

The Academy of Health, Inc.

School Catalogue

Fourth Edition - 2023

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Our Mission

The mission of the Academy of Health is to advance the art and science of massage therapy and bodywork through professional collaboration, public outreach, research, and innovative education.

The Academy is organized exclusively for charitable, educational, and scientific purposes. As a 501(c) 3 nonprofit corporation, the Academy places emphasis and resources solely on advancing its mission.

Our Board of Directors

The Board of Directors is the controlling entity of the Academy. Danielle Bogrand Dr. Jeffrey S. Montoya David Wolz Matthew Werlein

Our Founder and President (Chief School Administrator):

Dr. Jeffrey S. Montoya

Our Facilities and Equipment

The Academy provides an innovative model of blended (on-line and in-person) delivery of massage education. This allows the learner to have the best of technologically-based learning and in-person instruction to be successful in preparing for a career in massage therapy.

In order to provide our students with the best experience at an affordable cost, the Academy has entered into a partnership with Milwaukee Reiki, LLC (a business offering massage therapy and other bodywork services). In-person classes and clinical experiences will be held at Milwaukee Reiki's facilities located at 6767 W. Greenfield Ave, Lower Level, West Allis, WI 53214. Ample parking is available, and the location is accessible by three bus lines.

Milwaukee Reiki is located inside the Tri City Bank Building. The Academy of Health will have exclusive access to a classroom with a large screen TV, table and chairs, reception area with chairs and one computer, and six massage treatment rooms during all in-person class and clinical times.

Each massage treatment room is equipped with a massage table, chairs for massage practitioner and client, and hot towel warmer. Music via Amazon music may be streamed into each room.

The Academy will utilize additional teaching and clinical space at Balance in Buffalo in Manitowoc, Spa at Sacred Grounds in Door County, Elements Massage in Sun Prairie and Spa

Serenity in Baraboo. Each location is a professional spa environment that include similar facilities to Milwaukee Reiki.

Additional equipment such as anatomical skeletons, hot stones, hydrocollator hot packs, cupping equipment and essential oils for aromatherapy will be available for specific learning and clinical units.

Students may use a mini refrigerator and microwave during break-times for snacks or meals. Wifi access is available. No storage is available for students personal belongings. Each student should bring a backpack or rolling bag to keep their personal items during in-person class days.

Students are required to use the facilities and equipment respectfully. Please report any equipment breakage to the instructor.

The Instructors of the Academy of Health:

Gina Armstrong, LMT Jessa Fournier, LMT Deborah Hrycaj, LMT Ellen Kay, LMT Basia Lindberg, DC, LMT, BCTMB (teaching assistant) Jeffrey S. Montoya, DHPE, LMT, BCTMB Anita Nielsen, LMT Jesse Peterson, LMT (teaching assistant)

Admissions Requirements

The Academy is committed to equal opportunity. All applicants will be considered for enrollment regardless of age, gender and gender identity, race, religion, national origin, sexual orientation or disability status.

Each applicant must meet the following requirements for enrollment:

- Be eighteen (18) years of age or older
- Be a high school graduate or equivalent (GED is acceptable)
- Be physically capable of performing massage therapy
- Be able to understand, read, write and speak English

Early application is encouraged as class space will be filled on a first come, first serve basis. Prospective students should first complete the online application. Once the application is completed you will receive a link to pay the application fee. Once the application fee is received the prospective student will be contacted by email or phone to schedule the interview. Students will be notified by an official letter on their admission decision within five (5) business days of the interview. The school administrator may grant conditional admission to a student who is near his or her 18th birthday who will complete high school prior to the end of the program (with written parental permission).

Please note: completion of a criminal background check is required by the State of Wisconsin to receive a massage therapist license. If you have a criminal history, please indicate it on your

admissions application so that we may guide you in submitting the appropriate forms to DSPS to determine if you will be able to be licensed.

Class Starts and Terms

Program start dates will be scheduled to start each fall and winter. Each program will take 45 weeks of studies. The admissions deadline for each program will be ten (10) days before the start date. Late admissions may be permitted if space allows. Please check the school website: www.AcademyH.org for specific start dates and the current school calendar.

