



Administration Offices:

**N306 Hilltop Ln.
Merrill, WI 54452
(715) 359-4615**

School:

**1720 Merrill Ave.
Building 300, Suite 302
Wausau, WI 54401**



Catalog 2017



Dear Prospective Student:

Thank you for your interest in Health Touch School of Massage and congratulations on your decision to consider training in massage therapy, one of the fastest-growing and widely accepted professions.

Health Touch is a school dedicated to advancements in the field of massage and body work. As owners of the school of massage founded in 1988, we are committed to continuing the tradition of providing skilled massage professionals in response to the growing demand.

The course includes hands-on training and classroom study. You will receive an education in massage theory and its practice as well as how the body works. The course is designed to prepare you for a professional practice.

We at Health Touch School of Massage LLC are proud of our commitment to quality education in the field of massage and body work. We realize the diversity of our students and that many may be returning, after years away, to a structured educational environment. We are sensitive to that and are committed to giving personal attention to our students and their training and to foster learning at all levels. Upon completion Students will be able to start their new career shortly after graduation as we have incorporated both the state and the national exams into our curriculum We encourage and assist each student to develop their own style and we give each student the tools to find employment or start their own business.

Our catalog describes the schools program.

Sincerely,

Jane Detert PTA, LMT, CSCI
Dean of Students

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General

Mission Statement

Health Touch School of Massage LLC will provide a quality entry level massage therapy training program, resulting in competent practitioners entering the profession of massage therapy.



Admission

Admission Requirements

Any person who meets the following requirements may attend Health Touch School of massage.

1. High school diploma or equivalent
2. 18 years of age or older
3. Two letters of recommendation (cannot be from family or relation)
4. Must be in good health and be able to give and receive massage with no reactions
5. Completed application
6. Application fee of \$45 for processing

Additional Entrance Requirements

1. Upon acceptance into the program, students must have a statement from their physician stating they are free of communicable disease and can give and receive massage.
2. Students must meet their financial obligations for school fees.
3. Application deadlines will be 30 days prior to the program start or until the class is full.
4. Students must have received at least one professional massage by the end of Term 1.

Non-Discrimination Policy

In accordance with all federal and state regulations, Health Touch Spa LLC School of massage will not deny acceptance into the program based on race, color, sex, or creed.

Policy Regarding Transfer of Hours or Credits

Health Touch School of Massage LLC may recognize hours or credits from other courses. Advance standing for prior education or training may be given after a portfolio review. (Contact the school for more information on advanced portfolio review forms.) Acceptance of transfer credits will reduce the course total hours in the amount of credits accepted but will not result in a decrease in the total tuition. Students may sit in on any course subject as a refresher, for the credits transferred.

Transferability of Hours to Other Schools

Health Touch School of Massage LLC will contact and consult with the admissions office of the receiving school regarding transferability. It is up to each individual school to determine whether part or the entire 650-hour massage course offered at Health Touch School of Massage LLC is transferable toward other courses of study. The receiving school may also contact the Program Coordinator of Health Touch School of Massage LLC at N306 Hilltop Ln. Merrill, WI 54452 or Call (715) 359-4615 at any time regarding transferability of hours.

Program Description

Class Schedule and Location

All Classes are held in Wausau WI. The school offers a 10 month program which runs 2 nights a week. This program covers the material covered in this catalog. All classes run from 3pm to 10pm. A new class starts the first week in September and ends the last week in June.

No Classes are scheduled on New Years, Easter, Memorial Day, Labor Day, Thanksgiving, or Christmas.

Class groups are limited to 18 students for each 650 hour programs.

