



## **Vision**

Prepare individuals for 21<sup>st</sup> century Health Care Careers.

## **General Mission Statement**

These Hands School of Massage, LLC provides a quality entry level massage therapy training program, developing skill sets therapists require for entering the profession of massage therapy.

## **Educational Philosophy**

Staff of These Hands School of Massage Therapy are focused on your applied and academic success in the class and therapy rooms, and within the greater community as a future healthcare therapist.



Dear Prospective Student:

Thank you for your interest in These Hands School of Massage, LLC and congratulations on your decision to consider training in massage therapy, one of the fastest growing and widely accepted professions. These Hands is a school dedicated to advancements in the field of massage and body work. As the owner of the school of massage founded in 1988, we are committed to continuing the tradition of providing skilled massage professionals in response to a growing career demand. We proudly offer a smoke-free campus environment for learning, and a staff of faculty interested in assuring your successful growth & development as a future manual therapist.

The program includes hands-on training and classroom study. You will receive an education in massage theory and its practice as well as how the body works. The program is designed to fully prepare you for completing & passing the Massage & Bodywork Licensing Examination (MBLEx) required within 42 states, Washington DC, Puerto Rico, and for joining or beginning a professional massage therapy practice.

These Hands School of Massage, LLC is proud of our commitment in providing quality education in the field of massage and body work. We realize the diversity of our students, and many people may be returning, after years away, to a structured educational environment. We are sensitive to that and are committed to providing personalized attention to our students, their training and fostering applied learning on various levels. Upon completion of the program & passage of the MBLEx, & state licensure, students will be able to start their new career shortly after graduation as we have incorporated both state & national exam preparation into our curriculum. We encourage and assist each student in implementing their own therapeutic style and provide students with the tools for finding employment or starting their own business.

Sincerely,

*Jenifer Draeger* LMT, CCHT, SC, NLP, TTP, and EFT Practitioner

Owner, Admissions Coordinator

## **Table of Contents**

General	
Vision & Mission Statements	1
Admission	
Admission Requirements	4
Additional Entrance Requirement	4
Non-Discrimination Policy	4
Policy Regarding Transfer of Hours or Credits	5
Transferability of hours to other Schools	5
Program Description	
Class Schedule and Location	5
Facility and Equipment	5
Course of Study	5
Course Descriptions	6
Program Requirements	7
Educational Expenses	
Tuition Payment Policy	7
Student Supply Lists	8
Payment Plan	8
Refund Policy	9
<b>Evaluation</b>	
Grading Policy	10
Didactic (textbook) material	10
Massage Skills and Employee Professionalism Skills	10-11
Satisfactory Term Completion Requirements	11
Satisfactory Program Completion Requirements for Graduation	11
School Evaluation Process	11
<b>Student Behavioral Requirements</b>	
Professional Policy	12
Attendance Policy	12
Grievance Policy	12
Makeup Hour Policy	12
	14
<b>Complaints</b>	
<b>Faculty and Administration</b>	14
<b>Application Form</b>	Insert A
<b>Customer's Right to Cancel</b>	Insert B

## Admission

Admission Requirements Any person who meets the following requirements may attend These Hands School of Massage, LLC.

1. High school diploma, GED or equivalent
2. 18 years or older
3. Two letters of recommendation (cannot be from family or relatives)
4. Must be in good health and be able to give and receive massage with no restrictions
5. Completed application (Insert A)
6. Application of \$50 (nonrefundable) for processing
7. Students must receive at least one professional massage before beginning the program
8. Application deadlines are 1 September (traditional 10 month) & 15 December (accelerated, integrated) yearly.

## Additional Entrance Requirements

1. Upon acceptance (meeting requirements of admission) into the program, students provide a statement from their physician they are free of communicable disease and can give and receive massage.
2. Students must meet their financial obligations for school fees.
3. Application deadline is 30 days prior to the program start or until the class is full.
4. Upon admission and prior to beginning massage practicum, student will purchase and provide proof of individual professional liability insurance. Information will be provided for finding policies.

## Non-Discrimination Policy

In accordance with all federal and state regulations, These Hands School of Massage, LLC will not deny acceptance into the program based on race, color, sex, or creed.

