



# EVERYDAY BLISS

Y O G A + M A S S A G E



EVERYDAY BLISS COURSE CATALOG | VOLUME #36 | REVISED AUGUST 2023

1930 W Bluemound Rd, Waukesha, WI 53186, | (262) 781-8102 [www.everyday-bliss.com](http://www.everyday-bliss.com)

YOUR BEST YOU. IT'S WHAT WE DO.



## OUR VISION

Our vision is to inspire self-realization.

## OUR MISSION

Our mission is to inspire personal well-being as the premier provider of superior quality, holistic wellness services and education.

## POINTS OF CULTURE

Gratitude | Integrity | Teamwork | Excellence | Dedication | Education | Expansion

## A SPACE WHERE YOU CAN GROW

Everyday Bliss Institute for Holistic Wellbeing has profoundly inspired thousands of people from around the world to experience balance, peace of mind, transformation and healing in order to realize their full potential. Founded in 2002 as YogAsylum, we've since expanded our services and professional career training by acquiring Milwaukee School of Massage in 2016. Join us for

daily yoga classes, monthly workshops & events, yoga adventure retreats, and professional career training in massage therapy and yoga teacher certification.

## **YOUR NEW CAREER BEGINS HERE!**

Are you ready to bring the power of healing to others? Does the idea of doing what you love every day excite you? If you have daydreamed about it, journaled about it, or devoted time to visualizing it, the time is now. YOU have the power to make a difference in the world and we will teach you how.

Our programs are designed to facilitate personal transformation on all levels:

Physically, Mentally, Emotionally, & Spiritually. And now's your chance to experience this for yourself.

## **NOW ENROLLING**

### **MASSAGE THERAPY TRAINING | 658 course hours**

#### **EVENING PROGRAM**

11-months

Mon, Wed, Thurs, 5:30 - 9:30 p.m. & select Saturdays ranging from 9:00 a.m. - 5:00 p.m.

#### **DAYTIME PROGRAM**

11-months

Mon, Wed, Fri, 10 a.m. - 2 p.m. select Saturdays ranging from 9:00 a.m. - 5:00 p.m.

### **YOGA TEACHER TRAINING | 200 course hours**

#### **BI-WEEKEND PROGRAM 4-months**

Sat, 9:00 a.m. - 5:00 p.m., Sun, 9:00 a.m. - 12:30 p.m., Weekly Wed 6:00 - 9:00 p.m.

Life as a holistic entrepreneur is incredibly fulfilling. Holistic wellness is rapidly increasing in popularity as more and more people are seeking alternatives in health care as well as a mind-body-spirit connection. What does that mean for you? The possibilities are endless! Get started on your path toward becoming a holistic entrepreneur today!

Join our caring community of teachers, staff and fellow students through an amazing journey of self discovery. We are committed to supporting you on your journey by providing an exceptional

educational experience that is truly life changing. You'll be fully prepared to safely and confidently pursue your practice with skill and integrity, while celebrating your own individuality.

## **PHILOSOPHY**

Everything is connected. To practice what we preach, we operate in an environmentally and socially responsible manner. It's just good karma. We believe wellness is for everybody. Our intention is to provide a home for the healing arts and exist in accordance with our vision, mission and culture.

Our goal is to provide each student with the foundation to safely and confidently practice with skill and integrity while celebrating his or her individuality. We encourage each student to embark on a journey that ultimately reveals their true nature in order to live their greatest potential.

## **TRAINING PROGRAMS**

### Massage Therapy

IF HELPING PEOPLE IS YOUR PASSION, TURN IT INTO A PROFESSION

Enjoy a rewarding and satisfying career.

In today's stressful world, more and more people are turning to massage therapy as a natural alternative to improve their overall health and well-being. And as the popularity of massage therapy increases, so does the demand for well prepared massage therapists. Over the course of 20 years we have provided the very best quality training available. We look forward to helping you achieve your dream of becoming a professional massage therapist.

### Yoga Teacher Certification

IT'S WHAT YOU LOVE. MAKE IT WHAT YOU DO.

People quickly fall in love with yoga and commit to make it a part of their lives. Others want to go even further and pass on this gift by becoming yoga teachers. We can help you make this dream a reality. We offer one of the world's most comprehensive Yoga Teacher Training and Certification Programs right here in the Midwest. Whether you're looking for an ever-rewarding career or are a yoga teacher looking to brush up and hone your skills, this is the course for you.

## **FACILITIES AND EQUIPMENT**

Everyday Bliss Institute for Holistic Wellbeing is located just west of Brookfield in Waukesha, Wisconsin.

The facility features three classrooms for lecture, practice and clinical instruction, four treatment rooms for one-on-one instruction or appointments, offices, a retail/reception space, and a commercial kitchen. Multiple tools such as massage tables and chairs, anatomical models,

books, dry-erase boards, skeletons, powerpoint presentations and handouts are utilized for instruction. Free parking is available. There are multiple restaurants and grocery stores nearby where students can acquire food and beverage.

Our state-of-the-art facility additionally features:

- Feng Shui principles
- Earth friendly cleaning supplies
- Earth friendly, fair trade or locally made boutique products.
- Handicapped accessibility, meeting ADA standards.

