

**Fox Valley School of Massage**  
**Celebrating 24+ Years**  
**2023 Academic Catalog**  
**Professional Programs**  
**Professional Massage Therapy Training**  
**Yoga Teacher Training**



**Education Goal: Excellent Education & Affordable Tuition**

To provide the best, most comprehensive education at a tuition that is affordable and allows students to succeed in a rewarding career. Providing a positive, collaborative environment with small classes.

[FoxValleySchoolofMassage.com](http://FoxValleySchoolofMassage.com)

[www.FVSM.org](http://www.FVSM.org)

email: [FVSMinfo@aol.com](mailto:FVSMinfo@aol.com)

**Physical Location:** Menasha, WI 54952

**Mailing address:** PO Box 615 ● Neenah, WI 54956

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Revised March 10, 2022

# Table of Contents – Massage Program

Welcome To the Field of Massage Therapy .....	1
Fox Valley School of Massage Credentials.....	2
Fox Valley School of Massage Faculty & Why FVSM is Different.....	2
History of Fox Valley School of Massage.....	2
The Massage Profession.....	2
Admission Requirements & Application Policy.....	3
Admissions Interview.....	3
Notification Of Application Status.....	3
Equal Opportunity Policy .....	3
State of Wisconsin Licensure & MBLEX exam .....	3
Professional Massage Therapy Program.....	4
Academic Calendar.....	4
Course of Study & Hours Of Instruction Provided for Massage.....	4
Massage Therapy Course Listing & Course Descriptions.....	5-7
Massage Therapy Program Required Textbooks.....	7
Massage Tuition - Affordable So You Can Graduate Debt Free.....	8
Tuition Deposit & First Day Payment & Lender Opportunities.....	8
Massage Therapy Employment Assistance & Job Opportunities.....	8
Additional Costs related to the field of Massage Therapy.....	8
State of WI Refund Policy for all schools & Re-admission Policies.....	9
Rules & Regulations for The Massage Therapy Program and Yoga...	10-12
Introduction To Massage Workshop & Registration Form.....	12
Application Process & Check List for the Massage Therapy Program.	13
Application for Admission to the Massage Therapy Program.....	14-15
Enrollment Form / Tuition Deposit Form for Massage Therapy.....	16
Physician Approval / Health Care Provider Approval Form Massage.	17

# Table of Contents – Yoga Teacher Program

Welcome to the Field of Yoga.....	18
History & Mission Statement for Yoga Teacher Training Program .....	19
The Yoga Profession .....	19
Yoga Profession Credentials.....	19
Faculty .....	19
Admission Requirements & Application Policy.....	19
Notification Of Application Status.....	20
Equal Opportunity Policy.....	3
Yoga Teacher Training Certification .....	20
Yoga Program & Academic Calendar.....	20
Yoga Course of Study & Hours of Instruction.....	20
Tuition for the Yoga Teacher Training Certification Program.....	21
Tuition Deposit & Payment Schedule.....	21
Employment Assistance & Job Opportunities.....	21
Additional Costs Related to the field of Yoga.....	21
State of WI Refund Policy & Re-admission Policies.....	9
Rules and Regulations .....	10-12
Application Process and Check List .....	22
Application for Admission to Body Integration Yoga Teacher Training.	23
Enrollment Form / Tuition Deposit for Yoga Teacher Training.....	24
Physician Approval / Health Care Provider Approval Form Yoga .....	25



*>Welcome to Fox Valley School of Massage*  
*Training Massage Therapists Since 1996*  
*Over 1200 Fox Valley School of Massage Graduates*



Dear Applicant,

Thank you for your interest in Fox Valley School of Massage.

Massage therapy is a rapidly growing field and our program will provide you with all the tools and education necessary to be successful as a massage therapist.

At FVSM, we have a unique program that is both challenging and rewarding. The demands of our course require a special commitment to learning all the aspects of massage therapy. Our quality hands-on education will provide you with the skills and confidence you need to effectively work with your clients as well as having several employment opportunities in the health care field.

Our graduates find meaningful careers in hospitals, chiropractic offices, health clubs, salons, spas, and general offices providing massage services. Others choose to be self-employed working out of their own offices or homes. Fox Valley School of Massage has a wonderful facility and uses only state of the art educational equipment. We have the most up to date and innovative massage tables on the market and a wide variety of styles for students to use. We use models, skeletons, and hands on demonstration to facilitate learning the body in the most efficient and effective manner.

At Fox Valley School of Massage we are excited about our program and would like to share more information with you. Please call, text, or email with any questions, or to set up a school tour. We look forward to hearing from you and to helping you obtain the career you want as a Licensed Massage Therapist.

Sincerely,

*Stephanie Lynn Hall, MS, RDN, CSCS, WI-Licensed Massage Therapist, Yoga & Pilates Instructor*

*Tom Finch, NASM-CPT, NASM-CES, E-RYT WI-Licensed Massage Therapist & Yoga Teacher*

920-915-0744

Email: [FVSMinfo@aol.com](mailto:FVSMinfo@aol.com)

## **FOX VALLEY SCHOOL OF MASSAGE CREDENTIALS**

Highly Educated Staff with Masters Degrees and 20+ years of teaching experience

Approved by The Wisconsin Educational Approval Board (WEAB)

Approved by the Wisconsin State Approving Agency (SAA)

Member of the Associated Bodywork & Massage Professionals (ABMP) Alliance of Schools

Member of the Upledger Institute Registry of Schools

## **FOX VALLEY SCHOOL OF MASSAGE FACULTY**

### **EXPERIENCED, EDUCATED, MOTIVATED FOR YOUR SUCCESS**

We are exceptionally proud of our staff. FVSM is comprised of individuals who put education and experience first. Massage instructors are state licensed therapists who practice massage therapy in addition to teaching. All instructors of anatomy, physiology, kinesiology, pathology, hydrotherapy, nutrition, and sociology have earned recognized post-secondary degrees.

