

# Blue Sky

School of Professional Massage  
& Therapeutic Bodywork



2024 Program Catalog | 262-376-1011 | [BlueSkyMassage.com](http://BlueSkyMassage.com)

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## DISCRIMINATION

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# Welcome!

Thank you for your interest in the field of professional massage therapy and an education at Blue Sky!

In spite of the many changes in the world we are excited continue to see the demand for massage has continued to increase.

As we all are a little surprised each year how quickly time passes, we must take time to continue to grow, to connect with each other and heal where healing is needed.

**This year's cover photo we chose to represent beauty, warmth and connection in us all.**

Blue Sky will continue to seek to *inspire, grow*, connect to *help* passionate and talented individuals become professional massage therapists.

What we pride ourselves on is that when you join Blue Sky, you will grow in ways you never thought possible; you will have the opportunity to expand your abilities, exploring who you are and who you can become. All of which will help you become an amazing massage therapist!

One thing that Covid days have taught us is...Don't Wait! If you want change, if you want to make your life flexible on your terms you need to create the path now.

We invite you let us help you on your path, let us show you how to "Touch the lives of Others" while creating the future you envision.

*Dawn Koller & Nicholas Jacoby - Friends, Business Partners & Co-Owners*

# Profession

Massage Therapy, also referred to as "bodywork" and "touch therapy," combines science and the ancient art of therapeutic touch to provide a wide variety of recognized health care benefits. Non-invasive and effective in its approach, massage therapy offers relief from chronic or temporary pain of the soft muscle tissues. It is used as a safe, comforting way to provide improved circulation, relaxation of muscles, and elimination of toxins that inhibit the body's immune system, restoration of muscular function and improved range of motion.

Massage Therapy continues to be one of the fastest growing segments of the allied health-care industry. Career opportunities in this complimentary health-care field are continuing to grow as health care moves away from an emphasis on multiple medications and toward a more natural, personal touch.

High school graduates, health-care providers enhancing their current professions, homemakers returning to the workplace, retirees and professionals planning a career change are among those now sharing their healing touch as professional massage therapists. Massage Therapists are employed in schools, hospitals, health clubs, resorts, spas, performing arts organizations, cruise ships, and medical and physical therapy clinics. Others are self-employed, working out of their own homes or offices.

In addition to exciting career opportunities, massage therapy is a meaningful, rewarding profession that is filled with the satisfaction of directly helping others. A great deal of variety and flexibility exists in terms of specialties, work settings and hours.



# MISSION

Blue Sky was born from the desire to create a sustainable future for our society and our world. Our primary role is to facilitate physical, spiritual and emotional well – being through our educational and outreach programs. Blue Sky’s holistic approach to massage integrates wellness and nutritional training throughout the program. We emphasize healthcare and self-care techniques, styles, and philosophies to help each person, their clients, and their family to develop optimal health within their own boundaries.



*THROUGH A COMPREHENSIVE COURSE OF STUDY, BLUE SKY STRIVES TO:*

- Graduate massage therapists who really care about people - talented therapists with the skills and perspective to practice the healing art of massage, achieving optimal results for their clients, while receiving a true sense of fulfillment.
- Provide comprehensive education and experience in traditional therapeutic bodywork techniques coupled with training in a wide range of other treatment modalities.
- Equip students with the skill sets necessary to be successful in business.
- Reach out and touch the community through educational opportunities and massage services.

*(Please see our Educational Goals & Objectives for more information)*

# HISTORY

Blue Sky School of Professional Massage & Therapeutic Bodywork was founded by Karen Weigle in 1985. Blue Sky Educational Foundation (d.b.a. Blue Sky School of Professional Massage & Therapeutic Bodywork) was established as a not-for profit organization in 1988. What started out as a small school in their home with a class size of six quickly grew to multiple locations within Wisconsin.

In October 2015 Blue Sky Educational Foundation passed down the school to Achieve Inc. dba Blue Sky School of Professional Massage & Therapeutic Bodywork.

The school’s main location started out in Karen’s home, moved to a facility in Brown Deer and then to Grafton. In April 2016, this site moved back to downtown Grafton to a 2,400 square foot facility. This site consists of classroom, kitchen/ lounge, a separate clinic area with three private treatment rooms, and a separate nutrition, health and book/retail store.

In the spring of 2000, Blue Sky opened its first auxiliary location in Green Bay, Wisconsin. In October 2015, this facility moved to a 1,200 square foot facility in Green Bay. It quickly outgrew this space and in April 2016, it moved to its current 2,400 square foot space. This site consists of two classrooms, kitchen, 4 private clinic rooms and reception.

In the winter 2017, Blue Sky opened its first auxiliary classroom in Fond Du Lac, Wisconsin. Spring 2019 we discontinued the Fond du Lac location.

Late Fall 2022 & early 2023, Blue Sky added Blue Sky School of Aesthetics for Grafton & Green Bay in 1,300 square foot spaces upstairs from each of our massage schools.

All locations are handicap accessible. All classrooms have use of massage tables and chairs, muscle, skeletal, anatomical charts, models, life size skeletons, projectors and video/audio equipment.

# EDUCATIONAL GOALS & OBJECTIVES

Our goal is to provide entry and mid-level training to prepare each student for a career as a “Massage Therapist” or “Bodyworker.” Preventive and self-care health/wellness techniques, for both client and therapist, are at the core of our program, with the emphasis placed on the healing process itself.

The healing process involves four main aspects:

1. Stabilize the client to slow or stop the progression of the condition.
2. Resolve the presenting problem or complaint.
3. Provide training in home-based therapies and self-care techniques for the client.
4. Move the client to a higher level of health with rejuvenation therapies.

All of Blue Sky’s program(s) objective is to graduate compassionate, competent and professional massage therapists prepared to assess, develop and implement relaxation and therapeutic treatment plans for their clients. This is to be done by integrating advanced modalities enhancing client care while embracing a holistic approach incorporating proper body mechanics and self-care for their clients and for themselves.

By the end of our program, Blue Sky graduates will be ABLE TO:

1. Assess, develop and implement a treatment plan for their client.
2. List the benefits of relaxation and therapeutic massage.
3. Understand and demonstrate muscle anatomy and function and be able to analyze and assess the human body.
4. Identify and demonstrate proper ethics and boundaries related to the profession of massage therapy.
5. Understand pathology of the human body in order to identify proper indications and contraindications.
6. Develop a business plan and understand basic business practices in order to achieve success.
7. Understand Wisconsin state and local laws regarding the practice of massage therapy.



In addition, graduates will be able to DEMONSTRATE:

1. A full body relaxation massage.
2. Integration of advanced modalities into their treatment plan.
3. Integration of mind, body, and spirit concepts into their treatments as well as into their lives.
4. Proper body mechanics.
5. Knowledge in the 11 body systems.
6. Integration of self-care techniques and principles for their clients and into their personal lives.
7. Proper hygiene and sanitation principles.
8. Professionalism, including understanding scope of practice, appearance, appropriate dress, client / therapist relationship and appropriate behavior.
9. The ability to document client sessions properly and accurately using SOAP notes.
10. Appropriate draping techniques.
11. Massage on various population groups

(seniors, children, disabled, etc).

## HOW IS THE CURRICULUM, PROGRAM & SCHOOL DESIGNED/EVALUATED?

Blue Sky evaluates itself, curriculum, program via ongoing feedback from students, employers, and staff and outside agencies and was developed through an on-going process of revision and research to make it current, complete and in-depth.

These factors are as follows:

1. Our mission statement, educational goals and program objectives are revisited minimum of an annual basis.
2. Feedback is obtained from the Program Advisory Committee which consists of professionals in the healthcare field at least once a year.
3. Feedback from our longtime, dedicated and highly qualified faculty, in an ongoing written and verbal basis.

4. Student and graduate feedback provided on written feedback forms, surveys or verbally.
5. Employer feedback (from companies who have employed and/or want to employ our graduates), written or verbal.
6. Meeting or exceeding National Exam guidelines in order to prepare our students to take the National Exam is reviewed on at least an annual basis.
7. Meeting or exceeding national competency standards is reviewed on at least an annual basis.
8. Meeting or exceeding standards set forth by state and national memberships or affiliations (i.e., WEAP, AMTA, WDVA, MBLEx) is reviewed on an annual basis.

# MESSAGE PROGRAM OVERVIEW

Blue Sky offers a holistic approach to compliment our therapeutic massage program offering students the unique opportunity to focus on the Therapeutics, Medical Intensive Track or Kinesio Taping Track. Classes are hybrid consisting of online and Live In-Classroom classes.

## FULL-TIME PROGRAM

Our Full-time option is available for Medical Intensive Track and Kinesio Taping Track. They consist of 46 weeks of weekday in classroom or Online Learning System classes in either one full day or two evenings. In addition, 8 weekend seminars for Medical Intensive Track and 9 weekend seminars for Kinesio Taping Track. Both programs require outside hours per the curriculum framework. Class options are dependent on enrollment. There is an option to have most of the outside hours pre-arranged. See Admin for details.

## APPROXIMATE HOURS

Medical Intensive Track: Full day or 2-day option: consists of Weekday Classroom 469 Clock Hours, Weekend Seminars/Class 144 Clock Hours and supervised outside of Classroom 211. The majority of the 185 clock hours of science classes will be online with Canvas system.

Kinesio Taping Track: Full day or 2-day option: consists of Weekday Classroom 469 Clock Hours, Weekend Seminars/Class 164 Clock Hours and supervised outside of Classroom 211. The majority of the 185 clock hours of science classes will be online with Canvas system.

Therapeutic (Program): 2/3-day option consists of Weekday Classroom 650 Clock Hours and supervised outside of Classroom 31-43 Clock Hours depending on schedule. The majority of the 185 clock hours of science classes will be online with Canvas system.

## PART-TIME PROGRAM

A part-time option consists of the student taking the science classes first, then the rest of the program after science classes have been completed. The first two semesters are devoted to the sciences and holistic dynamic classes. The last two semesters focus primarily on the hands-on portion of the program, the eight weekend seminars, clinic experience hours and outside classroom requirements. Students are responsible for any changes that may occur from one program to the next. These changes include, but are not limited to additional curriculum requirements, additional course fees, tuition increase, and additional books.

## THERAPEUTIC (PROGRAM)

This program option provides more than the basics of massage, but without the in-depth, additional skills and modalities learned in weekend seminars that are provided in the Medical Intensive Track and Kinesio Taping Track.

## MEDICAL INTENSIVE TRACK

Massage therapists work with a variety of medical professions such as: medical doctors, podiatrists, dentists, orthodontists, chiropractors, and physical and occupational therapists. There is a strong demand for therapists able to use clinical techniques and analytical reasoning to resolve musculoskeletal pain conditions. In this track, students learn assessment and treatment techniques that are helpful when working with clients who may have injuries and other health-care professionals or in private practice. Seminar schedules will be available within 3 weeks after the first day of class. Those that graduate from this track are eligible to take the Kinesio Taping option.