Experience the Difference:

- Voted Milwaukee's Best Yoga Studio by WISN's A-List.
- We are a vocational school for training & certifications, registered with Yoga Alliance and approved by the Wisconsin Educational Approval Program (EAP).
- We accept the Military Spouse Career Advancement Accounts (MyCAA) Program.
- We accept the GI Bill.
- We offer a full service Wellness Center featuring Yoga, Massage, Nutritional Consultations, Mediumship Readings, Reiki Healing and more!
- We are a center for spiritual advancement, personal transformation and healing by hosting internationally renowned authors, teachers, new-thought leaders and visionaries through workshops and special events.
- We are an intimate venue for Kirtan, new age and other musical artists.
- Founding business member of the Green Yoga Association.
- Everyday Bliss supports charitable organizations and nonprofits through fundraisers, community classes and gift certificate donations. We have generously donated over \$100,000 in gift certificate donations since our inception. In addition, our faculty participates in High-Interest Day and Earth Day presentations in local area schools.

## **SCHOOL OWNER**

Pamela Bliss is the owner of Everyday Bliss. She holds an M.A. in Transpersonal Psychology with concentration studies in Ecopsychology, in addition to degrees in Nursing, Yoga and Ecology. Pamela is a Yoga Teacher Trainer, meditation CD artist, intuitive medium and inspirational speaker who teaches at conferences internationally.

## **FACULTY MEMBERS**

Owner & President, SCO: Pamela L. Bliss, MA, BSN, RN, E-RYT  
Executive Assistant, SCO: Colleen McKillen, WLMT, RMP, RYT200

Program Instructors:

Loree Walker M.Ed., WLMT

Thomas Gonring, AS, WLMT, CPT

Sarah Brenes, BA, RYT500

Glenda Hill, WLMT

Julia Mancheski, WLMT

## **ADMISSIONS AND ENTRANCE REQUIREMENTS**

- Applicants must be at least 18 years of age (government issued identification required).
- Submit a completed application for admission.  
(<https://www.everyday-bliss.com/enrollment/>)
- Transfer students only: submit a \$50 transfer application fee before evaluation of transfer credit hours; and official copy of transcripts from previous school
- Attend a facility tour and admissions interview with the President or Executive Assistant.
- Submit official proof of education (high school diploma, high school diploma equivalent, official high school transcript, or transcript showing successful completion of at least a two-year program that is acceptable for full credit toward a bachelor's degree)
- If a foreign applicant provides a high school diploma, the school requires that the applicant have an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma
- Take an entrance assessment if any of the following apply:
  - a. GPA is 2.0 or below
  - b. Copy of diploma or GED does not verify GPA
  - c. Home-schooled or foreign diploma
- Applicants should be computer literate and have regular access to e-mail and a laptop or tablet as most course materials and correspondence will occur electronically.
- Applicants must be capable of honoring financial obligations for the cost of the program.

PLEASE NOTE: Applicants are encouraged to submit applications early, as space in the programs are limited and filled as qualified applicants are approved. Upon completion of all enrollment requirements, accepted applicants must sign an enrollment contract. Applicants are officially enrolled and a spot in the program is secured once the enrollment contract is signed and a \$1,500.00 deposit is provided. Program placement is on a first-come, first-serve basis. Students will also be required to sign a standard Liability Release, the Code of Ethics Agreement, a Catalog Release and a Copyright Agreement. The school reserves the right to combine or cancel classes as enrollment demands to ensure the best program outcomes.

## **HOW TO APPLY**

Submit a completed application form to the school. Application to the program does not

guarantee acceptance. Upon receipt of above an admissions interview and facility tour will be scheduled. All applicants are required to have an interview with the President or Executive Assistant. Applicants should think of questions prior to the interview and bring those to the interview. Applicants will be notified of acceptance by telephone, via e-mail or at the time of interview.

## **APPLICATION DEADLINE**

The application deadline is one month prior to the first scheduled class of each program and all enrollment documents and \$1,500 deposit must be received no later than 2-weeks before the first day of class.

## **ADVANCED STANDING POLICY FOR PRIOR EDUCATION & TRAINING**

The massage therapy training program may provide standing for those who have documented postgraduate study in Anatomy and Physiology or graduated from a state-licensed or accredited school. Admissible documentation minimally includes but is not limited to:

- Post graduate school transcripts
- Diplomas
- Certificates
- Letters from or verbal discourse with verifiable instructors or administrators

When documents are found satisfactory, the student is allowed to test out of academic and clinical classes already completed elsewhere with a C or 75% grade or better. The test out grade then must be 75% or better. A minimum of 100 hours must be completed with the massage training program through Everyday Bliss post-transfer in order to receive a diploma. Only participants transferring in from a state licensed or accredited school can negotiate a reduced tuition fee. There is a non-refundable \$50 fee associated with transcript review.

The yoga training program does not offer advanced standing.

## **A VOCATIONAL EDUCATION**

Everyday Bliss is an institute of holistic studies that measures its program in vocational hours of education. Students must complete all hours of the program to graduate. Students will be awarded a diploma upon graduation (not a degree). This diploma can be used to apply for a license or certification.

