

Therapeutic Body Works School of Massage

1720 Dolphin Drive

Waukesha, WI 53186

MASSAGE THERAPY PROGRAM

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Therapeutic Bodyworks Institute

□ **Mission Statement**

Our mission is to teach each student to integrate their mind, body and spirit for optimum health to make a positive change in many lives. This is accomplished by our commitment to provide a healing supportive environment, by highly qualified and exceptionally experienced instructors, and by a curriculum of courses and techniques that have been honored and proven effective for thousands of years.

□ **Commitment Goals**

Commitment to our Students:

To assist learning by making it an accessible, winning and relevant experience.

To actively promote student success.

To assist student in career success through community service, job search strategies and career planning.

To work on continually improving our curriculum to meet the evolving health care needs.

To support our graduates with developing ongoing continued education.

Commitment to the Community:

To promote the benefits of massage therapy in order to increase awareness and acceptance of the profession.

To graduate massage therapists who are dedicated to improving the health and wellbeing of the community.

To enhance the accessibility of massage therapy through a community-based clinical education program.

The core curriculum is designed to meet the requirements of the State of WI and to assist in preparing for the National Exam ..

□ **Employment Opportunities**

Trends and industry show that the demand for massage therapy will increase dramatically over the next several decades. With the aging population and changes in health care, therapists are treating an increasing number clients who suffer from skeletal and muscular disorders with noninvasive, cost effective complimentary therapies. There is every reason to believe that the accelerating demand for massage therapy will continue. Students will be able to pursue the following types of employment opportunities:

Rehabilitation Centers

Hair Salons

Hotels

Cruise Ships

Therapy Clinics

Malls

Airports

Hospice Care

Chiropractic Offices

sports Medicine

Nursing Homes

Spas

Resorts

On-Site Companies

Private Practice

Group Practice

The school cannot guarantee employment after completion of massage certificate.

□ **Description of School**

Therapeutic Bodyworks School of
Massage

1720 Dolphin Drive

Waukesha, WI 53186

414-416-0992 Phone

Program Courses and Descriptions

Required Courses for Students of Western Massage:

Anatomy & Physiology (96 hours)

In these courses, human anatomy, studies the structure of living organisms and their parts and physiology studies the function of living organisms and their parts. Includes: Physiology of cells and tissues, skeletal, muscular, cardiovascular, nervous, integumentary, lymphatic, respiratory, endocrine, urinary, digestive and reproductive systems.

Pathology for the Massage Therapist (40 hours)

This course consists of lecture and discussion on common disorders that massage therapist may come in contact with. You will learn signs and symptoms of many disorders. This class will help the Therapist make accurate decisions about whether or not massage is appropriate from their clients. Universal precautions will be discussed.

Kinesiology (32 hours)

This course will provide a basic understanding of how the body works in a muscular-skeletal movement pattern. Includes planes of motions, postures, normal and abnormal positions, movement patterns. Movement through each joint will be discussed.

Professional Ethics and Business Practices (56 hours)

Ethics will be emphasized along with professional image, legal aspects of clinical practice will be discussed, current regulations and state laws. Marketing, advertising, how to start a new practice, business plans will all be discussed.

Introduction to Massage (32 hours)

Basic massage techniques will be discussed, history of massage, draping, keeping records, various massage techniques currently being practiced. General indications and contra-indications of massage. Massage strokes and their benefits.

CPR and First Aid (8 hours)

All students must attend a current certificate of completion of Adult CPR and Standard First Aid

Student Clinic (40 hours)

Students will perform massages on clients supervised by Instructors

Community Service/Professional Observation (24 hours)

Students will observe Health Care Providers, perform massage techniques on Health Care Providers or perform massages supervised by staff at community events.

Practice Techniques - (48 hours)

Students will have to practice on TA's, Instructors and or be supervised by staff when performing specific techniques on others.

