

Welcome!

Welcome to the world of massage therapy! You have chosen a challenging and rewarding career opportunity. Many more people are seeking massage every year as a way to alleviate pain and seek relaxation. You will enjoy helping your clients to better health through massage. We are conveniently located Germantown, Wisconsin, a thriving community about 20 miles north of Milwaukee. Our facility features a central classroom as well as private treatment rooms for practice time and clinic work. Our building provides full accessibility for clients and students who have special needs.

The Wisconsin School of Massage Therapy, Inc. is a place where your success in learning is our entire focus. We have structured our program to help you learn all the tools you will need to be a successful massage therapist whether you are right out of high school, or changing careers later in life. You will learn how to care for your clients and yourself so you can make your career dreams come true. Everything you do at the Wisconsin School of Massage Therapy, Inc. will be a valuable opportunity for learning solid basics as well as valuable advanced techniques. You will find your time with us to be an engaging and inspiring endeavor! We can't wait to help you get started!

Please note that the website version of this catalog has the most current information about our program, see: www.wsmt.org

Mission

The instructors at Wisconsin School of Massage Therapy, Inc. are committed to helping each student learn basic sciences and hands-on

techniques necessary for becoming an excellent massage therapist who meets the needs of individual clients. WSMT also provides interesting and challenging continuing education hours for massage therapists to increase their knowledge and skills.

Approvals

Wisconsin School of Massage Therapy, Inc. is approved by the State of Wisconsin Educational Approval Program. WSMT is approved to accept GI Bill® benefits. WSMT is approved as a provider of education for individuals who qualify for TFC Finance student loans. WSMT is approved as a continuing education provider for all Wisconsin licensed massage therapists. All WSMT hands-on instructors and the director are members of the American Massage Therapy Association (AMTA.)

Director

Mary A. McCluskey is a massage therapist with a thriving local practice for more than 20 years who also has more than 30 years successful teaching experience with both children and adults. Mary currently holds Wisconsin Licensure in Massage Therapy, a Bachelor's degree in Education, a Master's degree in Curriculum and Instruction, and a Wisconsin state teaching license. Mary specializes in relaxation massage, craniosacral therapy, and therapeutic massage.

The Director has used her extensive education background to create a school where caring instructors work with students to learn a solid

foundation of strong skills to benefit the new therapist, the client, and the profession.

Instructors

Manda Johnson is a graduate of WSMT and a Wisconsin Licensed Massage Therapist. She is currently working with clients in her own practice and at the school. She enjoys sharing what she has learned with students new to the field.

Lisa Krause is a Wisconsin Licensed Massage Therapist with a Bachelor's Degree in Human Kinetics and a Master's Degree in Exercise Physiology. She specializes in neuromuscular therapy, sports massage, and relaxation techniques. She combines massage therapy with exercise physiology for complete soft tissue rehabilitation in her practice. Lisa has worked as a Cardiopulmonary Rehabilitation Specialist, and she has research experience with published articles. Additionally, Lisa is an instructor with the Livestrong Cancer Rehabilitation Program.

Sheryl Scott is a licensed Registered Nurse with a Doctor of Nursing Practice degree in Nursing, a Certificate in Ergonomics and she is a Certified Nurse Educator. She has worked in post-operative care, urgent care, and occupational health. She is currently serving as an assistant professor of nursing and the chair of the nursing program at Wisconsin Lutheran College in Milwaukee. Sheryl brings us her health and wellness expertise as well as her great interest in teaching.

Robin Wenninger is a graduate of WSMT who is a Wisconsin Licensed Massage Therapist and a Certified Clinical Aromatherapist. She comes to us from the business world where she was a manager. These days Robin enjoys working with our students in their Theory & Practice and Business classes. Robin also maintains a practice at the school specializing in Relaxation Massage, Therapeutic Massage for pain relief, and Hot Stone Therapy. Additionally she has the key position of serving as our Assistant Director.