## **STUDENT RECORDS**

Student records are maintained on premises in computer and/or hard copy files. Records maintained consist of admission application, academic progress, exam grades, attendance records, student related staff communications and certifications. All student files are kept

confidential. Only staff and the individual student have access to her/his file. An individual student can review her/his file by appointment with the Executive Assistant. Student files will be destroyed after five years from the student's class graduation. A permanent class record will be kept of the student's enrollment, final grades, attendance record, and status as of the end of the program. This class record will also be kept confidential. Records will only be sent to the participant unless the participant makes a request otherwise. Records are private and students must contact the office in writing to obtain records or to obtain a replacement graduation certificate. Upon completion of the program a certificate of completion or diploma will be provided to the student. Transcripts and Replacement Diplomas can be obtained for a \$25 fee.

## **TUITION**

Massage Therapy Training Program \$10,888.

This includes all required lecture and educational materials, school catalog, class calendar, and linen, table, and cream usage at school. An unlimited yoga membership (valued at \$880.00) is also included for the duration of the training. Students are responsible for purchasing a massage table for home practice, and 2 sets of linens for practice. Students should also budget approximately \$500 for the MBLEx Exam, Personal Liability Insurance, CPR First Aid AED certification, and State License Application at the end of the program.

Yoga Teacher Training Program \$3,400.

This includes the school catalog and training manual. Please budget approximately \$100 for the required reading material and a yoga mat. Textbooks can be purchased through any book retailer. An unlimited yoga membership (valued at \$352.00) is included for the duration of the training.

## **PAYMENT OPTIONS**

Certified Checks are an accepted forms of payment. ACH is available with a 1.8% processing fee. Visa and MasterCard are also accepted with a 3% processing fee. Upon acceptance to the school a \$500 deposit must be submitted within seven days to hold a place in the class for the student. The remaining downpayment balance of \$1,000 is due at least 2 weeks prior to the first day of class. Direct-to-school monthly financing options are also available to qualified applicants at an interest rate of 5-9% based on credit worthiness.

The first payment of the financing contract must be within the first month of class in order to attend. The remaining balance must be paid in full no later than 1 week prior to graduation unless extended financing arrangements have been made. No transcripts, diploma, or any correspondence regarding school attendance will be issued until tuition payment is received in full.



A charge of \$30.00 per occurrence may be applied to cover the extra costs of handling a missed payment. Unpaid payments may be sent to collections if an agreement between the school and student cannot be reached.

### **Are you a veteran?**

We are approved by the Wisconsin State Approving Agency for GI Bill® and VR&E benefits.

More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.va.gov/education/>

### **Are you the spouse of active military personnel?**

We accept the Military Spouse Career Advancement Accounts Program (MyCAA). The MyCAA is a workforce development program that provides up to \$4,000 of financial assistance to eligible military spouses who are pursuing a license, certification, or Associate's degree in a portable career field and occupation. Qualifying military personnel and their spouses can apply and receive financial assistance for the full amount of tuition! Please check out the fact sheet at <https://pronto-core-cdn.prantomarketing.com/2/wp-content/uploads/sites/959/2015/04/MyCAA-Helping-Spouses-Reach-Career-Goals.pdf> and contact the studio at 262-781-8102 for more information.

### **Satisfactory Academic Progress**

To maintain special VA aid eligibility, students must meet all Satisfactory Academic Progress criteria as outlined below:

- Minimum 2.0 midterm Grade Point Average (GPA)
- Minimum 75% midterm completion rate (also known as Pace) - 75% of hours of total expected hours
- Minimum 3.0 cumulative Grade Point Average (GPA)
- 100% cumulative completion rate by end of program (all hours completed)

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).*

### **CANCELLATION AND REFUNDS**

A full refund will be provided:

1. In the event the student Cancels within 3 business days of class beginning.
2. If the accepted student was unqualified.
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.

Notice of Cancellation from the school's program is the responsibility of the enrolled student and should be done using the "Student's Right To Cancel" EAB form 1.07. Upon receipt of the form, refunds will be mailed within 10 business days to the last known address of the student.

A student may choose to withdraw from enrollment during the course of semester. Notification is preferred in writing or by email, but not required. A student will be dismissed by Everyday Bliss when he/she is absent for 5 continuous classes of instruction without any explanation. Everyday Bliss will treat the absence as an act of withdrawal.

The refund will be calculated on the last date of attendance on a pro rata basis, which will be the date of withdrawal or the date of dismissal.

A student who cancels 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:

After Completion of at Least:	Prior to Completion of:	Refund Amount:
0 Classes	First Day of Class	100%
1 Unit/Class	10% of the Program	90%
10%	20% of the Program	80%
20%	30% of the Program	70%
30%	40% of the Program	60%
40%	50% of the Program	50%
50%	60% of the Program	40%
60%		No Refund

Subtracted from the pro rata refund will be a one-time application fee of \$100, the cost of textbooks and equipment purchased at the student's direction that is not returned to Everyday Bliss in 'Like New" condition, and any processing fees on any tuition payments made through a credit card transaction. The refund balance will be made payable to the enrolled student and mailed within 35 business days to the last known address of the student.

Please note: Everyday Bliss forwards job opportunity information to students, but does not offer employment services or guarantee employment upon completion of this program. Everyday Bliss does not work with FAFSA and offers private financing options only.

