



KOHLER WATERS SPA  
**PROFESSIONAL SCHOOL OF MASSAGE THERAPY**

2023 PROGRAM CATALOG

KOHLER  
*Waters*  
SPA®

## WELCOME

Thank you for your interest in Kohler Waters Spa (KWS) Professional School of Massage Therapy. We are dedicated to continuing the legacy of world-class well-being experiences that our guests have come to know and love.

Just as water ebbs and flows, so too do our lives. Since 1873, Kohler has been immersed in the natural restorative properties of Earth's mineral-rich waters. Inspired by our connection to water, our five spa locations are designed to help guests discover new depths of relaxation and rejuvenation.

Built on this foundation, the school is building the future of spa massage therapists. Our program weaves together the spa and school community to fulfill our mission statement, which is to positively touch the lives of our students, associates, and guests through the enrichment of mind, body, and spirit.

Our massage therapy program specializes in spa massage therapies and services, personal self-care, and high-quality customer service. Our training focuses on the most popular massage spa services industrywide. Also included in this focus are the massage therapists themselves, encompassing personal growth and professional foundations.

After reviewing the enclosed information, call 920-451-2114 to schedule a tour and meet with us personally so we can answer questions and provide additional information.

We look forward to hearing from you.

Sincerely,

**Nicole Miller**

*Spa Director*

**Ramona Trudeau, LMT**

*Director of Education*



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## GENERAL INFORMATION

Kohler Waters Spa Professional School of Massage Therapy is a department of the Kohler Waters Spa. We have two school locations—Kohler, Wisconsin, and Green Bay, Wisconsin. The program utilizes space within the Kohler Waters Spa, using the spa conference room as the classroom and spa rooms as the clinic. Each location also has a break room and plenty of student parking.

**KOHLER LOCATION** | 501 Highland Dr.

**GREEN BAY LOCATION** | 1950 S. Ridge Rd.

Our program is eight calendar months in length. There are four quarters, each quarter will have eight in-person classroom days (*see insert for specific dates*).

Classes are on either Tuesday or Wednesday 9am–8pm with a lunch and dinner break.

### TUESDAY PROGRAMS BEGIN

KOHLER LOCATION

January 1 and September 1 odd years / May 1 even years

GREEN BAY LOCATION

January 1 and September 1 even years / May 1 odd years

### WEDNESDAY PROGRAMS BEGIN

KOHLER LOCATION

January 1 and September 1 even years / May 1 odd years

GREEN BAY LOCATION

January 1 and September 1 odd years / May 1 even years

Our program weaves together the spa and school community to fulfill our mission statement, which is to positively touch the lives of our students, associates, and guests through the enrichment of mind, body, and spirit.

Our program is a hybrid of in-person, live virtual, online, and outside-of-class hours. Students are required to complete all of our 625 program hours.

### STUDENTS WILL COMPLETE

- Program orientation for 3 hours prior to first day of in-person class
- 32 weekly classes, 10 hours each class (for a total of 320 hours)
- Weekly online lectures, demonstrations, and activities, 6–7 hours a week (for a total of 208 hours)
- CPR/AED and first aid training taken outside regular class hours. Must be at least 5 hours
- Professional foundations project, 50 hours total of self-paced material and activities with a presentation on the last day of school
- 6 clinic shifts of 6.5 hours each (for a total of 39 hours) outside of weekly class; to be completed in 3rd and 4th quarters

Our program also includes, at no cost to the student, unlimited optional school spirit activities, which are enrichment and educational opportunities. See page five for more details.

A graduation ceremony date will be chosen by the class as a group. Graduation will take place within three weeks following the last day of class.

## ADMISSION AND ENTRANCE REQUIREMENTS

We welcome students ages 18 and older and do not discriminate based on age, race, ethnicity, gender, sexual orientation, religion, disability, or marital status. The admission process for the Kohler Waters Spa (KWS) Professional School of Massage Therapy is quite simple:

**First**, review the catalog and schedule a tour of our school and spa. This will give you an idea if our program is a good fit for you, your education, and career goals. This is a great time to ask questions and have an opportunity to meet with the school director personally. At this time, you will receive an admission application packet with information about our program. Applications for upcoming programs are available four months before the start of the program.