# MEDICAL INTENSIVE & KINESIO TAPING TRACKS CURRICULUM FRAMEWORK

COURSE TITLES 2024	SEM 1	SEM 2	CLOCK HRS	CREDIT HRS
<b>Clinical Soft Tissue Techniques</b>				
Fundamentals of Clinical Soft Tissue Techniques	77.5	110.5	188.0	8.92
Introduction to Cupping	5.0		incl	
Introduction to Lomi Lomi Massage	5.0		incl	
Introduction to Deep Tissue	5.0		incl	
Clinical Massage Assessment Labs (outside)	**	**	**22.5	0.75
Introduction to CranialSacral	8.0		8.0	.37
Lymphatic Massage	8.0		8.0	0.40
<b>Musculoskeletal Anatomy &amp; Kinesiology</b>				
Musculoskeletal Anatomy & Kinesiology (Majority Online)	45.0	42.5	87.5^^	5.56
<b>Clinical Anatomy, Physiology &amp; Pathology</b>				
Clinical Anatomy, Physiology & Pathology (Majority Online)	42.5	45.0	87.5^^	5.83
Medical Terminology (Majority Online)	10.0		10.0^^	0.67
<b>Professional Development</b>				
Ethics & Boundaries (some online)	25.0		25.0	1.67
Business & Marketing (Majority Online)		20.0	20.0	1.33
Professional Field Placement (Externship- outside)		16.0	16.0	0.36
<b>Holistic Dynamics</b>				
Yoga for Health Professionals	**	**	5.0	0.20
Tai Chi for Bodyworkers	**	**	5.0	0.20
Stress Reduction Techniques	**	**	5.0	0.33
Traditional Chinese Medicine		5	5.0	0.33
Perspectives in Holistic Health	12.5	7.5	20.0	1.33
<b>Clinical Experience</b>				
Clinic Orientation ( <i>scheduled</i> outside)	5.0		5.0	0.28
Student Clinic ( <i>scheduled</i> outside)	32.0	80.0	112.0	3.73
Clinic Case Review ( <i>scheduled</i> outside)	4.5	15.0	19.5	1.30
Fieldwork ( <i>Community Service, Sporting Events</i> ) (outside)	4.0	8.0	12.0	0.40
<b>Additional Courses</b>				
CPR & First Aid/AED^ (outside)	5.0^		5.0	0.33
Experiential Lab (online & 2hr Cadaver lab outside)	5.0		5.0	0.33
Learning Strategies & Skill Sets	5.0		5.0^^	0.33
Orientation	4.0		4.0	0.27
<b>WEEKEND SEMINARS: MEDICAL INTENSIVE TRACK:</b>				
Oncology Massage:	****	****	16.0	.70
Business Mastery	****	****	16.0	1.07
P. Neuromuscular Therapy for the Spine & Thorax* (some online)	****	****	20.0	0.96
P. Neuromuscular Therapy for the Lower Extremity* (some online)	****	****	20.0	0.96
P. Neuromuscular Therapy for the Neck & Head*	****	****	20.0	0.96
P. Neuromuscular Therapy for the Upper Extremity* (some online)	****	****	20.0	0.96
P. Neuromuscular Form and Function*	****	****	16.0	0.77
Swedish Stone Massage	****	****	16.0	0.70
<b>WEEKEND SEMINARS: KINESIO TAPING TRACK:**</b>				
Kinesio Taping Express Course		20.0	20.0	.83
<b>TOTAL CLOCK HOURS:</b>				
Medical Intensive Track			824	42.30
Kinesio Taping Track			844	43.13
* Qualifies for certification program in PNMT (Precision Neuromuscular Therapy with NMT Midwest). Additional hours and cost to complete certification not included.				
**Once passing KT classes, you qualify to take the exam to become certified with Kinesio University (additional fee applies). <i>Items listed as "outside" are ones that student schedules on their own with school direction. Those items listed as "Scheduled Outside" are ones that the school will schedule for the student on another date, not on the weekday class dates.</i> ^CPR & First Aid/AED class students obtain on their own and they are granted academic credit upon proof of copy submission to the school. ^^means the majority of the class will be online with Canvas system as indicated in the program block plan.				

# THERAPEUTIC PROGRAM

## CURRICULUM FRAMEWORK

COURSE TITLES 2024	SEM 1	SEM 2	CLOCK HRS	CREDIT HRS
<i>Clinical Soft Tissue Techniques</i>				
Fundamentals of Clinical Soft Tissue Techniques			263.0	11.79
Introduction to Cupping	5.0		incl	
Introduction to Lomi Lomi Massage	5.0		incl	
Introduction to Deep Tissue	5.0		incl	
Clinical Massage Assessment Labs (outside)	**	**	**18.75	0.63
Lymphatic Massage	8.0		8.0	0.40
<i>Musculoskeletal Anatomy &amp; Kinesiology</i>				
Musculoskeletal Anatomy & Kinesiology (Majority Online)	45.0	42.5	87.5^	5.56
<i>Clinical Anatomy, Physiology &amp; Pathology</i>				
Clinical Anatomy, Physiology & Pathology (Majority Online)	42.5	45.0	87.5^^	5.83
Medical Terminology (Majority Online)	10.0		10.0^^	0.67
<i>Professional Development</i>				
Ethics & Boundaries (some online)	25.0		25.0	1.67
Business & Marketing (Majority Online)		20.0	20.0	1.33
Professional Field Placement (Externship-outside)		8.0	8.0	0.18
<i>Holistic Dynamics</i>				
Yoga for Health Professionals		5.0	5.0	0.20
Tai Chi for Bodyworkers	5.0		5.0	0.20
Stress Reduction Techniques	5.0		5.0	0.33
Traditional Chinese Medicine		5.0	5.0	0.33
Perspectives in Holistic Health	15.0	5.0	20.0	1.33
<i>Clinical Experience</i>				
Clinic Orientation	5.0		5.0	0.23
Student Clinic (4 hrs each semester outside)	***	***	68.0	2.27
Clinic Case Review (scheduled outside)	***	***	11.25	.75
Fieldwork (Community Service, Sporting Events-(outside))	***	***	10.0	0.33
<i>Additional Courses</i>				
CPR & First Aid/AED^ (outside)	5.0		5.0	0.33
Experiential Lab (online & 2 hours cadaver lab outside)	5.0		5.0	0.33
Learning Strategies & Skill Sets	5.0		5.0^^	0.33
Orientation	4.0		4.0	0.27
<b>TOTAL CLOCK HOURS:</b>				
Therapeutic			681	35.30

### CREDIT HOUR CONVERSION:

Theory/Cognitive Lecture: One (1) semester credit hour = fifteen (15) contact/clock hrs.

Lab/Practical: One (1) semester credit hour = thirty (30) contact/clock hrs.

Externship: One (1) semester credit hour = forty-five (45) contact/clock hrs.

\*\* Broken up between semesters as selected by student \*\*\*\*May occur in either semester CLOCK HOURS: All clock hours are fifty minutes in length with a ten-minute break equaling one hour of instruction. These break periods may be added together for classes that are several instruction hours in duration, to allow for a longer break. ^CPR & First Aid/AED class students obtain on their own and they are granted academic credit upon proof of copy submission to the school. *Items listed as "outside" are ones that student schedules on their own with school direction. Those items listed as "Scheduled Outside" are ones that the school will schedule for the student on another date, not on the weekday class dates.* ^^means the majority of the class will be online with Canvas system as indicated in the program block plan.



# STATE COMPARISON

Blue Sky's curriculum meets or exceeds all requirements for licensure as a massage therapist/bodyworker in the State of Wisconsin. Requirements in other states may differ. Information on specific states can be provided during admission interview or upon request. Blue Sky graduates meet the educational requirements to sit for the State Licensure exam and the National MblEx exam.

<i>Wisconsin / Blue sky curriculum Comparison Education Category (requirements in other states may differ)</i>	<i>Wisconsin Required Clock Hours</i>	<i>Blue Sky Clock Hours- Therapeutic</i>	<i>Blue Sky Clock Hours- Medical Intensive</i>	<i>Blue Sky Clock Hours-with Kinesio Taping</i>
1. Anatomy, Physiology, Pathology, Kinesiology	125	192	192	192
2. Business, Law & Ethics	50	50	71	71
3. Massage Therapy or Bodywork Theory, Technique & Practice	300	300.75	369.50	389.50
4 Student Clinic	20	79.25	131.5	131.5
5. Adult CPR & Standard First Aid/AED	5	5	5	5
6 Additional Course Offerings	100	54	55	55
<b>Total Hours Required:</b>	<b>600</b>	<b>681</b>	<b>824</b>	<b>844</b>



# ACADEMIC CALENDAR PROGRAMS AS LISTED

## THERAPEUTIC PROGRAM 10 MONTH FULL-TIME PROGRAM — GRAFTON & GREEN BAY

### Winter: Jan 2024\*

Orientation: Friday, January 26, 2024  
10:00 am – 2 pm, at Grafton  
Sciences online January 26, 2024 – April 29, 2024  
Then join the April 2024 program for remaining classes.

### Spring Term: April 2024\*

Orientation: Friday, April 19, 2024  
10:00 am – 2 pm, at Grafton  
Mon/Tues/Thurs 4:30pm – 9:30pm  
1st Semester April 29, 2024 – October 3, 2024  
2nd Semester October 7, 2024 – March 20, 2025  
Graduation 2-3 weeks after the last day of class

### Summer: July 2024\*

Orientation: Friday, July 26, 2024  
10:00 am – 2 pm, at Grafton  
Sciences online July 26, 2024 – September 25, 2024  
Then join the September 2024 program for remaining classes.

### Fall Term: September 2024\*

Orientation: Friday, September 13, 2024  
10:00 am – 2 pm, at Grafton  
Mon & Wed day (9:30am – 2:30pm) with some Wednesday Evenings (4:30pm – 9:30pm)  
1st Semester Sept. 23, 2024 – February 26, 2025  
2nd Semester March 10, 2025 – August 13, 2025  
Graduation 2-3 weeks after the last day of class

## MEDICAL INTENSIVE TRACK & KINESIO TAPING TRACK 1 1.5-MONTH FULL-TIME PROGRAM — GRAFTON & GREEN BAY

### Winter: Jan 2024\*

Orientation: Friday, January 26, 2024  
10:00 am – 2 pm, at Grafton  
Sciences online January 26, 2024 – April 29, 2024  
Then join the April 2024 program for remaining classes.

### Spring Term: April 2024\*

Orientation: Friday, April 19, 2024  
10:00 am – 2 pm, at Grafton  
Tues/Thurs 4:30pm – 9:30pm  
1st Semester April 30, 2024 – October 24, 2024  
2nd Semester October 29, 2024 – April 17, 2025  
Graduation 2-3 weeks after the last day of class

### Summer: July 2024\*

\*Part-time option is not always available for this program. Please discuss with Admissions Rep. Note Schedule is subject to change with notification. Low or high enrollment may result in schedule change, including but not limited to time, day, date change with notification.

\*\*science classes majority of the class will be online with Canvas system as indicated in the program block plan. Some in classroom time is needed for science classes as indicated in the program block plan.

### Orientation: Friday, July 26, 2024

10:00 am – 2 pm, at Grafton  
Sciences online July 26, 2024 – September 25, 2024  
Then join the September 2024 program for remaining classes.

### Fall Term: September 2024\*

Orientation: Friday, September 13, 2024  
10:00 am – 2 pm, at Grafton  
Wed day (9:30am – 2:30pm) with some Wednesday Evenings (4:30pm – 9:30pm)  
1st Semester Sept. 25, 2024 – March 19, 2025  
2nd Semester April 2, 2025 – September 18, 2025  
Graduation 2-3 weeks after the last day of class

## VACATION DATES

No classes or student clinic will be scheduled on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. The school and administrative office will be closed on these days and staff will not be available. In addition, the students will not have class (they may have clinic based on their schedule) on the following:

May 27-May 28, 2024 Memorial Day Break for April Therapeutic class  
July 1 - July 4, 2024 Independence Day Break for April Therapeutic class  
July 2 - July 4, 2024 Independence Day Break for April Medical class  
September 2 - September 3, 2024 Labor Day Break for April Therapeutic class  
September 3, 2024 Labor Day Break for April Medical class  
November 25 – November 28, 2024 Thanksgiving Break April Therapeutic class  
March 3, 2025 – March 5, 2025 Spring Break for Fall Medical  
March 26, 2025 Spring Break for Fall Therapeutic class  
May 26, 2025 Memorial Day Break For Fall Medical

November 25 – November 27, 2024 Thanksgiving Break Fall Medical class  
November 27, 2024 Thanksgiving Break Fall Therapeutic  
November 28, 2024 Thanksgiving Break April Medical class  
December 23, 2024 – January 1, 2025 Fall Therapeutic Winter break  
December 23, 2024 – January 2, 2025 Spring Therapeutic Winter Break  
December 24, 2024 – January 1, 2025 Spring & Fall Medical Winter Break  
Jun 30, 2025 – July 2, 2025 Independence Day Break for Fall Medical  
July 2, 2025 Independence Day Break for Fall Therapeutic class

# ADMISSION PROCESS

The requirements for enrollment in the Medical Intensive Track, Kinesio Taping or Therapeutic program, for either full-time or part-time students are:

- ✓ Applicants must be at least 18 years of age (prior to the first day of class), emotionally stable and physically able to perform techniques taught in the program.
- ✓ Have a high school diploma or the equivalent and supply a copy of a transcript from high school/equivalent or completed college attended. These transcripts must be mailed to Blue Sky from the institution
- ✓ Provide documentation of having received one professional massage.
- ✓ Have the capability and commitment to honor financial obligations for tuition, materials and fees.
- ✓ Provide two letters of recommendation (teachers, employers, co-workers, etc.) indicating your personal skills

and characteristics that qualifies you for an Allied Health Profession in Massage Therapy.

