Chi and Yoga will be included in this course.**

## Anatomy and Physiology

**The many systems of the body will be explored in this course. Special emphasis will be placed on the muscular and skeletal systems. Pathology and the effects of massage on these will be learned.**

## Business and Professionalism

**Standards of business, marketing, record keeping, billing, and documentation, i.e. S.O.A.P. notes will be learned in this class. Students will develop a business plan outline, which will include short-term and long-term career goals. Professionalism and relating to other health care professionals will be taught. Ethics and how to build a massage therapy practice will be covered.**

# CLASS SCHEDULE

## **Online Class:**

www.holisticschool.com

## **Hands On & Face to Face Review:**

Monday 6 – 10 p.m.

Saturday(9-5) & Sunday(12-5) - *One weekend a month*  
will be presented in seminar style, with guest speakers, videos, hands-on, and field trips.

**There are also 20 weekend days of student clinic required for ALL students. Clinic schedules are as follows:**

Friday 5PM – 10PM

Saturday 10AM – 3PM

Sunday 12PM – 5PM

Clinic schedules are set the first week of your enrollment to coordinate with your schedules.

Classes begin monthly.

# ADMISSION REQUIREMENTS

- APPLICANTS MUST BE AT LEAST 18 YEARS OLD BY START DATE.
- A COPY OF A HIGH SCHOOL DIPLOMA OR TRANSCRIPT OR LEGAL EQUIVALENT MUST BE PROVIDED WITH APPLICATION, UNLESS APPLICANT IS DEEMED BY THE SCHOOL TO BE CAPABLE OF COMPLETING THE COURSE.
- AN APPLICANT MUST BE IN GOOD PHYSICAL HEALTH AND BE ABLE TO MEET THE PHYSICAL DEMANDS OF PERFORMING MASSAGE THERAPY.
- EMOTIONAL MATURITY AND PSYCHOLOGICAL STABILITY ARE A MUST.
- A WILLINGNESS TO PERFORM AND RECEIVE MASSAGE WITH BOTH FEMALES AND MALES IN A PROFESSIONAL MANNER (EXCEPTIONS ARE MADE WITH PRIOR APPROVAL AT TIME OF ADMISSION TO SCHOOL).
- NO ONE WITH FELONY OR SEXUAL RELATED CONVICTIONS WILL BE ADMITTED.
- A PERSONAL INTERVIEW WILL BE CONDUCTED PRIOR TO ACCEPTANCE.
- YOU MUST RECEIVE AT LEAST TWO ONE HOUR PROFESSIONAL FULL BODY MESSAGES AND HAVE THERAPIST DOCUMENTATION BY START DATE.

STATE, LOCAL AND COUNTY BACKGROUND CHECK IS REQUIRED WITH THE APPLICATION.  
(SUBMIT COPY WITH APPLICATION EVEN IF REQUIRED BY OUTSIDE AGENCY)

# TUITION & PAYMENT PLANS

**PAY COMPLETE TUITION OF \$5,000.00 BEFORE SCHEDULED START DATE OF CLASS.**

**PAYMENT PLANS INCLUDE PROCESSING FEES BASED ON LENGTH OF PAYMENT PLAN.**

## 3 PAYMENTS & \$200.00 PROCESSING FEE

DEPOSIT.....	\$ 300.00
1 <sup>ST</sup> DAY OF CLASS.....	\$1,634.00
1 <sup>ST</sup> DAY OF 3 <sup>rd</sup> MONTH.....	\$1,634.00
1 <sup>ST</sup> DAY OF 6 <sup>th</sup> MONTH.....	<u>\$1,634.00</u>
TOTAL (INCLUDING PROCESSING FEE) ....	\$5,200.00

## 8 PAYMENTS & \$300.00 PROCESSING FEE

DEPOSIT.....	\$ 300.00
8 MONTHLY PAYMENTS AT .....	<u>\$ 625.00</u>
TOTAL (INCLUDING PROCESSING FEE).....	\$5,300.00

## 12 PAYMENTS & \$400.00 PROCESSING FEE

DEPOSIT.....	\$ 300.00
12 MONTHLY PAYMENTS AT.....	<u>\$ 425.00</u>
TOTAL (INCLUDING PROCESSING FEE)...	\$5,400.00

## OTHER COSTS

BOOKS.....	\$375*
6 SETS OF SHEETS (TWIN flannel or t-shirt).....	\$60-100
CPR/First Aid Class...TAKEN AT Red Cross .....	\$45
ABMP STUDENT INSURANCE.....	\$65
CLASSROOM SUPPLIES:	
3 RING BINDER	
COLORED PENCILS	
PENS	
MISCELLANEOUS.....	\$35
GRADUATION CEREMONY & DINNER.....	\$50*
UNIFORMS/POLO SHIRTS .....	\$150*
NATIONAL TEST...(payable to NCBTMB).....	\$225
ILLINOIS LICENSURE...(payable to IL DPR).....	\$175
TABLE & ACCESSORIES.....	\$600*
HEATED TABLE PAD (TWIN) .....	\$100*
OIL/LOTION & ESSENTIAL OILS.....	\$230*
BUSINESS CARDS.....	\$50
MUSIC (CDS OR TAPES).....	\$30-60

\* = Payable to HCTM in addition to tuition costs.