## **STUDENT CONDUCT**

Ethics are taken very seriously at Everyday Bliss Institute as they are essential to the practices of Yoga and Massage. The ethics statement outlines our behavioral expectations. Participants

should be familiar with the statement and adhere to it. The ethics statement and ethical behavior will be studied in class as part of the curriculum.

Students are required to follow all school rules and policies as outlined in the catalog and to behave as mature adults. Students that are disruptive, or found to have misrepresented prior education or physical and mental capability to complete the program, may be terminated from the program at the school's discretion. Inappropriate conduct includes, but is not limited to: chronic tardiness, harassing other students, defamatory statements either oral or written about any student, teacher, or the school, breach of confidentiality, possession or being under the influence of drugs or alcohol during school sessions, destruction of school property, cheating, chronic late payment of tuition, withholding clinic tips or accepting any other form of compensation for practicing massage, behavior creating a safety concern, abusive language, or repeatedly using electronic devices for non-class related functions. Depending on the severity of the offense, students will be immediately terminated or receive a verbal warning from staff. If inappropriate conduct continues, the student will receive notice of academic probation and may be terminated from the program unless the behavior is corrected.

## **ATTENDANCE**

Attendance for all programs will be taken at each class session. Records are maintained on premises in computer and/or hard copy files. Attendance in all sessions is mandatory to receive credit for hours. If you anticipate missing class sessions, please notify the Executive Assistant or class Instructor prior to class. In the event of an absence, the participant must meet with the Executive Assistant and/or Instructor to agree on a plan to learn the missed content and fulfill the required hours. Meetings, conferences, make-up (including make-up exams), reviews, and any other occurrences resulting from absences may be subject to a \$40 per hour fee. All missed material is expected to be made up within 1-month unless prior arrangements have been made with the administrative staff.

Massage Therapy make up hours are designed to meet the needs of the student while maintaining the integrity of the coursework. They may range from but are not limited to: viewing pertinent videos, copying teacher notes, supervised study hall, homework assignments, clinical make-ups, written papers, attending other Everyday Bliss classes, and study projects. Five percent (37.5 hours) of the class hours may be made up in this manner. Permission may be granted by the Executive Assistant in unusual circumstances to exceed this cap. All make-up time MUST be supervised by designated staff. No more than 8 hours may be made up through attending Yoga classes. Homework completed during these make-up hours must be graded at 75% or better for the make-up hours to be considered valid. Attendance records and transcripts will be available for review during the fourth, eighth, and twelfth month of the program. Students are provided with transcript access to keep them informed of their performance in the program. This highlights deficiencies they may need to correct as well as successes they are achieving.

Failure to maintain 100% attendance or to make up missed class hours appropriately will result in ineligibility for graduation.

Students attending classes over multiple terms must complete the program within 3 terms to receive a diploma. Failure to complete within this timeframe will result in needing to re-enroll as a new student, retaking all previously completed hours, and may be subject to additional tuition fees. Re-enrollment acceptance is not guaranteed.

## **OFFSITE CLASS ATTENDANCE**

Everyday Bliss strives to conduct as many hours of the training programs in-person as possible. Should situations like inclement weather trigger the need to conduct classes virtually or offsite, attendance is calculated the same regardless of the location and/or modality of instruction. Students are expected to be punctual, respectful, and interactive for all classes. For classes conducted virtually, students must check-in on time and remain for the entire class period. Class participation is required, and the instructor may request the student keep their webcam and/or audio on to verify participation. Self-guided assignments will have time credits and deadlines associated with them. Students must complete all required lecture and homework assignments within the timeframe given in order to receive credit.

## **HOLIDAYS & CLOSURES**

Everyday Bliss Institute of Holistic Wellbeing recognizes the following holidays:

New Year's Day, Easter, Memorial Day, Independence Day, Thanksgiving Day, Christmas Eve and Christmas Day.

Additional closures related to the health and safety of our students and staff, such as health quarantines, are at the discretion of the President. Classes may occasionally be changed from onsite to virtual format in order to maintain the health and safety of students and staff while ensuring continued operation. Estimated completion dates and make-up days are factored accordingly and may extend program dates of completion.

## **SEVERE WEATHER POLICY**

Living in Wisconsin, there is always the potential for inclement weather conditions warranting delayed starts or emergency closings of school. The decision to delay or close schools is serious and made using the most current and accurate information available at the time. The following provides information regarding the conditions and process involved with the decision.

Although there is no hard and fast rule for closing, we use standards applied by the National Weather Service to guide our decision making. We consider closing for cold when the weather service issues a Wind Chill Warning (sustained -35 degrees). For snow and ice we consider closing when the weather service issues a Winter Storm Warning (6" snow in 12 hours, 8" snow

in 24 hours, 2" sleet, . " or more of ice, blowing snow), Blizzard Warning, and an Ice Storm Warning. It is important to understand that these standards do not result in any automatic decision but instead trigger an analysis that also considers factors like timing and anticipated duration of a weather event.

Communication regarding closings, delayed starts, or class format changes will be made via email and SMS by or before 8:30 am for the daytime class and by 1:30 pm for the evening class. When the class topic allows, classes will be switched to a virtual format. Cancelled bodywork classes will be rescheduled after coordinating with the students, instructors, and school administration.