- ✓ Submit a letter from a health professional stating that the applicant is in good physical, mental, and emotional health and is physically able to give and receive massage with no danger to their well-being (ability to receive a 60 minute massage and able to give a continuous 60 minute massage without sitting down). Blue Sky has a form that you can present to your health professional if you wish.



Provide a photograph of applicant.

Complete and submit interview questionnaire. Emailed once application is received.

Successfully complete an interview with a Blue Sky staff interviewer.

## ADMISSION REQUIREMENTS

### 1 REVIEW A CATALOG

One can be emailed or mailed to you.

### 2 COMPLETE AN APPLICATION FORM

Enclose a non-refundable application/interview fee of \$50, check or money order made payable to Blue Sky (Master Card and Visa also accepted) along with a completed application form. Upon receipt of the application and fee, an interview will be scheduled, and the questionnaire will be sent to you. You can also schedule your interview directly for each location by calling or emailing the Grafton Admin Office. Applications for admission to Blue Sky are accepted throughout the year and early enrollment is highly encouraged to reserve your space. Enrollments less than two weeks prior to the beginning of class are considered late and will be considered only if space is available.

Send the completed application form, any supporting materials you have at the time, including the interview fee, to the following

### 4 ENROLL IN THE PROGRAM

Upon acceptance you will be notified via email or postal mail of your acceptance to the program and provided an Enrollment Agreement to complete and return along with any outstanding required admission documentation and a deposit. Admission documents must be submitted no later than two weeks before the first day of school or it is considered late and a seat may not be guaranteed. Provisional acceptance or document extension or must be approved by the Admissions Committee.

address: Office of Admissions: Blue Sky School of Professional Massage & Therapeutic Bodywork, 1230 13<sup>th</sup> Avenue, Grafton, Wisconsin 53024 or E-mail: Admissions@BlueSkymassage.com or fax: 262-376-7707

### 3 TOUR AND INTERVIEW

You can schedule a personal tour of the facility at anytime or you can combine it with your admissions interview. The interview with a staff member is required as part of the admission process. The interviewer will discuss the applicant's interest in massage as a profession and review the class schedule and policies. This interview does not guarantee acceptance into the school. The Admissions Committee will review each application and send notification of acceptance or denial within approximately two weeks of the interview. Provisional acceptance may be granted to those whose paperwork is not complete. Blue Sky reserves the right to request a second interview, at no charge to the potential student, if so directed by the Admissions Committee.



# FINANCING YOUR EDUCATION

Blue Sky has two recommendations for your financial consideration. We ask that all fees be paid in full eight weeks before the end of the school year unless payment arrangements have been made.

## **1. NO INTEREST PAYMENT PLAN:**

Contact us for examples of customizable options. Term of up to 17 months Full-time or 29 months Part-time. Plans are subject to a \$75.00 per semester administration fee with 0% interest. A late fee of \$25 will be assessed 7 days after due date and each month thereafter until paid in full. Extension fees and additional extension coursework applies. Sign up for auto payments and save the 4% credit card processing fee.

## **2. PERSONAL LOAN:**

Check out your local banks and credit unions for various options. Many businesses, nonprofit organizations, civic and religious organizations provide grants and/ or scholarships for post-secondary education. It just takes some searching.

Consider speaking with your local high schools' guidance or career center as they are kept aware of such businesses and organizations.

Consider a Home Equity Loan as there is a tax deduction benefit that comes with these loans

## **DEPOSIT**

Upon acceptance, each applicant will receive notification of acceptance and required enrollment forms. Further announcements and schedules will arrive prior to the start of classes. All students are expected to place a minimum deposit of \$1,000.00 (or make other financial arrangements) when submitting the enrollment forms. The deposit needs to be submitted with your enrollment agreement so supplies will be ready for you at orientation unless alternative arrangements have been made.

## **Pay in full at time of enrollment SPECIAL OFFER;**

Medical Intensive and Kinesio Taping Track students that pay in full may receive a Custom Craftwork Heritage Essentials Kit. The package approximate value is \$575, pricing subject to change without notice, not redeemable for cash, exchanges or refunds.

Therapeutic program student that pay in full may receive a Blue Sky Bundle: set of cotton sheets, holster, bottle of Sacred Earth Oil, table warmer/fleece for a package approximate value is \$185, subject to change without notice, not redeemable for cash, exchanges, or refunds.

*Custom Craftwork Heritage Essentials Kit includes:* Shiatsu Release Cables, Reiki End Panels, Rounded Corners, Dual Knobs, Full Length Piano Hinge, Dual-End Accessory Ports, Solid Beech Frame, Solutions Polyurethane Upholstery, a 3" thick multi-layered foam system, Classic Adjustable Face Rest & Cushion, Front Arm Sling, Carry Case, Round Bolster, Sheet Set, 3 Flannel Face Rest Covers, Oil/Lotion Holster, 8 oz Sacred Earth Lotion, Under Table Shelf.

Note: Retail price for the table package is \$575 including tax/shipping. Retail cost and shipping of the table will be added to student account if program is not completed. No other discounts or special offers or refunds or exchanges apply.

Educational documentation released only upon full payment

# 2024 TUITION, SUPPLIES & EXPENSES

## TUITION: CHOOSE YOUR PROGRAM

Medical Intensive Track or Kinesio Taping Track: \$12,980 or  
Therapeutic Program: \$8,850

Tuition Includes: all required weekday courses and 8 weekend seminars for Medical Intensive Track and 9 seminars for Kinesio Taping Track, as laid out on the curriculum framework page, curriculum provided electronically via online Learning System Canvas, name tag, t-shirt, sample oils, Oil/lotion for use in class & clinic and liability insurance. Kinesio Taping Track also includes Kinesio Taping kit. All student will also receive a 1 year subscription to NMT Midwest Online Portal.

Student Liability Insurance: INCLUDED All Full-time students are covered on the schools blanket Liability insurance from the start of school until the last day of class. Part-time students are not covered until they start their second half of schooling, or when they start their hands-on CST, whichever comes first. Students are covered for only school related activities. Students on extension need to obtain their own insurance as the school coverage expires the last day of class.

## REQUIRED SUPPLIES/EXPENSES:

We do not FORCE you to buy supplies from us.

- Textbooks are approximately: \$253: You will be provided a list of the 4 textbooks that are required for your classes. You can purchase these on your own. Blue Sky carries a few titles in our retail store in Grafton. (availability not guaranteed) Books are required to complete homework and reading assignments.
- Massage Table: You can purchase a massage table on your own or with Blue Sky. We offer a Custom Craftworks Essential Table package for \$575 including tax and shipping.
- Oils/Linens: Students are supplied oils/lotion during class and clinic. Student must supply their own oil/lotion for homework and offsite events. Students must supply linens for class and clinic. We recommend two bath towels, some wash clothes and hand towels for use in class and in clinics, five sets of twin bedding (including a flat and fitted sheet and pillowcase per set) pillow and blanket. Approximately \$75.
- STATE EXAM: \$135. Blue Sky may assist in administering the State Test from the State of Wisconsin Department of Safety & Professional Services. Current fees are \$60 for the initial credential and \$75 for the State of Wisconsin statutes and rules examination;

these fees are set by the State and subject to change without notification. Passing is a requirement for graduation.

- CPR AED Training: \$35-\$65

Students are required to take CPR, AED and standard First Aid training and remain current during the program. Once taken, they are granted credit on their transcript. The training is provided by a separate agency and generally costs between \$35 - \$65. Check with your local Red Cross or community hospital for scheduled dates and fees. upon proof of copy submission to the school. Class must be from approved DSPS approved provider list of approved providers: [http://www.dhs.wisconsin.gov/ems/License\\_certification/CPR.htm](http://www.dhs.wisconsin.gov/ems/License_certification/CPR.htm)

- NATIONAL EXAM: \$265

In semester 2, Students will receive a packet of information on the National Exam. Students are required to pass the Federation of State Massage Therapy Board MBLEx exam as a prerequisite for State of Wisconsin Licensure. National fees are set by FSMTB and are subject to change *without notification*.

Additional Expenses: The student may incur additional fees based on the student's actions and/or choices; fees are fully disclosed throughout this catalog and student handbook.

## **NOT INCLUDED:**

The Tuition fee and Supply fee does not include printing of curriculum, optional books for seminars, linens, oil, towels, table accessories, or extra shipping and handling and tax charges for table accessories, CPR and First Aid/AED certification, State and National certifications, lodging, transportation, food and miscellaneous fees such as printing (optional, not required), printing of forms, or any other fee based on student's actions. Costs for some of these items are listed above and below. Extra study tools, books and materials are available at the school store, at the student's expense. Students receive a 10% discount on many items.

A desktop or laptop computer is highly encouraged as online access to Canvas is required for science and some additional classes. If a student does not have access to a desktop or laptop – the school has a limited number of Google Chrome books that can be checked out for use during the program.

After Graduation Optional Expenses: – AFTER GRADUATION  
*ORGANIZATIONS: Approx.*

*\$100 - \$300* if a student chooses to join a professional organization fees for membership and examinations are set by each organization and state. Membership in an organization is encouraged (there are student memberships). Students should budget \$100 - \$300 per year for professional organization fees.

# ACADEMIC POLICIES

In depth policies and procedures can be found in the student handbook.

## GRADING POLICY:

- All students must maintain a minimum cumulative grade of 75%.
- Grades lower than 75% are considered to be failing.
- All classes are graded numerically with the exception of Experiential Lab, Learning Strategies, First Aid/CPR, and Orientation.
- Students will be notified by the 10<sup>th</sup> of each month if their grade has fallen below a 75%.
- The Administrative Office will issue Academic Probation notices monthly, between the 1<sup>st</sup> and the 10<sup>th</sup> of each month.
- Students will receive a progress report card within 3 weeks after the end of the semester
- Students have a maximum of 2 weeks from the failed class' last date to bring up a failed class grade.



Final semester grades are calculated and recorded on the transcript according to the following criteria:

Letter Grade	Numerical Grade
A	92%-100%
B	83%-91%
C	75%-82%
F	Below 75%

Grading criteria includes all written and practical exams, attendance, hands-on skills, clinical experiences, class participation, behavior/professionalism, homework, evaluations, feedback forms, special projects and all written and oral assignments.

## Grade Point Average:

Students at Blue Sky receive a grade point average (GPA) based on the grades they receive in their courses. Seven classes at Blue Sky (CST, MSAK, CAPP, Professional Development, Holistic Dynamic classes, Clinic Experience and Track classes) will have a grade that will be used to determine overall grade point average. This grade point average will be determined from these seven subject grades. This grade point average is determined based on a 4.0 scale (4 = A, 3 = B, 2 = C, and 0 & 1 = F) and weighted according to the number of class hours. When a class is repeated only the grade for the repeated class is calculated in the grade point average repeated, class grades supersede previous grades.

## Classes graded on the basis of "pass"/" fail":

Experiential Lab, Learning Strategies, First Aid/CPR/AED, and Orientation are graded on a basis of completion. To receive a "pass" grade the student must attend all class hours and successfully participate in all class assignments, homework, quizzes or exams. Failure to complete any requirement will result in an Incomplete.

## Incomplete Class Grades:

Are given when homework or assignments are missing and are not used in place of a failing grade. Missing class make-up time may result in a passing grade tuning into an Incomplete. Students receiving an incomplete grade will have two weeks from receiving their progress report to complete missing material or the "incomplete" will revert to an "F" with no academic credit given.