**Second**, if you feel like we are a good fit for your goals, fill out the application and email it to Ramona Trudeau at [ramona.trudeau@kohler.com](mailto:ramona.trudeau@kohler.com), or mail to/drop off at Kohler Waters Spa (Attn: Ramonda Trudeau) 501 Highland Drive, Kohler, Wisconsin, 53044. Once we have received your application, we will call you to schedule an interview.

**Third**, during your interview, we will ask you questions that will help us determine if KWS Professional School of Massage Therapy is a good fit for you. You and the director will go over the program; discuss the field of massage therapy and your personal, educational, and career goals; review payment plans; and answer your questions.

If you are accepted into the program, you will receive a phone call followed by an acceptance letter in the mail. If you are not accepted into the program, you will receive notification by mail along with the documents you submitted.

Once accepted into the program, a tuition deposit will be required for registration along with fulfillment of admission requirements listed below. Your tuition deposit is 100% refundable if you, for any reason, decide not to attend.

### ADMISSION REQUIREMENTS

- Read catalog and tour the school
- Submit completed application
- Submit a resume or letter of introduction
- Pay the \$1,200 tuition deposit
- Attend an interview with school or spa director
- Provide proof you are 18 years of age or older
- Provide verification of high school diploma or GED
- Documentation from your health care provider that you are mentally, emotionally, and physically able to perform and receive massage up to four hours a day. The required form is with your application and can be completed by a doctor of medicine, nurse practitioner, physician assistant, or chiropractor
- Be able to understand, speak, and read English
- Must show proof of receiving one professional massage
- Received 3-day cancellation form



## **APPLICATION AND PROGRAM DEADLINE DATES**

We will begin accepting applications for a program exactly four months before the start date of every program. Start dates are January 1, May 1, and September 1.

Student application, completed interview, tuition deposit, proof of age, verification of GED or high school diploma, documentation from health care provider, and proof of one professional massage must be received two weeks prior to the first day of the first class to be considered enrolled in the program.

Potential students need to be aware that the Wisconsin Department of Safety and Professional Services (WDSPPS) may deny or limit an applicant applying for a massage therapy license if they have a conviction. These determinations are made by the state. If a student feels that they may fall into this category, we strongly suggest that you contact the WDSPPS prior to starting the program.

## **ADVANCED STANDING**

The Kohler Waters Spa Professional School of Massage Therapy does not grant advanced standing for prior education and training.

## **STUDENT BENEFITS**

During the school program, students will have the opportunity to experience the spa firsthand. Students will receive one free pass per month while attending our program. In addition, students and their family and friends can receive 50% off services Monday–Thursday (no holidays). Other benefits included are discounts on spa products, modeling for new associate training, snacks available in the break room, and recognition for meeting classroom goals.

## **TOWN HALL MEETINGS**

Town hall meetings are optional live-virtual get-togethers that are offered each week online. All students are encouraged to attend, but participation is not required. These weekly meetings are great for checking in, quick review, asking questions, updates, study groups, and all-around student support. Town hall meetings will be recorded and available for viewing on demand. Each program class will choose a weekly time as a group.

## **SCHOOL SPIRIT ACTIVITIES**

School spirit activities are unlimited optional enrichment and educational hours that do not count towards the 625 hours required for graduation but will appear on transcripts under special interests. School spirit activities include encouraged and will be communicated to students weekly at the beginning of class. Examples include: attend yoga class, help with a Kohler holiday event, provide chair massage at an event, perform community service, tour other locations, time in the cadaver lab, receive specialized or product training, and attend a speaking event. All school spirit activities are included in tuition.

## STUDENT GRADING AND PROGRESS REPORTS

Grading for every class will be a combination of homework, participation, class work, quizzes, exams, and practical bodywork.