## Notification of enrollment status

Prospective students will receive, by e-mail, confirmation of their acceptance and enrollment status. Students are added to the program roster as their tuition deposits are received on a first-come basis. If a class is full, a potential student may request to be placed on a wait list for the desired program. Programs may also become available immediately after the start date if students withdraw due to funding or attendance issues, in which case, wait-listed students will be invited to attend and will be notified according to the same first-come, first served policy.

## Policy Regarding Transfer of Hours or Credits

These Hands School of Massage, LLC *may* recognize hours or credits from other courses. Advance standing for prior education or training may be given following a portfolio, transcript and/or curricular review (Contact the school for more information on advanced portfolio review & curriculum forms). The acceptance of transfer credits will reduce the course total hours in the number of credits accepted but will *not* result in a decrease in the total tuition. Students may audit ("sit in") on any course subject as a refresher, for the credits transferred.

## Transferability of Hours to Other Schools

These Hands School of Massage, LLC will contact and consult with the admissions office of the receiving school regarding transferability. It is up to each individual school to determine whether part or the entire 650-hour massage course offered at These Hands School of Massage, LLC is transferable toward other courses of study. The receiving school may also contact the Program Coordinator of These Hands School of Massage, LLC at 2724 Stewart Ave., Wausau, WI 54401.

## Campus Environment

These Hands School of Massage, LLC maintains a smoke free campus. Most clients entering a business expect an environment free of toxins as they are focused on their health & wellness. Many clients have allergies to smoke or scents. Part of the program of study is learning what is acceptable for use for serving each individual client.

# Program Description

## Class Schedule & Location

All Classes are held in Wausau WI. The school offers a 10-month program for 2 nights per week beginning in September. An accelerated option of 2 evenings & 1 full day is available with a January start. Both cohorts graduate 28 June. This program covers the material covered in this catalog.

Program Dates: September-June

Classes run from 300 pm to 10 pm. Program begins the first week of September and ends the last week in June. No Classes are scheduled during major US Holidays: Thanksgiving, Christmas, New Year's, Easter, Memorial Day, 4<sup>th</sup> of July or Labor Day. Weekend meetings (1 Saturday/month) providing public event chair massages are required. These activities are part of the practicum curriculum & required program contact hours. Class cohorts are limited to 18 students for each session of the 650-hour program.

## Facilities Location and Learning Equipment

These Hands School of Massage, LLC instructional campus is located directly off I-39, on Wausau's northwest side. Our instructional campus consists of a classroom and a spa facility. The spa facility is equipped with massage tables, and a wide assortment of bolsters, heaters, and pads. Instructors have access to & use a wide variety of presentation options including computer projection, overhead projectors, VCR's, flip charts, reference skeletons, & models. A small library is maintained to assist instructors and students in research projects. The site has ample parking for students and space for students to relax during breaks.

Administration offices are located at 2724 Stewart Ave., Wausau, WI 54401.

## Weather related closures

Rarely will school be cancelled or closed due to weather-related issues. If the local area technical college is closed or closing during evening classes due to hazardous weather, THEN the school will also be closed. Faculty make every effort NOT to cancel or postpone classes so as not to interrupt your education & applied learning. It is expected you make every effort to attend to work with your instructors and learner peers.

Please indicate on the application form which start date sequence you are interested in pursuing.

# Course of Study

These Hands School of Massage, LLC provides 650 hours of training (650 hours in class)

## Course Descriptions

Massage Theory, Relaxation & Applied Practice .....	100 hours
Massage Practicum.....	250 hours
Anatomy & Physiology, Pathology & Kinesiology .....	200 hours
Wellness & Self-Care .....	50 hours
Business, Business Ethics & Professional Practice.....	50 hours
Massage Clinical .....	25 hours
Program Hours .....	650 hours Total

*\*Students must complete a CPR /AED and First Aid Certification class massage in addition to their classroom hours required for Graduation. CPR/First Aid class instructors are brought to the classroom. \**

## **Course Descriptions**

### **Massage Theory, Relaxation & Applied Practice**

Introduction to Swedish Massage theory including definitions, benefits, universal precautions, health history, techniques, routines, pace and rhythm, practical applications, indications, and contraindications will be explored. Introduction to various relaxation and applied practice theories including Acupressure, Shiatsu, Reiki, Yoga, Reflexology, Medical, Sports, On-site, Myofascial, Craniosacral, Lymphatic, Trigger Point, Special Needs & Relaxation techniques will be explored. Therapeutic Touch is also discussed.