Massage Theory and Techniques (274 hours)

Will cover the theory and techniques of Swedish Massage, Therapeutic Massage, Neuromuscular Trigger Points, Cranial Sacral, Lymphatic, Sports, Infant, Reflexology, Chair Massage, Prenatal Massage, Myofascial Techniques. Upon completion of this course you will be able to perform both Relaxation and Therapeutic Massage. Hydrotherapy techniques will also be included. Oriental Techniques/massage

Massage Therapy Program

Program Schedule 10 Month Program

QUARTER I FEBRUARY 18 - APRIL 18

ANATOMY & PHYSIOLOGY I
INTRO. TO MASSAGE
MASSAGE TECHNIQUES
PROFESSIONAL ETHICS/BUSINESS PRACTICE

QUARTER II APRIL 25 - JUNE 21

ANATOMY & PHYSIOLOGY I AND II
MASSAGE TECHNIQUES
KINESIOLOGY

QUARTER III JUNE 22 - AUGUST 29

ANATOMY & PHYSIOLOGY II (CONTINUED)
PATHOLOGY
WESTERN TECHNIQUES

QUARTER IV SEPTEMBER 2 - NOVEMBER 22

PATHOLOGY
PROFESSIONAL ETHICS/BUSINESS PRACTICE
WESTERN TECHNIQUES
CPR

TOTAL HOURS 530

THE FOLLOWING HOURS MUST BE COMPLETED WITHIN 6 WEEKS FOLLOWING THE LAST DAY OF THE FOURTH QUARTER THEY MAY BE STARTED FOLLOWING COMPLETION OF THE SECOND QUARTER.

STUDENT CLINIC HOURS	40 HOURS
COMMUNITY SERVICE/PROFESSIONAL OBSERVATION	24 HOURS
PRACTICE TECHNIQUES	48 HOURS
TOTAL	120 HOURS
PROGRAM TOTALS	650 HOURS

LICENSING REQUIREMENTS

Students who successfully complete the massage therapy program will be prepared to write the National Certification examination for Therapeutic Massage and bodywork. The state of Wisconsin has licensing requirements for massage therapist. Students will be required to register with the State of Wisconsin.

ACADEMIC CALENDAR

Feb 18, 2019	First Day of Class
April 19-24	Easter Break
April 25	Resume Class
May 25 -29	Memorial Day break
May 30	Resume Class
July 2-July 7	4 th of July Break
July 8	Resume Class
Aug. 30- Sept 2	Labor Day break
Sept 3	Resume Class
Nov. 26 – Dec. 1	Thanksgiving break
Dec. 2	Resume Class
Dec. 20	Last day to complete course work.

Admissions Information

□ Admission Requirements

Applicants to the massage therapy program must:

1. Be at least 18 years of age.
2. Have a high school diploma, secondary school equivalency diploma or the international equivalent.
3. Submit a \$30.00 non-refundable application fee
4. Complete and submit the application form and other application materials in their entirety
5. Request official high school and college transcripts be submitted directly from the educational institution to the school
7. Be physically able to perform and receive massage therapy
8. Have received at least 2 professional massage within the last 12 months.
9. Have a satisfactory admissions interview.

□ How to Apply

1. After receipt of the completed application, an admissions interview will be scheduled. An application will be valid for up to 6 months from the date it is received. A \$30.00 application fee and up dated supporting materials, must be submitted with the application. Application to the program does not guarantee acceptance.
2. All applicants are required to have an interview with administrator of school, Candidate is evaluated in Academic ability to progress through training, personal character and motivation, financial ability to pay for the program, mid ability to manage time involved to complete program. Please bring any questions you have about the program to the interview.
3. Upon acceptance into the program, you will receive notification and receive the student handbook. A tuition deposit of \$250.00 will be required to reserve your place in class. This amount is due within 30 business days of your acceptance. This payment will be applied to your tuition and is refundable if a student withdraws from the program prior to the start date.

To prepare for the course, it is strongly recommended you take introductory courses in massage and get more than the minimum required number of professional massages.