### KWS PROFESSIONAL SCHOOL OF MASSAGE THERAPY USES THE FOLLOWING GRADING SCALE

- 90–100% = A
- 80–89% = B
- 70–79% = C

Students are required to achieve a minimum of 70% in every class to pass. Anything below 70% is failing. Students falling below 70% will be given one additional week to complete any missing assignments and retake up to three graded assessments for the opportunity to increase the grade to 70%. If student still does not reach 70%, the class must be retaken at the student's expense the next time the class is offered. Class retakes are \$30 per hour for every hour the class meets; each class has a different number of hours.

Our program is 32 weeks long; students will receive a progress report for each class at weeks 4, 12, 20, and 28. Students will receive their final grade for each quarter at weeks 8, 16, 24, and 32. If assessments are conducted during that week's class and grading was not completed during class, students will receive quarter grade the following week.

At any time, a student, instructor, or director may request a conference with student/instructor to discuss class progress, concerns, or grades. The conference should take place within one week of request. Conferences will not exceed 45 minutes.

## PROBATION, DISMISSAL, AND READMITTANCE

**Probation:** If at any time a student falls below 70% in any class, they will be put on probation. The student will be notified in writing. The student will meet with the instructor to discuss performance and come up with a written plan/goal for improvement. When the grade has increased to 75%, they will be off probation. Students on probation must increase grade to a minimum of 75% within four weeks. If student does not achieve this percentage, they will be dismissed from the program.

**Dismissal:** A student may be dismissed from the program for academic reasons, excessive absence, creating an unsafe environment for others, failure to adhere to school policies, vandalism or theft, not fulfilling financial payment agreement by exceeding 60 days late on scheduled payment, or anything considered unprofessional conduct. If a student feels he/she should not be dismissed, a letter of appeal should be submitted expressing his or her concerns in writing within three days of notification. The school director will contact the student within three days to notify the student of their decision on the student's appeal. Readmittance should be granted if the reason for the dismissal has been resolved.

**Readmittance:** A student may reapply to the school as a new student by following all of the admissions policy. During the interview process, the student and school director will discuss the situation that caused the student to exit the program originally to ensure that all issues have been resolved and there is a plan for success in place for the student. Students who are granted readmittance will be given credit for all prior successfully completed hours.

## STUDENT RECORDS

Student records will remain at the school in a locked area. All student records and information will be kept confidential other than information that is required by the state. Records will be available to the student by appointment only. Student records will contain application for enrollment, acceptance letter, progress reports and grades, contact information, date student completed the program or left the program and why, documentation related to student attendance, financial transactions, as well as any grievances and subsequent resolutions. After graduation, a completed transcript will be added to the student file. If a student wants copies of transcripts or supporting documents, there will be a processing fee assessed not to exceed \$20. Student records will be mailed to other institutions with a signed written request from the student and processing fee paid. The school has permanent retention of student records, which will be accessible as long as the school is in operation. If at any time the school closes, records will be sent to the Education Approval Program in Madison, Wisconsin.

## STUDENT CONDUCT

School is the beginning of the professional foundation of your new career. Building that foundation starts with the student. KWS Professional School of Massage Therapy expects students to model professional behaviors and the code of ethical conduct of your future profession.

KWS Professional School of Massage Therapy has designed student conduct policies to create, support, and maintain a safe, positive, and professional learning environment. Students as well as staff are responsible for following school dress code, social media policy, and cell phone policy listed in the school catalog.

Students are expected to not disclose personal/confidential information, keep camera on during live-virtual meetings/classes, use appropriate language, help maintain a clean and safe environment, and handle conflict in a calm and respectful manner. Students are also expected to attend class, participate, complete assigned work, and treat others with respect.

Should a violation of student conduct occur, KWS Professional School of Massage Therapy may be required to take disciplinary action. Disciplinary actions include verbal warnings, written warnings, and program termination. All written warnings will have a plan for success in the future that is made between the school and the student. The goal of the written warning is to support the student modeling professional behaviors.