### **Massage~ Practice Practicum**

Hands-on practice giving and receiving massage with fellow students under direct supervision of faculty. Curricula will include learning applied techniques for specific problem areas. Rhythmic manipulation of soft tissue, depth of pressure, pace of rhythm and how to perform the massage in a smooth flowing routine while practicing universal precautions will be practiced. Giving massage to instructors is part of this curriculum. Co-requisites: Massage Theory, Relaxation & Applied Practice; Anatomy, Physiology, Pathology; and Kinesiology.

### **Anatomy, Physiology & Pathology**

Application of structure and functioning of bodily systems. This includes appropriate use of medical terminology, cellular development & pathological conditions of body systems. Exploration of human health disability, aging, & disease are related to massage therapy practice and potential pathologies a manual therapist may encounter. Correlation of physiology, indications, contraindications, and massage techniques and the role massage plays will be practiced. Making evidence-based decisions for practice is applied. Co-requisites: Massage Theory, Relaxation & Applied Practice; Kinesiology, Massage Practice Practicum.

### **Kinesiology**

Discussion of planes of movement, identification and location of specific muscles, bones, and boney landmarks for joint and structure of the body. Exploration of the origin, insertion, and action of the major muscles and muscle groups. Co-requisites: Massage Theory, Relaxation & Applied Practice; Anatomy, Physiology & Pathology, Massage Practice Practicum.

### **Wellness & Self-Care**

Students will learn to establish a healthy lifestyle and apply holistic modalities such as imagery, creative visualization centering & grounding techniques for personal & client use. Pre-requisite: Massage Theory, Relaxation & Applied Practice.

### **Business, Business Ethics & Professional Practices**

Introduction to basic business practices related to massage therapy practice, including interpersonal communication skills, universal precautions, ethics, environmental considerations, use of equipment, time management, documentation, professional affiliation, legal & regulatory issues. Developing business plans, marketing, accounting, and exploring the types of practice settings will be covered. Personal & professional ethics will be explored with focus on advantageous practice building guidelines for professional practice success. Six hours of Wisconsin massage law is included in preparation for the state jurisprudence examination. \*Passage of the state jurisprudence (law) test will be required for graduation. Prerequisites: Massage Theory, Relaxation & Applied Practice, Massage~ Practice Practicum;

### **Massage~ Clinical Practicum**

Students will practice massage through specified school sponsored, sanctioned & supervised events. Supervised client massage will also take place at These Hands School of Massage, LLC and is part of this experience. Pre-requisite: A,P& Pathology; Kinesiology; Massage Theory & Practice, Massage Practicum; Wellness & Self-Care; Business, Business Ethics & Professional Practices

## Program (10 month) Requirements

Students' acceptance is based upon review of required documentation per application process. Students will receive an electronic acceptance letter by email.

### Program acceptance:

#### Candidate must satisfy all the following:

1. Demonstrate having the time and support to attend class without interruption when class is scheduled.
2. Demonstrate having the time required for additional study. *Typically, this equates to two hours for every hour of textbook (didactic) instruction.*
3. Document having time available for completing required textbook (didactic), practicum (hands on applied practice) and clinical hours under supervision.

### Program operations:

**Accepted candidates will meet with the Admission Coordinator and/or Dean of Students and review their program commitment. At the end of the meeting the candidate will receive:**

1. A personal schedule
2. A distribution of fee payment due dates
3. A statement related to student failure of any portion of the program will be reviewed. It will be the decision of the Dean of Students to allow the student to continue in the program. *There are no refunds for withdrawing from this program due to failing grades.*

## Educational Expenses

### Tuition Payment Policy

A tuition deposit is required following program acceptance. A deposit (\$1000) is due two weeks after receiving acceptance notification and is applied toward tuition. The deposit secures your seat in the program class.

Tuition, including textbooks, for the entire program is \$8,000. All students are required to pay a \$1000 deposit. The remaining balance is due two weeks prior to the first day of class each term of the two terms. All payments should be made payable to These Hands School of Massage, LLC.