Admission Requirements

1. Complete application for admission including tuition deposit check for \$1000.00 made out to WSMT.
2. Complete admission interview by scheduling an appointment with school.
3. Be at least 18 years of age.
4. Have the physical, emotional, and mental capability to provide massage.
5. Have experienced at least 1 professional massage prior to application.
6. Ability to meet financial obligations for tuition and supplies.
7. Hold a high school diploma or its equivalent.
8. Application deadline is the first day of class, but we encourage you to enroll as early as possible to insure a smooth beginning to your program.

Admission requirements must be completed prior to first day of class. Notification of admission will be by letter no later than 1 week after

application is received. Advanced placement is not available. All portions of the program are specific to massage work and courses taken in other programs do not give the same information related to massage. Exceptions may be made for applicants who can demonstrate certification in medical fields, speak with the Director to determine if this is possible. Adjustments to tuition and requirements would be determined at that time.

Potential students should also know that conviction of a felony or misdemeanor may have implications for Wisconsin Licensing as a Massage Therapist. The Wisconsin Department of Safety and Professional Services may deny or limit the application to become a Wisconsin Licensed Massage Therapist if it finds that the applicant has been convicted of an offense, the circumstances of which substantially relate to the practice of massage therapy. All students will sign an agreement the first day of class stating that they understand WSMT does not guarantee a license in any state.

Program Outline

The Wisconsin School of Massage Therapy, Inc. provides a program of 630 instructional hours.

The Program Includes:

204 hours Anatomy, Physiology, Pathology, Kinesiology

318 hours Massage Theory and Practice

50 hours Professional Career Development

8 hours CPR and First Aid (additional fee required)

50 hours Student Clinic

Course Descriptions:

Anatomy/Physiology for Massage Therapists

72 hours

Here students will learn about body organization, anatomical terminology, and the systems of the body. A general orientation to the healthy human body sets the stage for understanding musculo-skeletal work.

Kinesiology

80 hours

This course helps students gain an awareness of how the body moves by learning the specific muscle and bone anatomy. Material is thoroughly presented and learned through multiple modes especially through palpation of body tissues.

Pathology

52 hours

Massage therapists are in direct contact with a multitude of varied clients' bodies. In this class students learn how to work safely and effectively with many medical conditions.

Massage Theory and Practice

318 hours

Students will learn to:

- communicate with clients by learning their medical backgrounds, expectations for a massage session, and by employing empathetic listening, and obtaining feedback.
- create a treatment plan based on the client's history, expectations, postural analysis, past massage/chiropractic experiences, and doctor's recommendations.
- develop, organize, and manage a client session.
- keep accurate client records to document work accomplished and planned work for the future.
- apply appropriate techniques using hands, fingers, thumbs, elbows, forearms, and hand-held tools.
- develop palpation skills and knowledge of anatomy of the muscles and bones simultaneously.
- self-assess, utilize self-care, and use good biomechanics.
- set appropriate boundaries with clients.
- use thermal therapies to supplement massage.
- use Contemporary Western Massage techniques as well as Therapeutic Massage techniques as needed by clients.
- use Sports Massage techniques to enhance athletic performance.
- do a basic routine of chair massage as well as some advanced therapeutic techniques to use with clients in the workplace.
- use Active Isolated Stretching both with clients and as self-care.
- design sessions for special populations.

Students will be expected to complete at least 1 hour of massage practice outside of school hours as homework each week. Additionally, there will be typical assignments of reading and writing associated with class work.

Students are required to perform two 60 minute massages for instructors; one before student clinic begins and the second prior to the last month of their program. These massages are scheduled outside of class time. ***Any instructor massages completed in the last month of a school program will be considered late and assessed a \$40 fee.***

Professional Career Development

50 hours

Students need to learn the basics of business practices relevant to the practice of massage therapy. Business basics such as advertising, money management, and interviewing are some of the topics covered here. In addition, students will learn the law as it applies to massage therapy in Wisconsin and how to deal with various ethical situations which arise in the massage practice.

CPR and First Aid

8 hours

Since massage therapists are healthcare workers and could see a situation needing emergency procedures, certification classes in CPR and First Aid are required in massage training. Students who have current certifications in these disciplines with documentation showing they are current at the time of graduation may waive this class.