The decision to delay or close school affects many people and is not made lightly. The safety of students and staff is our top priority and is weighed heavily when considering all pertinent information and considering a course of action.

## **TARDINESS**

Punctuality is required. If the scheduled session begins and the participant is not present that is considered tardy. Lateness is calculated in 15-minute increments. Arriving 5-minutes after the start of class results in a 15-minute tardiness, 16 to 30-minutes late equals 30-minutes, etc. Make-up time is counted in full 15-minute increments. Anything less than 15-minutes will not be recorded as make-up time. This hour must be made up as described in "Attendance" and may be subject to a \$40 per-hour fee if one-on-one instruction is needed.

## **LEAVE OF ABSENCE**

Our attendance records do not distinguish between types of absences. The refund policy will apply to unused tuition. Should a participant need to discontinue the training and wish to continue their training at a future date, they will need to re-enroll in a future program. If there has been an increase in tuition in the future program, the participant is responsible for the difference between the tuition when they originally started the program and the tuition when they continue the program.

A leave of absence (LOA) is a temporary period of time that the student is excused from their course of study. A LOA is offered to students when situations arise that require an extended period of absence from school for:

1. a medically related concern in which a physician requires the student to be out of school for a lengthy period of time.
2. a personal or family emergency.

In order to return from a medical leave, the student must provide a doctor's written notice of readiness to return back to school and any limitations that might be required. For any other

concerns, if a student feels they need to take a leave of absence, the authorization of the leave will be based upon the President's discretion.

To apply for a leave of absence, the student must submit a request, in writing, with signature and date. The student must convey the necessity for the leave of absence and include a reasonable expectation of their intention to return. The school may also grant a leave of absence in the event that the student was unable to provide written notice due to unforeseen circumstances. A student granted a LOA is not considered to be withdrawn, and no refund calculation is required. The LOA, together with any additional absences, must not exceed a total of 180 days (calendar days) in any-12 month period.

When calculating the maximum time-frame for a student's approved LOA, the school must ensure that it accounts for all periods of non-attendance (including weekends and scheduled breaks). Thus, an approved LOA may not be more than 180 days, a school might have to reduce the length of a student's LOA if the 180th day is scheduled to fall on a day the school will be closed. The LOA extends to the student's contract period and maximum time frame by the same number of days taken in the LOA. The student returning from a LOA will return to school under the same progress status as when they left. The institute may not assess the student any additional instructional charges as a result of the LOA. If a student's LOA extends beyond the maximum time frame (the date of return) for a LOA, the student will be considered withdrawn and will need to re-enroll to resume classes. The withdrawal date, for the purpose of calculating a refund, is always the student's last day of attendance.

Enrollment Dates: All students are expected to be in attendance from the starting date to the ending date as specified in the student contract. The start and completion of class dates are set for perfect attendance. Beyond that, it is the student's responsibility to begin to make up hours in each quarter. The student does not have the flexibility to determine which dates they would like to make up hours and will need to follow the schedule discussed with the Executive Assistant. All missed hours must be made up to satisfy the state required licensing hours for that program. There may be a lapse of time between the class graduation date and the time in which a student may make up missed hours.

## **WITHDRAWAL**

Everyday Bliss Institute will honor any valid notice of withdrawal given after the 3 business day cancellation period and within 30 calendar days after dismissal of the student or receipt of notice of withdrawal, will refund to the student any amounts due and arrange for a termination of the student's obligation to pay any sum in excess of that permitted under the refund standards noted in the "refunds" section of this catalog. A student will be deemed to have provided constructive notice of an intention to withdraw upon failure to attend classes for a period of 3 consecutive days without providing, prior to or during that period, an explanation to the school regarding the absences. Everyday Bliss Institute will refund to the student the amount due determined according to the previously noted schedules. The refund will be mailed 40 business days after receiving notice of withdrawal.

## **ACADEMIC PROBATION**

Students who fail to achieve satisfactory academic or bodywork progress, do not pay tuition as scheduled, miss too many classes or clinics, or behave inappropriately (see "Student Conduct") will receive a warning and be placed on probationary status. They must schedule a meeting with the Executive Assistant to discuss. At this meeting, the student and administrative team will devise a study plan, set academic goals, discuss extra credit, schedule make-up time and decide on any other course of action that needs to be taken. A second incident of conduct policy violation may result in dismissal from the program. The President will determine if a student will be dismissed from the program or if academic probation is the appropriate course of action.

## **DISMISSAL**

Dismissal may occur in the following situations:

1. Failure to pass each academic or hands-on test with a grade of 75% or greater. Any test with a grade less than 75% must be retaken. A grade of 80% must be achieved on the first retake and 85% on the second retake.
2. Failure to correct unsatisfactory conduct, attendance, or become current with tuition in the timeframe outlined after receiving a warning.
3. If a student is found to have a previously undisclosed disability that may prevent them from performing the requirements to obtain a license and practice massage therapy.

## **READMISSION AFTER DISMISSAL**

Students may apply for readmission to a future class. Admission is not guaranteed. Re-admission requires re-enrollment as a beginning student and full payment of current rate tuition.