- Nonrefundable Application fee \$50
- Class tuition is \$8,000 (including textbooks)
- Students may cancel their enrollment and receive a full refund except for the nonrefundable application fee up to three days after the first term is started (As specified in the Customer's Right to Cancel form. See insert B.)

These Hands School of Massage, LLC is a Wisconsin Eligible Training program for participants in the WIOA Adult & Dislocated Worker Programs and the training may qualify for Workforce Innovation & Opportunity Act (WIOA) funded tuition assistance. WIOA programs are accessed through Wisconsin's job centers. WIOA program participants must get approval from their career planner to receive program funded tuition assistance. A training institution will receive WIOA funding if and when a participant enrolls in one of its training programs published on Wisconsin's ETPL and has career planner approval to receive tuition assistance. The WIOA program will not pay for any tuition costs that a participant incurs before receiving career planner approval. Contact [jobcenterofwisconsin.com](http://jobcenterofwisconsin.com) for more information & career funding assistance. The school makes no guarantees of or for employment following program completion.



## Student Supply Lists: Required and for Practice Use

### Required:

Required Books .....	<b>included in tuition</b>
CPR & First Aid certification community Course .....	\$60***
The National License Exam .....	set by national board, currently \$265
WI License application .....	currently \$150.00

### Professional Practice Use:

Students \*may\* want to purchase the following items on their own for use at home. (All prices estimated.)

Massage Table .....	\$500 *
Bolster .....	\$40*
Sheets .....	\$40
Disinfectants .....	\$20*
Oil .....	\$25*
Oil Dispenser .....	\$15*

\*Students are NOT required to purchase supplies from the school. Required materials/supplies will be provided during instructional use. Professional practice supplies are not included in program fees, nor are they required for the program. Students wanting to continue practicing further skill development will need to have their own table/materials for use outside of school.

### Payment Plan

Students may pay in full or use the payment Plan below. No service charges will be required.

<input type="checkbox"/> Application Fee (nonrefundable) .....	\$50
<input type="checkbox"/> Two weeks after acceptance .....	\$1000
<input type="checkbox"/> Two weeks before the first day of Term 1 .....	\$3500
<input type="checkbox"/> Two weeks before the first day of Term 2 .....	\$3500
Total cost of this program .....	\$8000

### **Refund Policy**

The student will receive a full refund of all money paid if the student cancels within a three-business-day cancellation period. A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro-rated refund as defined below:

<u>At Least</u>	<u>But Less Than</u>	<u>Refund of Tuition</u>
1 unit / class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	Less than 60%	40%
60%		No Refund

For any student receiving DVA Educational Benefits, the amount charged to the student for tuition, fees and other charges when only a portion of a course is completed shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. The non-refundable portion of the registration fee will not exceed \$10.00. Refunds will be made within 10 business days after the last class attended, or the effective date of a withdrawal or termination.

As part of this policy, the school retains a one-time application fee of no more than \$50. The refundable deposit amount is \$1000. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 10 days of termination or withdrawal date. If a student withdraws after completing 60% of the program of instruction, the school may refund a pro rata amount: only if withdrawal is due to mitigating circumstances beyond the student's control.

A written notice of withdrawal is not required. To students receiving funds under Title IV and Title 38, the school will comply with federal guidelines concerning constructive notice of withdrawal. All or a portion of the refund will be used to pay grants, loans, scholarships, or other financial aid in conformity with federal and state law. The school will make a "good faith" effort to make a refund, if necessary, by sending certified mail to students and parents' permanent address. NO written notice is required to request refund.

If a refund is required, students will receive the refund within 40 days of notification of program withdrawal per state Administrative Code s. SPS 408.05 (3) .

# Evaluation

## Grading Policy

Students are graded on didactic (textbook) materials, employee trait (behavioral) and psychomotor (hands-on) practicum/clinical skills. The following is a breakdown of program grading.

### Didactic (textbook) Content

A grade of 80 percent or higher on textbook material is required for passing each terms' textbook materials satisfactorily. Progressing in the program requires earning 80 percent in both the classroom and practicum components of the program at the end of each term. This is based on the requirement of the MBLEX examination.