## SATISFACTORY ACADEMIC PROGRESS POLICY:

Students with a course grade that falls below 75% are placed on Academic Probation. If a student fails any course (score less than 75%) yet their score is between 70% and 74%, the student may apply to the Student Review Committee for remedial action. Applications will be considered only under exceptional circumstances, and this action

is not automatic. If remedial action is permitted, such work must be completed before the second-class meeting of the next semester. A fee would apply for this work. If the remedial action for the failed course is unsuccessful or if the student's semester course score is below 70%, the student will be withdrawn/dismissed from the course and the course must be repeated at the next available opportunity. Multiple course fails will result in dismissal from the program.

If the failed course is CAPP, MSAK, and/or CST, the student may not continue with the course sequence until failed courses are passed. There is a fee for retaking a course (\$18 per clock hour) and students will be responsible for any fee or coursework changes that may occur. Any necessary class retakes must not result in the total credit hours attempted exceeding 1.5 times the total credit hours in the program. Class retake fees less than \$200 must be paid prior to the student being able to take the class retakes, greater than \$200, a payment plan must be in place prior to the student being able to take the class retakes.

### **ATTENDANCE AND TARDINESS POLICY:**

The diploma and transcript reflect the hours a students completes, therefore all missed class time must be made up. Students should refer to their class syllabus for the make-up assignment. Attendance is taken by the Instructor and/or Teaching Assistant and entered in a secure online platform for all classes in order to verify hours. Students are not allowed to continue with normal course progression without having completed attendance in the previous courses, unless pre-approved arrangements are made with the Administrative Office. All students are expected to arrive on time and stay until the class is completed. Please note of the following:

- Any student who is absent without communication with the Administrative Office or without medical documentation, for 14 days or more (missing class 2 weeks in a row or 2 consecutive classes) may be withdrawn (dismissed) from the program/class, unless prior arrangements have been made with the Administrative Office. The student must contact the Administrative Office before 12 noon the day after the second absence. If there is no communication after the third consecutive absence the student will be dismissed completely from the massage program. Tribal and GI Bill® funding may have additional requirements pertaining to absences which impact eligibility. Please contact the financial office and/or funding representative for specific details. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)
- Total hours of absences (including class time and clinic) cannot exceed 85 hours (10% of the program). Student will be dismissed for exceeding this limit and would require a retake of the class or entire semester in which the majority of the absences occurred.
- Items not made up within the allotted time frame may result in a demerit weekly for each item until all are completed. More than 2 demerits for an absence/missing items may result in class suspension until the absence/missing items has been made up.
- Students who are habitually absent and have received repeated demerits may be dismissed from the program.
- Absolute professionalism is required. Students will be issued demerits for continually being tardy, no call/no show for Student Clinic, missing classes to avoid turning in assignments/taking exams/quizzes, etc.
- Tardiness is when a student arrives more than 10 minutes late or leaves more than 10 minutes early, they will be considered absent and will be required to make up the entire class period.
- All absences are based on class hours and not on school day.

*"For the one year you give toward your full-time training at Blue Sky, really make school your number 1 priority – above all else, even family, friends & job. This effort will pay off in the way you'll be able to help your future clients – who depend on you to know your stuff."* --Nita M, 2010 Graduate

If the student needs to retake a class, the student may not continue with that class sequence and will be scheduled for the next available class. When withdrawing from CAPP and MSAK, it means the student cannot continue with CST and other hands-on portions of curriculum including many Track classes. This change may require the student to meet different educational requirements with additional fees.

Track classes/weekend seminars must be attended on the scheduled date. "No shows" (non notification) or attending the wrong seminar will be assessed a \$150 fee, in addition to the \$50 transfer fee that may apply. If a student is absent from a seminar for more than four hours they will have to retake the seminar day the next time it is offered or the entire seminar depending on the material missed, space permitting (\$50 transfer fee will apply). This may extend the student beyond graduation date and student would be subject to an extension. If less than four hours are missed, the student will be assigned make-up work. Students must attend each Track class fully in order to receive credit for it. If a student is not able to attend, s/he must notify the Administrative Office as early as possible. If the student notifies the Administrative Office at least 24 hours before the start of the first day of the seminar, there will be a \$50 transfer fee assessed and the student scheduled in the next available time it is offered (space permitting). If the student notifies the Administrative Office of their absence inside 24 hours, the student may be assessed the \$150 fee, in addition the to the \$50 transfer fee that may apply.



### **MAKE-UP POLICY:**

To make up class hours (except for Track seminars), the student should consult their class syllabus and complete the make-up assignment listed for the week missed and any items that were due at the time of the missed class. Make up assignment must be completed within two weeks of the original missed class day. If the student is absent on a day the class is taking a quiz, test, exam or practicum, the student must make-up the quiz, test, exam, practicum prior to the next class meeting. If the missed class and missed test, quiz, exam, practicum is not made up within the allotted time, the student will be given a zero for that class day and quiz, test, exam, practicum and will not be able to retake the missed quizzes, tests, exams, or practicum (see section F.7). A \$75.00 fee will be assessed for any practicum's completed as a make-up. Note: if a make-up requires an instructor's/TA's teaching session there may be a fee incurred by the student, payable to Instructor/TA directly. Special circumstances will be considered.

Make-up of seminar items needs to be turned two weeks from the date the class was missed or by graduation, whichever is sooner to the Administrative Office. Since some classes and seminars are not repeated until the next school year, it is in the student's best interest to attend class at the scheduled time, if not an extension may be required. If the student missed the seminar or class due to failing grades or retakes the student may incur additional fees, travel expenses.

### **RETAKE POLICY:**

A student has three weeks to retake a failed test/exam/practicum/quiz from the date it was originally administered unless it is the end of the class or end of the semester. If it is the end of the class or end of semester, the retake must be done within 1 week or preapproval for longer must be obtained from the Administrative Office. Retakes may not be taken during normal class hours. The student is responsible for arranging the retake by completing a Student Request Form and scheduling the retake with both the Instructor and Administrative Manager. Retakes must be paid for at the time the retake is completed. Quiz/Tests: only one retake of a failed quiz, test, exam or practicum is allowed per semester per subject (CAPP, MSAK, PD, Holistic Dynamics, and CST.) The fee for quiz retake is \$30 and test retake is \$75.



## **WITHDRAWAL/DISMISSAL POLICY:**

A student may withdraw from the program at any time. A student may be dismissed from one course or the entire program for failing to comply with Blue Sky's Satisfactory Academic Progress Policy, attendance policy or any other school's policies, as specified in the student handbook, and/or failing to meet tuition obligations. A fee will be assessed for early withdrawal or dismissal and is subject to change (See Refund Policy). Tuition will be prorated for classes attended and the withdrawal date will be the last day the student attended class. If no notification is received after missing three consecutive classes, the student will be considered withdrawn/dismissed and the withdrawal/dismissal will be dated as the last attended class date. Veterans' program participants may be subject to GI Bill® regulations which require a portion of funds received on their account to be returned. No academic credit is given for incomplete classes. The student is responsible for their entire financial obligation to the school and must pay in full. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

## **REFUND POLICY:**

### **1. Refund Policy (Non-Veteran):**

Blue Sky policy for the refund of tuition in the event that an enrolled student withdraws, is suspended or is dismissed from the program at any time prior to completion is as follows;

The official withdrawal date is the date of receipt of the student's notification of withdrawal or two scheduled class weeks after the last class day attended by the student, whichever date is earlier.

**Three Day Cancellation:** A student who withdraws from the Program within three (3) business days after submitting the Enrollment Agreement will receive a full refund of tuition paid within 10 business days.

**Pro Rata Refund:** After the Three Day Cancellation period, any student who attends Blue Sky then withdraws or is dismissed on or before completing 60% of instruction may be entitled to a pro rata refund less withdrawal fees (\$50 in Semester I or \$400 in Semester II) and finance charges (payment plan only). The pro rata refund is determined by the number of calendar days (excluding scheduled breaks) that will not be completed, divided by the total number of calendar days in the program (excluding breaks), rounded down to the next 10%. That percentage is applied to the total tuition charged to the student for the current enrollment period, and results in the refund amount. Any student who completes 60% or more of the program is not eligible for a refund. Efforts will be made to refund amounts for supplies unless the items have been used and

they cannot be used, sold or returned by the school to the supplier. Blue Sky shall issue refunds to the student within 30 days of the student's withdrawal date (not including those utilizing the 3-day cancellation).

The \$75.00 payment plan administration fees are non-refundable. Student remains responsible for the payment of \$75.00 in the event of withdrawal/dismissal in semester 1 and \$75.00 for withdrawal/dismissal in semester 2.

**Optional Courses:** This policy does not apply to optional courses/seminars taken in addition to the requirements of the Program.

**2. Refund Policy (Veterans):** In the event a student approved by the US Department of Veterans Affairs (VA) for veterans' education benefits withdraws or is dismissed prior to completion, the Blue Sky School of Professional Massage and Therapeutic Bodywork follows the following policy to refund unused tuition. If an eligible student attends only a portion of the program, the amount charged will not exceed the exact prorated portion of the total tuition charge, which is the length of the completed portion divided by the total program length. Put another way, the refund for prepayments is determined by dividing the number of calendar days remaining in the program on the date of withdrawal or dismissal by the total number of calendar days in the enrollment period. The pro rata refund is the resulting percentage of the total tuition charged the student for the current enrollment period. School policy complies with CFR section 21.4255.

## **REINSTATEMENT & READMITTANCE POLICY:**

Any withdrawal or dismissed student that wishes to be reinstated or re-admitted to the program must make an Appeal by contacting the Administrative Office. If they have been gone less than 180 days, they do not have to fill out a new application nor reapply. However, if they have been gone between 180 days and 1 year after withdrawal or dismissal, they must submit a new application and may be asked to re-interview. Those students that have been gone more than one year must re-apply and start the program a new. The Administrative Office will determine if it is in the best interests of the student and the school to allow re-entry. If accepted the student will be assessed a \$250 re-application fee. The re-entering student is responsible for their previous financial debt to the school and it must be paid in full before resuming the program. Students will be on a probationary status and must make satisfactory progress toward graduation.



Re-entering students, those less than one year from withdrawal or dismissal date, will resume the program with the semester following their last successfully completed semester and are responsible for any changes in curriculum, books and tuition.

## **LEAVE OF ABSENCE:**

Request for a leave of absence must be submitted in writing to the Administrative Office. One leave of absence may be granted for health problems, family emergencies or required for retaking failed classes. A \$250 leave of absence fee may be waived depending on circumstances. When a leave of absence is granted, a readmission date will be arranged. For a leave of absence exceeding three consecutive weeks, but less than one year, students will re-enter the program at the beginning of the uncompleted semester following their leave. Repeated class fees will be prorated for the semester. If a leave of absence exceeds one year, it is considered voluntary withdrawal and a fee will be assessed (see Refund Policy). At the time of the leave of absence the student must pay in full for all tuitions/fees owing. If the student decides to return to school after a voluntary withdrawal, they will be required to begin the program over and pay current tuition rates. Refunds will be calculated according to the refund policy and the student will be responsible for full tuition upon readmission. The student will be responsible for any tuition or fee increases during their leave in addition to all curriculum changes. Students are allowed one leave of absence.

Leaves of absence for military service will be granted upon receipt of copies of those written orders and leave of absence fees will be waived. The re-entering student will be responsible for any changes in curriculum, books, and tuition and all prerequisites for the re-entry school year must be completed. Students with a military leave of absence greater than one year are encouraged to take an 8-week refresher course once they return, to familiarize themselves with the basic skills. Student will re-enter the program at the beginning of the semester in which they left.

## **CANCELLATION POLICY:**

If a class is cancelled (i.e., CAPP, MSAK etc) students will be notified at least 24 hours in advance, but inclement weather or unforeseen emergencies may require a shorter notice. Class time will be made up on an arranged date and time within a few weeks of the cancelled class. In extraordinary circumstances students may be required to make up the class between semesters. If a cancellation or substitution of a class section, program, track, seminar or class is required, students will be advised at least one week before cancellation or substitution. Students can accept the change or will be given the choice of transferring to another section/program or withdrawing with the applicable refund policy.