### EXAMPLES OF BEHAVIOR THAT COULD RESULT IN A VERBAL WARNING

- Incompletion of required educational assignments or documentation
- Not following the dress code, social media policy, or cell phone policy
- Cheating on homework or exams
- Smoking in nondesignated smoking areas
- Interfering with teaching or other's learning

If behavior is not corrected after a verbal warning, a written warning will be issued.

### EXAMPLES OF BEHAVIOR THAT COULD RESULT IN A WRITTEN WARNING

- Use of drugs or alcohol in class or school activity
- Incomplete sanitation responsibilities
- Excessive absence, tardiness, or leaving early

If student receives multiple written warnings or if the written plan for success is not completed, student may face termination.



## STUDENT CONDUCT (CONTINUED)

### EXAMPLES OF ZERO-TOLERANCE BEHAVIORS THAT COULD RESULT IN A TERMINATION

- Bringing any weapon to class or activity or threatening to use one
- Breaking confidentiality of clinic client's personal information
- Harassment including sexual or bullying; threat to cause harm
- Creating an unsafe environment
- Derogatory language such as racist or sexist comments
- Physical, belligerent, or confrontational altercation
- Stealing from the school, the spa, or other students
- Behavior is not corrected after written warning or written plan for success is not completed.

If a zero-tolerance occurrence occurs, student and a school director will meet in person or over the phone to discuss the matter before the next in-person class. Based on the information collected and the meeting, a determination will be made regarding student status. The student will be notified within five days of the meeting if they can return to the program or if they have been terminated. The incident will be documented and kept in the student file. If the student is allowed to return to the program, a corrective action plan will be written and must be signed by both the student and school director. If the student is terminated, the student can appeal the decision in writing, which must include a corrective action plan to prevent future unacceptable conduct for consideration. The school will make a decision within five business days of receiving the appeal.

Any time missed for student conduct must be made up and makeup fees paid, if applicable.

## SOCIAL MEDIA

All social media communication with students, staff, and guests/clients must remain professional. We recommend that students have a professional profile to connect with other industry professionals. We will discuss social media as a marketing tool in our program. Students should ask permission before posting any photos that include anyone other than themselves on any social media platform. Enrollment at KWS Professional School of Massage Therapy grants permission to the school to post pictures of students on social media for promotional and educational purposes.

## CELL PHONES AND ELECTRONIC DEVICES

Cell phones or any electronic devices must be in a locker, your purse, or your bag on SILENT in break rooms and classrooms only. Phones or electronic devices are not allowed in back storage rooms, sandal-cleaning room, spa attendant closet, laundry storage, and kitchen.

Phones cannot be on you or in your clinic uniform. This means do not have your phone on you when walking in the spa, walking to other departments, or going to your service or any spa or clinic room. If you are using your phone in any capacity, please do so in the back alley, retail receiving area, or the staircase by the back-office time clock. Phone usage includes voice calls, email, checking your calendar, texting, and social media.

Smart watches must have all notifications turned off. Receiving alerts of any kind is not acceptable. Students must not access any functionality of the smart watch other than telling time. If you need to access alerts or any other functions such as checking email, texting, referring to the calendar, etc. on your smart watch, please use the back alley, retail receiving area, or the staircase by the back-office time clock.

If a device would be helpful during a lesson, the instructor will ask students to use them at that time. The instructor may also grant use of phone or electronic device for classroom-only purposes depending on activity. Students should always check with instructor first before using any device.

## DRESS CODE

KWS Professional School of Massage Therapy staff and students are expected to follow the dress code. A comfortable business-casual, health care provider, or spa professional attire is expected. If appropriate dress is questioned, a staff member will meet with the student to privately discuss the issue.