## **HISTORY OF FVSM**

Fox Valley School of Massage was founded on February 19, 1996, by Tom Finch in response to a growing demand for professionally trained massage therapists. He applied for and received approval from the State of Wisconsin Educational Approval Board (a state agency that oversees and regulates private secondary educational schools). The school was originally located on the second floor of a building at 2003 N. Meade Street in Appleton. Today, Fox Valley School of Massage continues to be located in the Fox Valley and serves the educational needs for massage education throughout the state of WI. Since the beginning, Fox Valley School of Massage has continually improved its educational program. With a solid science foundation and complementary course work in the art of massage, students completing our program have demonstrated an excellent passing rate on the MBLEX Exam for Massage & Bodywork and the Wisconsin State Exam.

## **THE MASSAGE PROFESSION IS REWARDING AND EXCITING**

Massage therapy is a rapidly growing field. People from all walks of life are discovering the health enhancing benefits of massage. With the training provided at Fox Valley School of Massage, students will have the skills and knowledge necessary for a successful career in massage therapy. A few of the places that massage therapists are employed are: sports & wellness clinics, fitness centers, physical therapy clinics, chiropractic offices, health clubs, spas, salons, resorts, cruise ships, hospitals, airports and yoga studios. Many graduates choose to open their own practices and some graduates use the training as a stepping stone to study physical therapy, nursing or athletic training.

## **ADMISSION REQUIREMENTS FOR THE MASSAGE THERAPY PROGRAM**

Any person may attend FVSM who meets the following requirements:

1. A completed application and a typed essay with the \$150.00 application fee.
  - \* The essay is a brief explanation of why you would like to become a massage therapist
2. Two letters of recommendation. These can be mailed with the application or separately.
3. Complete the admissions interview. This can be completed by phone or in person
4. Applicant must be at least 18 years of age.
5. Holds a high school diploma or its equivalent (verification required).
6. Has the physical capability of providing massage as verified by a health care provider.
  - \* The physician approval form is located at the end of the catalog and can be completed by a MD, nurse practitioner, physician assistant, or chiropractor.
7. Ability to meet financial obligations of tuition and supplies.

## **APPLICATION POLICY**

Applications are accepted up to the start of a term. Terms are filled as applications are received and may be filled before application deadlines. Applications are reviewed and applicants are notified by phone for an interview. Applications will remain on file for a period of one year. The admissions interview fee must accompany the application and is non-refundable.

## **ADMISSIONS INTERVIEW**

Upon receiving your application, essay, and your two letters of recommendation, you will be interviewed by a member of the school's staff. At this time, you will have the opportunity to ask questions about the program and the school. The interviewer will discuss your interest in massage training and your future goals. Term schedule, rules and regulations will also be discussed.

## **NOTIFICATION OF APPLICATION STATUS**

Accepted applicants will receive, by e-mail, an acceptance letter within two weeks following the interview. Prospective students must then indicate which term they wish to participate in and send either a tuition deposit or full payment. Students are added to the class roster as their tuition deposits are received on a first come, first serve basis. If the said term has been filled when the tuition deposit is received, the deposit will be returned in full.

## **EQUAL OPPORTUNITY POLICY**

In accordance with Federal and State Regulations, FVSM does not discriminate against any person with regards to race, color, religion, gender, age, national origin, sexual orientation, disability or other as protected by law and provides each with the same rights, privileges, programs and activities generally accorded or made available to students of post-secondary institutions. FVSM does not tolerate any form of sexual harassment by its staff, faculty, students, or public.

## **STATE OF WISCONSIN LICENSURE & MBLEx EXAM**

The curriculum at FVSM exceeds the requirements of the State of Wisconsin.

Effective 12/1/2010, the State of Wisconsin began licensure for Massage Therapists.

The state of Wisconsin requires 600 hours of training in massage therapy at an EAB approved school as well as a passing score on a Board Exam before being licensed by the State.

FVSM will prepare you with the necessary paperwork to take both the state and MBLEx exam.

## MASSAGE THERAPY PROGRAM AT FOX VALLEY SCHOOL OF MASSAGE

In order to complete the massage therapy training, all courses need to be taken at Fox Valley School of Massage. Advanced standings for classes previously taken is not granted.

FVSM begins new classes in September of February. Classes are as follows below:

Academic Calendar: Class	Class Start	Graduation
January 2023	January 2023	June 2023
Day Class: Day class & weekends	Tuesdays 9:00 AM – 9:55 PM & 1- 2 Weekends / month 9:00am – 7:00pm	
October 2023 Start	October 2023	May 2024
Day Class: Day class & weekends	Thursdays 9:00 AM – 9:55 PM & 1-2 Weekends month 9:00am – 7:00 pm	
Vacation Dates		
Thanksgiving	Winter Break	Spring Break

All classes meet 1-2 weekends per month. Weekend classes are 9:00am – 7:00pm. All classes are held at FVSM. No travel to other cities or locations is involved for weekend classes.

See the FVSM Student Newsletter on our website for the Saturday schedule and more details about class start dates and graduation dates

## COURSE OF STUDY AND HOURS OF INSTRUCTION FOR MASSAGE

FVSM provides training in massage therapy and related modalities that exceeds the State requirements. The course hours are listed below. All clock hours are fifty minutes in duration.

* Anatomy & Physiology (A&P)	68 hours
* Anatomy & Kinesiology I & II (A&K)	60 hours
* Pathology for Massage Therapists (Path)	45 hours
* Business Marketing / Ethics	
Wisconsin State Laws	52 hours
* Massage Therapy or Bodywork Theory, Technique & Practice	300 hours
* Massage Theory & Practice: The Clinic Internship	20 hours
* Additional Massage Techniques, Course Offerings, Massage & Bodywork	125 hours
* Adult CPR-AED, Standard First Aid	5 hours
<b>Total Hours</b>	<b>675 hours</b>

## STUDENT TO INSTRUCTOR/TEACHING ASSISTANT RATIOS

Why is FVSM unique? Fox Valley School of Massage maintains a teacher / student ratio of 6-8 students per faculty member for bodywork course. We feel this is important to the success of our students. With small class sizes, each student gets a personalized experience at FVSM.

## **COURSE DESCRIPTIONS – BODYWORK & ADDITIONAL MODALITIE**

### **Swedish Massage - Massage Theory & Application I (MTA – 101)**

This course will cover the history & theory of massage therapy. Major topics covered in this class include proper draping techniques, Swedish / relaxation massage, and the physiological effects of massage. In addition, the endangerment sites and the proper communication skills to work with clients will be taught. This course contains lecture material & interactive, hands-on learning. Wellness & Self Care techniques also included.