## **DEMERITS:**

Violation of any policy listed herein may result in a demerit (i.e., dress code, cell phones in class, unprofessional conduct and other disruptions). The Administrative Office reviews demerits; students may receive a verbal or written warning for the first offense without subsequent penalty.

For the first and second demerits the student may be required to perform, at the discretion of the clinic coordinator, one extra student clinic shift, or assist the clinic or Administrative Manager with projects/tasks for a period of four

hours. For the third demerit, 2 additional shifts will be required, along with an assessment fee of \$25.00 per demerit. After three demerits, depending on the severity and type, the student may be expelled.

Blue Sky has the right to adjust any penalties based on the severity of the incident. Any actions or comments that somehow threaten the safety of any student or staff member will be taken very seriously. Blue Sky has a zero-tolerance policy for abusive, derogatory, belittling or threatening behavior and comments; such actions may be grounds for immediate dismissal from the program. Threats, intimidation, abuse or derogatory statements and/or behavior also includes postings on social media sites; students engaging in such postings about other students or staff members will be issued a demerit as a minimum when such postings are discovered, and depending on the severity of the incident, the student may be subject to immediate expulsion. Depending on the severity of the violation, number of occurrences, etc., demerit penalty and fine may be modified at the discretion of the student review committee.

### **SEMINARS (TRACK CLASSES):**

Students in the Medical Intensive Track or Kinesio Taping Track programs are required to complete and have passing grades in all weekend track seminars as specified for their track. Students will be given a seminar schedule form listing the dates of their tracks seminars. Students should note that some seminars are only offered once a year and missing, changing date may result in delay a student's graduation and additional fees.

If a student fails the seminar exam, the student will need to retake seminar or retake the seminar exam (fee at student's expense), and choice may be determined by Instructor or Seminar Coordinator. If a student no-showed the seminar, the student must take the seminar the next time it is offered, no show fee of \$150 will apply. Student missed 4 hours or more of a seminar, the student will need to retake that day the next time the seminar is offered. If the student missed 3 to 4 hours of the seminar due to extenuating circumstances, they may qualify for the option of a written report. The student must apply to the Administrative Office for this option. If the student missed less than 4 hours, the student should ask someone else in class to assist them with taking the notes and they will also need to do a report or a CMA as determined by the Instructor or seminar coordinator. A Seminar Absence sheet will be provided to the student indicating what is needed to be completed.

If a circumstance beyond Blue Sky's control cause seminar dates or times to change after a student is enrolled and the student is unable to attend the new seminar, there is no fee to transfer or withdraw from that seminar. The school is not responsible for any additional fees incurred by the student due to the change.

### **CHANGE IN STATUS/PART-TIME FEES:**

Transferring from one class section to another is permitted only by written request to the Administrative Office and after a discussion of graduation requirements. A maximum of 3 status changes are allowed during the program and section changes may not be possible due to class size restrictions. If a transfer is granted, the student will be assessed a \$250 administrative fee. For transfers from full-time to part-time, students are also responsible for changes in tuition, fees, hours, curriculum, class start time, as well as other graduation requirements needed for their new class. The part-time program option is subject to availability based on enrollment.

### **GRANTING CREDIT FOR PREVIOUS EDUCATION:**

A student may receive credit for previous education non-CST classes by presenting a transcript or certificate of completion from a comparable course and successfully completing a competency exam. The student must present to the Administrative Office a written request including the transcript or certificate of completion, at the time of interview (or no later than 2 weeks before classes begin) to be eligible for the competency test. If the exam is passed with a minimum score of 80%, the course requirement will be filled by transfer credits and clock hours will be awarded. Students cannot receive partial credit for a course and there are no refunds or discounts for credits earned for previous education (the student will be responsible for the full tuition and supply costs). The program length for students who have previous education credit granted will still be 11.5 months; the number of in-classroom hours will be less per week depending upon what classes the student tested out of. A maximum of 250.0 clock hours may be transferred. When receiving credit for previous education, the student risks missing important information regarding massage therapy and its application that is presented in the course. The student cannot hold Blue Sky or its staff responsible for



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### **GRADUATION REQUIREMENTS:**

All students are required to complete their graduation requirements within the 11.5-month full-time or 23-month part-time program. By regulation, extensions may extend this time to no more than one and one-half times that specific length. Students are responsible for keeping track of their requirements. Students must complete all coursework and assignments and requirements in order to graduate. All fees must be paid in full eight weeks prior to the last day of class unless prior payment arrangements have been agreed upon. Students must complete the following in order to be awarded a diploma (please note this is a diploma and not a degree):

- Complete and pass all coursework and assignments within the full-time or part-time program in which the student is enrolled.
- Complete all CST hours (including friends and family, CMA's, Professional Field Placement, Clinic Experience including student clinic, case review, Fieldwork, Track classes, etc).
- Comply with all policies and procedures during the school year.
- Pay all tuition and fees in full 8 weeks before the end of the school year and prior to taking final exams (or as previously arranged).
- Attend 100% of classes or complete make-ups where approved.
- Pass all CST Practicums (written and hands-on sections).
- Pass the State of Wisconsin licensure exam and must provide pass results.

If needed, completion of an extension not to exceed 1.5 times the normal time frame for the full-time program. In order to receive a diploma on the night of graduation, each student must submit all required paperwork two weeks before the last day of class. Otherwise, the diploma, certificates and transcripts can be picked up at the student's school location thirty days after the date the Administrative Office receives all required student paperwork. Students who have not fulfilled all requirements by graduation day are encouraged to participate in the graduation ceremonies but will not receive their diploma until they submit all required paperwork.

### **POLICY ON EXTENSIONS BEYOND GRADUATION DAY:**

An extension for up to 23 weeks may be considered for students not completing the program by the last day of class. Students needing extensions may apply to the Administrative Office by completing the Extension Request Form at least 4 weeks before the last day of class. Extensions will only be considered for Professional Field Placement, Student Clinic, Clinical Massage Assessment (CMA) and Instructor Massages, Fieldwork, Experiential Lab and weekend seminars. Extensions do not apply for core class work (CAPP, MSAK, CST, Holistic Dynamic classes including making up quizzes, tests, mid-terms, finals, practicums and make-up days for regular weekday classes).

missed information. The test(s) must be taken at least two weeks prior to the start of classes. There is a \$100 administrative fee required for each class. If the student passes the test and elects to not attend the class, the administrative fee is refunded. If the student passes, but still enrolls in the class the

#### *Alumni Testimonial*

*"This past year has been a WILD ride. From surviving a pandemic to navigating a hands-on schooling virtually.*

*I can say this has been a very fulfilling decision.*

*Blue Sky was my answer when I thought all my opportunities or doors had been shut.*

*Im grateful for the staff here and the patience they also had during this year."*

**- Sarah 2021 Grad**

Before an extension is approved, students must meet with the Administrative Office to develop a plan of action for completing missed work. This plan becomes a contract, is attached to the extension application and is placed in the student's file. Students not fulfilling the terms of this contract face possible dismissal. Those students granted extensions will be assessed \$50 for each four-week period of extension for administrative and instructional costs. This amount is due every four weeks and is not prorated. The student is also required to perform the following tasks:

- 1 clinic shift/month (minimum of 4.25 hours)
- 1 CMA massage/month

These additional requirements must be completed during each extension month to ensure student skills remain current. Due to policies and procedures of our governing agencies, students who do not complete their requirements within the extension period will be dismissed and must repeat the entire program at full cost. It is the student's responsibility to maintain contact with the school as the school cannot follow up with the student. If students miss deadlines, that student will be removed from the program and their file will be closed. The student will be deemed finished and their file will be locked.

## STUDENT SERVICES

### STUDENT CONDUCT:

Blue Sky School of Professional Massage and Therapeutic Bodywork is a professional school. Our students will be true professionals and expected to act as such. Courtesy, sensitivity, punctuality, honesty and respect are the very foundations of professional therapy. Students who unreasonably disrupt the learning process will be asked to alter their behavior or be dismissed from the class/event and receive a demerit and will be expected to make up the class.

After one dismissal from a class or event, the next incident may result in automatic expulsion from the program. Please remember that Blue Sky is the training ground for a respected *profession*, and as such students are required to act in a professional manner, being courteous to instructors and each other. Demerits will be issued for unprofessional conduct. Unprofessional/disruptive conduct includes, but is not limited to, making negative, derogatory or belittling comments toward the school, an instructor or fellow student, inappropriate behavior while at a Blue Sky function, and any action (either physical, verbal or written) that in any way brings about safety concerns by the staff or fellow students. Blue Sky has a zero-tolerance policy for unprofessional conduct.



### BOOKS & SUPPLIES:

Our book and wellness store offers students a discount on their purchases. Students are not required to purchase additional supplies in the store, but volume purchasing often enables us to offer better prices to students. Students receive discounts on an assortment of books, oils, vitamins, herbs and more. Curriculum for weekday classes is provided to the students electronically. To remain current with advances in the field of massage therapy, Blue Sky regularly upgrades its textbooks to the most current edition. Therefore, Blue Sky does not take back textbooks or supplies in the event that a student is unable to continue with the program.

### STUDENT RECORDS:

Students' records and files are securely stored at the Grafton Administrative Office, Alumni records are securely stored offsite. Files include, but are not limited to; student applications, emergency information, progress reports, report cards and transcripts. Student grades and attendance are kept in an online secure platform and backed up in a separate online platform and an external secured drive. Files will be maintained for six years, after which time, only documents required for licensure or accreditation will be maintained. Transcripts will be kept indefinitely. Students, Graduates and former students may review their files by contacting the Administrative Office (requests filled within 30 days from receipt.) Review will be made during normal business hours with Blue Sky staff present. Students may copy materials in their file if they choose (a fee will be charged) but nothing in the file may be removed or altered. See Student Information Release Form for more information.

## **CONFIDENTIALITY:**

The mutual respect and privacy of a therapeutic relationship requires the therapist to maintain strict confidentiality. The classroom, Student Clinic, CMA, PFP, Fieldwork sites are an extension of the protected therapeutic environment. Therefore, private information revealed by a client, student or staff will remain strictly confidential. Breaches in confidentiality are grounds for disciplinary action, up to and including dismissal from the program. Discussion of clinic clients shall be limited to appropriate academic situations. The names of clients shall not be revealed under any circumstances, except to your Student Clinic Supervisor/Clinic Coordinator on duty, the Administrative Office.

Information regarding individual students, student grades and records, academic status and/or financial status shall be kept confidential among appropriate staff members. Students may not know each other's grades and thus may not grade each other's quizzes, tests or exams. Quizzes, tests or exams will be given by a staff member directly to each student or placed in the student's mailbox with only the student's name showing.

Students' telephone numbers and address will never be revealed to parties outside the school community and to other students only if approved by the student.

Once a student graduates, the student's file is considered locked. Obtaining information from this locked file requires written approval (requests filled within 30 days of receipt) from the student via Administrative Office. The Administrative Office can access student files for statistical evaluation purposes or to obtain information requested by the student.

## **NAMETAGS & STUDENT DISCOUNTS:**

Each student will be provided with a nametag that must be worn during all student activities including weekend seminars and specialty classes. Demerits may be issued for failure to comply. If a nametag is lost Admin will replace it for a \$18 fee.

## **TUTORING:**

Students needing additional academic assistance in school should contact their Administrative Manager for information on tutoring, study buddies, study groups, audio/visual recording, and oral test taking. Some requests need to be documented and preapproved prior. Some school graduates and instructors of the school are available to assist/tutor students with their studies and coursework. If a student has difficulty with written tests, a TA may be assigned to administer tests orally. The student must inform the Instructor and Administrative Manager in writing two weeks in advance that assistance is needed in the test taking process. Each student is responsible for any fees incurred. Rates must be negotiated directly with the tutor. It is the student's responsibility to set up the tutoring. Blue Sky would like to make the student's learning experience a positive event; communication of needs is important.

## **ALUMNI:**

Blue Sky has an Alumni Program that encourages continued contact with graduates. Alumni receive special discounts on seminars and discounts at Blue Sky Retail Store for filling out our annual Alumni Survey. The school maintains a community referral service of past graduates at the Administrative Office and a job bank at each location and on the website. Blue Sky will occasionally post jobs and volunteer opportunities through Facebook.