## **GRADUATION AND LICENSING REQUIREMENTS**

Graduation Requirements: To receive a diploma from Everyday Bliss, a student must:

1. Complete the required amount of hours of the program in each area of study including clinics.
2. Complete all required homework and projects.
3. Meet the satisfactory progress requirement of 75% or above for GPA and 100% for attendance. This includes attendance of any offsite classes, community events, facility tours, intern hours, etc
4. Students must pass all quizzes, exams and hands-on assessments with a 75% or above.

5. Pay all tuition obligations as agreed upon in the Enrollment Contract.
6. Complete exit interview and feedback forms provided by the school.
7. Massage students must begin their License application and take the Wisconsin State Law Exam in order to receive a diploma from Everyday Bliss. They are responsible for any fees associated with these.

Please be advised that other states may require additional hours of instruction for licensing eligibility. Check with the Executive Assistant for the appropriate information. The FSMTB MBLEx Exam should be applied for once a student has completed at least 600 hours of the training. It is the student's responsibility to make arrangements for a test date within an appropriate time frame (2-3 weeks after the FSMTB Application and Payment).

### **PHYSICAL DEMANDS AND SAFETY**

- Repetitive motion for hands, arms and wrists.
- Stretching and bending.
- Possible contact with communicable disease.
- Requirements to stand for long periods of time.
- Massage students must be able to perform at least three 60-minute back-to-back massage treatments in a single 4-hour class period.

### **DISABILITY ACCOMMODATIONS**

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to school or student safety, they will be given the same consideration for enrollment as any other applicant. Each request for a reasonable accommodation must be considered on a case-by-case basis. The first step in the reasonable accommodation process is disclosure of a disability, as schools are only able to accommodate disabilities of which they are aware. It is important to note that the process must be interactive, with participation by both the person with a disability and the school, so that an effective solution may be agreed upon. Accommodation requests must be discussed with the school administration and agreed upon in writing prior to enrollment. Everyday Bliss cannot guarantee accommodation of disabilities if they were undisclosed prior to enrollment. Not all students will be eligible for enrollment as certain physical disabilities may prevent an applicant from performing the physical requirements of a massage therapist. Examples of reasonable accommodations include extended testing time and additional test retakes for students with a diagnosis of ADD or ADHD.

### **DRESS CODE & APPEARANCE POLICY**

- All students must maintain a professional appearance and observe excellent personal hygiene and grooming.
- Clothing must be appropriately fitting, modest, and should not include any political or religious statements.



- Strongly scented perfumes, oils, or bodycare products should be avoided.

Massage Therapy Students:

- In Clinic and for Bodywork Practice, long hair should be worn pulled back.
- Necklaces, bracelets, rings and large earrings are not permitted during practice.
- Fingernails must be clipped back to the skin line.

## **STUDENT COMPLAINTS**

Students having suggestions, concerns or complaints are encouraged to bring them to the attention of the appropriate school staff member. Unresolved matters may be escalated to the Executive Assistant or the President. The President's decision on all complaints is final. If resolution can not be obtained, the student can contact the WEAB for further assistance at:

Wisconsin Educational Approval Program  
4822 Madison Yards Way Madison, WI 53705  
608.267.9518

## **PROGRAM OUTLINES**

### **Yoga Teacher Training Program**

IT'S WHAT YOU LOVE. MAKE IT WHAT YOU DO.

People quickly fall in love with yoga and commit to make it a part of their lives. Others want to go even further and pass on this gift by becoming yoga teachers. Everyday Bliss can help you make this dream a reality. We offer one of the world's most comprehensive Yoga Teacher Training and Certification Programs right here in the Midwest. Whether you're looking for an ever-rewarding career or are a yoga teacher looking to brush up and hone your skills, this is the course for you.

Yoga asks three primary questions: Who am I? Why am I here? What is my life's purpose? This is the central theme at the core of our yoga program and initiates the path to self-inquiry. Everyday Bliss is committed to supporting you on your journey to self-understanding and provides an experience that is truly transformational on all levels: physically, mentally, emotionally, and spiritually.

Our program is steeped in the classical yoga teachings to carefully preserve the authenticity of the traditional yoga practice. There are no experience prerequisites for this yoga program and students of all levels are encouraged to apply.

The Everyday Bliss Teacher Training program exceeds the minimum standards described by Yoga Alliance to become a Registered Yoga Teacher (RYT) at the 200 hour level. The standards set by Yoga Alliance include 180 contact (classroom) hours and 20 non-contact hours. To

receive a certificate of completion all contact and non-contact hours must be satisfactorily completed. Attendance is required at all contact hour training and written assignments provide proof of completed non-contact hour requirements.

We are a Registered School with Yoga Alliance and approved by the Wisconsin Educational Approval Program (WEAP).

Deepen your yoga practice or become a yoga teacher by immersing yourself in a journey of self-discovery, supported by a caring community of teachers and fellow students. Our esteemed faculty, led by yoga expert Pamela Bliss, fully prepares each student to safely and confidently teach yoga with skill and integrity, while celebrating his or her own individuality.

Technique Training and Practice consists of learning how to teach and practicing traditional yoga techniques including asana, pranayama, kriya, mantra, meditation, bandha, and mudra. This training will consist of 100 contact hours and include analytical training in how to teach and practice the techniques and guided practice of the techniques themselves.