Ten (10) hours of hybrid (online or in-person) classroom hours will be required for each of the 45 (forty-five) weeks. Twenty (23) seven and a half (7.5) hour days of in-person classroom hours will also be required.

Student Orientation

A student orientation will take place during the first in-person class. This orientation will go over the program, materials, needed technology and the learning management system and introduce the students to the learning space, instructors and other students.

Advanced Standing

The Academy does not grant advanced standing for prior education and training. An exception may be made for students who have previously attended massage school to allow for transfer credit for hours which were successful completed if these hours align with the Academy's curriculum and the State of Wisconsin requirements. A transcript evaluation will be completed by the school administrator.

Our Program

The Diploma in Therapeutic Massage & Bodywork is a 612 classroom hour program to prepare the graduate for licensure by the State of Wisconsin as a Licensed Massage & Bodywork Therapist.

As a result of our program, our graduates will:

- Become a licensed massage and bodywork therapist through successful completion of state and massage and bodywork licensure exams.
- Provide therapeutic massage and bodywork services.
- Apply knowledge of human anatomy, pathology, and kinesiology in the practice of therapeutic massage and bodywork.
- Prepare a professional treatment area.
- Assess needs of clients through intake processes.
- Create and execute appropriate treatment plans.
- Modify massage and bodywork services in response to contraindications to treatment.
- Educate clients on treatment plans.
- Accommodate client requests during massage and bodywork services.

- Adapt skills to meet the needs of a diverse clientele.
- Use effective communication skills throughout the massage and bodywork sessions.
- Complete post-massage and bodywork assessments and educate clients on future treatment plans.
- Safely maintain massage equipment and facility.
- Follow standard safety and sanitation precautions and emergency procedures.
- Demonstrate self-regulation, ethics, and professional appearance.
- Perform massage and bodywork within the professional scope of practice as defined in the state of Wisconsin statutes.
- Abide by the recommended standards of practice and code of ethics as issued by the National Certification Board for Therapeutic Massage and Bodywork.
- Follow therapeutic massage and bodywork business practices.
- Use professional verbal, nonverbal, and written business communications.
- Schedule appointments.
- Maintain patient records.
- Perform financial transactions.
- Maintain office inventory.
- Utilize technology for use in promotion, scheduling, recording keeping, and client followup.

Program Courses and Hours

Courses	In-person	Hybrid	
A+P, Pathology and Kinesiology			
Musculoskeletal Anatomy & Kinesiology for Massage Therapy & Bodywork		60	
Anatomy & Physiology, and Pathology for Massage Therapy & Bodywork		65	
Massage Therapy, Bodywork Theory and Practice (120 hands on)			
Introduction to Swedish Massage	60	90	
Introduction to Clinical Massage	60	90	
Additional Massage Therapy or Bodywork Therapy Course Offerings			
Specialized Techniques for Therapeutic Massage & Bodywork	22.5	50	
Massage and Bodywork Licensing Exam (MBLEx) Preparation		30	
Business, Law and Ethics			
Career Exploration and Business Practices for Massage & Bodywork Therapists (including State Law & Wisconsin Law Exam)		56	

Clinic	22.5	
CPR	6	
Total Program Hours		612

Musculoskeletal Anatomy & Kinesiology for Massage Therapy & Bodywork (60 hours)

This course introduces students to the anatomy and function (Kinesiology) of the skeletal and muscular systems of the body. Students learn the names, locations, origin and insertion attachments, of the major muscles of human anatomy. Furthermore, students will be able to apply what they learn to develop the essential palpation skills for identifying the bones and muscles that comprise the musculoskeletal system. Students will learn how to describe human movement in terms of muscle tissue, contraction, type, and fiber. They will be able to list three movement planes for the human body. Students also will acquire necessary skills for practical range of motion movements.

Anatomy & Physiology, and Pathology for Massage Therapy & Bodywork (65 hours)

This course will enable students to examine the correlations between the structures and functions of the body's organ systems. This course also introduces students to the basics of pathology, including the basics of inflammation and repair, infectious disease, and conditions of the skeletal, muscular, integumentary, nervous, endocrine, reproductive, cardiovascular, lymphatic, digestive, and urinary systems. Students will learn to recognize the basic signs and symptoms as well as indications and contraindications of massage as they progress through the systems. During this course, students will also learn medical terminology for use in the massage therapy environment that is necessary to communicate with other health care providers.