Course of Study

The School provides 650 hours of training (650 hours in class)

Course Descriptions

Massage Theory and Practice	310 hours
Massage Practicum	50 hours
Anatomy and Physiology	100 hours
Massage Clinical	40 hours
Wellness and Relaxation	20 hours
Kinesiology	50 hours
Business and Professional Practice	25 hours
Business Ethics	25 hours
Pathology	50 hours
Total Program Hours.....	650 hours

* *Students must complete a CPR /AED and First Aid Certification class massage in addition to their classroom hours required for Graduation. CPR/First Aid class instructors are brought to the class room.*

Course Description

Massage Theory and Practice

Introduction to Swedish Massage theory including definitions, benefits, universal precautions, history, techniques, routines, pace and rhythm, practical applications, indications, contraindications. Acupressure, Shiatsu, Reflexology, medical, Sports, On-site, and Therapeutic Touch are also discussed

Massage Practicum

Laboratory practice giving and receiving massage with fellow students under direct supervision of faculty and giving massage to instructors.

Anatomy and Physiology

An introduction to the structure and functioning of the systems of the human body. This will include a discussion of medical terminology, cellular development and common pathological conditions of the body systems, and the role of massage in such cases.

Massage Clinical

Students will learn specific techniques for specific problem areas. Also rhythmic manipulation of soft tissue, depth of pressure, pace of rhythm and how to perform the massage in a smooth flowing routine and practice universal precautions. these hours will be gained through school sponsored and supervised public events and supervised client massage at Health Touch Spa.

Wellness and Relaxation

Students will learn to establish a healthy lifestyle and holistic modalities such as imagery, creative visualization, and centering techniques.

Business and Professional Practices

Introduction to basic business practices related to massage therapy practice, including interpersonal communication skills, universal precautions, environmental considerations, use of equipment, time management, documentation, professional affiliation, legal and regulatory issues. Also business plans, marketing, accounting, exploring the types of practice settings will be covered.

Business Ethics

Personal and professional ethics will be explored with focus on advantageous practice building guidelines for success. 6 hours of Wisconsin massage law will be covered. Passage of the state law test will be required for graduation.

Pathology

An in-depth exploration of human health disability, aging, and disease for a massage therapy practice. There will be a correlation of physiology, indications, and contraindications and massage techniques.

Kinesiology

Discussion of planes of movement, identification and location of specific muscles, bones, and bony landmarks for joint and structure of the body. Exploration of the origin, insertion, and action of the major muscles and muscle groups.

Program (10 month) Requirements

Candidates who can demonstrate that they can handle the workload and have the study skills and support necessary to successfully complete the training, will be allowed to participate.

Determination of acceptance into the Program

Candidate must satisfy all of the following:

1. Demonstrate that they have the time and support to attend class on the two days that the class is offered without interruption.
2. Demonstrate that they have the time needed for the additional study
3. Demonstrate that they have the resources and time to complete both the clinical and classroom hours required.

How the program is set up.

An accepted candidate for the program will meet with the Dean of Students and review their personal schedule. At the end of the meeting the candidate will receive:

1. A personal schedule
2. A redistribution of fee payments based on hours in each term
3. An agreement to fully participate in class and a statement that they have met the qualifications of the course.
4. A statement to the understanding that a student who fails any portion of this program will have to be reviewed. It will be the decision of the Dean of Students to allow the student to continue in the program. There are no refunds for withdrawing from this course of study due to failing grades.

Educational Expenses

Tuition Payment Policy

A deposit is required following acceptance notification. This deposit (\$500) is due two weeks after receiving their acceptance notification and is applied toward the tuition. This will secure your place in the class.

Tuition for the entire course is \$6,000. All students are required to pay the \$500 deposit in advance as mentioned above. The remaining balance is due two weeks prior to the first day of class each year.

All payments should be made payable to Health Touch School of Massage LLC.

- ❑ The Application fee is \$45
- ❑ Class tuition is \$5,955
- ❑ Students may cancel their enrollment and receive a full refund up to three days after the first term is started (As specified in the Customer's Right to Cancel form. See insert B.)

Student Supply List

Students may want to purchase the following items on their own use at home. *(All prices are estimated.)* All items that are for school are included in the tuition.

Massage Table	\$500 *
Required Books	included in the tuition
Bolster	\$ 40*
Sheets	\$ 40
Disinfectants	\$ 20*
Oil	\$ 25*
Oil Dispenser	\$ 15*
CPR and First Aid certification community Course	\$ 60**
The National License Exam	set by national board
WI License application	currently \$150.00

*Students are not required to purchase supplies from the school. The supplies and a massage table are not included in the course fees and are not required in class. These will be provided for class use by the school. However the student will need to have their own table for use outside of the school.