### KWS PROFESSIONAL SCHOOL OF MASSAGE THERAPY DRESS CODE

- Comfortable clothes and shoes should be worn in class; relaxed business casual
- No ripped clothing of any kind
- Shirts should show no more than 1 inch below collar bone and sleeves should be above elbow and covering axillary area of the arm when performing massage therapy
- No skin should be visible in the torso region of the body when arms are up or when leaning over to massage
- No logo, words, or pictures on clothing unless school-approved
- Scrubs are acceptable in one solid, muted color
- Shorts and skirts are acceptable as long as minimum length is center of thigh and business casual in style
- During student clinic, students will be given a spa uniform to wear or can chose to wear personal pleated black dress pants and KWS polo
- When there is a guest speaker, a field trip, or student is representing the school, business-casual attire is expected
- Name tag will be provided and must be worn
- Shoes are required at all times.
- When in the spa area and during student clinic, students must wear clean, all-black shoes with nonslip tread

## SCHOOL CLOSINGS

The school may close during severe weather or other emergencies. Students will be notified by email, text, or phone that we are closed or have a delayed start time. Canceled days will be rescheduled. Students will be required to make up all missed time. If any of the lessons can be taught for that day via live stream, the classroom hours will be obtained in this way.

In case of inclement weather or unforeseen class cancellation, makeup class will be held within two weeks, unless otherwise announced. There is no charge to make up a class missed for a canceled class. Students will be called at the number that is on file with the school. Students may also contact the school if they have concerns whether class will be open or not. Makeup day will be determined based on what works best for the majority of the class.

## LEAVE OF ABSENCE

If the student feels he/she needs to leave the program, the school will work one-on-one with the student to help him/her make the best choice for their situation. We do not offer a leave of absence status for students but encourage students to reapply when their situation has resolved.

## ATTENDANCE

Students are required to attend all 625 hours of the program. Any and all time absent is required to be made up, including time missed due to tardiness. The instructor will take attendance at the beginning of every class and will document an absence or tardiness on the attendance sheet.

Within 48 hours of a missed class, students are required to contact the school to schedule a makeup appointment for all class hours missed and arrange for payment of the makeup fee. Students will be charged \$30 per hour for making up time missed. All makeup time and fees must be addressed and fulfilled before the student will be allowed to start the next quarter or graduate. These fees may be waived in cases of death of immediate family member or serious family or personal emergency. Each situation will be evaluated individually. Class time made up while attending another class we are currently offering, if available, will be at no charge to the student.

## **ATTENDANCE (CONTINUED)**

Students will be required to meet with a staff member for every absence or tardy to discuss a plan for the student's success.

Any student who does not attend two consecutive in-person class days without contact with the school will be considered withdrawn from the program. A phone call will be placed to the student and a letter will be sent to the student's address.

## **TARDINESS**

KWS Professional School of Massage Therapy expects students to be in class and ready at the time class starts. Students are encouraged to arrive at school 15 minutes prior to the start of class. A student is considered tardy if they are not in the classroom at the time class begins. If a student is tardy, the student will be required to meet with instructor and make up the time missed. The amount of time made up is equal to the amount of time the student is tardy. For example, if the student is five minutes tardy, that is the amount of time needed to make up. If a student is over 20 minutes tardy, it is considered an absence and time will be made up under the absence policy. Tardy time must be made up within two weeks of the occurrence.

## **HOLIDAYS**

KWS Professional School of Massage Therapy recognizes the following holidays: New Years Eve and Day, Independence Day, Thanksgiving Day, Memorial Day, Labor Day, Christmas Eve and Day.

These holidays will be factored into program schedules. Each program class has its own schedule; see insert in this catalog for specific dates.

## **STUDENT COMPLAINTS**

It is recommended that students address issues directly with the person with whom they have concerns or complaints. If resolution is not achieved, the student should contact the school director as soon as possible to schedule a meeting. Students' concerns are very important to us. We encourage students not to delay in bringing concerns to our attention.

During the meeting, we will work together to find resolution. At the time of the meeting, another meeting will be scheduled as a followup to ensure issues have been addressed and resolved.