Introduction to Swedish Massage (150 hours)

Introduces students to the basics of Swedish Massage theory and technique. Learning modules include: (1) the history of the massage profession; (2) the therapeutic relationship; (3) tools of the trade; (4) career longevity; (5) evidence-informed practice and research literacy; (6) massage therapy and research; (7) body mechanics, client positioning, and draping; (8) massage techniques; (9) standard precautions, contraindications and emergency preparedness; (10) professional standards; (11); special populations; (12) hydrotherapy; (13) foot reflexology; and (14) seated massage

Introduction to Clinical Massage (150 hours)

Students continue to build upon the skills learned in Introduction to Swedish Massage by adding additional massage techniques and a more advanced approach to each area of the body. Topics covered include: (1) clinical massage: trigger points, fascia, lymphatic, orthopedic assessments and techniques; (2) condition specific massage techniques; (3) Asian Bodywork

Therapy; while continuing to work on (4) proper draping techniques; and (5) proper body mechanics.

Specialized Techniques for Therapeutic Massage & Bodywork (72.5 hours)

In this course, students learn how to adapt massage techniques to clients with special needs including: infants, pregnant clients, the elderly, and athletes. Students continue to apply swedish and clinical approaches to massage.

Career Exploration and Business Practices for Massage & Bodywork Therapists (including State Law & Wisconsin Law Exam) (56 hours)

This course will explore the various possible work settings of the modern Massage & Bodywork Therapists. The students will learn career development skills such as client consultation, client management systems, marketing strategies, and financial literacy. Students reflect on core themes such as customer satisfaction, ethics, law, entrepreneurship, and planning for success.

Clinical Experience (22.5 hours)

The teaching clinic lab provides students with an opportunity to apply knowledge, skills and attitudes as they work with the public in an instructor-supervised clinical environment.

MBLEx Preparation (30 hours)

This course prepares students to take the Massage and Bodywork Licensing Examination through practice exams, content review and test taking strategies.

CPR (6 hours)

CPR, AED and First Aid will be scheduled during Therapeutic Massage & Bodywork 1 or Therapeutic Massage & Bodywork 2. This is a mandatory in-person class. Certification costs are included in tuition. However, if a student misses the scheduled date, he or she will be required to obtain CPR, AED and First Aid certification on his or her own (and pay the required fee).

Satisfactory Academic Progress (SAP)

All students must meet established minimum standards of attendance and achievement with regard to GPA and successful course completion while enrolled at the Academy.

Grade Point Average (GPA):

Students must maintain a 2.0 cumulative GPA or higher. If a student fails a course, the student will be required to repeat the course, with the highest grade used for GPA calculations. If, upon re-taking a course, a student fails the same course a second time, the student may be dismissed for unsatisfactory academic progress.

Grading System

Students of the Academy are tested, both via examinations as well as with practical demonstrations (to include formative assessments of learned material), and must successfully complete each course with a passing grade, or the course must be repeated.

Grading for all Courses

Letter Grade	Description	Percentage	GPA
А	Outstanding	89.5 – 100	4.0
В	Above Average	79.5 – 89.49	3.0
С	Average	69.5 – 79.49	2.0
F	Failure Below	69.5	0.0
W	Withdrawn	N/A	N/A
I	Incomplete	N/A	N/A

W = Withdrawn. This grade is assigned if a student withdraws or is dropped from a course. It is assigned for courses in which a student attended at least one (1) day but less than 50% of a scheduled course. W has no impact on the cumulative GPA. Please note that students who withdraw or are dismissed from a course in which they have been enrolled for more than 50% of the scheduled course receive an earned grade. Any uncompleted work is assigned a grade of zero (0). Such grades are used in determining an overall grade for the course.

I = Incomplete. All coursework is due by the final day of each course. In rare, documentable emergency situations, a student may be granted an extension after the last scheduled day of a course to complete all course requirements. If the student fails to complete the necessary coursework within the extended time, a grade of zero (0) will be assigned for all missed assignments. This zero (0) grade is averaged with a student's other grades to determine the final grade for the course.