Students may also opt to take these classes elsewhere if they provide proof of having done so. Taking these classes at WSMT require additional payment directly to the providers; approximately \$100 for both.

Student Clinic

50 hours

Approximately halfway into the program students will work with the public in the offices at the school. Instructors will supervise their work by observing and conferring with students afterward. This is an important step in helping the student feel confident and competent in working with previously unknown clients. It will also provide a valuable service to residents of the surrounding communities. The nominal clinic fees collected by the school help to keep tuition low. The last 10 hours of clinic is for practice of therapeutic techniques at the end of the program. WSMT graduates are often invited back for complimentary therapeutic clinic massages. Please be aware that students are expected to work with clients in the clinic of all ages, races, sexes, and conditions (when appropriate for massage work) and that any clinic absences must be made up at a later time/date as arranged with the instructor. Students may not decline working with clients of any category or any individual client who meets the requirements for receiving massage therapy. As a great help to gaining meaningful employment, WSMT provides a personalized Final Clinic Evaluation document for each graduate which can be included with applications and resumes. Employers appreciate this endorsement by the school of each graduate we are sending into the field.

Grading Scale

The following grades are given for work completed at Wisconsin School of Massage Therapy, Inc. Therapy, Inc.:

Excellent	93-100%	=	A
Very Good	85-92%	=	B
Satisfactory	75-84%	=	C
Unsatisfactory	Below 75%	=	F

This work includes homework, class work, quizzes, exams, and practical bodywork. Students must maintain at least a C average in their work. In addition, all exams and bodywork scores below C must be redone once to achieve at least a C. The fee for retaking an exam or bodywork test is \$40.00. Retakes must be scheduled as an appointment with the instructor within 2 weeks of the original test. Students who do not achieve at least a C on a retake will have the higher of the two scores averaged into their overall grade. Students who fail to appear for the testing appointments will fail the exam and will be charged the retake fee. Instructors will work with students to help them make tutoring arrangements if needed. Tutoring fees are \$40.00 per hour and are the responsibility of the student. Progress reports will be issued monthly.

Student records will be kept permanently by the school. They are accessible to students by appointment only, and to authorized school personnel. The school maintains confidentiality by keeping the records locked. Students may obtain transcripts by sending \$20.00 with a request in writing.

Code of Student Conduct

The Wisconsin School of Massage Therapy, Inc. expects that students preparing for a professional career will conduct themselves in a professional manner while in school. This includes treating students and instructors with respect, handling problems calmly, using appropriate language, being honest in their work, and avoiding anything which interferes with the learning of others. In addition, students are expected to come to school clean, with short nails, rested/ready to work, and wearing appropriate dress for professional massage work (see dress codes below). Students should not come to school while sick, nor under the influence of alcohol or illegal drugs. Smoking, chewing tobacco, and electronic cigarettes are not allowed in the school building nor on the school grounds. No cologne or scent is allowed. All table linens used at the school must be sanitized with unscented products. **In addition, the use of personal electronic devices during class time is prohibited except for rare emergency family situations which must be cleared with the instructor at the beginning of class.** Videography and recording of classes is prohibited.

Dress Codes – *WSMT reserves the right to send inappropriately dressed students home for the day, counted as an absence. If you are in doubt about your clothing, bring another set for the instructor to approve to avoid dismissal for the day.*

Dress Code for Class

Standard fit scrubs pants and top, or khaki-type pant or clean, not faded nor ragged jeans with short-sleeved shirt top with high neckline.

Undergarments are required and should be covered. Undergarments must hide private body areas including nipples, breast/buttock cleavage, and genitalia. Also allowed are khaki shorts covering at least half the thigh. Shoes should be clean sport or sturdy/comfortable street shoes. Sport sandals with backs are allowed. Feet must be covered. Not allowed: yoga pants, leggings, sleeveless tops, tops or pants with big bold graphics/statements, flip flop-style shoes, heeled dress shoes, caps/hats. All jewelry on the hands/wrists/arms and any jewelry that hangs down low enough to touch the client must be removed. Valuables should not be brought to WSMT. WSMT takes no responsibility for loss of student valuables if brought to school.