□ Transfer of Credit/Advanced Standing

Consideration Within State Regulations

TUITION AND FEES

Application – Registration Fee

\$30 non-refundable fee due at time of application

Tuition Fees and Payment Plan

Tuition Schedule (Choose Option A or Option B)

Option A

\$500 discount if payment made by first day of class

Down Payment	\$500
Payment 1	\$7,500
Total Due	\$8,000

Option B

Down Payment	\$500
Payment 1	\$2,000
Payment 2	\$2,000
Payment 3	\$2,000
Payment 4	\$2,000
Total Due	\$8,500

Payment Methods and Terms

All fees are payable by cash, personal check or money order. They are due and payable in full on or before the first day of class attendance as per the schedule above.

A \$25 late payment fee will be charged for any installment which is five or more days overdue.

Books, Supplies and Other Expenses

Textbooks	\$300-\$600
Massage Table	\$450-\$1,500
Purchase Linens or washing school linens	\$120
Professional Student Membership	\$39
Miscellaneous Supplies (oils, lotions, etc.)	\$150
Total	\$1,059-\$2409

Incidental Administrative Charges

Schedule Modification	\$150
Exam retake: Written	\$35
Practical	\$50
Change in payment plan	\$25
Withdrawal	\$100
Transcripts (after first)	\$25
Letters of Recommendation	\$25
Check Return Fee (NSF)	\$25
Tutoring Fee	\$25/hr

❑ **Cancellation and 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 class	0%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	no	no refund

As part of this policy, the school may retain a one-time application fee of no more than \$100.00. 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 in mitigating circumstances beyond the student's control.

A written notice of withdrawal is not required. For 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 students and parent's permanent address.

❑ **Cancellation of Course of Study by the School**

If the school cancels or discontinues a course, the student shall have all tuition, fees and other charges refunded. The school reserves the right to revise course schedules and curriculum as necessary. School shall provide notice to student of any changes within seven business days of scheduled change.

❑ **Financial Aid**

TBS does not offer access to federal financial aid or any other government sponsored assistance.

Student Support Services and Facilities

Student Development Center

Career Referral Center will be available for student to reference and review for current employment opportunities, continuing education courses and miscellaneous items of interest.

An area has been designated as a library, which contains cassette tapes, books, charts and videotapes. A television and videocassette player is also available. Some of the materials are available for checkout.

Location and Facilities

The school is located at 1720 Dolphin Drive, Unit C, Waukesha, WI 53186. We are in the City of Waukesha. The facility is handicap accessible.

Administrator of the School is Sherry Williams, PTA, CMT

School Policies

Student Records

Student records will be kept for a period of five years. After the five year period, only transcripts and graduate records will be kept. With a written request to the school administration a student may have access to review their files. For a \$25 fee, copies of student transcripts will be available to the student. Information will not be released to any persons or agencies without the written consent of the student.

Grading System and Appeals

Letter grades will be used and will be based on the following numerical percentages.

Letter Grade	Numerical Grade
A+	97% - 100%
A	93%- 96%
A-	90%- 92%
B+	87% - 89%
B	83% - 86%
B-	80% - 82%
C+	77%-79%
C	73%-76%
C-	70%-72%

To graduate, a student must complete all required courses with a cumulative grade of 70% or above.

Grading criteria includes class participation, exams, hand-on techniques, written and practical assignments, homework, special projects, attendance in all classes, and timely completion of all assignments and clinic sessions. Grades will be given after completion of each test, quiz, and completion of practical exams. A student will be notified if not meeting standards of practical experience and a meeting set-up to discuss how student and instructor can help meet the standards

Any student may appeal a grade by the following procedure (please note that an appeal can result in downgrading the mark):

1. Appeal the grade to the course instructor within five school business days of receiving the grade. The instructor will acknowledge receipt within two school business days. If a resolution cannot be reached, the student may proceed to Step 2.
2. Appeal to the Program Director within five school business days from the decision in Step 1. The Program Director will acknowledge receipt within two school business days. If there is no resolution the student may proceed to the formal appeal described in Step 3.
3. Any student may appeal any grade or evaluation by stating the reasons in writing to the school Administrator within three school business days of completion of Step 2. Formal appeals will be heard within seven school business days of receipt of the request.