** Actual cost varies but the student will be required to pay that cost.

Payment Plan

Students may pay in full or use the payment Plan below. No service charges will be required.

<input type="checkbox"/> Application Fee	\$ 100
<input type="checkbox"/> Two weeks after acceptance	\$ 400
<input type="checkbox"/> Two weeks before the first day of Term 1.....	\$2500
<input type="checkbox"/> Two weeks before the first day of Term 3.....	\$3000
Total cost of this course	\$6000

Refund Policy

The student will receive a full refund of all money paid if the student cancels within a three-business-day cancellation period.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

<u>At Least</u>	<u>But Less Than</u>	<u>Refund of Tuition</u>
1 unit / class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	no	No refund

For any student receiving DVA Educational Benefits, the amount charged to the student for tuition, fees and other charges when only a portion of a course is completed shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. The non-refundable portion of the registration fee will not exceed \$10.00. Refunds will be made within 40 days after the last class attended, or the effective date of a withdrawal or termination.

As part of this policy, the school may retain a one-time application fee of no more than \$100. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40 days of termination date. If a student withdraws after completing 60% of the instruction, the school may refund a pro rata amount: if withdrawal is due to mitigating circumstances beyond the student's control.

A written notice of withdrawal is not required. To students receiving funds under Title IV and Title 38, the school will comply with federal guidelines concerning constructive notice of withdrawal. All or a portion of the refund will be used to pay grants, loans, scholarships or other financial aid in conformity with federal and state law. The school will make a "good faith" effort to make a refund, if necessary, by sending certified mail to student's and parents permanent address.

Evaluation

Grading Policy

Students are graded on written Materials, Practicum skills, and employee trait skills. The following is a breakdown of grading for each aspect of the course.

Written Material

A grade of 80 percent or higher on written material is required for passing each term satisfactorily. Progress of 80 percent is needed to continue the course at the end of each term.

Grading Breakdown

Papers / Presentations	10%
Quizzes	10%
Exams	80%

Grading Scale

100% to 94%	A
93% to 88%	B
87% to 80%	C
79% or less	Fail

1. Written material for any term may be retaken one time with approval of the faculty and the Program Coordinator.
2. The highest score for written materials taken over will be 80%
3. All make up and retakes of written materials will be done during the student's own time and availability of instructor.

Massage Skills and Employee Trait Skills

Students will be required to demonstrate massage skills using staff members and/or peers at various times throughout the course.

Grading Scale for Skill

- Pass /Satisfactory Five (5) points or greater
- Fail /Incomplete Less then 5 points

Skills are graded on Pass /Satisfactory or Fail / Incomplete. Incomplete skills may be completed with approval of faculty and Program coordinator and scheduled upon availability of room and instructor.

Satisfactory Term Completion Requirements

In order to advance to the next term, all written skills must be completed and passed by the end of each term. Students who do not pass the skills checklist by the end of each term will not pass that term.

Any student who does not complete a term with a passing grade will be dismissed and will need to get permission from the facility and Program coordinator to reapply. Dismissed students who are accepted back into the program must retake the entire massage course to receive a certificate.

No probationary period for unsatisfactory grades or progress.

Satisfactory Course Completion requirements

1. 80% on all written work
2. Passed both Skills checklists
3. Attendance of greater then 80% of course
4. Documentation of completion of CPR and First Aid (community course)
5. successful completion of the Wisconsin massage law exam
6. Course fees paid in full

Student completing the course will receive a certification in massage approved by the Association of Bodyworkers and Massage Professionals (ABMP)

Progress Records (One-to-one Evaluations)

Students will have one-to-one evaluations with the instructor to review their grades, attendance, practicum skills, and employee trait skills, One-to-one evaluations will be scheduled by the midterm and at the end of each term evaluation will be given at the end of the evaluation.