Dress Code for Clinic

Clean, standard fit scrubs pants and top with shoes and jewelry as described above. No cologne or scent is allowed. In addition, all table linens used at the school must be sanitized with unscented products.

Attendance Policy

Students are expected to attend all class hours. They may be absent for illness or pressing family matters only. Students are expected to call the school or their instructor if they are going to be absent. They may be absent 16 hours total over the course of the program for any reason. All missed clinic hours must be made up whether they fall within the 16 absent hours or not. If a student is absent more than 24 hours he/she may be dismissed from the program. Any time missed must be made up by the student in coordination with the instructor. This may mean coming to school more times than the regular days and/or traveling to

other locations where an instructor is working. If the instructor must spend extra time with the student to make up the information missed, the student will be assessed a \$40.00 per hour fee due at the time of make-up. Students who fail to keep make up times and/or who fail to pay the fee will be dismissed. Teachers record any absences from class time in students' grade record.

All classes will start on time and students are expected to be present and ready to participate at the appointed starting time. Tardiness will result in minutes missed counted as absence. Teachers record any minutes missed from class time in students' grade record and these contribute to any absence time.

Students are expected to complete the course of study in the appropriate time. Cases of leave of absence involving serious illness or family hardship will be determined on an individual basis. Students who need a leave of absence should meet with the Director to make arrangements. Leaves of absence involve breaking from the current class and joining another class at a later date. WSMT requires all leaves of absence be completed so that the student graduates within 1 year of their original graduation date.

Students are expected to notify the school if they intend to withdraw from the program. Any student who fails to attend school for 5 consecutive days without communication is assumed to be withdrawn.

Cancellation of classes due to weather may occur. It is the student's responsibility to check their messages and/or local media to find out if

class has been cancelled. Additional days/hours would be added if cancellation is necessary.

Probation, Dismissal and Re-admittance

Students who have an average grade below C or 75% will be considered to be on academic probation. As soon as the student's average grade reaches C or 75% the student is no longer on academic probation.

Students who are on academic probation and continue to fail one more month may be dismissed from the program. Clients who seek massage therapy deserve a therapist who has the knowledge necessary to perform the tasks well. Students unable to meet this requirement are probably not suited to massage therapy as a profession. This experience will give the student a better opportunity to find his/her true vocation.

Students who do not follow the Code of Student Conduct outlined above will be asked to leave for the day. Make-up of missed work will be the student's responsibility. If extra instructor time is necessary for the student's make-up the fee is \$40.00 per hour to be paid at the time of the make-up. Any student asked to leave more than once may be dismissed from the program. In addition, any student who engages in illegal activity on school grounds is subject to immediate dismissal. The student may appeal by writing a letter of apology and asking to be reinstated. The student may be reinstated at the discretion of the Director. Any student who is dismissed may reapply for admission for the next term. Fees will apply.

Grievance Policy

We recommend that students who have concerns or complaints about other students, the faculty or administrative procedures should first talk to the person with whom they have concern. If resolution cannot be achieved, WSMT would like the student to talk to the director, Mary McCluskey. In addition, students may always submit their written complaint to:

Department of Safety and Professional Services – Educational Approval Program
4822 Madison Yards Way, Madison, WI 53705;
www.dsps.wi.gov; dspseap@wisconsin.gov; 608-266-2112

Tuition, Fees, Refunds

Tuition Includes:

630 hours instruction/supervision/practice

Massage table

All required textbooks

Tuition Payment Schedule:

Option 1:

\$1000.00 Books/table/supplies fee is to be sent in with the application.

\$8100.00 is due on the first day of class.

\$9100.00

Option 2:

\$1000.00 Books/table/supplies fee is to be sent in with application.

\$8100.00 financed through school (Or more is paid before school begins and fee is applied only to the actual amount owed.)