At any time, if a student does not feel that concerns have been effectively addressed, a complaint may be addressed to:

### **Educational Approval Program — Department of Safety and Professional Services**

4822 Madison Yards Way, Madison, WI 53705

Phone | 608-266-2112, option 8

Fax | 608-264-8477

Email | [DSPSEAP@wisconsin.gov](mailto:DSPSEAP@wisconsin.gov)

## TUITION AND FEES

We offer an all-inclusive tuition. Our tuition is \$12,000. This includes your tuition, books, class notes and handouts, massage sheet use during class, massage table, school shirt, use of spa uniform during student clinic, CPR/AED and first-aid class if taken at KWS Professional School of Massage Therapy, both student and first-year professional liability insurance, state application and exam fee, Massage and Bodywork Licensing Examination (MBLEx) application and one exam fee, and all unlimited school spirit activities.

Students may cancel their application by calling the school within three business days of signing the customer's right to cancel form and receive a full refund of any tuition paid. These refunds will be made within ten business days of notice.

If a student is dismissed or withdraws from the program, tuition refunds will be made on a pro rata basis calculated by percent of hours attended. If the student owes the school tuition, he or she will be required to make payment in full of monies owed within 40 days or legal action will be taken to retrieve those monies. Refunds due to students no longer in our program will be issued within 40 days of dismissal or withdrawal.

## REFUNDS

*In accordance with state of Wisconsin regulations, student refunds will be as follows:*

The student will receive a full refund of all monies paid if the student cancels within the three-business-day cancellation period. This refund will be made within ten business days of notice. The student who withdraws or is dismissed after the three-business-day cancellation period but before completing 60% of the potential units of 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.

Pro rata refund shall be determined as the number of units remaining after the last unit completed divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.

The school will issue refunds within 40 days of the effective date of termination. The student is considered withdrawn from the school if the student fails to attend classes, utilize instructional facilities, or submit lessons for two full weeks without providing an explanation to the school regarding the inactivity.

No refund, pro rata or otherwise, will be issued to 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. Mitigating circumstances are those that directly prohibit pursuit of a program and which are beyond the student's control. The student is to address his or her termination in writing to the director within five days. Refund before attending any unit of instruction is 100%.

AFTER COMPLETING		
At Least	But Less Than	Refund of Tuition
1 Unit/Class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	N/A	No refund

## PAYMENT PLANS

It is recommend that students pay tuition in full at the beginning of the program. Those not able to pay tuition in full at that time may choose from the two payment options listed below or meet with program leadership to discuss alternative options. For all payment options, the student must make a tuition deposit of \$1,200 to be considered enrolled in the program.

Every student not paying tuition in full at the beginning of the program will need to fill out a financial contract with a plan on how they intend to pay for school. This can be done at time of interview.

Details for two payment plans are shown below.

### PAYMENT OPTION ONE

- \$1,200 tuition deposit
- \$2,700 on or before the first day of 1st quarter
- \$2,700 on or before the first day of 2nd quarter
- \$2,700 on or before the first day of 3rd quarter
- \$2,700 on or before the first day of 4th quarter

### PAYMENT OPTION TWO

- \$1,200 tuition deposit
- \$1,350 on the first day of each month for 8 months starting the first day of class

*Payments should be made to KOHLER WATERS SPA*

Payments can be made in cash, check, or credit card. Payments more than seven days late will be assessed a \$30 late fee for every 30 days the payment is late. A \$35 fee will be added to any returned checks. It will not be possible to graduate or receive a diploma if tuition is not paid in full.

Students receiving a third-party payment (e.g., tuition is being paid by an employer or parent) must inform the school during the interview and indicate this on the enrollment and financial agreement.

## REQUIRED MATERIALS

Students will be expected to provide their own office/school supplies, including binders, paper, project materials, and writing utensils. Students must have regular access to the Internet, an electronic device that supports online school learning activities, Microsoft Teams, and email. Students should expect to provide sheets, blanket, and topical oil or lotion for at-home practice.