### **Massage Internship - Massage Theory & Practice II (MTA – 201)**

Each student will have the opportunity for hands on experience through working on the public in this supervised massage internship. Students will greet, massage, complete proper documentation, and book future appointments to obtain the knowledge & experience of what it is like to either work for someone else or run your own massage therapy clinic.

### **Chair Massage (MTA – 202)**

Students will learn proper body mechanics and how to implement massage techniques learned in MTA – 101 on the massage chair. In addition, learn about different styles of massage chairs, employment opportunities & marketing strategies for growing your practice.

### **Clinical Massage (MTA – 301)**

Learn techniques to increase palpation skills and utilize your body to allow you as the therapist to use more pressure with less effort. Look more closely at how the body moves & postural patterns and learn how to correct poor posture habits and relieve pain for clients.

### **Treatment- Massage Theory & Application III(MTA – 401)**

Learn advanced massage techniques that include treatment theory, trigger point therapy, treatment techniques and the use of treatment tools. This class is mostly hands-on with some supplemental lecture material. This class will teach specific treatment routines for the back, neck, shoulders and hips and the techniques to apply treatment to the entire human musculoskeletal system.

### **Sports Massage (MTA – 402)**

This course will cover sports massage and the different techniques used to help people succeed in the activity they are participating in. Pre and post event massage will be discussed and practiced.

### **Pregnancy Massage (MTA – 203/4)**

Learn the physiological changes that occur with pregnancy and the alterations that need to be made to massage a pregnant woman by learning to perform side-lying massage. Learn pregnancy massage techniques and applications for bodywork and safe positioning.

### **Documentation: Health History Forms (DOC – 101)**

Health History Forms help massage therapists gain an understanding of the clients health and needs. In this course the student will learn how to read and complete health history forms and also learn how to create their own health history forms for professional use.

### **Documentation: SOAP Charting (DOC – 102)**

SOAP Charting enables the massage therapist to keep an accurate record of the client's response to massage by utilizing a universal system that incorporates both what the client tells the therapist and what the therapist may notice while working with the client. In this course the student will learn how to read and complete SOAP charts and learn how to create their own for professional use.



## **COURSE DESCRIPTIONS – BODYWORK & ADDITIONAL MODALITIES**

### **Anatomy and Physiology (CLS – 101)**

Anatomy & Physiology is the study of the body, its components and how they function. Students will study each of the body systems to learn how they work together to function as a whole. Additionally, the skeletal and muscular systems will be taught through a variety of hands-on teaching methods.

### **Pathology (CLS - 201)**

Students will study how disease affects the human body and what impacts can be made with massage. Students will learn how to discern whether a massage is indicated or contraindicated and if contraindicated, which health care professionals should be consulted to help the client.

### **Anatomy & Kinesiology I (ANK – 101)**

Anatomy is the study of the structures of the human body. Kinesiology is the study of the movement of the human body. This course involves an in-depth study of the human musculoskeletal system as it pertains to the movement of the body and its parts. Along with lectures, this course includes hands-on activities such as tracing muscles on a human body and sculpting on skeletons.

### **Anatomy & Kinesiology II (ANK – 201)**

This course builds on the foundation learned in Anatomy & Kinesiology I and takes it to a deeper level of understanding. This course will involve an even deeper study of the human musculoskeletal system as it pertains to the movement of the body and its parts. Along with lectures, this course also includes hands-on activities such as tracing and sculpting the muscles.

### **Introduction to Hydrotherapy (HYD - 302)**

Hydrotherapy is utilizing water as a source for increasing the body's natural ability to recover from overuse or injury. Discuss when it is appropriate to use ice, heat, sauna, steam, & hot / cold showers.

### **Lymph Massage (MTA – 206)**

This course will review the workings and importance of the Lymphatic System and focus on techniques designed to improve the flow of lymph of the upper body, face & neck. Students will learn a one hour routine that can be offered as a stand alone service for clients or can be incorporated into your massage services.

### **Wellness & Self Care for the Massage Therapist (FIT – 101)**

This class spans the entire curriculum at FVSM. Students will learn multiple ways to keep themselves healthy by learning self-awareness skills and proper body mechanics for daily activities as well as for massage. Learn how to prevent injuries by learning stretching techniques, yoga poses, breathing exercises & other preventive methods and practices.

### **Ethics & The Massage Profession (EBL – 101)**

This course will outline acceptable behaviors, ethical practices, confidentiality and integrity. Also, this course will define professional hygiene and health habits for massage therapists.

### **Business Marketing and Professional Practice (EBL – 201)**

This course covers how business relates to massage therapy. Students create a resume, a cover letter, business cards and brochures. Profits / Expenses and interviewing skills are covered as well as how to find employment. Students also learn about advertising and marketing strategies.

## COURSE DESCRIPTIONS – BODYWORK & ADDITIONAL MODALITIES

### Wisconsin State Laws (EBL – 301)

This course will assist the student in learning and understanding the state laws. Students will cover the laws, rules, regulations, limitations and obligations concerning massage therapy.

### Introduction to Aromatherapy (MOD – 101)

Learn the benefits of aromatherapy & how to use oils in a massage practice. The history, theory & blending techniques will be taught. Learn how oils affect the mind & body and make a blend in class.

### Introduction to Reflexology (MOD – 102)

Learn the techniques and theory of Reflexology and how direct pressure applied to specific areas on the feet can stimulate corresponding areas in other parts of the body. A one hour routine is taught.

### Introduction to The Chakra System & Reiki (MOD – 103)

Students will be taught the Chakras and the concepts of Reiki.