Course Completion

A student has successfully completed a course when the student has earned a passing grade of "C" or better (a 2.0 GPA or higher), and has successfully met all of the course requirements.

Program Completion

A student has successfully completed the program when the student has successfully completed each course in the program and has completed 612 classroom hours of instruction.

Attendance Policy

Regular and consistent attendance is expected of all students and is an essential component in academic success. When a student enrolls, the student agrees to accept responsibility for regularly attending each course. Attendance information is recorded and kept as part of the student's permanent academic record.

A student that misses an assigned test (written or practical) will receive a grade of zero (0) unless the test is made-up. Make-up exams must be scheduled with the school administrator. A \$25 fee per test/exam will be required for any make-up test/exam; test/exam may be assessed by the school administrator.

Students are required to maintain a minimum of 80% attendance over the length of the program. Students who fall below 80% attendance will be placed on attendance probation until they reach 80% attendance. The student may complete make-up hours to reach 80% attendance. When a student's absence total reaches 120 hours they will be dismissed from the program.

Students dismissed from the program due to attendance may appeal their dismissal in writing to the school administrator. The appeal should include a plan to complete make-up hours to bring the student back into satisfactory attendance status (over 80% attendance). A dismissed student may reapply to go to the school at a later date; in addition to the standard admissions requirements the student must supply a statement outlining steps that will be taken to ensure satisfactory attendance should he or she be admitted again to the program.

Student attendance is tracked in the learning management system. Students should sign into the learning management system for all classroom hours. The attendance is confirmed by the instructor and absences are sent to the school administrator.

Tardiness

Students are asked to be on time for class (ten (10) minutes late is considered a tardy). Three (3) tardies will be considered an absence and will result in the loss of one (1) classroom hour. If tardiness is unavoidable, please join class with as little disruption as possible. If tardiness is foreseeable, please let the instructor know that you will be tardy.

Students must complete all 612 classroom hours to successfully complete the program.

Make-up Hours

Students must complete make-up hours for all in-person class hours missed. Extra instructional charges of \$20 per hour may be charged for all make-up hours. Online portions of the course must be completed by program end dates.

Grades and Progress Reports

Students can view course grades at any time in the learning management system. At the end of the program, students will receive a transcript with all hours completed and grades earned. Students may request a meeting to discuss their progress as needed.

Determination of Progress

Student Academic Progress will be reviewed by the Academy on a monthly basis to identify students who may be at risk regarding satisfactory academic progress. At risk students will be

counseled and will be advised regarding efforts to improve progress. Students who meet the attendance and academic standards described herein (at least 80% attendance and 70% GPA) will be considered to be making satisfactory academic progress until the next scheduled evaluation.

Warning and Probation Status

Students who do not achieve satisfactory academic progress are placed on warning for 30calendar days and must meet with the administrator of the Academy. At this meeting, the student and administrator will devise a study plan, set academic goals, discuss extra credit, and decide on any other course of action that needs to be taken.

If at the end of the warning, the student has achieved the school's academic work and attendance requirements, then the student has re-established that he/she meets the school's satisfactory academic progress and is taken off warning. If at the end of the warming, the student has not demonstrated satisfactory academic progress, then the student can only be placed on probation for 30-calendar days if the student is able to mathematically achieve satisfactory academic progress at the next evaluation. If at the end of the probation, the student has achieved the school's academic work and attendance requirements, then the student has re-established that the student meets the school's satisfactory academic progress and is taken off probation. If at the end of the probation, the student meets the school's satisfactory academic progress and is taken off probation. If at the end of the probation, the student may be terminated from the Academy at the discretion of the administrator. Future enrollment consideration will be individually reviewed.