The school will retain a copy of each midterm and end-of-term evaluation. A final one-to-one evaluation will be scheduled at the end of the fourth (4th) term. The student will also receive a written copy of the final transcripts, which will have attendance, final written grade, and hours for each course competency listed. Copies of these records will only be sent if the request is made in person or written cop. by the student.

The school will maintain this final course record for seven years after completion of the course. Employment assistance services are not offered to students.

Faculty and Administration

Owner, Dean of Students and Massage instructor -----Jane Detert PTA, LMT, CSCI

Jane is a 1995 graduate of St Catherine's, St, Paul, MN; she is a licensed PTA since 1995. She is owner and general manager of Health Touch School of Massage LLC. Jane is a 2014 graduate of Health Touch Spa School of Massage. She has practiced massage therapy since 2014. Has had experience in the medical field for over 30 years... Jane is both and state licensed

Owner, Director of Curriculum /Business instructor ----- Randal Detert

Randal is a 1987 Graduate of NCTI. He is co-owner of Health Touch School of Massage LLC.

Basic Massage instructor ----- Mindy Branning LMT

Mindy graduated from UW-Madison and Health Touch School of Massage. She is a Licensed massage therapist in the state of Wisconsin and a member of the American Massage Therapy Association (AMTA).

Kinesiology Instructor -----Jane Detert

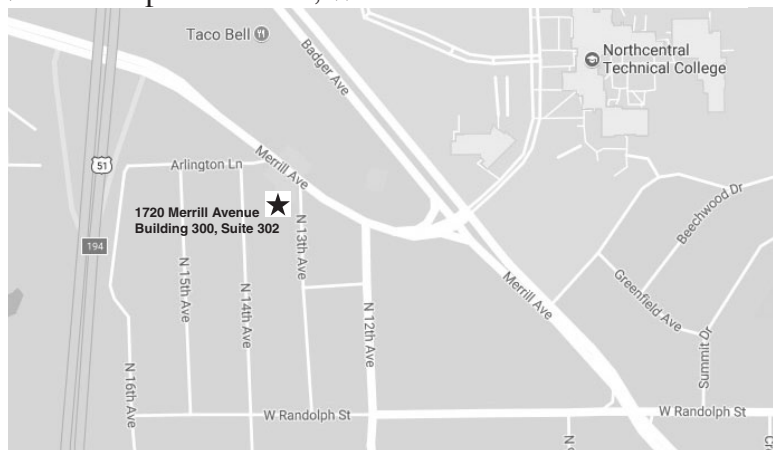
Anatomy & Physiology-----Jane Detert

The School is wholly owned and managed by the members of Health Touch School of Massage LLC.

Facilities and Equipment

Health Touch School of Massage campus is located just off I39 (Exit 194A) giving easy access from all directions. The Campus consists of a classroom. The administration offices are located at N306 Hilltop Ln. Merrill, WI 54452

The Class room is approximately 900 square feet and is equipped with massage tables, and a wide assortment of bolsters, heaters, and pads. Instructors have access to a wide variety of presentation options including computer projection, overhead projectors, VCR's flip charts etc. A small library is maintained to assist instructors and students in research projects. The site has ample parking for all students and several green spaces for students to relax during breaks.



Student Behavior Requirements

Professional Policy

Health Touch School of Massage LLC is a professional organization that expects its students to act in a mature and respectful manner. Students are expected to be caring, honest, and punctual. Students will abide by the ethical guidelines of the profession of massage both on and off campus or be dismissed from class. An instructor may request that a student leave the classroom for the following reasons:

1. Coming to class intoxicated
2. Continued uncontrolled arguing with the instructor or other students
3. Damaging school property or other students' property
4. Disrupting course instruction by noisy and continued conversation

The classroom is an environment where mutual respect, privacy, and confidentiality are required.

Students who are dismissed for unsatisfactory conduct will not be readmitted.

Attendance Policy

Attendance of all classes is required. In rare cases, absences may be approved by the instructor with advanced notice. No more than two approved absences for the term are permitted. Attendance will be taken during each class. Unexcused absences are defined as any class missed without approval of the instructor.

Tardiness is defined as arriving 15 minutes after the appointed time the class starts.