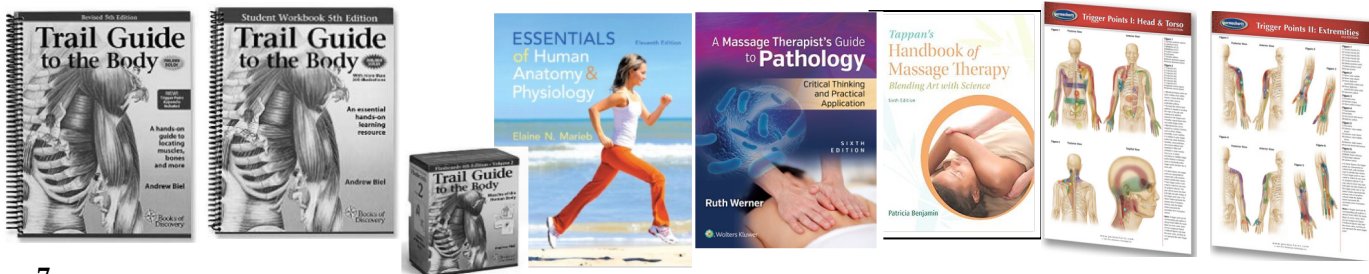
### Polarity Therapy (MOD – 104)

Students will learn a Polarity routine that uses simple touch and gentle rocking movements with the intention of balancing the life energy of the body. You can offer Polarity alone or with massage

### ADULT CPR-AED, Standard First Aid

Wisconsin requires a hands on certification in Adult CPR and Automated External Defibrillation. First time applicants also need First Aid. Students take this course outside of FVSM.

Books Required for Massage Program	Ed	Author	Publisher
Essentials of Human Anatomy & Physiology	11	Elaine Marieb	Pearson
A Massage Therapists Guide to Pathology	6	Ruth Werner	LWW
Tappan's Handbook of Healing Massage	6	Patricia Benjamin	Prentice H
Trail Guide to the Body – Text	5	Andrew Biel	Books of Discovery
Trail Guide Body- Workbook	5	Andrew Biel	
Trail Guide Muscle Flashcards	5	Andrew Biel	
Trigger Point Charts I & II		Perma Charts	Permacharts
Skelton – 3 foot tall – with a stand		Amazon	Amazon
Non Hardening Sculpting Clay – Bright Colors		Amazon	Amazon



## **TUITION FOR THE MASSAGE THERAPY PROGRAM \$12,500.00**

Tuition can be paid with cash/check or credit card.

Registration is a first come first serve basis.

## **TUITION DEPOSIT & FIRST DAY PAYMENT**

- \* A \$2,500.00 deposit is required to reserve a space in the program and provide materials to the student
- \* A tuition payment on the first day of class in the amount of \$2,000.00 is required for all students.
- \* Students then choose to pay the tuition in full on the first day or utilize the payment plan.
- \* If utilizing the payment plan that will be discussed at the interview.

Please note: FVSM does NOT charge extra for payment plan.

## **PAYMENT PLAN BREAKDOWN FOR ALL CLASSES**

Tuition Deposit \$2500.00 Please note that \$750.00 of the tuition deposit is non-refundable

First Day Payment: \$2000.00 or pay in full \$10,000.00

Oct. Class: Payments as listed above and \$2,000.00 due the 1<sup>st</sup> of November, Dec., Jan. & February

January Class: Payments as listed above then \$2,000.00 is due Feb. 1, March 1, April 1, May 1

## **OUTSIDE LENDING SOURCES AND GRANTS**

- \* Wisconsin Vocational Rehabilitation (grants)
- \* Wisconsin Department of Workforce Development - DVR (grants)
- \* If the above plans do not meet your needs, loans are often available through local credit union.

## **PAYMENT INFORMATION: CASH or CHECK**

Payments should be made to: **Fox Valley School of Massage.**

A \$35.00 fee is charged for each late payment and / or returned check.

## **EMPLOYMENT ASSISTANCE & JOB OPPORTUNITIES**

FVSM is happy to provide employment assistance. We receive calls for job openings and room rentals in the Fox Valley and surrounding areas. All students and alumni have access to these opportunities as they are posted on our Facebook page.

## **ADDITIONAL COSTS ASSOCIATED WITH THE MASSAGE PROFESSION**

**A.** Textbooks & supplies: \$500.00 - \$700.00. Required texts are listed in the catalog.

**B.** Adult CPR-AED, Standard 1<sup>st</sup> Aid. This must be a hands on class. Costs range \$65.00 – \$120.00

**C.** Massage tables are provided for class. Students are not required to purchase a table.

Students may purchase tables through FVSM at a discounted rate. Massage table costs range \$400.00 - \$800.00. Students are given information about tables the first week of class.

**D.** Sheets & Towels: Students need to have 4 sets of twin, solid colored sheets. Sheets average \$15.00 per set. When buying sheets it is helpful to look for a thread count of 300 or higher.

**E.** Blankets & King Size Pillow Cases. Each student will need 4 king size pillow cases. 3 Blankets

**F.** All graduates of Fox Valley School of Massage are eligible to take the Mblex Exam and become Licensed in the State of Wisconsin as a Massage Therapist.

Budget \$265.00 for the Mblex Exam & \$150.00 for WI state certification.

**G.** Liability Insurance \$15.00. All student's will complete the application on the first day of class

*Note: Costs are subject to change at any time.*

## REFUND POLICY: SET BY THE EDUCATIONAL APPROVAL BOARD

*The following Refund Policy was developed by the Wisconsin Educational Approval Board.*

The student will receive a full refund of all money paid if the student cancels within a three-business day cancellation period of sending in the tuition deposit if the course has not yet begun.

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, shall be entitled to a pro rata refund as calculated below, less any amounts owed by the student for the current enrollment period, less any supplies provided and less a one-time withdrawal fee of \$100. After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program, or \$400, whichever is less.

**This refund policy is applied to all tuition paid after the initial \$750 as that is non-refundable**

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

A student will receive the refund within 40 days of the termination date. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances beyond the student's control, which are those that directly prohibit pursuit of a program and which are beyond the student's control, then school will refund a pro rata amount.

A written notice of withdrawal is requested but 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 student's and parents' permanent address. \*\*\*\*\*The following applies to Veterans only. The refund policy for veterans is in accordance with the requirements of 38 CFR 21.4255. The non-refundable portion of registration fees will not exceed \$10.00. All other charges to the student, including tuition, books and supplies issued by the school, registration fees in excess of \$10.00, and other fees will not exceed the prorata portion of total charges that the length of the completed portion of the course bears to the total length of the course. This policy is in compliance with the requirements of 38 CFR 21.4255.