**Prices subject to change according to availability and change by publisher/distributor.**

I have read and agree to pay the required additional costs listed herein and understand that should any prices change I will be notified by HCTM administration as soon as administration has notification of a price change by publisher/distributor.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HCTM Director

\_\_\_\_\_  
Date

# **ACADEMIC GRADING SYSTEM**

**BELOW IS THE GRADING SYSTEM USED FOR ALL CLASSES.**

90% - 100% = A

80% - 89% = B

70% - 79% = C

BELOW 70% IS A NON-PASSING GRADE

STUDENTS WILL BE GRADED ON TEST SCORES, PAPERS, CLASS PARTICIPATION, PROJECTS, AND ATTENDANCE. GRADES WILL BE GIVEN AT MIDTERM AND AT THE END OF THE COURSE. STUDENTS WILL PRACTICE MASSAGES (IN CLINIC), ON INSTRUCTORS, OR ON OTHER MASSAGE THERAPISTS TO GAUGE COMPETENCY AND BE EVALUATED.

## **CONDUCT POLICIES**

Students shall have respect and consideration for their instructors and fellow students. Professional and ethical conduct is expected at all times. Honesty, maturity, and high business standards are to be used by students during and after the course.

A student may be dismissed if the following policies are not followed:

- Use of or possession of alcohol or illegal drugs on school grounds or at school events will not be permitted. A student will not come to class or any events under the influence of any substance.
- Disrespectful or inappropriate conduct or language will not be permitted.
- Proper use of draping and proper touch will be expected.
- Students must adhere to all school rules and regulations.
- Destruction or theft of school or student property will be terms for dismissal.
- Maintenance of proper hygiene and student appearance will be expected.
- Cheating or plagiarism will not be permitted.
- Students will maintain client confidentiality.
- A student must inform instructors if a contagious disease or condition is contracted in order to protect others' health.
- Refrain from engaging in any sexual conduct, sexual activities or other interpersonal relationships involving fellow students, instructors or clients, on or off school grounds, with exception only to prior existing relationships.

## **DISCIPLINARY ACTION**

A student will receive a warning for the following actions. If the student does not improve, a probation period will be set. If the student fails to make changes during the probationary period dismissal will be enforced.

- **Unsatisfactory classwork:** Classwork that falls below 70% or C average is considered unsatisfactory. If 70% is not obtained on quizzes or exams a second chance will be given within a specified time. The two tests will be averaged together for a grade of no higher than a C. If a retest is failed an evaluation will be given.
- **Attendance Policy:** Students are expected to attend all classes. In case of an emergency or illness up to 12 hours of excused absence, per semester will be allowed. An absence is unexcused if student does not call in. If a student misses more than 12 hours a semester they will be put on probation. Students must makeup all homework and all hours excused or unexcused. If technique class is missed it may cost the student \$25 an hour for special tutoring by instructors. Another option is to attend seminars or CEU classes related to massage therapy; bodywork or holistic health is available up to 12 hours and must be approved IN ADVANCE by HCTM administration. Seminars and CEU classes must be taken during enrollment of the course; any breach of conduct policies will lead to disciplinary action.

I have read and understand this conduct policy and agree to follow this policy while enrolled in the HCTM massage therapy program. In addition, I understand that failure to follow this policy may result in immediate dismissal from HCTM.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HCTM Director

\_\_\_\_\_  
Date

## REQUIRED TEXTBOOKS

### **Milady's Theory and Practice of Therapeutic Massage Fourth Edition**

By Mark F. Beck, Milady Publishing Co., c 1988      SC \$80    HC \$107

### **Milady's Workbook**

Milady Publishing      \$54

### **Trailguide to the Body**

Andrew Biel c 1997      \$53

### **Trailguide to the Body – Student Handbook**

Andrew Biel c 1997      \$20

### **Trailguide to the Body – Audio Disk**

Andrew Biel c 1997      \$10

### **Recognizing Health and Illness Pathology for Massage Therapists and Bodyworkers**

Sharon Burch, MSN, ARNP, NCTMB      \$25

### **Prescription for Nutritional Healing**

James F. Balch, M.D., Phyllis A. Balch, C.N.C.  
Avery Publishing Group, c 1997      \$30