Appeal of Warning and Probation

Students may appeal a failed satisfactory academic progress determination by filing a written appeal to the administrator. The appeal must be at the beginning of the probationary period. Students must provide documentation regarding why the student failed to make satisfactory academic progress. Valid reasons for submitting an appeal include, but are not limited to: illness or injuries, children's illness or injuries, death of a relative or friend, family emergencies, pregnancies, maternity/paternity leave, disabilities, or legal matters. Students must also explain what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. The appeal of a failed satisfactory academic progress determination is reviewed by the administrator. If the appeal is approved, the student will be considered to be making satisfactory academic progress. The results of the appeal are documented in the student's file.

Re-entry After Withdrawal

If a student's academic progress was unsatisfactory when the student withdrew from the academy and later wishes to re-enter academy, the student will return under that same status. If a student withdraws with satisfactory academic progress, the student may return under that same status without loss of credit, grades, or hours.

Self Evaluation

The Academy uses a data-informed process for school self-evaluation and improvement. This includes collecting student and instructor course evaluations, graduate and employer surveys, and up-to-date research on the massage profession such as consumer trends and employment projections.

Holidays

The Academy recognizes the following holidays which will be factored into course schedules and time-lines: New Year's Eve/ Day Independence Day Thanksgiving Day Memorial Day Labor Day Christmas Eve/Day

School Closings

The Academy may close for severe weather or other emergency purposes. Students will be notified by email, text, or phone. Dates affected will be rescheduled.

Leave of Absence

The Academy does not grant leave of absences. In the event a student must discontinue due to mitigating circumstances beyond the student's control, the refund policy will be applied to any unused tuition. The student may apply for re-entry to the Academy should future circumstances allow.

Student Complaints

If a student has a complaint about an instructor, the program, or another student, the complaint should be brought to the administrator. The administrator will address the complaint within five (5) business days. If the student is not satisfied with the resolution of the complaint or if the complaint is about the administrator, the student may appeal to the Vice President of the Board of Directors. If resolution cannot be reached with the Academy, the student may contact the Wisconsin Educational Approval Program for assistance at 4822 Madison Yards Way, Madison, WI 53705, phone 608-266-1996 or at

https://dsps.wi.gov/pages/programs/educationalapproval/default.aspx

Preferred Name and Pronouns

By allowing students to use a preferred name, the Academy hopes to give students an empowering, safe, and nondiscriminatory learning experience. Reasons for name changes may include transgender or gender nonconforming identities, international students or other students

who wish to adopt an English language name, students known by names that are different from their legal names, or students who have popular names who wish to use a different one.

You should feel empowered to be called by the name of your choosing. Equally importantly, no student should feel pressure to take on an Anglicized name for acceptance or the convenience of others.

Student Records

All student records will be kept confidential in a secure learning management system. Access to student records is only accessible to the administration and faculty. Student files include the application for enrollment, acceptance letter, progress reports, documentation related to student attendance and financial transactions. Students will have the right to inspect and review the student's education, financial and attendance record to ensure they are accurate and do not violate any of the student's rights. Students should schedule an appointment with the school administrator for a confidential record review. The Academy will not release any student information to any third party without prior written authorization from the student or graduate except when required to do so by law. The Academy will maintain student records for a period of six (6) years. Student transcripts will be kept permanently.

Student Transcripts

Pending the completion of all graduation requirements transcripts will be given to students on their day of graduation. Beyond graduation, if a student requests a copy of their transcripts, the student must submit a written and signed request along with a processing fee. Upon request, the transcripts will then be mailed.

Student Conduct

The Academy has designed policies in order to maintain a professional learning environment. We will not allow one person's negative behavior or attitude to distract other students, school staff, environment, and/or clients. If disciplinary action becomes necessary, the student will be presented with a verbal warning, written warning, may be suspended or terminated from the program. The appropriate disciplinary action will be implemented at the discretion of the instructor and administration. All disciplinary actions prior to termination will include a written corrective action plan. Serious disciplinary actions (including termination) may be taken even on a first offense when appropriate.

Examples of behavior that would result in a disciplinary action:

- Incompletion of required assignments
- Inappropriate use of cellphones in class or during clinic time
- Non-completion of sanitation responsibilities
- Derogatory language
- Excessive tardiness or leaving early
- Cheating

- Use of alcohol or illegal drugs during class or clinic
- Possession of a gun or weapon on-site during class or clinic
- Sexual or other harassment or bullying
- Stealing or theft

Respect instructors, staff members, and administration. It is a student's responsibility to act in a professional manner at all times. Any confrontational or belligerent behavior may result in immediate dismissal for the day. As a result, the student will lose credit for the remaining hours of that day.