## RE-ADMISSION POLICY

**A.** A student who withdraws may reapply within 3 months of the end of the course he / she was enrolled in. A \$150.00 re-entry fee is required. The student may receive credit for withdrawal fees taken from the previous enrollment. Additional class hours and fees will be charged at the current tuition rate upon re-entry.

**B.** A student who is dismissed for poor attendance or unsatisfactory grade must re-apply and may be re-admitted based on an interview. A \$150.00 re-entry fee is required. The student may be given credit for successfully completed hours. Additional class hours and fees will be charged at the current tuition rate upon re-entry.

**C.** A student dismissed for unsatisfactory conduct would not be considered for re-admission.

## **RULES AND REGULATIONS FOR ATTENDING FVSM**

### **Attendance Policy and Conduct**

**A. Excused Absences:** Students are allowed excused absences. Excused absences with proper documentation do not need to be made up. Students must notify the instructor prior to missing class. In cases of illness, students must notify the school prior to the start of class and have a HCP email a note by 4:00 of the day missed. Student records include the actual number of attended class hours.

**Even though an absence is excused, if a student accrues 3 absences, the student will be put on attendance probation / contract.** He/she will remain on probation until the time is made up and until the end of the term depending on the circumstances. A student who continues to accrue absences while on probation may be dismissed from the program. Conditions which may result in dismissal: \* Missing 3+ days of class \* Absences occurring on test or exam days without prior approval from the instructor.

**B. Unexcused Absences:** Students are required to attend all scheduled classes. Any student arriving 10 minutes after the start of class or leaving more than 10 minutes early is considered absent. **All unexcused absences must be made up.** Any student missing more than 3 classes will be put on probation / contract. He/she will remain on probation until the time is made up and until the end of the term depending on the circumstances. A student who continues to accrue absences while on probation may be dismissed from the program. Conditions which may result in dismissal include: \* Missing 3+ days of class \* Absences occurring on test or exam days without prior approval from the instructor.

**C. Tardiness / Absenteeism:** Tardiness is inexcusable. Ten minutes late will be considered tardy and absent. If tardiness becomes routine, the student will be spoken to, put on attendance probation / contract and noted in the student's file. Further tardiness will result in dismissal from the program.

**D. Leave of Absence:** The school does grant leave of absences due to family illness or financial disability. 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.

**E. Suspension / Dismissal:** Fox Valley School of Massage is a professional school and all students are expected to act in a professional manner. The school reserves the right to suspend or dismiss a student who engages in unsatisfactory conduct including:

1. Dishonesty
2. Failure to adhere to school rules, regulations, policies and FVSM/BI Code of Ethics
3. Vandalism or theft of school property
4. Activity that infringes on the rights of others
5. Possession or consumption of alcoholic beverages or illegal drugs on school grounds or during any school function
6. Disrespectful use of language or disrespectful physical contact with individuals while involved in school related activities
7. Cheating on tests and exams
8. Talking, eating, or sleeping during class
9. Bringing electronic devices into the classroom such as cell phones, cameras, etc.

\*\*Fox Valley School of Massage / Body Integration encourages students to voice their concerns with the staff. For a specific concern with an instructor, the matter is to be taken directly to the instructor. If a resolution is not reached, the matter is then taken to administration.

If the matter concerns another student or if the situation concerns a student's discipline, the matter should be taken to administration.



- H. All materials borrowed from the school must be returned.
- I. Each student must be certified in Adult CPR-AED, 1<sup>st</sup> Aid. On line courses are not acceptable.
- J. All students are required to pass the Curriculum Final with an 80% or better.

**STUDENT FILES AND RECORDS**

- FVSM keeps student records for 6 years. After 6-years, only transcripts are retained. Social Security Numbers will be used solely for student identification.
- Students have access to their files by submitting a request in writing to the school.
- Copies of student transcripts are available to students for \$15.00. Request must be in writing.
- Summary of payments are available to students for \$10.00.
- Copies of student certificates from FVSM are available for \$30.00.
- Access to records is limited to instructors, administrators, regulating and accrediting bodies.

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**Are you considering a career in Massage Therapy?  
Do you want to learn more about Massage?**

**The Introduction Workshop Is just what you are looking for!**

**INTRODUCTION TO SWEDISH / RELAXATION MASSAGE WORKSHOP**

Topics covered: Massage techniques • Benefits of massage • Draping skills

Classes held Saturday & Sunday from 9:30 am – 5:00 pm

(see our website for more information on dates – [www.FVSM.org](http://www.FVSM.org))

Cost is \$450 for 2 days of giving & receiving massage ☺

For class you will need the following: 1 full set of twin size sheets, 2 hand towels, twin size blanket or XL bath towel. \* Tables and lotion will be provided for the class.

**NOTE: You must be 18 years or older, if under 18, accompanied by a legal guardian.**

**Please cut along the dotted line and return this form with payment of \$450/per person to:  
FVSM • PO BOX 615 • Neenah, WI 54957-0615**

-----  
**REGISTRATION: Introduction to Massage Workshop**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE DAY:** \_\_\_\_\_ **EVENING:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**CLASS ENROLLING IN:** \_\_\_\_\_ **CHECK#:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# **MASSAGE THERAPY PROGRAM APPLICATION PROCESS & CHECK LIST**

Now that you have decided Fox Valley School of Massage is the right choice for you, begin the application process.

Fill out the application and mail it to the Post Office Box along with the forms listed below.

Once we process your forms, FVSM will call you to set up an interview. Interviews are conducted either over the phone or in person.

- Application with Essay (see page 3 for essay details)
- Application fee (\$150 non refundable)
- 2 Letters of Recommendation
- Physician's / Health Care Providers Approval Form
- School Transcript / Copy of Diploma

The next step is for you to fill out the enrollment form and send it along with your tuition deposit.

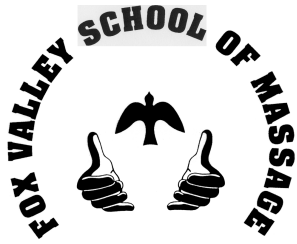
You will also need to complete an Adult CPR-AED, 1<sup>st</sup> Aid class. Ideally this is completed before you start. It is required by the end of the second month of classes.