## DIPLOMA/GRADUATION REQUIREMENTS

- Successfully complete program classes with an average of 70% or higher
- Successfully complete all makeup time and payment of related fees
- Fulfill all financial obligations to the school in order to have diploma issued
- Submit a copy of front and back of current CPR/AED/first aid card and
- Complete state application and pass state exam
- Complete FSMTB/MBLEx exam application and schedule date for exam

## EMPLOYMENT ASSISTANCE SERVICES AND RESULTS

KWS Professional School of Massage Therapy graduates are encouraged to apply at any of the Kohler Waters Spa locations. Attending the school does not guarantee employment with the Kohler Waters Spa. Students are not guaranteed employment after graduation, and we have no placement services available. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

The school will instruct students on where to find employment postings via the Internet during the business section in our program.

Graduates are encouraged to fill out surveys after graduation so the program can track the success of its students. Surveys will be mailed or emailed to the students three, six, and twelve months after graduation. The school will use the mailing address and email address provided by the student while attending the school. Students are asked to update this information if it changes. We may also contact the students by phone.

## SELF-EVALUATION

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

## EDUCATIONAL/PROGRAM OBJECTIVES

To meet the educational and program objective of our massage therapy program, we use a variety of teaching methods with a special emphasis on hands-on experiential learning along with incorporating multiple-model learning styles. Whether students learn primarily through visual, auditory, kinesthetic, or multiple learning styles, we intend for students to optimize their learning experience while training at KWS Professional School of Massage Therapy.

### UPON COMPLETION OF THE PROGRAM, STUDENTS WILL BE PREPARED FOR A CAREER IN MASSAGE THERAPY AND ABLE TO:

- Take the MBLEx national exam
- Accept an entry-level position as a massage therapist
- Understand the importance of ethics and professionalism in massage therapy
- Develop and perform a variety of relaxation and therapeutic massage sessions
- Safely use spa equipment and perform a variety of spa services
- Understand the laws and regulations of Wisconsin as they pertain to massage therapy
- Understand and use knowledge of medical terminology, anatomy, and physiology appropriately in written and verbal communication
- Use employability skills including interviewing techniques, resume writing, networking, and professional introductions
- Demonstrate a work ethic, proper hygiene, time management, customer service, and teamwork skills needed in a massage work environment
- Effectively palpate, assess, and treat muscles and a variety of musculoskeletal dysfunctions of the body
- Be knowledgeable of the human body systems and associated pathologies
- Integrate self-care into their personal life and massage therapy career



## PROGRAM CURRICULUM

Our program curriculum is divided into three parts. We call them head learning, hand learning, and heart learning.

### WE KNOW

Head learning includes the body sciences. The head of learning is the mind work behind massage and bodywork.

### WE CAN

Hand learning includes massage theory, technique, therapy, and practice. The hand of learning is the action and goals of massage therapy.

### WE CARE

Heart learning includes professional foundations. At the heart of massage is the therapist and profession itself.

Our program has in-person and online requirements. Students are required to complete all weekly online educational instruction prior to the next in-person class. The online portion of our program averages six hours a week. This is not optional or just homework; it is required. Students should plan for up to five hours a week for homework, study, and hands-on practice.

The following textbooks will be provided to students on the first day of the program. Students will not need to purchase any additional textbooks. Each textbook has an online program students will need to access. Students will learn about these resources on the first day of class.

- *Massage Therapy*, 6th Edition by Susan G. Salvo
- *Trail Guide to the Body*, 6th Edition by Andrew Beil
- *Trail Guide to the Body* workbook by Andrew Beil
- *Applied Anatomy & Physiology for Manual Therapists*, 2nd Edition by Pat Archer and Lisa Nelson
- *Applied Anatomy & Physiology for Manual Therapists*, 2nd Edition study book by Pat Archer and Lisa Nelson
- *Basic Clinical Massage Therapy*, 3rd Edition by Laura Allen and David Pound
- *MBLEx Study Guide* by the Federation of State Massage Therapy Boards

## CLASS DESCRIPTIONS

*Note: A clock hour is 50 minutes of instruction.*

### PROFESSIONAL FOUNDATIONS (PF)

*200 hours (81 in person, 22 online, and 97 outside of regular class hours)*

Professional Foundations covers ethics, business, Wisconsin state law, student clinic, orientation, CPR/AED, and the professional foundations project.