### Program Grading Breakdown

Papers / Presentations .....	5%
Quizzes (practice) .....	10%
Professionalism.....	10%
Exams .....	30%
Practicum/Clinical.....	45%

### Grading Scale

A	100%	to 94%
A-	< 94%	to 92%
B+	< 92%	to 89%
B	< 89%	to 86%
B-	< 86%	to 83%
C+	< 83%	to 81%
C	< 81%	to 75%
C-	< 75%	to 70%
D	< 70%	to 65%
F	< 65%	to 0%

Textbook material may be retaken once with approval of faculty and Program Coordinator.

1. The highest score for retaken textbook material taken over will be 80%.
2. All make up and retakes of textbook materials will be done during the student's own time but coordinated with the instructor's availability. A fee of \$35 per hour may be charged for instructor time.

### Massage Skills and Employee Professionalism Skills

Students will be required to demonstrate massage skills using staff members and/or classmate peers throughout the program.

#### Grading Scale for Hands On (Psychomotor) Massage Skills

Pass /Satisfactory  
Fail /Incomplete

Hands-on skills are graded on Pass /Satisfactory or Fail / Incomplete. Incomplete skills may be repeated as approved by faculty and the program coordinator and scheduled based on space and instructor availability.

## **Grading Scale for Professionalism (Behavioral) Skills**

Pass /Satisfactory

Fail /Incomplete

Professionalism encompasses a wide variety of “soft” people & behavioral skills. Developing your own or working in other businesses serving clients requires the following: reliability, dependability, timeliness, integrity, honesty, trust & respect. Professionalism skills demonstrate a pattern of appropriate behavior. Feedback will be provided related to appropriate and inappropriate behaviors related to conduct befitting a business owner, therapist, and healthcare professional in the community at large. As part of professional conduct, it will be expected these soft skills are demonstrated with instructors, classmate peers, clients & as a representative in the public of this school. These skills will be evaluated weekly on a Pass/Satisfactory or Fail/Incomplete basis. Incomplete skills may be repeated as approved by faculty and the program coordinator and scheduled based on space and instructor availability.

### **Satisfactory Term Completion Requirements**

To advance to the next term, all textbook requirements must be completed and passed by the end of each term. Students not passing skills checklists by the end of each term will not pass that term.

Any student who does not complete a term with a passing grade will be dismissed and will need to get permission from the Owner and program coordinator to reapply for reentry. Dismissed students who are reaccepted back into the program must retake the entire massage course to receive their certificate of program completion.

### **Probationary period for appealing unsatisfactory grades or progress.**

Students will be allotted 48 hours to submit a written letter to the Dean of Students requesting appeal. Once the letter is received & reviewed by the Dean & Owner, a school representative will schedule a face-to-face meeting with the student to hear the appeal. Decision to reverse appeal will be released 48 hours after face-to-face meeting was held.

### **Progress Records (One-on-one Evaluations)**

Progress grades will be provided after every exam and test, midway through each course, and at the conclusion of each course. Students will have one-to-one evaluations with the instructor to review their grades, attendance, practicum skills, and employee trait skills. One-to-one evaluations will be scheduled by the midterm & conclusion of each term evaluation is provided.

The school will retain a copy of each midterm and end-of-term evaluation. A final one-to-one evaluation will be scheduled at the end of the final term. The student will also receive a written copy of final competence.

Copies of these records will only be sent if the request is made in person or written copy by the student. The school will maintain this final course record for seven years after completion of the course.

Employment assistance services are not offered to students. The length of time that student records are kept after a student exits program will be 5 years. Student program completion documents are kept permanently.

### **Satisfactory program completion requirements for graduation**

1. 80% on all written work
2. Pass all skills checklists
3. Attendance of all classes is required. Student can only have TWO approved absence per term.
4. Documentation of completion of CPR and First Aid (community course)
5. Successful completion of the Wisconsin massage jurisprudence (state laws) exam
6. Course fees paid in full
7. Student completing the program will receive a certification in massage approved by the Association of Bodyworkers and Massage Professionals (ABMP)

### **School Evaluation Process:**

Students will be asked to fill out a school evaluation at the end of the term. Feedback will be reviewed and considered to better student educational outcomes.