- Enrollment form
- Tuition deposit of \$2,500.00 (\$750 of which is non-refundable)
- First Aid, Adult CPR-AED Class

Next purchase your books and supplies and get ready to begin.

- Textbooks and flash cards (see pg. 7)
- 4 Sets of twin sheets
- 4 King size pillow cases (see pg. 8)
- 4 Hand towels
- 3 Twin size blankets
- 2 XL bath towels
- Notebook & pen
- Highlighters
- Colored Pencils





# Fox Valley School of Massage

## Application for Admission Massage Therapy Program

**Office Use Only**  
 Date App Rec'd  
 App Fee Cash/Ck  
 Essay Enclosed  
 2 Letters of Rec  
 Date of Interview  
 Actp Ltr Emailed  
 Date Dep Rec'd  
 Deposit Amt  
 Dep Paid Cash/Ck  
 Dep Rec'd emailed  
 Transcripts/Diploma  
 PAF  
 CPR-AED/1st Aid  
 Payment Plan Rec'd  
 WI Exam ABMP

*Please type or print clearly*

**General Information:**

Applying for: (September start) **OR** (January start)

Name \_\_\_\_\_

E-mail address: \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  Male  Female

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Work phone ( ) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone \_\_\_\_\_

Occupation: \_\_\_\_\_ Place of employment \_\_\_\_\_

Work address \_\_\_\_\_

Emergency phone numbers (day & night) \_\_\_\_\_

In case of emergency contact: \_\_\_\_\_ Relationship \_\_\_\_\_

**Previous Massage and Related Education:**

List and describe briefly. Use a separate sheet if necessary.

**Educational Background:**

(Please state your name on school record, if different) \_\_\_\_\_

Name \_\_\_\_\_ City/State \_\_\_\_\_ Dates Attended \_\_\_\_\_

Degree High School \_\_\_\_\_

Degree College \_\_\_\_\_

Tech/Vocational \_\_\_\_\_

Other Professional Courses \_\_\_\_\_

**Health Status:**

Allergies (to medication, foods, nuts, oils, latex, other) \_\_\_\_\_

Special medications needed: insulin, inhaler etc \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**Intention of Class Instruction:**

Please check which of the following apply:

- \_\_\_\_\_ Licensing with the state as a Massage Therapist
- \_\_\_\_\_ Employment as a massage therapist
- \_\_\_\_\_ Licensing with the state as a Massage Therapist / Personal knowledge
- \_\_\_\_\_ Personal knowledge and enjoyment
- Other (please specify) \_\_\_\_\_

**Essay:**

**\*\*Please include a brief typed essay (on a separate sheet) answering the following question.**

**Why do you want to become a massage therapist and what will you contribute to the field?**

**References: From Employers, Co-workers, Members of the community.**

Please provide the following information regarding references for admission.

These should be the people writing your letters of recommendation required for admission. The letters can be sent in with your application or mailed separately from the people writing the letters. Friends / Co-workers

Name for Reference #1 \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

Relationship to applicant \_\_\_\_\_ Number of years known \_\_\_\_\_

=====

Name for Reference #2 \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

Relationship to applicant \_\_\_\_\_ Number of years known \_\_\_\_\_

**Tuition Payment:**

I will pay all remaining tuition in full on the first day of class.

I will pay all remaining tuition with the payment plan.

How did you hear about our school? \_\_\_\_\_

**Please return this form with your application fee to our post office box for secure delivery:**

**Fox Valley School of Massage**

**P.O. Box 615**

**Neenah, Wi 54957-0615**

**Once we receive your application we will contact you to set up an interview.**

# Fox Valley School of Massage – Massage Therapy Program Enrollment Form

**2023 Enrollment Form for the  
Professional Massage Therapy Program**  
**Return this form with your Tuition Deposit to FVSM**  
**Send to: FVSM**  
**P.O. Box 615.**  
**Neenah, WI. 54957-0615**

**Class Schedule: Check the class you are interested in attending**

\_\_\_\_\_ January 2023 – June 2023. Tuesday Day class

This class includes approximately 1-2 weekends per month

\_\_\_\_\_ October 2023 – May 2024. Thursday Day Class.

This class includes approximately 1-2 weekends per month.

**Tuition deposit of \$2500.00 paid to secure spot in class.**

Please note that \$750.00 of the Tuition deposit is non-refundable.

**Remainder of Tuition – Please check one**

\_\_\_\_\_ Payment in full on the first day of class \$10,000.00 to pay tuition in full

\_\_\_\_\_ Payment plan.

First Day Payment: \$2000.00 or pay in full \$10,000.00

Oct Class: Payments as listed above and \$2,000.00 due the 1<sup>st</sup> of Nov., Dec., Jan. & February

January Class Plan: Payments as listed above then \$2000.00 is due Feb. 1, March 1, April 1, May 1

By signing below you are stating that you understand the payment plan and that you agreeing to provide payment as indicated by your check marks above.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Deposit Amount:** \$ \_\_\_\_\_ **Cash / Check #:** \_\_\_\_\_



Fox Valley School of Massage  
Post Office Box 615 • Neenah, WI 54957-0615  
Phone: (920) 915-0744

## Physician's/Health Care Provider Approval For MASSAGE THERAPY PROGRAM

All students enrolling into the Professional Massage Training Program offered by FVSM need to see their Health Care Practitioner prior to classes starting. The following information must be filled out by one of the following: a MD, a Physician's Assistant or a Nurse Practitioner and returned to FVSM before classes start.

Today's Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Class Enrolling In: \_\_\_\_\_

Health Care Practitioner's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Health Care Practitioner's Signature: \_\_\_\_\_ PH#: \_\_\_\_\_

1) Is the student physically capable of providing massage? YES / NO (*circle one*)

Comments: \_\_\_\_\_  
\_\_\_\_\_

2) Is the student free of any communicable skin diseases or rashes to receive massage?  
YES / NO

If no, what precautions should be taken? \_\_\_\_\_  
\_\_\_\_\_

3) Please list all medications and indicate if any require special precautions.

(EXAMPLE: Is this person taking any anti-coagulants or blood thinners?)

Comments: \_\_\_\_\_  
\_\_\_\_\_

4) Please list all medical conditions and indicate if any require special precautions.

(EXAMPLE: Is this person an insulin dependent diabetic?)