A student may appeal a dismissal for unacceptable student conduct in writing to the school administrator. The appeal should include what corrective action will be taken by the student to prevent future unacceptable conduct. A determination will be made based on the merits of the appeal and communicated to the student in writing within five (5) business days.

A student who has been dismissed for unacceptable student conduct may reapply for the program at a later time. In addition to the normal requirements for admission, the student should include a statement explaining how the unacceptable student conduct will be remedied if they are re-admitted into the program.

Tuition and Fees

Application Fee - \$100. Once you have submitted an application, payment will need to be paid online or by mail. The application fee may be applied to your tuition total. The application fee must be paid before an admissions determination will be made.

Tuition - \$6,500. Tuition may be paid at the start of the program or the student may make monthly payments. \$1,000 is required before the first day of class. The balance may be paid with equal monthly payments during the length of the program. There is no interest or installment fees for choosing a monthly payment option. Each payment is due by the 15 day of each month. A late fee may be accessed if payments are received more than five (5) days after the payment due date.

Required Materials

All textbooks, class materials, and clinic lab supplies (oils, linens, etc.) are included in the tuition.

Student membership in the American Massage Therapy Association is provided for each student, including student liability insurance, as part of the AMTA Member School status of the Academy of Health, Inc.

The student will be expected to purchase school supplies for individual use during the program (budget \$100 for these supplies).

Additional expenses to be paid by the student will include massage table and supplies (sheets, oil, etc for home practice, approximately \$300), state exam and licensing fee (approximately \$150), MBLEx examination fee (currently \$195), professional liability insurance (such as AMTA graduate membership, currently \$89) will be needed at graduation for state licensing.

No supplies will be required to be purchased from the Academy.

Technology Requirements

Students will need access to a laptop or tablet to access the learning management system Canvas. The latest Chrome, Firefox, Edge or Safari browser and internet access are required. A tablet, smartphone or digital camera is also needed for video/photo assignments.

Cancellation and Refunds

The student will receive a full refund of all money paid if the student:

- 1. Cancels within the three (3) business day cancellation period under SPS 406.03;
- 2. Accepted was unqualified and the school did not secure a disclaimer under SPS 409.04;
- 3. Enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

Refunds will be made within ten (10) business days of cancellation.

A student who withdraws or is dismissed after attending at least one (1) 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>	Refund of Tuition
1 unit/class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%		no refund

As part of this policy, the Academy 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, and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a pro rata amount.

A written notice of withdrawal is not required.

Constructive Notice of Withdrawal

Students are encouraged to withdraw by written notification or by directly speaking to the school administrator but any mode of withdrawal will be recognized. Students will be administratively withdrawn after missing two (2) weeks of consecutive classes/clinicals. Should a student not attend two (2) weeks of consecutive classes/clinicals the student will be automatically expelled from the school and a refund per the refund policy will be applied if applicable.

Social Media

Social media is a great tool for professional networking and industry self-promotion. In order to access social media during downtime, usage must be educationally relevant. We recommend creating a professional page/fan page to connect with clients and other industry professionals. Creating a professional page will help to build clientele, stay connected to instructors and classmates, and find opportunities for continuing education.

All social media communication with students, staff, and clients must remain professional.

Your enrollment in the program grants permission to the Academy of Health, Inc, students and staff to post pictures of you on social media for promotional and educational purposes.

Employment Outlook

The field of massage therapy is growing every year. Opportunities exist in hospitals, physical therapy offices, hospice programs, spas, health clubs, gym and massage franchises. Many massage therapists are self-employed with their own private practices. We will teach you the skills to succeed in the employment situation of your choice.

Employment Placement

The Academy does not offer job placement services. Job seeking skills such as networking, practice interviews and resumes/applications are completed in class. Individual assistance for interviews and employment is available anytime, even after graduation. We cannot guarantee employment but can help you create the network, build confidence and master the soft and practical skills to secure and succeed in work as a massage therapist. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.