Tardiness will be clocked in minutes. Students leaving class earlier than 15 minutes prior to the scheduled ending time will have that time deducted from course hours.

Absence or tardiness equivalent to 20 percent of any term is considered grounds for dismissal and / or failure of the course. A student who has been dismissed will need to get permission from the faculty and Program coordinator to reapply.

No probation period allowed for unsatisfactory attendance.

Grievance Policy

Any student concerned about a grade or class action should first address the instructor of that class. If this is not possible, the student should file a complaint by contacting the Program coordinator at 715-302-4969. All faculty, staff, and students are bound to settle their differences in a fair and timely manner.

Makeup Hour Policy

The hope is that everyone will attend all classes. On rare occasions, makeup times may be needed. This policy is designed to be fair to the students and instructors. A fee not greater than \$30.00 per hour will be charged if students need to set up private makeup times.

Makeup sessions will have to be requested by the student and approved by the program coordinator and instructor. These sessions will be arranged based on the availability of the faculty and director. Students will need to contact the program coordinator to schedule makeup times.

If students miss more than the required hours, they may complete the class in any of the following ways:

1. Repeat the entire class on a space available basis, repaying tuition.
2. Set up tutoring by arranging with the instructor and approval from the Program Coordinator.

Hours need to be complete prior to the end of the term. Tutoring fees are the student's responsibility and will not exceed \$30.00 per hour.

No leave of absence is granted for the massage course.

Insert B
Customers Right to Cancel

(enter date of transaction)

You may cancel this transaction, without any penalty or obligation, within three business days from the above date. (Saturdays, Sundays, and holidays are not business days.)

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract of sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller’s expenses and risk.

If you do not make the goods available to the seller and the seller does not pick them up within 20 days of the date of your cancellation, you may retain or dispose of the goods without any further obligation.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to Health Touch School of Massage LLC, N306 Hilltop Ln. Merrill, WI 54452. No later than midnight of

_____.

Note: Purchase of educational goods and services offered by a school is deemed to take place when written and final acceptance is communicated to the student by the school. If the representative who enrolls you is authorized to grant acceptance at the time you enroll, and does so, the cancellation period ends at the time specified above. If you have not been accepted in writing at the time you enroll, the cancellation period does not end until midnight of the third business day after you receive written acceptance by certified mail from the school.

I hereby cancel this transaction

(Date)

(Buyer’s Signature)

(Buyer’s Name- Print)

(Street Address)

(City, State, Zip



Health Touch School
of Massage LLC
Administrative Offices
N306 Hilltop Ln., Merrill, WI 54452
(715) 359-4615

APPLICATION FOR ENROLLMENT

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Home Phone: (____) _____ Work Phone: (____) _____
Age: _____ Date of Birth: _____ Social Security #: _____
Sex: ___ Female ___ Male Citizen of U.S. ___ Yes ___ No
Employment Status: ___ Full ___ Part Time ___ Unemployed (Occupation: _____)
Educational Background: (include *name, city/state, dates attended, degree*)
 High School: _____
 College: _____
 Tech / Vocational: _____
 Other Professional Courses : _____

In Case of Emergency, contact:

Name: _____ Relationship: _____
Address: _____ Telephone: (____) _____
e-mail address _____

This application form Must be accompanied by:

1. Two letters of reference describing your character.(outside of family relations)
2. Short autobiographical statement including:
 - Employment history
 - Education /experience in massage or related field of health
 - Reason for choosing to learn massage
 - Ability to accept criticism
 - Potential impact of schooling on personal obligations
3. \$45 application processing fee
4. Proof of High school diploma /G.E.D. / or H.S.E.D.
5. A statement from a Medical Professional, that you are free of communicable diseases and you can participate in classes safely.

Signature of Applicant: _____ **Date:** _____

- ❖ All times and dates are subject to revision depending on student enrollment
- ❖ Classes are limited in size and closed when full.

Mail to: Health Touch School of Massage LLC
N306 Hilltop Ln.
Merrill, WI 54452

650 Hour Massage Course Tuesdays & Wednesdays 3:00 p.m. to 10:00 p.m. September to June