Comments: \_\_\_\_\_  
\_\_\_\_\_

If you have any questions about this form, please contact us at (920) 915-0744.

# *Welcome to the Yoga Teacher Training at FVSM*

Dear Applicant,

Thank you for your interest in our Yoga Teacher Training Program.  
Congratulations on your decision to consider training in Yoga.

Yoga is a rapidly growing field and our program will provide you with all the tools and education necessary to be successful in the field of helping others.

We have a unique program that is both challenging and rewarding. The demands of our courses require a special commitment to learning all the aspects of Yoga. Our quality hands-on education will provide you with the skills and confidence you need to effectively work with your clients as well as having several employment opportunities in the health care field / fitness industry.

We have a wonderful facility that uses only state of the art educational equipment. We use models, skeletons, and hands on demonstration to facilitate learning the body in the most efficient and effective manner. Our studio is fully equipment with the finest equipment currently on the market.

All of us at FVSM are excited about our Yoga Teacher Training program and would like to share more information with you. After reading the enclosed literature, please feel free to call with any questions or to set up a school tour. We look forward to hearing from you and to helping you obtain your new career as a Yoga Teacher.

Sincerely,

*Stephanie Lynn Hall, MS, RD, CSCS, WI-Licensed Massage Therapist, Yoga & Pilates Instructor  
Tom Finch, WLMT, NASM-CPT, NASM-CES, E-RYT*

920-915-0744

Email: [FVSMinfo@aol.com](mailto:FVSMinfo@aol.com)



# *Yoga Teacher Training*

## **HISTORY**

Our school is here to serve the growing need for more Yoga instructors. Our goal is to train health care professionals in Yoga so they can expand the level of care they provide to their current clients / patients. We offer Yoga Teacher Training for anyone that is interested in taking the training and we are look forward to integrating our student body to include those already in the health care field with those that want to learn more about Yoga and or overall fitness.

## **MISSION STATEMENT**

We offer a comprehensive Yoga teacher training program emphasizing physical and mental awareness to help people experience less pain and more happiness. Principles of alignment, focus, flow, core stability, and how the body moves are of key importance in both programs. Research on movement and flexibility is included to help students further understand how the human body functions.

## **THE YOGA PROFESSION**

The yoga profession is a rapidly growing field. People from all walks of life are discovering the health-enhancing benefits of movement and activity. With the training provided, students will have all the skills and knowledge necessary for a career in the fitness industry.

## **CREDENTIALS / APPROVAL**

Yoga Alliance to provide a 200 hours registered yoga teacher certification  
The Wisconsin Educational Approval Board (WEAB) Yoga Teacher Training  
All graduates are eligible to register as a Yoga teacher with Yoga Alliance.

## **FACULTY**

We are exceptionally proud of our teaching staff. Our staff is comprised of individuals who put education and experience first. All of the instructors are certified teachers who practice Yoga in addition to teaching. All instructors of anatomy, physiology, kinesiology, pathology, hydrotherapy, nutrition, and sociology have earned recognized post-secondary degrees.

## **ADMISSION REQUIREMENTS FOR YOGA**

Any person may attend the Yoga Teacher Training who meets the following requirements:  
A completed application, including typed answers to questions, \$50.00 application fee.  
Two letters of recommendation sent in with the application  
Applicant must be at least 18 years of age.  
Holds a high school diploma or its equivalent (verification required).  
Has been practicing yoga and has attended yoga classes if applying for Yoga Training.  
Ability to meet financial obligations of tuition and supplies

# *Yoga Teacher Training*

## **APPLICATION POLICY**

Applications are accepted up to 1 month prior to the start of a term. Terms are filled as applications are received and may be filled before application deadlines. Applications are reviewed and applicants are notified by mail if they are accepted into the program. The application fee must accompany the application and is non-refundable.

## **NOTIFICATION OF APPLICATION STATUS**

Accepted applicants will receive, by mail, an acceptance letter within two weeks of the time we receive a completed application. Prospective students must then indicate which term they wish to participate in and send either a tuition deposit or full payment. **Students are added to the class roster as their tuition deposits are received on a first come, first serve basis.** If the said term has been filled when the tuition deposit is received, the deposit will be returned in full.

## **CERTIFICATION FOR YOGA TEACHER TRAINING**

The state of WI requires Yoga Schools be approved by the Yoga Alliance. This requires 200 hours of training in Yoga. Our program exceeds the requirements of the State.

## **YOGA TEACHER TRAINING**

Professional Yoga Teacher Training is offered annually and in order to complete the program, all courses need to be taken in our program. Advanced standings are not granted.

## **YOGA TEACHER TRAINING PROGRAM - ACADEMIC CALENDAR:**

**Day Program** A Wednesday program. 10:00am – 3:00pm. (7 Saturdays)

Begins: January every year

Finishes: June every year

## **YOGA COURSE OF STUDY AND HOURS OF INSTRUCTION**

Techniques Training / Practice: Asanas, Props, Pranayamas, Meditation	100 hours
Teaching Methodology: Principles of Demonstration & Teaching Yoga	25 hours
Anatomy & Physiology: Body Systems, Chakras, Energy Anatomy	23 hours
Yoga Philosophy / Lifestyle & Ethics: Yoga Sutras, Bhagavad Gita	30 hours
Practicum: Teaching, observation, and testing (written & performance)	12 hours
Adult CPR & AED (all students must be current with proof of certification)	5 hours
<b>Total</b>	<b>205 hours</b>



# *Yoga Teacher Training*

## **TEACHER / STUDENT RATIO**

We maintain a teacher / student ratio of twelve students per faculty member. Circumstances beyond our control may affect this ratio on occasion.

## **Adult CPR-AED**

It is a requirement to be certified in CPR-AED. Classes are offered through the Red Cross, the technical colleges of WI, and through most hospitals.

## **TUITION FOR YOGA TEACHER TRAINING**

Tuition for Yoga Teacher Training is \$4500.00. A deposit of \$1000.00 to hold spot in class.

## **TUITION DEPOSIT, FIRST DAY PAYMENT**

A \$1000.00 deposit is required after receiving your acceptance letter. Your tuition deposit will reserve a space in the class you have applied for, providing all admission requirements have been fulfilled. Registration is on a first come first serve basis.