Teaching Methodology includes principles of demonstration, observation, assisting, correcting, instruction, teaching styles, qualities of a teacher, the student's process of learning, and business aspects of teaching yoga. This training will consist of 25 contact hours.

Anatomy and Physiology includes both human physical anatomy and physiology (bodily systems, organs, etc.) and energy anatomy and physiology (chakras, nadis, etc.) It includes both the study of the subject and application of its principles to yoga practice (benefits, contraindications, healthy movement patterns, etc.). This training will consist of 20 contact hours and 10 non-contact hours.

Yoga Philosophy/Lifestyle and Ethics for Yoga Teachers includes the study of yoga philosophies, yoga lifestyle, and ethics for yoga teachers. The philosophy portion of the training will include the reading and discussion of ancient yoga texts. Text commentaries are discussed in a group setting to distill the core yogic philosophies and their application to everyday life. Students are encouraged to explore their own connection to the teachings and examine the integration of yogic philosophy into their classes. This training will consist of 35 contact hours and 30 non-contact hours.

Practicum includes practice teaching yoga, receiving feedback, observing others teaching, and hearing/giving feedback. This training consists of 20 contact hours.

### **Yoga Student Progress Reports**

Student understanding of the material presented will be assessed through three primary vehicles: written exams (mid-term and final), homework, and practicum. Through the written exams and homework, students will be able to demonstrate an understanding of the knowledge

conveyed during the training. Through the practicum students will be able to demonstrate the ability to teach a yoga class in a safe and sound manner.

Written homework assignments will be assigned during the program; students will receive feedback by the end of the program. Students will be allowed to retake exams one time and re-submit homework one time; if they do not pass on the initial attempt, for a total of two attempts per exam or assignment.

A practical exam will be conducted during the final Weekend; peer and faculty feedback provided upon completion. This will be pass/fail. Students will also be required to complete four (4) hours of off-site community yoga, at no cost to the participants, delivered to a population of their choice which might not otherwise have access to yoga.

Students are encouraged to practice asana, pranayama, and meditation for 75 minutes per day. Daily journal writing is recommended to record the above practices and the students' reflections. Students are required to attend one class at Everyday Bliss each week for the duration of the program.

If progress is not satisfactory at any point during the training, students will be notified immediately to schedule a meeting with the Program Director to discuss ways to improve performance and complete past requirements.

Students may continue to attend classes, regardless of their exam performance. However, they will not receive certification unless meeting the requirements stipulated below.

**Certification will not occur if:**

- The student fails to demonstrate safe instruction.
- The student fails to demonstrate understanding of the material presented.
- The student violates the Code of Ethics.

Probation and termination only apply to situations described in "Probation, Dismissal and Re-admittance" and "Student Conduct".

Students must pass all exams, complete all assignments satisfactorily, have 100% attendance and pay tuition in full to receive certification.

**Massage Therapy Training Program**

IF HELPING PEOPLE IS YOUR PASSION, TURN IT INTO A PROFESSION

Enjoy a rewarding and satisfying career!

In today's stressful world, more and more people are turning to massage therapy as a natural alternative to relieve anxiety, reduce physical pain, and improve their emotional health and well-

being. And as the popularity of massage therapy increases, so does the demand for massage therapists.

If you enjoy helping people and have an interest in physical rehabilitation, our massage therapy training could be what you're looking for. Over the course of 20 years we have provided the very best quality training for aspiring massage therapists.

The School of Massage is a 658 hour professional massage and therapeutic bodywork program. The hours involve classroom instruction, supervised practice, proctored tests, and homework assignments. A minimum of one hour of study or practice per hour of instruction is recommended to complete this program satisfactorily. Our program provides training and guidance in performing Swedish Full Body Massage, Chair Massage, Sports Massage, Clinical Massage, Massage for Special Populations, Hot Stone Massage, and more. Upon completion of study, students will have proficiency in multiple bodywork therapies. This will fortify them in designing personalized client treatments suited for a wide range of massage field careers.

The Sports Massage & Chair Massage instruction may involve one or more 4 hour classes on a Saturday or Sunday at an off-site event. The students may also have an offsite tour at one or more prospective employers.

There are six major units of instruction:

### **178 Hours Anatomy, Physiology, & Kinesiology, & Pathology**

The Anatomy & Physiology component consists of studying the systems of the body, their structures, functions, movement and applications to massage therapy.

After completing the Pathology component the student will be able to:

1. Describe the effects of disease on various body systems, recognize the differences between chronic degenerative, infectious disorders, injuries, etc.
2. Define a list of specific conditions, describe their basic etiology, prognosis, treatments, and effects of massage therapy
3. Define and recognize the differences between absolute, relative, systemic and local contraindications to massage treatment
4. Identify the modifications necessary for treatment of clients on various medications

### **50 Hours Business, Law, Ethics & Professional Practice**

This consists of studying the local, state and national laws and standards, business planning, day to day business conduct, filing taxes, job interviewing and marketing strategies, and discussion of ethical standards and professional behavior in the massage industry. Furthermore, students will gain knowledge of appropriate boundaries in their relationships with clients as they

face various circumstances as a professional massage therapist. Students will also create and present a Business Plan.