### **The Educated Heart**

Nina McIntosh Decatur Bainbridge Press, c 1999      \$38

### **National Study Guide**

National Certification Board for Therapeutic Massage & Bodywork      \$40  
((\$350 SC option)      **Total      \$377**

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I have read and agree to pay the required additional costs listed herein and understand that should any prices change I will be notified by HCTM administration as soon as administration has notification of a price change by publisher/distributor.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HCTM Director

\_\_\_\_\_  
Date

## Miscellaneous

**Placement Assistance:** There will be no formal placement assistance, but a current file of requests from prospective employers or space for rent will be available.

**Non-Discrimination Policy:** The Holistic Center for Therapeutic Massage will not discriminate against applicants on the basis of race, national or ethnic origin, color, creed, religion, gender, sexual orientation, marital status, or physical or mental handicaps unrelated to performance ability.

### **Certification Requirements:**

- All coursework and examinations must be completed.
- Successful attendance of all classes and completion of 600 hrs.
- An average of 70% or C in each class must be obtained.
- Payment of all financial obligations must be met or payment contract signed.
- Satisfactory completion of CPR and First Aid.
- Registration of National Certification Examination
- Return of all school materials rented or borrowed.
- Completion of all outside massage hours.
- A student is required to give a minimum of 1 chair massage with 2 instructors or individual appointed by the school and 3 full body massages with three individuals or instructors appointed by the school, for evaluation purposes. Chair evaluation within 45 days of first day. First full body before 50% of class completion, second full body 10 or more days prior to final class day.
- All makeup work must be turned in within one month from the date of graduation, except in cases with extenuating circumstances.

# Conflict Mediation

In some instances, interpersonal conflicts may arise where mediation may prove to be an alternative to disciplinary action. The purpose of the mediation process is to promote reconciliation or bring together parties who have a conflict for the purpose of resolving that conflict and effecting an agreement. This process also affords the opportunity for discussion of varying points of view and encourages individuals to come forward to seek means for informal conflict resolution and the prevention of inappropriate behavior. Any written agreement resulting from the conflict mediation process can be enforced through the disciplinary system of The Holistic Center for Therapeutic Massage, hereafter referred to as HCTM. Parties to the agreement are responsible for upholding the terms of that agreement.

The following applies to the conflict mediation process:

- A. The mediation process is not intended to replace the judicial system. Rather, it affords an alternative for the resolution of interpersonal student or student /Administration conflicts.
- B. Students may bring to Administration any conflict that materially and negatively impacts their own status or that of other members of HCTM.
- C. Should the conflict involve an HCTM staff member or administration, an outside mediator will be provided. If an agreement is not reached, the conflict will be escalated and sent to the Illinois State Board of Education upon request of or directly by the complainer.
- D. If mediation is to be implemented, all parties in conflict must agree to the process as an option to resolving their dispute. The judicial process if applicable, however, remains an option should mediation prove unsuccessful along with filing complaints with the Illinois State Board of Education.
- E. If a settlement is reached which is agreeable to all parties in conflict, the terms will be drafted by HCTM Administration. The document will be signed by all parties, witnessed by the mediator and kept on file as long as the students are enrolled at HCTM. Each party receives a copy of the agreement.
- F. Details of the process are kept confidential except for a brief report from the mediator to any referring party and the appropriate administrator(s) that an agreement has been signed by the parties. The mediator will also report to the above parties if an impasse is reached and no agreement is forthcoming. This permits further exploration of other options for resolution of the conflict. If, however, a threat to the health, safety or security of any member of HCTM becomes a concern to the mediator, he or she will inform the parties that appropriate authorities must be notified.
- G. Once an agreement has been finalized and signed, the option of bringing a charge through the judicial process is open to either party who becomes convinced that a term of the agreement has been breached by a participant in that agreement. In order to proceed, however, individuals must be continuing students. A mediator must affirm that the violation has occurred and will then share the terms of the agreement with the appropriate conduct officer or judicial board. Another option for the resolution of a breach of a mediated agreement is to resubmit the conflict for a second mediation intervention. One party may request this, but all parties must agree. The revision or the redrafting of the agreement may be handled by the original mediator or may be referred to another mediator.

I have read and understand this conflict mediation policy and agree to follow this policy for complaint should any arise. In addition, I understand that failure to follow this conflict mediation policy may result in immediate dismissal from HCTM.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HCTM Director

\_\_\_\_\_  
Date