Please note: The deposit is non-refundable.

Every student is required to pay the initial tuition deposit in advance.

The first day payment is \$1500.

Then the remainder is paid March 1. \$2000.00

## **PAYMENT INFORMATION**

All payments should be made payable to FVSM. All payments must be paid on or before the scheduled due dates. A \$35.00 fee is charged for each late payment and/or returned check. Students cannot take the curriculum final exam or graduate if the tuition is not paid in full.

## **EMPLOYMENT ASSISTANCE & JOB OPPORTUNITIES**

When we receive calls for job openings we will post them to our Facebook page.

## **ADDITIONAL COSTS FOR YOGA TEACHER TRAINING PROGRAMS**

Textbooks, charts, mats, straps, blankets, and blocks are not furnished as a part of the tuition. The cost of books and supplies for the course range between \$150.00 - \$350.00.

Malpractice insurance is required for all students in training.

**Note: Costs are subject to change at any time.**



# *Yoga Teacher Training*

## **Yoga Teacher Training Program APPLICATION PROCESS & CHECK LIST**

We will email you when we receive your materials to confirm your spot in class.

- Application with Essay (see page 3 for essay details)
- Application fee (\$50 non refundable)
- 2 Letters of Recommendation
- Physician's / Health Care Providers Approval Form
- School Transcript / Copy of Diploma

The next step is for you to fill out the enrollment form and send it along with your tuition deposit.

You will also need to complete an Adult CPR-AED, 1<sup>st</sup> Aid class. Ideally this is completed before you start. It is required by the end of the second month of classes.

- Enrollment form
- Tuition deposit of \$1000.00
- First Aid, Adult CPR-AED Class

Next purchase your books and supplies and get ready to begin.

- Textbooks (see pg. 7)
- Yoga Mat
- 2 Yoga Blocks
- Yoga Blanket
- Yoga Strap
- Notebook & pen
- Highlighters
- Colored Pencils
- Professional workout clothes to wear to class
- I will practice yoga 4 times a week every week between now and the training beginning in October.
- I will practice yoga 4 times a week every week during the duration of the teacher training.



# Yoga Teacher Application

Please type or print clearly

## General Information:

E-mail address: \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  Male  Female

Address \_\_\_\_\_ City \_\_\_\_\_  
\_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Work phone ( ) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone \_\_\_\_\_

Occupation: \_\_\_\_\_ Place of employment \_\_\_\_\_

Work address \_\_\_\_\_

Emergency phone numbers (day & night) \_\_\_\_\_

In case of emergency contact: \_\_\_\_\_ Relationship \_\_\_\_\_

## Previous Fitness/Exercise and Related Education:

List and describe briefly. Use a separate sheet if necessary.

---

## Educational Background:

(Please state your name on school record, if different) \_\_\_\_\_

Name \_\_\_\_\_ City/State \_\_\_\_\_ Dates Attended \_\_\_\_\_

Degree High School \_\_\_\_\_

Degree College \_\_\_\_\_

Tech/Vocational \_\_\_\_\_

Other Professional Courses \_\_\_\_\_

## Health Status:

Allergies (to medication, foods, nuts, oils, latex, other) \_\_\_\_\_

Special medications needed: insulin, inhaler etc \_\_\_\_\_

**Include a 1 page summary of your YOGA Experience first, then desired goals from taking this program.**

Signed: \_\_\_\_\_ Date \_\_\_\_\_

### Office Use Only

Date App Rec'd  
App Fee Cash/Ck  
Essay Enclosed  
2 Letters of Rec  
Date of Interview  
Actp Ltr Emailed  
Date Dep Rec'd  
Deposit Amt  
Dep Paid Cash/Ck  
Dep Rec'd emailed  
Transcripts/Diploma  
PAF  
CPR-AED/1st Aid

# *Yoga Teacher Training Enrollment Form*

**2021 Enrollment Form for the Yoga Teacher Training Program**  
**Return this form with your Tuition Deposit to:**  
**Fox Valley School of Massage**  
**P.O. Box 615.**  
**Neenah, WI. 54957-0615**

**Class Schedule: Wednesday with 7 Saturdays**  
Yoga Teacher Trainer Certification Tuition \$4500.00

**Tuition Deposit of \$1000.00 paid to secure spot in class.**  
Tuition deposit is non-refundable.

       **I will pay the remaining tuition of \$3500 on the first night of class**

       **I will pay the remaining tuition of utilizing the payment plan**  
The first day payment is \$1500.00  
Then the remainder is paid March 1. \$2000.00

By signing below you are agreeing to provide payment as indicated by your check mark above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Tuition Deposit: \$ \_\_\_\_\_ Paid: Cash or Check \_\_\_\_\_

**Please initial:**

       **I have read and understand the payment policies.**

       **I understand that attendance is required**

       **I will get my books now and complete the 8 weeks with Rodney Yee before the start of the program as I want to be a Yoga Teacher.**

       **I understand that I will buy my books & supplies for this program.**

**Yoga Teacher Training Program**  
**Post Office Box 615 • Neenah, WI 54957-0615**  
**Phone: (920) 915-0744**

***Physician's / Health Care Provider Approval Form***

All students enrolling into the Yoga Teacher Training Program offered need to see their Health Care Practitioner prior to classes starting. The following information must be filled out by one of the following: a MD, a Physician's Assistant or a Nurse Practitioner and returned to FVSM before classes start.

**Today's Date:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Class Enrolling In:** \_\_\_\_\_

**Health Care Practitioner's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Health Care Practitioner's Signature:** \_\_\_\_\_ **PH#:** \_\_\_\_\_

1) Is the student physically capable of participating in a Yoga Program? YES NO (*circle one*)

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

2) Is the student free of any communicable skin diseases or rashes? YES / NO

If no, what precautions should be taken? \_\_\_\_\_  
\_\_\_\_\_

3) Please list all medications and indicate if any require special precautions.

(EXAMPLE: Is this person taking any insulin, anti-coagulants or blood thinners?)

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

4) Please list all medical conditions and indicate if any require special precautions.

(EXAMPLE: Is this person an insulin dependent diabetic?)

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

If you have any questions about this form, please contact us at (920) 915-0744.