# Student Behavioral Requirements

## Professionalism Policy

These Hands School of Massage, LLC is a professional organization that expects its students to act professionally. An instructor may request that a student leave the classroom, which may lead to a permanent dismissal, for the following reasons, but not limited to:

- Coming to class intoxicated, or under the influence of any substances.
- Possession, use, or sales of drugs or alcohol on the school premises or outside of school premises.
- Theft or damage to/of school property or student property.
- Verbal abuse, physical assault, harassment, intimidation bullying and/or threatening of students, faculty, or clientele.
- Fighting or threatening violence.
- Use of threatening or intimidating language.
- Failure to follow HIPAA rules of client confidentiality.
- Continued uncontrolled arguing with the instructor or other students

The classroom and therapy rooms are environments where mutual respect, privacy, and confidentiality are required. Students who are dismissed for unsatisfactory conduct will not be readmitted to the course. Appeals process per probation or dismissal of students. Students will be allotted 48 hours to submit a written letter to Dean of Students requesting an appeal. Once letter is received & reviewed Dean & school representative will schedule a face-to-face meeting with the student to hear the appeal. Decision to reverse appeal will be release 48 hours after face-to-face meeting was held.

## Attendance Policy

Attendance of all classes is required. In rare cases, absences may be approved by the instructor with advanced notice. No more than two approved absences for the term are permitted. Attendance will be taken during each class. Unexcused absences are defined as any class missed without instructor approval. Tardiness is defined as arriving 15 minutes after the appointed time class starts. Tardiness will be clocked in minutes. Students leaving class earlier than 15 minutes prior to the scheduled ending time will have that time deducted from course hours. Absence or tardiness equivalent to 20 percent of any term is considered grounds for dismissal and / or failure of the course. A student who has been dismissed will need to get permission from the faculty and Program coordinator to reapply. Two consecutive no call no shows days will be a voluntary withdrawal. *No probationary period allowed for unsatisfactory attendance.*

## Leave of Absence Policy

Leave of absence will be granted relating to exceptional extenuating circumstances.

## Grievance Policy

Any student concerned about a grade or class action should first address the instructor of that class. If you are unable to resolve your grievance with faculty, student should elevate their concern to the Dean of Students for investigation. All faculty, staff, and students are bound to settle their differences in a fair and timely manner.

## Class Makeup Policy

The expectation is everyone attends all classes. On rare occasions, makeup times may be needed. This policy is designed to be fair to the students and instructors. A fee not greater than \$35.00 per hour will be charged if students need to set up private makeup times involving an instructor. Makeup sessions will have to be requested by the student and approved by the program coordinator and instructor. Instructors will make available times they are available for makeup sessions each term for scheduling. These sessions will be arranged based on the availability of the faculty and director. Students will need to contact the program coordinator to schedule makeup times.

If students miss more than the required hours, they may complete the class in any of the following ways:

1. Repeat the entire class on a space available basis, repaying tuition.
2. Set up tutoring by arranging with the instructor and approval from the Program Coordinator.

Hours need to be complete prior to the end of the program. Tutoring fees are the student's responsibility and will not exceed \$35.00 per hour & must be paid prior to tutoring sessions.

### **Student complaints**

If student complaints are not resolved, with the These Hands School of Massage LLC, the student can refer the complaint to the EAP for further review.

Department of safety and professional services-Educational Approval Program  
P.O. Box 8366  
4822 Madison Yards Way  
Madison WI 53705  
[www.dsp.wi.gov](http://www.dsp.wi.gov)  
[dspseap@wisconsin.gov](mailto:dspseap@wisconsin.gov)  
608-266-1996

### **Employment Opportunities**

Student referrals to prospective employers are not based on direct contact with the employer regarding current position openings.

## **Faculty & Administration**

### **Administration:**

<b>Owner, Admissions Coordinator</b>	<b>Jenifer Draeger</b>
<b>Dean of Students</b>	<b>Jodi Olmsted</b>
<b>Program Coordinator</b>	<b>Doreen Dallman</b>

### **Faculty:**

<b>Practicum and Clinical Massage Instructors</b>	<b>Jenifer Draeger, Doreen Dallman</b>
<b>Massage Theory, Relaxation, Wellness, Self Care, Business, Business Ethics</b>	<b>Jenifer Draeger, Doreen Dallman</b>
<b>Kinesiology Instructor</b>	<b>Doreen Dallman</b>
<b>Anatomy, Physiology &amp; Pathology</b>	<b>Jodi Olmsted</b>

### **Owner, Admissions Coordinator & Massage Instructor Jenifer Draeger LMT, CCHT, SC, Board Certified Master NLP, TTP, & EFT Practitioner & Repetitive Use Injury Therapist**

Jenifer is a 2001 graduate of The Balanced Touch Institute. She is a licensed massage therapist in the state of Wisconsin and a member of the American Massage Therapy Association. Jenifer has been practicing massage since 2000.