## **HOUSING AND CAR-POOLING:**

Our locations do not offer housing options. Out of state or out of town students are referred to local resources for housing assistance. Students from all areas are encouraged to carpool for both environmental and personal growth reasons. Blue Sky is not liable for lodging or travel expenses incurred by the student. For example, when a student must travel to another location for a seminar or event, Blue Sky or the student's tuition does not cover gas, food or lodging expenses.

## **JOB PLACEMENT PROGRAMS:**

Blue Sky does not guarantee placement or postings availability. Placement services provided by the school is offered as an assistance in working out the student's placement but is not offered as an assumption of the responsibility for finding the student a job. Blue Sky has built into its curriculum various networking opportunities for student and perspective employer interactions. Therefore, the majority of our students have job opportunities lined up prior to graduation. If needed to help

with placement, we have an exemplary reputation in the community and receive many announcements of job openings in greater Milwaukee, Green Bay and throughout the Midwest. These openings are posted at each location and on our website at [www.BlueSkyMassage.com](http://www.BlueSkyMassage.com). Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

### **LIBRARY:**

Grafton location has a library, which contains books, journals and videos. Any of these items can be checked out by contacting the Administrative Manager for assistance. Students may check out materials for a period of two weeks. There is a limit of three items per student. Videos/DVD's may not be checked out. An item may be renewed after it has been returned for 24 hours. Late fees are \$1.00 for the first day and \$0.50 each day thereafter. Replacement costs are charged for lost or damaged items. Access to library materials will be available during normal business hours or by special appointment. Auxiliary classrooms can be provided with a list of local libraries where media and computers may be available for use or items can be inter-officed to them from the Grafton location or obtained during a seminar.

### **STUDENT ADVISOR:**

The Director of Education is assigned to assist students with academic and school related issues. Meetings may be scheduled at either a student's or Director's request. The Director will document conversations and forward it to the Administrative Office for filing; the Management team may be called on to assist in the resolution of problems or issues. Blue Sky cannot offer counseling services to our students.

### **STUDENT REPRESENTATIVE(S):**

Each class will elect a student representative(s) who will meet with their Administrative Manager at least once a semester to ensure classroom communication. The student representative(s) must be comfortable mediating student concerns with staff and staff concerns with classmates and must remain in good academic standing in all classes. The student representative must be a positive professional and act in the best interests of their classmates. The class or Blue Sky may request election of a new student representative at any time should the best interests of the class not be met.

### **GRIEVANCE POLICY:**

At Blue Sky we strive to make the student's journey a positive one. Complaints or concerns will be addressed in a timely manner and should follow a specific course of events and actions by all parties. If the complaint or concern is regarding the school, staff, its policies or procedures, the student should complete the Complaint Discrimination Harassment Form (C.D.H.F), found near the student mailboxes at each location and forward it to the Administrative Manager or Administrative Office. A student may also contact the Administrative Manager or Administrative Office via phone, email, fax or mail. The Administrative Manager or Administrative Office will respond in writing within one week of receipt of grievances or forward the grievance to the Student Review Committee. The Student Review Committee has two weeks from receipt of the grievance to act on it.

If not satisfied with the resolution, the student may follow the appeals process. Complaints concerning Administrative personnel should be directed to the Director of Operations. Grievances wishing to be elevated can be sent to the Board by sending sealed correspondence to the Administrative Office addressed to "Board of Directors."

Students are expected to follow this policy to deal with problems or issues that they encounter with the school, staff or fellow students. It is beneficial to resolve the grievance at the source first, and then proceed to the next grievance level. Skipping steps in the process will delay a timely resolution. Students may go to the Wisconsin Department of Safety and Professional Services – Educational Approval Program and issue a complaint/concern/grievance. The WEAP may refer them back to the school if the student has not first followed the school's grievance policy.

### **APPEALS:**

If a student has followed the Grievance Policy procedures and the issue is not resolved to their satisfaction, the student may register a written appeal to the Student Review Committee within two weeks of the incident. The Student Review Committee will decide and respond in writing within two weeks. The Student Review Committee can be reached by faxing the information to 262-376-7707 or mailing it to Director, 1230 13<sup>th</sup> Avenue, Grafton WI 53024.

If unsatisfied with the Student Review Committee's decision, the student may file a complaint with the DSPS; Wisconsin Department of Safety and Professional Services – Educational Approval Program, P.O. Box 8366, 4822 Madison Yards Way, Madison, WI 53705; [www.dsps.wi.gov](http://www.dsps.wi.gov); [dspseap@wisconsin.gov](mailto:dspseap@wisconsin.gov); (608) 266-1996.

Skipping steps in the Grievance Policy or Appeals Policy may delay resolution, and as indicated above, result in enormous amounts of wasted staff time, and will result in demerits for offenders. All those involved in the grievance procedures are expected to communicate with temperance and mutual respect in a responsible, honest and direct manner. Specific allegations should, wherever possible, be substantiated.



## **COURSE DESCRIPTIONS**

### **STUDENT TO INSTRUCTOR/TEACHING ASSISTANT RATIOS**

- Hands-on classes have 10 students to one instructor/teaching assistant.
- Science classes have 18 students to one instructor/teaching assistant.
- Student clinic has up to 5 students to one instructor.

### **CLINICAL SOFT TISSUE TECHNIQUES: CST**

#### **CST 101 FUNDAMENTALS OF SOFT TISSUE**

##### **TECHNIQUES I: RELAXATION MASSAGE**

In Techniques 1, students learn the fundamentals of relaxation massage, including the strokes of effleurage, petrissage and tapotement. Students learn major muscle groups while practicing relaxation massage techniques. Additionally, application of oils, proper draping techniques, health history collection, indications, contraindications, and hygiene are taught. By course end, students will be able to give a complete full body relaxation massage. Finally, students are taught to care for themselves with proper body mechanics and self-care techniques. Prerequisite: Full-time status or successful completion all CAPP and MSAK classes for part-time students.

##### **CST 102 FUNDAMENTALS OF SOFT TISSUE TECHNIQUES II: APPLYING THE MASSAGE AND ADDING NEW TECHNIQUES**

In Techniques II, students take the methods learned in Techniques I and apply them to a variety of situations. Massage modalities that pertain to specific populations are introduced. Students learn sports massage techniques, chair massage, side-lying position, abdominal massage, and lymphatic and energy techniques. Students also study common diseases and pathologies and learn appropriate massage modifications for condition management. Students are required to perform 60 hours of massage on friends and family as homework throughout the program. This offers the opportunity of taking skills learned in the classroom setting and applying them to friends and family outside the classroom and amounts to less than 2 massages per week (remember practice makes perfect). Prerequisite: Successful completion of CST 101. Techniques I.

##### **CST 201 FUNDAMENTALS OF SOFT TISSUE TECHNIQUES III: SPA SERVICES AND COMPLEMENTARY MODALITIES**

In Techniques III, students discuss the massage industry and learn modalities appropriate for a spa setting. Many hydrotherapy techniques are introduced, as well as therapeutic facial massage and reflexology. In addition, students receive introductory instruction in Lomi Lomi and Cupping. The culmination of this course will have students creating and implementing a personalized massage service for their classmates.

Prerequisite: Successful completion of CST 101 Techniques I and II.



## **CST 202 FUNDAMENTALS OF SOFT TISSUE TECHNIQUES IV: DEVELOPING TREATMENT PLANS AND CRITICAL ANALYSIS**

In Techniques IV, students learn in-depth techniques to analyze, assess, and develop treatment plans for clients with complaints such as sciatica, low back pain, tennis elbow, carpal tunnel, thoracic outlet syndrome, whiplash, and more. The student will learn postural analysis, gate pattern evaluation, pelvic stabilization, muscle testing, ROM testing, as well as Introduction to Deep Tissue massage. Students use critical thinking to analyze and implement different therapeutic techniques to help their clients, honing their skills to develop and apply treatment plans for various conditions. Prerequisite: Successful completion of CST 101 Techniques I and II, CST 201 Techniques III.



## **CST 103 CLINICAL MASSAGE ASSESSMENT LABS**

In this course the student applies their massage skills and techniques to adjunct faculty who are healthcare practitioners currently practicing in the allied healthcare community. These healthcare practitioners evaluate and offer feedback to our students. These labs generally occur in an off-site setting. Prerequisites: Successful completion of CST 101, liability insurance coverage, CPR & First Aid/AED training, and good academic standing.

## **CST 104 LYMPHATIC MASSAGE**

The primary function of the lymphatic system is to collect toxins and cellular debris and transport them to various parts of the body for elimination. This system also helps the immune response by assisting in the production of pathogen fighting cells. This class teaches comprehensive lymphatic massage techniques that encourage lymphatic system flow, the cleansing processes that follow, and strengthening the body's disease resistance. Prerequisite: Successful completion of CST 101, and good academic standing.

## **MUSCULOSKELETAL ANATOMY & KINESIOLOGY: MSAK**

### **MSAK 101 MUSCULOSKELETAL ANATOMY & KINESIOLOGY I**

Designed specifically for massage therapy students, this class teaches the structure of the human skeleton and the location of major muscle groups. This class focuses on the fundamentals of learning musculoskeletal anatomy and kinesiology. Students will begin by learning proper terminology and actions. Skeletal structure of the human body is covered including bones and bony landmarks. Students will continue in section II, to learn the attachment points, direction of fiber and actions for each muscle to understand movement. Prerequisite: Enrollment in full-time or part-time program. Students must pass section I to move onto section II

### **MSAK 102 MUSCULOSKELETAL ANATOMY & KINESIOLOGY II**

This anatomy and structure class designed specifically for massage therapy students will focus on the fundamentals of learning musculoskeletal anatomy and kinesiology. Students will begin by learning proper palpation skills, terminology, actions. Bony landmarks, muscle origin, insertion, action, assessment and treatment plans for the Pelvis, Hip, Leg and Foot will be covered. Prerequisite: Enrollment in full-time or part-time program. Students must pass section II to move onto section III

### **MSAK 201 MUSCULOSKELETAL ANATOMY & KINESIOLOGY III**

Focusing on the integration of information learned in MSAK 101 and 102, students begin to analyze and assess the structural and functional integrity of the body, including postural and gait assessment. Additional topics include muscle length testing, orthopedic assessment, treatment plan formulation, and documentation. Students integrate assessment findings in CST 201. Prerequisite: Successful completion of MSAK 101-102. Students must pass section III to move onto section IV.

### **MSAK 202 MUSCULOSKELETAL ANATOMY & KINESIOLOGY IV**

The final class in this series of four sections focuses on the fundamentals of learning musculoskeletal anatomy and kinesiology. Students will begin by learning proper palpation skills, terminology, and actions for the head, neck, and face. Bony landmarks, muscle origin, insertion, action and assessment and treatment plans for the Head, Neck, and Face will be covered. A review for the national exam will be included in this class. Prerequisite: Successful completion of MSAK 101-102 -201.

## **CLINICAL ANATOMY, PHYSIOLOGY & PATHOLOGY: CAPP**

### **CAPP 101 MEDICAL TERMINOLOGY**

A massage therapist must be an effective communicator, so this course helps “crack the code” regarding terminology used in the healthcare field. The student will learn Latin roots, suffixes and prefixes to create words and to define them. The language learned in this course will be built upon in the CAPP, MSAK & CST classes. Prerequisite: Enrollment in full-time or part-time program.

### **CAPP 102 CLINICAL ANATOMY, PHYSIOLOGY & PATHOLOGY I**

Designed specifically for allied health-care professionals, this class teaches anatomy, physiology and pathology, starting with the general organization of the body, cells and tissues introduced as a foundation. The class continues with the Integumentary, Skeletal & Muscular Systems of the body. Students will learn the common diseases of the body and how to modify treatment plans accordingly. Prerequisite: Successful completion of CAPP 101.