\$ 405.00 5% fee for financing

\$9505.00 Total tuition

Under this option monthly payments must be made for the amount financed through the school. Tuition must be paid in full by the end of the course in order to graduate on time. The program completion certificate and verification to state and national certifying bodies will be held by WSMT until all tuition is paid in full. In addition, students making final payments within 14 days of graduation must pay in cash if they wish to receive their certificate on graduation day. Students completing at least 60% of the course are responsible for the full tuition amount. Monthly payments and financing fee are flexible depending upon the amount financed with the school. These details will be individually applied at the time of application.

Option 3:

\$1000.00 Books/table/supplies fee is to be sent in with application.
\$8100.00 (or less if more is paid at the time of application) financed through TFC Credit Corporation. Schedule an appointment to come in and set up an account for this. Payments start the first month of school and all payments must be up to date to graduate on time.

Students should also budget (prices approximate):

\$45.00 - Linens (3 sets of twin size sheets recommended)

\$35.00 - Oils/Lotions/Creams

\$100-\$150 - Student Insurance (information provided the first day of class)

\$100.00 - CPR and First Aid Training

\$40.00 - per hour fee for any make- up/tutoring time with instructors

Additional fees for national exam, state license application, temporary license

Refund Policy

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

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

Refunds will be made within 10 business days of cancellation.

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 rata refund as follows:

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%	no	no refund

The school will make every effort to refund prepaid amounts for unused books and supplies. A student will receive the refund within 40 days of termination date. A written notice of withdrawal is not required.

Veterans Refund Policy

When a veteran or other eligible student enrolled in a non-accredited school, fails or ceases to attend classes, withdraws or is discontinued from class attendance before completion, the school will refund a pro-rata portion of all charges that the length of the completed portion of the course bears to the total length of the course. The exact proration will be determined by the ratio of the number of days of instruction completed by the student to the total number of instructional days in the total course. Furthermore, an additional established fee, variously designated as an application fee, enrollment fee, or registration fee, in an amount not to exceed \$10, need not be subject to proration. Where the established fee is more than \$10, the amount in excess of \$10 is subject to proration. (Authority: 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, and other fees will not exceed the pro-rata 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.”

Full Time and Part Time Status

Full time evening class is 2 nights per week and 3 Saturday mornings for approximately 14 months. Full time day class is 2 full days per week for approximately 10 months. Full time accelerated class means 3 full days per week for approximately 6 months.

Part time means the student takes science classes (Anatomy & Physiology, Pathology) the first year (1 night per week in the night class for 30 weeks and ½ day in the day class for 30 weeks.) The second year the student takes the rest of the course.

Calendar

See enclosed fliers for current class schedules.

Attaining Wisconsin State Licensure

Students of WSMT prepare to take the MBLEx given by the Federation of State Massage Therapy Boards. Students can apply for and schedule the exam any time they feel ready. WSMT helps students with this process by guiding students through the registration. Students must apply for Wisconsin state licensure and complete a computerized test covering the state statutes pertaining to massage work before graduation. WSMT helps students with this process by providing the paperwork and guidance for applying. State law requires proof of passing the statutes test to graduate from massage school. Graduates may also apply for a 6-month temporary license from the state which allows them to work under supervision while preparing for their national exam.

Employment Assistance Services

The school maintains a general employment file at the school where we place information prospective employers send us about their job

openings. We do not make specific referrals to prospective employers, the general employment file is available during our office hours for any massage therapist looking for employment. WSMT does not guarantee employment.

Thank you

Thank you for your interest in the Wisconsin School of Massage Therapy! We look forward to engaging you in dynamic and practical education in massage therapy. We are constantly improving as we evaluate our programs as a result of analysis of our student exit surveys, implementation of our yearly institutional plan and the staff's own continuing education. We hope you join us for an exciting learning journey! Feel free to call or email us with any questions you have about our program. We will happily answer your questions and offer you a tour of the school. In addition, arrangements may be made to have you observe a current class to give you an even better feel for the massage school environment.

This catalog is specially printed in a simple format with recycled and recyclable papers to make it easy for you to read and easy on the environment. We know that other catalogs are often printed on shiny paper with lots of photos. We would rather save you the cost of this in your tuition. Please visit our website for photos and schedule an appointment to see us in person and in action!