Doreen is a 2006 graduate of Northwestern Technical College Therapeutic Massage Program. She is a licensed massage therapist in the state of Wisconsin, a member of the Association of Bodywork & Massage Professionals and has been practicing massage since 2006. Doreen specializes in therapeutic massage and whiplash therapy. Doreen's credentials include an LMT, NMT and specializes in Kinesiology & trigger point therapy.

Jodi holds a Doctor of Philosophy in Adult Education. She is a licensed dental hygienist with over thirty years of clinical & educational experience working with non-traditional, adult learners. Her specialties include anatomy, physiology, histology, pathology, periodontology, clinical practice, business, and healthcare administration. She is a member of the American Dental Hygiene Association, and a Fellow of the American Academy of Dental Hygiene.

The school is owned and managed by the members of These Hands School of Massage, LLC.

Insert B

Customers Right to Cancel

\_\_\_\_\_ (Enter date of transaction)

You may cancel this transaction, without any penalty or obligation, within three business days from the above date. (Saturdays, Sundays, and holidays are not business days.)

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract of sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expenses and risk.

If you do not make the goods available to the seller and the seller does not pick them up within 20 days of the date of your cancellation, you may retain or dispose of the goods without any further obligation.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice to These Hands School of Massage, LLC, 2724 Stewart Ave., Wausau, WI 54401. No later than midnight of \_\_\_\_\_.

Note: Purchase of educational goods and services offered by a school is deemed to take place when written and final acceptance is communicated to the student by the school. If the representative who enrolls you is authorized to grant acceptance at the time you enroll, and does so, the cancellation period ends at the time specified above. If you have not been accepted in writing at the time you enroll, the cancellation period does not end until midnight of the third business day after you receive written acceptance by certified mail from the school.

I hereby cancel this transaction

(Date) \_\_\_\_\_  
(Students Signature)

\_\_\_\_\_  
(Students Name- Print)

\_\_\_\_\_  
(Students Street Address. Please note mailing address if different)

\_\_\_\_\_  
(City, State, Zip)



Insert A

**These Hands School of Massage LLC  
Administrative Offices:  
2724 Stewart Ave., Wausau, WI 54401  
(715) 574-7631**

APPLICATION (Select ONE):

(Sept start) Traditional 10 mo. 2 evenings per week Program\_\_\_\_\_

(Jan start) Accelerated 6 mo. 2 evenings/1 full day & evening Program\_\_\_\_\_

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

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

\_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ Age: \_\_\_\_\_ Date  
of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Sex: \_\_\_ Female \_\_\_ Male Citizen of U.S. \_\_\_ Yes \_\_\_ No

Employment Status: \_\_\_ Full \_\_\_ Part Time \_\_\_ Unemployed (Occupation: \_\_\_\_\_)

Educational Background: (include name, city/state, dates attended, degree)

High School: \_\_\_\_\_

College: \_\_\_\_\_

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

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

In Case of Emergency, contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ )\_e-mail \_\_\_\_\_

1. Two letters of reference describing your character. (No letters from family, friends, or clergy)

2. Short autobiographical statement including:

- Employment history
- Education /experience in massage or related health field
- Statement: What is your reason for choosing to learn massage?
- Ability to accept constructive criticism
- Potential impact of schooling on personal obligations



3. \$50 application processing fee

4. Proof of High school diploma /G.E.D. / or H.S.E.D.

5. A statement from a Medical Professional, that you are free of communicable diseases, and you are able to safely participate in classes.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*All times and dates are subject to revision depending on student enrollment\*

**Mail or deliver to:**  
These Hands School of Massage LLC  
2724 Stewart Avenue  
Wausau, WI 54401