### **CAPP 103 CLINICAL ANATOMY, PHYSIOLOGY & PATHOLOGY II**

This class builds upon tenets learned in CAPP 102 with an in-depth look into the anatomy, physiology & pathology of the Nervous & Endocrine System. The relevance of the subject material to massage therapists and the most common client pathologies are clearly outlined as each system is covered. Prerequisite: Successful completion of CAPP 102.

### **CAPP 201 CLINICAL ANATOMY, PHYSIOLOGY & PATHOLOGY III**

This course continues the study of the human body with an exploration of the anatomy, physiology & pathology of the Cardiovascular, Lymphatic, Respiratory, Digestive & Urinary systems, highlighting the most common client pathologies in each system. CAPP 201 begins the integration of the body by demonstrating the similarities & differences of each system of the body. Prerequisite: Successful completion of CAPP 103.

### **CAPP 202 CLINICAL ANATOMY, PHYSIOLOGY & PATHOLOGY IV**

This course completes the review of the body, and covers the anatomy, physiology & pathology of the Male & Female Reproductive Systems, with the relevance to massage therapy and the most common client pathologies clearly outlined. This class concentrates on the integration of all eleven body systems and how each helps the organism function. CAPP IV concludes with a review of the sciences preparing students for the national exam. Prerequisite: Successful completion of CAPP 201

## **PROFESSIONAL DEVELOPMENT: PDT**

### **PDT 101 ETHICS AND BOUNDARIES**

This course deals with many of the issues massage therapists deal with in their professional career, including, but not limited to: adherence to professional standards and character, understanding the scope of practice, the code of ethics, setting professional boundaries, understanding the therapeutic relationship and confidentiality issues. In addition, Wisconsin Law and Legislation affecting massage therapists will be covered. Prerequisite: Enrollment in full-time program or successfully completing all CAPP and MSAK classes for part-time students.

### **PDT 201 BUSINESS AND MARKETING**

This course deals with the business and marketing aspects of the massage profession. Students will learn goal setting, business planning, management, Wisconsin law and legislation, how to market themselves, and many other topics. Prerequisite: successful completion of Semester 1 for full-time program students or successful completion of CST 102 for part-time program students.

### **PDT 306 BUSINESS MASTERY WEEKEND SEMINAR**

Goal setting, owning your own business, accounting, taxes, marketing and communication skills are only some of the topics discussed in this seminar. Students learn skills to be successful in the business world as independent contractors, business owners and employees while remaining focused on the principles of their healing art. Prerequisite: successful completion of Semester 1 for full-time program students or successful completion of CST 102 for part-time program students.

### **PDT 202 PROFESSIONAL FIELD PLACEMENT**

Professional Field Placement is a unique personal externship program designed to provide students the opportunity to work in and experience various off-site healthcare facilities. Students will experience varied clientele, daily responsibilities of running and marketing a business in a real-life situation. The student can choose from a wide range of settings including massage therapy,

hospitals, health spas, chiropractic offices, physical therapy, and rehabilitation centers. Prerequisite: liability insurance, CPR/First Aid /AED training and successful completion of all classes in Semester I.

## **HOLISTIC DYNAMIC CLASSES: HDC**

### **HDC 101 PERSPECTIVES IN HOLISTIC HEALTH**

This class teaches students the various principles of holistic health and healing, including cleansing, enzymes for health, and the nutritional significance of food and herbs. Students learn to incorporate these elements into their lives and the lives of those around them. An introduction to vegetarian cuisine is offered along with advice on setting dietary goals. The Indian healing system Ayurveda "The Science of Life" and its relationship to individual constitutions will be explored. This course will conclude with a healthy potluck incorporating the practical knowledge the students learned. Prerequisite: None.



### **HDC 102 TAI CHI FOR BODYWORKERS**

Tai Chi is an ancient Chinese movement system designed to promote healthy posture through suppleness and elasticity. This class focuses on body mechanics conducive to Tai Chi and how they may be implemented into massage therapy. Prerequisite: Enrollment in full-time program or successful completion of all CAPP and MSAK classes for part-time program students

### **HDC 103 STRESS REDUCTION TECHNIQUES**

This class is designed with the massage therapist and client interaction in mind, in the belief that a therapist cannot heal another until they heal themselves. Students learn how stress affects the body and techniques to dissipate the ill effects. Students participate in activities designed to help them understand their own stress level and how to recognize stress in their clients, in an environment that is both informative and fun. Prerequisite: Enrollment in full-time program or successful completion of all CAPP & MSAK classes for part-time program students.

### **HDC 201 YOGA FOR HEALTH PROFESSIONALS**

This class presents the history, philosophy and asanas (postures) of yoga. Students learn that the strength, flexibility, breath work and relaxation of yoga will help them, and their clients become more centered and stress free. The traditional yoga sequence, the Sun Salutation, is included. Prerequisite: Enrollment in full-time program or successful completion of all CAPP and MSAK classes for part-time program students.

### **HDC 202 INTRODUCTION TO TRADITIONAL CHINESE MEDICINE**

This course provides an overview of the basic concepts of Traditional Chinese Medicine including Yin & Yang Theory, Five Element Theory, Fundamental Substances (Qi, Blood, and Body Fluids), and meridian theory. Prerequisite: Enrollment in full-time program or successful completion of all CAPP and MSAK classes for part-time program students.

## **CLINIC EXPERIENCE: CLI**

### **CLI 101 STUDENT CLINIC ORIENTATION**

Student Clinic Orientation meets at the Grafton location and includes students from all locations. Students learn what to expect during clinics, what is required of them, how to deal with customers, clinic policies and procedures, and basic office skills. Prerequisite: Full-time status or successful completion all CAPP and MSAK classes for part-time students.

### **CLI 102 STUDENT CLINIC**

Student Clinic occurs on-site during Semesters 1 and 2, with the student applying massage and assessment techniques learned in their courses to various clients. In Semester 1 students concentrate on relaxation massage learned in Clinical Soft Tissue Techniques I / II and are encouraged to use techniques learned from seminar classes. In Semester II students focus on their Track or other techniques. Prerequisite: Liability insurance, CPR & First Aid/AED training, pass the student clinic entrance exam and CST practicums, in addition, full-time program students must have successfully completed CST Techniques I and maintain good academic standing. Part-time 2 program students also need to maintain good academic standing and have completed all CAPP and MSAK classes, CST 101, and CLI 101

### **CLI 103 CLINIC CASE REVIEW**

Clinic Case Review is at the end of each clinic shift, offering the students an open forum for discussion of clinic matters, client therapies and case analysis. The clinic supervisor facilitates the discussion, posing questions to students in order to teach them critical thinking. Current and pseudo client cases are presented and discussed to analyze therapy modalities and treatment plans. In addition, the clinic supervisor gives individual feedback to the students. Prerequisite: Be enrolled in CLI 201.

### **CLI 104 FIELDWORK**

Fieldwork consists of supervised community service and sporting events. Students will attend both types of events to provide them the opportunity to perform massages on various populations. Students are supervised and evaluated by adjunct faculty. Prerequisite: Liability insurance, CPR & First Aid/AED training, and good academic standing. In addition, full-time program students must have successfully completed Semester I and Sports Massage and part-time program students must have successfully completed CST 101 and Sports Massage.



## **TRACK CLASSES (WEEKEND SEMINARS): TRA**

### **TRA 301 ONCOLOGY MASSAGE**

Students learn massage techniques specific to cancer, AIDs and breast surgery, modifying a massage for different stages of illness using a nurturing, supportive touch. Massage techniques for cancer, mastectomy, breast reconstruction, and augmentation are demonstrated and practiced in class. An overview of cancer cell growth, the theories of metastasis and the indications and contraindications to cancer and mastectomy massage are presented. Prerequisite: Successful completion of CST 101, CAPP 101 and MSAK 101. Included for the Medical or Kinesio Taping Program.

### **TRA 302 PRECISION NEUROMUSCULAR THERAPY FOR THE LOW BACK AND THORACIC SPINE**

Students learn to efficiently evaluate and treat patients with back pain involving the lumbar and thoracic areas. Soft-tissue components of conditions including scoliosis, bulging and herniated disks are explored. This class reviews the functional applications that soft tissue plays in back pain and common clinical concerns. The differences between hip, SI and low back pathologies, muscles that restrict and muscles that affect respiration are discussed. Prerequisite: Successful completion of CST 101, CAPP 101 and MSAK 101. Included for the Medical or Kinesio Taping Program.

### **TRA 303 PRECISION NEUROMUSCULAR THERAPY FOR THE UPPER EXTREMITY**

Students learn the form, function and system dynamics of the shoulder, and examine the muscular influences on the functional capacity of the scapula and humerus. Techniques for treating rotator cuff injuries, frozen shoulder and other shoulder range of motion deficits are taught. In addition, hand and arm muscles and their common pain conditions are examined, including lateral and medial epicondylitis, carpal tunnel syndrome, radial nerve entrapment and forms of tenosynovitis. Prerequisite: Successful completion of CST 101, CAPP 101 and MSAK 101. Included for the Medical or Kinesio Taping Program.

### **TRA 304 PRECISION NEUROMUSCULAR THERAPY FOR THE LOWER EXTREMITY**

This class focuses on the neuromuscular pain patterns from the hip to the foot. With a balance of "hands-on" practice and pertinent lecture, conditions such as piriformis syndrome, knee pain, plantar fasciitis and other common lower extremity pain patterns are addressed. Explore the role of leg and hip muscles in gait, lower back pain and structural symmetry.

Students learn clinical applications to determine which muscles to treat and why. Prerequisite: Successful completion of CST 101, CAPP 101 and MSAK 101. Included for the Medical or Kinesio Taping Program.

### **TRA 305 PRECISION NEUROMUSCULAR THERAPY FOR THE NECK AND HEAD**

Learn how to efficiently evaluate and treat clients with head and neck pain including headaches, whiplash, herniated disks, military neck, reverse curve and reduced range of motion. Strategies to determine the most effective protocols will be discussed. This seminar is a "hands-on" experience and is easy to learn so that you can immediately utilize the techniques taught in

class. It is a great review of the anatomy and function of the neck musculature. Prerequisite: Successful completion of CST 101, CAPP 101 and MSAK 101. Included for the Medical and Kinesio Taping Program.

### **TRA 307 CRANIOSACRAL MASSAGE**

Students develop an awareness of the subtle stimuli of cranial rhythms and learn how they affect cranial bones, soft tissues and fascia. Gain a clear sense and trust of subtle palpation techniques while developing a clinical understanding of these findings. Students are guided through massage techniques used as therapeutic modalities for a wide range of health challenges and prevention. Prerequisite: Successful completion of CST 101, CAPP 101 and MSAK 101. Included for the Medical and Kinesio Taping Program. This seminar we will tray and include during the weekday class time.

### **TRA 308 KT EXPRESS COURSE**

This 20 hour course will present all the concepts and techniques of Kinesio Taping in an expedited course format over a two day period. The first day will present an overview of the development of the Kinesio Taping Method®, fundamental concepts, assessments and screening tests, and begin to introduce Kinesio Correction taping techniques. After completing fundamental concepts the course will move into advanced techniques and application of multiple Kinesio taping techniques. Lab sessions will provide time to practice assessments and screenings, plus apply techniques to a variety of upper and lower body conditions. Instructors will provide personalized feedback to each attendee to insure a thorough grasp of the taping concepts and techniques. Prerequisite: Successful completion of CST 101, CAPP 101 and MSAK 101.

### **TRA 309 PRECISION NEUROMUSCULAR THERAPY FORM AND FUNCTION**

PNMT Form and Function is about the decisions a therapist makes and what strategies are behind those decisions. Form and Function will help you move beyond routines and recipes to great clinical reasoning and problem solving skills. By learning this new way of assessing client treatment, you will learn to recognize cues and possible causes to help alleviate pain. You will also be taught common postural distortions and how to determine which muscles are potentially involved. Finally, you will apply seminar material using case studies and scenarios. PNMT Form and Function will show you how to be more efficient and effective and have fun doing it! Prerequisite: Successful completion of CST 101, CAPP 101 and MSAK 101. Included for the Medical or Kinesio Taping Program.