- PF 1 Orientation, history, personal and professional development
- PF 2 Ethics, boundaries, professional standards, clinic orientation
- PF 3 Student clinic, Wisconsin state laws, introduction to business
- PF 4 Student clinic, interviews, resumes, business principles
- PF 5 All outside hours listed below

Outside PF hours are as follows: 3–Orientation, 5–CPR/AED/first aid, 39–Student clinic, and 50–Professional foundations projects.

### PROFESSIONAL FOUNDATIONS PROJECT

This is a self-paced project that will include spa operations and meeting with mentors. Mentors are industry professionals with a minimum of two years of experience that will share their experience with the student. We provide students with a list of approved mentors on the first day of class. Students will also have the opportunity to job shadow, work one-on-one with massage professionals, receive personal coaching, tour the spa, access online activities, attend presentations, attend and participate in events, and much more. The activities the student chooses are based on his or her personal interests and needs as a student for personal and professional growth.

## CLASS DESCRIPTIONS (CONTINUED)

### MASSAGE THEORY, TECHNIQUE, THERAPY, AND PRACTICE (MTTTP)

*300 hours (170 in person, 130 online)*

Massage Theory, Technique, Therapy, and Practice covers all hands-on massage therapy techniques, tools of the trade, career longevity, research, body mechanics, standard precautions, hydrotherapy, spa services, reflexology, therapeutic facial, chair massage, assessments, and condition-specific techniques.

#### MTTTP 1

This course begins with students learning a full-body relaxation massage using a variety of Swedish and relaxation techniques.

#### MTTTP 2

A variety of modalities will be built upon, including event/on-site and mobile massage, incorporating stretches, pregnancy, and specialty bolstering. We will also focus on facial massage, reflexology, and introduction to spa therapies.

#### MTTTP 3

This course covers the spa experience and includes hot towels, hydrotherapy, scrubs, CBD, aromatherapy, and massage tools such as bamboo, stones, and cups.

#### MTTTP 4

This course covers therapeutic and condition-specific applications, focusing on common structural pathologies. Condition-specific techniques are taught and the use of adjunct therapies, self-care, follow-up, and treatment plans as well as when to refer out to other professionals. We also focus on research, session adaptations, and preparation for your national exam.

### BODY SCIENCES (BS)

*125 hours (69 in person, 56 online)*

Body Sciences covers anatomy, physiology, kinesiology, and pathology.

- BS 1 Introduction to body science, medical terminology, muscular and skeletal body systems.
- BS 2 Palpation, all muscles and bones, nervous and endocrine systems.
- BS 3 Cardiovascular, lymphatic, immunity, and respiratory systems; the stages of healing and pain.
- BS 4 Gait, postural assessments, structural pathologies; digestive, urinary, and reproductive systems.

## FACULTY MEMBERS AND QUALIFICATIONS

Kohler Waters Spa Professional School of Massage Therapy instructors meet or exceed the state requirements for massage therapy instruction. We teach with a team approach and work together to support our students' education and personal growth.

### **Nicole Miller**

Director—Kohler Waters Spas, Esthetician, and Student Mentor

### **Ramona Trudeau, LMT**

Director of Education and School Administration, Student Clinic Supervisor, Massage Therapy and Professional Foundations Instructor, and Student Mentor

### **Rebecca Trudeau**

Masters of Business Administration, School Support, Student Mentor, and Professional Foundations Instructor

### **Dr. Craig Morris, DC**

Doctor of Chiropractic and Body Science Instructor

### **Dawn Radloff, LMT**

Licensed Massage Therapist, Massage Therapy Instructor, Student Clinic Supervisor, and Student Mentor

### **Vicki Losson**

Life Coach and Author, NCBTMB-Approved Ethics Instructor, Professional Foundations Instructor, and Student Mentor

### **Dawn Niedfeldt, LMT**

Licensed Massage Therapist, Massage Therapy Instructor, Certified in Prenatal Massage and Holistic Doula, Clinic Supervisor, and Student Mentor.