The student lodging the appeal, the instructor against whom it was lodged will be notified in writing of the results of the appeal within five school business days.

Makeup Work

Written and lab assignments not completed by the due date must be made up within seven school business days after applying in writing to the Program Director. Clinic hours must be completed by the final day of the clinic schedule. For hours that need to be made up a fee will be charged as following: Make up work \$25/hour, Written exams \$35.00 and Practical Exams \$50.00.

Any student who misses a test for any reason other than an approved leave of absence will receive a grade of zero. An appeal of such a grade may only be made to the School Administrator in writing within five business days of the date of the missed test. A response will be issued in writing, within three school business days of the receipt of the appeal by the School Administrator; whose decision will be final.

Satisfactory Progress Policy

Students must at least maintain a grade of 70% to continue in the program. Before a student will be dismissed a probationary period of six weeks will be in place to allow the student to raise their grades. A student may reapply to enter the next available class after being dismissed for unsatisfactory grades. Dismissal for breaches in standards of conduct will be the final decision of the directors. In cases of misconduct no probationary period will be allowed.

Student Conduct

Students are required to follow all school rules and procedures. Students will be expected to behave in a professional manner that may reflect on them and upon their professional colleagues, at all times. Standards of Conduct policies include, but are not limited to those listed below:

No breach of confidentiality will be tolerated
No sexual harassment of any type or from will be allowed.
No substance use or abuse during school hours will be accepted
Draping standards will be followed at all times.
Professional appearance and personal hygiene will be maintained at high standards

Failure to comply with the standards of conduct will be handled by the directors.

Failures to comply will lead to the following ramifications:

Conduct warning, (will remain in your file)

Probation

Dismissal

Attendance and Tardiness

Any missed hours will have to be made up, as graduation and qualification for State Licensure is directly related to the hours attended. All hours must be documented appropriately. For hours that have to be made up, students will be responsible to pay an instructor \$25.00 per hour for make up work, \$35.00 for written exams and \$50.00 for Practical exams. No charge will be applied for makeup hours related to inclement weather. It will be the student's responsibility to call the school at 414-416-0992 and check the voicemail for class cancellations during bad weather. Any Special circumstances must be discussed with the administration within 7 days. Tardiness is disruptive to everyone. It is requested students arrive to classes on time. Missed time of 15 minutes or more will be considered tardy and will need to be made up. Five tardies will count as an unexcused absence at which time a director will speak to the student and a notation will be made in the student's file. When students cannot be present for a class or classes, they are still responsible for the material presented, 100 percent attendance is required. Missing class for four consecutive weeks will result in an automatic dismissal from the program. Students will be allowed to reapply for the next available class.

Leave of Absence

Due to family illness or financial disability a leave of absence will be granted. In the event of a leave of absence, the student will have to reapply within one calendar year and pay the difference, if any, of any remaining tuition.

Termination (Withdrawal and Dismissal)

If a student were dismissed to attendance issues or grades, the only way to be re-admitted to the program would be to enter the next available class. The director will have the final decision as to whether or not a student can be re-admitted to the program if they have been dismissed because of misconduct.

Graduation Requirements

- In order to receive a diploma in massage therapy a student must:
- -Complete all required-course-work,-including-final-examinations, -with-a -minimum-average of 70%.
 - Complete an authorized course in CPR/first aid and have a copy of completion certificate in their student file.
 - Pay all tuition fees, any administrative charges levied and any library fines due to the school.

Graduation is held within 60 days of the end of each program option.

Liability Insurance Policy

Students are required to show proof of liability insurance for the school year prior to beginning practicum. Liability insurance is maintained through the Association of Body-workers and Massage Professionals, (ABMP). Students will be able to purchase individual liability insurance through AMBP at a student rate of \$49.00 (rates subject to change). Within 60 days of graduation the \$49.00 can be applied towards your first years membership dues. This will be addressed in class.