### **300 Hours Massage Therapy and Bodywork Theory, Technique and Practice**

This includes studying the history, theory, techniques, practices of massage therapy and other bodywork therapies. Each modality is demonstrated and practiced in groups and one-on-one. Students demonstrate their proficiency on instructors. This one-on-one testing allows the student to receive personal assessment and correction. The physiological effects of each stroke are reviewed and tested. Students also receive proper and essential body mechanics instruction for career longevity in massage. Sound principles are taught, refined, and tested in the beginning and throughout the program.

### **100 Hours Clinic Prep & Student Clinics**

This consists of 30, 60 and 90-minute supervised public student clinics where the student therapist conducts the intake interview, treatment planning, massage treatment, and exit interview on members of the public under supervision and guidance of a licensed massage therapist.

### **5 Hours CPR, First Aid, and AED**

This consists of CPR, First Aid and AED Instruction and Certification through a state approved provider. Students may complete this training on their own and present a valid certificate to the school to receive credit for the hour requirement.

### **25 Hours Additional Courses Meeting Everyday Bliss Learning Objectives**

This consists of instruction in additional modalities, bodywork, theory and practices complementary and/or relevant to Massage Therapy. Subjects may include but are not limited to Medical Terminology, Self-Care Practices, Traditional Chinese Medicine, Ayurveda, Research Literacy & Massage Case Studies, etc

### **OVERALL PROGRAM CURRICULUM EDUCATIONAL OBJECTIVES ARE:**

- To assure each student has a comprehensive understanding of the body's function and structure.
- To examine the ethics and standards of massage therapy and recommend compliance with them.
- To instruct and practice career sustaining body mechanics.
- To provide instruction, practice, and supervision in each therapy to promote mastery of the subjects.
- To expose students to the unique therapeutic effectiveness of each therapy and thus
- provide a solid understanding of the efficacy of each.

- To examine each student's clinical skills several times throughout the course in order to provide helpful recommendations for improvements.

## **MESSAGE STUDENT PROGRESS REPORTS**

The grading is a pass-fail system. This means a 75% or greater grade in all course work must be achieved to be in good standing. Graduation is available only to those with a 75% or greater grade in all clinical, hands-on and academic coursework. All exams and quizzes must be made up or retaken if the grade is 74% or lower. There is a limit of 1 retake. A grade of 80% or better is required on the retake. Make-ups and retakes of school exams or quizzes, clinical exams, and any other incomplete assignments must be completed and submitted for grading before the last scheduled class. A \$40 per hour fee for special staff assistance time may be charged if the hours are scheduled outside regular program hours. An entire class section may be repeated on a space available basis and by repaying the pro-rated tuition. Individual tutoring may be arranged based on the availability of the instructor and approval of the President. Tuition is prorated and paid before tutoring begins. No more than 5% (37.5 hours) of the total class hours may be made up or retaken in this manner without permission of the President. It is highly recommended all absences be made up within 30 days of their occurrences. In addition to making up all absent hours, homework may be assigned and must be completed to receive credit for the made up hours. Grades from make-ups and retakes are computed the same as regular examinations and quizzes.

## **EXAMINATIONS AND QUIZZES**

Tests will be given regularly to assess both the student learning as well as the teacher's effectiveness. All tests must be passed with a 75% grade or better. Grades will be posted quarterly in the form of a transcript given to the student. Students may view grades by making a request to the Executive Assistant.

## **STUDENT EVALUATIONS**

The educational process thrives when teaching methods accommodate the student's learning style. Student verbal comments, feedback and observations are appreciated. The assessments of the school given by graduating students at the end of each semester guide the school in fine tuning the instruction and curriculum.

## **AFFILIATIONS**

**Wisconsin Educational Approval Program**  
4822 Madison Yards Way  
Madison, WI 53705  
608.267.9518

**Federation of State Massage Therapy Boards**

P.O Box 198748  
Nashville, TN 37219  
(866) 962-3926

**Yoga Alliance**

1701 Clarendon Boulevard, Suite 110  
Arlington, VA 22209  
1-888-921-YOGA (9642)

**STUDENT HOUSING**

There are several B&B's, apartment complexes, and extended stay hotels nearby. Everyday Bliss does not provide facilities for off-site housing.

**EMPLOYMENT SERVICES**

Everyday Bliss has established close relationships with a network of local health clubs, clinics, chiropractors, hospitals, salons, spas and massage franchises in order to assist you in successfully pursuing your professional career. Job postings and requests are regularly shared with students and alumni. Everyday Bliss does not formally offer employment assistance services nor guarantee employment upon graduation.

**STUDENT ENRICHMENT ACTIVITIES**

Students will have opportunities to participate in a variety of educational community events and activities throughout their training.

**NON-DISCRIMINATION POLICY**

Everyday Bliss does not discriminate on the basis of age, gender, marital status, national or ethnic origin, sexual orientation, color, creed, race, or religion.

**CATALOG CHANGES**

Although every effort is made to ensure the accuracy of the information contained in this catalog at the time of publication, Everyday Bliss reserves the right to make changes or revisions to these contents. Previously published information is superseded by this publication. Scheduled instructors or dates and times for specific class topics may change. Revisions to this catalog are approved through the Wisconsin EAP as needed. © 2023 Everyday Bliss, LTD. All rights reserved. Unauthorized Reproduction or Distribution is Prohibited.