Non-Discrimination and Anti-Harassment Policy

In accordance with State and Federal regulation, the school will admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admission policies, and other school-administered programs.

Drug and Alcohol Policy

Officers, employees and students may not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. No alcohol is permitted on the premises. Automatic dismissal will result for either incidence.

Student Dress Policy

For clinical practice, students must wear appropriate slacks/shorts, polo type shirt and comfortable back supporting shoes. Uniforms or Lab Coats students wish to purchase are at the expense of the student.

Complaints Procedure

A suggestion box will be available to students, located in the school. Every week time will be allotted to discuss any concerns they may have regarding the program. For a specific concern with an instructor, the matter should be taken directly to the instructor first. If there continues to be a problem or the matter cannot be resolved the matter should be brought to the attention of the Director. Complaints may also be written and presented to the Director, at which time the directors may decide to call a meeting to address the issue. Final decisions will be made by the Director and discussed with the student. The student has the right to file a written complaint with the EAB.

Administration and Faculty

□ Administration

Sherry L. Williams, PTA, CMT received her Physical Therapy Assistant degree at MATC, she is a WI State Licensed Massage Therapist. She studied Business and Supervisory Management at WCTC. Owner and Administrator of the School. Instructor in Intro. To Massage, Massage Techniques, Business Ethics and CPR.

□ Faculty

Matt Christiansen, DC, received his Doctor of Chiropractic Degree at Northwestern Health Science University College of Chiropractic. He currently is working at Albrecht Chiropractic Center. Instructor in A&P & Pathology.

Ann Schultheis, PT received a BS in Physical Therapy from Simmons University, Boston. She has owned and run her own PT clinics and is currently PRN at Aegis Therapies. Instructor of Kinesiology.



Scott Walker
Governor

**State of Wisconsin / Educational Approval Program
Department of Safety and Professional Services**

P.O. Box 8366
Madison, Wisconsin 53708-8366
Phone: (608) 266-1996
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DSPSEAP@Wisconsin.gov



Laura Gutiérrez,
Secretary

RENEWAL LOGIN INFORMATION – ACTIVE SCHOOLS

School Name: Therapeutic Bodyworks School of Massage
School Contact: Sherry L. Williams, Owner/Administrator wsherbear@gmail.com
User ID: therg
Password: 1623
EAP Contact: Colleen Uhlenkamp
Phone: 608-266-3185
Email: Colleen.Uhlenkamp@wisconsin.gov

Renewal Page of EAP's Website: [Renewal Login](#)

June 2018

EAP-Approved School Compliance Officer:

This letter contains important information about the Educational Approval Program's (EAP) school renewal process for calendar year 2019. In accordance with SPS 404.01(4), all EAP-approved schools must apply for renewal of their approval by September 1, 2018. As the compliance officer for your school, you are the designated person responsible for receiving this information and for overseeing the renewal process. If your school has been authorized as a participant of the State Authorization Reciprocity Agreement (SARA) and wishes to seek an exemption from EAP approval, please read the section below about verifying SARA participation.

RENEWAL LOGIN

The EAP's school renewal process is completed using an online application. **Beginning Monday, July 30 at 12:00 p.m. CDT, your school will be able to start the renewal process by logging into the EAP's renewal website using the User ID and Password provided above.** The renewal login may be accessed directly at [Renewal Login](#), or by visiting the EAP's homepage and using one of the two renewal links. If you experience problems with the login process or completing the online renewal application, please contact your assigned School Administration Consultant using the above listed contact information.

RENEWAL FEES

The annual renewal fee consists of two separate payments: a **\$500 first payment due September 1, 2018**, and a second payment, based on a percentage of the school's adjusted gross annual school revenue (AGASR), due by March 1, 2019. **Checks should be made payable to the Educational Approval Program and submitted to the address contained in the letterhead via U.S. Mail or courier.** Under SPS 404.10 (2)(f), schools who submit their renewal materials and/or make payment after the deadline will be assessed a late fee the greater of \$50 or 1.5% of the outstanding balance per month.