### **TRA 310 SWEDISH STONE MASSAGE® PROVIDED BY HEALTH & HEALING ZONE**

This hands-on workshop combines the use of hot and cold stones with Swedish strokes. In this class you will learn how and when to use hot basalt stones or cold marble stones for relaxation, aches, pains, injuries, tissue repair and stress reduction. Learn how to properly massage with hot stones not just offer a hot stone massage. You will learn techniques with the stones such as trigger point work, Myofascial Release techniques, deep tissue techniques and vibrational sound therapy. You will also learn to identify the right stone for your techniques, how to make your own set or where to purchase your stones, how to heat your stones and stone maintenance. It is highly suggested to purchase a set of stones to use in the workshop, which will allow you to bond with them. Prerequisite: Successful completion of CST 101, CAPP 101 and MSAK 101. Included for the Medical and Kinesio Taping Program.



## **ADDITIONAL COURSES**

### **ORT 101 ORIENTATION**

This course is our welcome to Blue Sky students, and is held at our Grafton location, giving students an opportunity to meet and interact with classmates and staff from all locations. The day consists of reviewing student files, receiving supplies, learning student procedures, rules and regulations (as outlined in the student handbook) as well as helpful tips to be successful in school. Prerequisite: Enrollment in full-time or part-time program.

## LST 101 LEARNING STRATEGIES & SKILL SETS

This class teaches proven strategies for memory improvement, creativity and problem solving. These techniques make returning to the classroom more meaningful and calming. Students learn how to attain a powerful learning state by understanding their own learning style. Prerequisite: Enrollment in full-time or part-time program.

## CPR 101 CPR / FIRST AID / AED

Each student is required to fulfill Red Cross or equivalent Adult CPR and First Aid /AED certification from a State approved provider. For a listing of approved providers go to [http://www.dhs.wisconsin.gov/ems/License\\_certification/CPR.htm](http://www.dhs.wisconsin.gov/ems/License_certification/CPR.htm). This class may be offered at least once a year at the school location. Otherwise, students can take the class through their own community resources. This class must be completed prior to beginning Clinical Experience. Prerequisite: None.

## EXPERIENTIAL LAB EXL 101 EXPERIENTIAL LAB I

This is a self-paced group of videos/dvd's which offer insight into many areas of life; determination and belief, prejudice in society, health issues with the American diet, processing and handling of our food sources, and how to acquire information so the student can make good choices in their life. Some anatomy training videos are also viewed. Prerequisite: Enrollment in CST 101.

## EXL 201 EXPERIENTIAL LAB II

Students have the extraordinary option of visiting a supervised cadaver lab off-site or viewing two additional hours of cadaver related videos. In the cadaver lab the student will be able to view real-life muscles, bones and organs. This is an extremely beneficial learning tool. Prerequisite: CST 101, 102, CAPP 101, 102 and MSAK 101, 102 and recommended EXL 101

## CREDENTIALS

Blue Sky School of Professional Massage & Therapeutic Bodywork has achieved a variety of accreditations and approvals as follows:

- \* Approved by the Department of Safety and Professional Services Wisconsin Educational Approval Program (WEAP).
- \* Approved by the State Approving Agency (SAA), Wisconsin Department of Veterans Affairs (WDVA)
- \* American Massage Therapy School Membership
- \* NCBTMB School Membership
- \* AMTA School Membership

Our weekend continuing education seminars are:

- \* Approved by the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) a provider of continuing education credits.



## CONTINUING EDUCATION

Blue Sky offers a seminar program approved for continuing education by the National Certification Board for Therapeutic massage and Bodywork (NCBTMB). Professionals, alumni, and current students who want to explore different massage modalities or enhance their skills will enjoy a wide range of courses. Massage Therapists and Healthcare professionals can select from seminars incorporated into our massage program (see curriculum) or from those listed on our website seminar page or Facebook events listing. New classes are being added frequently. Sign up for our newsletter to get updated information. See [NCBTMB.org](http://NCBTMB.org) or [BlueSkyMassage.com](http://BlueSkyMassage.com) for a complete listing and information.

# FACULTY

Our faculty is dedicated to Blue Sky and the success of each student. Many of our instructors are trained in multiple fields, lending additional insight to their instruction. All instructors have practiced in their respective fields and bring personal and direct experience working with clients to their instruction.

Heidi Alfaro, LMT: *Clinic Supervisor*

Jill Anderson, LMT: *Clinical Soft Tissue Techniques, Professional Development, Lymphatic Massage*

Elizabeth Barton LMT: *Clinical Soft Tissue Techniques, Professional Development, Lymphatic Massage*

Denise Beno, LMT: *Clinic Supervisor*

Becky Bishop, LMT: *Business & Marketing, Clinical Soft Tissue Techniques, Professional Development, Yoga, Perspectives in Holistic Health, Clinic Supervisor*

Tom Carter, LMT: *Clinical Soft Tissue Techniques*

Margaret Dienhart, LMT: *Clinical Soft Tissue Techniques, Professional Development, Lymphatic Massage, Lomi Lomi, Clinic Supervisor*

Jill Ditter, LMT: *Clinical Soft Tissue Techniques, Professional Development, Lymphatic Massage, Business & Marketing*

Haley Budiac, LMT: *Clinical Soft Tissue Techniques, Professional Development, Lymphatic Massage, TCM, Cupping*

Dina Gruber, LMT: *Clinical Soft Tissue Techniques, Professional Development, Lymphatic Massage, Business & Marketing*

Mandy Gullicksen, LMT: *Clinic Supervisor*

Christy Heiliger, LMT: *Clinic Supervisor*

Nicholas Jacoby, LMT: *Musculoskeletal Anatomy & Kinesiology, Clinical Anatomy, Physiology & Pathology, Medical Terminology, Learning Strategies, Business, Clinical Soft Tissue Techniques, Clinic Supervisor*

Victoria Joslin, LMT: *Clinical Soft Tissue Techniques, Professional Development, Lymphatic Massage*

Christine Kazmier, LMT: *Clinical Soft Tissue Techniques, Professional Development, Lymphatic Massage, Clinic Supervisor, Introduction to Cupping*

Dave Kuske: *Tai Chi for Bodyworkers*

Jordan Meyer, LMT: *Clinical Anatomy, Physiology & Pathology, Musculoskeletal Anatomy & Kinesiology, Medical Terminology, Business*

Maranda Miller, LMT: *Clinic Supervisor, Clinical Soft Tissue Techniques*

Guinevere Langenfeld, LMT: *Lymphatic Massage*

Veronica Robinson, LMBT, AOBTA®-CP: *Traditional Chinese Medicine, Introduction to Cupping, Musculoskeletal Anatomy & Kinesiology, Clinical Anatomy, Physiology & Pathology, Medical Terminology, Learning Strategies, Business & Marketing*

## Adjunct Faculty

Blue Sky has several respected Allied Health Professionals on our Adjunct Faculty list. See the school location nearest you for a complete list of members in our Clinical Massage Assessment program, Fieldwork program or Professional Field Placement program

## Seminar Faculty

Colin Forbes, BA: *Business Mastery Seminar, Manitowoc, WI*

LeeRae Groth, LMT: *Oncology Massage, Manitowoc, WI*

*Precision Neuromuscular Therapy Instructor Team*  
Founder: Doug Nelson, CNMT, NCTMB:  
*Champaign, IL*

Kinesio University, Kinesio Taping: *Kinesio Taping, Albuquerque, NM*

Susan Cossette, LMT: *Cranial Sacral, Swedish Stone, Deep Tissue, Lymphatic, Appleton, WI*

## BOARDS AND COMMITTEES

Blue Sky Program Advisory Committee:

Colin Forbes

Kristine Ward, LMT

TBA

Achieve Board of Directors

Achieve Inc., dba Blue Sky School of Professional  
Massage & Therapeutic Bodywork

President – Dawn Koller

Vice-President/Treasurer – Nicholas Jacoby

Secretary – Dawn Koller

Blue Sky Student Review Committee

Director of Student Relations (Chair)

Management Team

Instructors (as needed)

# ADMINISTRATIVE STAFF



**Nick Jacoby**, LMT, MS, Reiki Practitioner *Director of Education, Co-Owner*



**Laurie Neils**  
*Executive Administrator*



**Dawn Koller**, BS, Reiki Master  
*Director of Operations, Co-Owner*



**Bonnie Katz**  
Assistant Administrator



**Erin Clancy**, Licensed Esthetician,  
Licensed Esthetic Instructor, Reiki Master Teacher,  
*Director of Aesthetics*



**Deb Rosen**, BA, MA,  
Numerologist, Life Coach, Reiki  
Practitioner  
*Store Associate*



Grafton



Green Bay





# MESSAGE PROGRAM APPLICATION

ATTACH YOUR  
PICTURE HERE

Please complete all questions, sign and date the application. Enclose your \$50.00 non-refundable application/interview fee payable to Blue Sky School of Professional Massage & Therapeutic Bodywork. Mail the form, any supporting documents, and your fee to Blue Sky School of Professional Massage & Therapeutic Bodywork, 1230 13<sup>th</sup> Avenue, Grafton, Wisconsin 53024. When your application is received, your interview will be scheduled, or you may call the school location in which you would like to attend to schedule your interview. Full disclosure is needed for us to evaluate your enrollment, and your potential for success after graduation.

## PLEASE PRINT CLEARLY

Today's Date \_\_\_\_\_ Which class start date & year applying for? \_\_\_\_\_  Grafton  Green Bay

Which Program?  Therapeutic  Medical  Kinesio  Undecided

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Maiden Name \_\_\_\_\_ Marital Status \_\_\_\_\_

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

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

State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone (     ) \_\_\_\_\_

E-Mail \_\_\_\_\_

## EDUCATION Educational Background (please state your name on school records, if different)

Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Dates Attended: \_\_\_\_\_ Degree: \_\_\_\_\_

High School \_\_\_\_\_ College/Tech/Vocational \_\_\_\_\_

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

If you have any relatives or friends who are graduates of Blue Sky School of Professional Massage and Therapeutic Bodywork, please list their names and their relationship to you. Name \_\_\_\_\_ Relationship \_\_\_\_\_

## HEALTH STATUS/BACKGROUND

*Check if you have any medical conditions or other restrictions which affect your ability to:*

- Attend class regularly or arrive on time for each class
- Receive 60 minutes of massage therapy or perform 60 minutes of continuous massage therapy without sitting down
- Study on a regular basis and attend weekend seminars during the school year (per enrollment agreement, held at the Grafton Location)
- Take written exams, oral exams, and learn technical terminology

*Please attach a sheet indicating what medical conditions or restrictions apply and what accommodations are required to allow you to do the above.*

Do you have any allergies or any medical conditions (physical, mental or emotional)  Yes  No

If yes, please explain \_\_\_\_\_

Are you taking any prescription drugs?  Yes  No If yes, please list \_\_\_\_\_

Do you use recreational drugs or alcohol?  Yes  No

If yes, has that ever interfered with your ability to function in your daily life?  Yes  No

If yes, please explain \_\_\_\_\_

Do you have any special physical needs or limitations?  Yes  No

If yes, please list \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor?  Yes  No If yes, please explain \_\_\_\_\_

### **SUPPORTING DOCUMENTS**

In addition to an admission interview, the following documents are part of your application. Enclose those you have ready, along with the application and \$50.00 non-refundable application/interview fee or mail them separately as soon as they are available. Your class status will be conditional until the supporting documents are received and approved.

- Proof of having received 1 professional massage. A massage at the Blue Sky Student Clinic qualifies.
- 2 letters of recommendation indicating your personal skills and characteristics that qualifies you for an Allied Health Profession in Massage Therapy.
- A medical reference stating you are physically, mentally and emotionally able to give and receive massage.
- Transcripts from your high school (or equivalent) or college transcripts with a minimum of 60 completed credits. These transcripts must be mailed to Blue Sky by the institution issuing them.
- Admission/Interview questionnaire (Admission office will provide this upon request or upon application receipt).

### **APPLICATION AGREEMENT**

I hereby certify that I am free of skin diseases and free of communicable diseases. I understand that this statement is declared for the health and safety of all class participants. I certify that the information I have provided on this application is complete, accurate and true to the best of my knowledge. I understand it is my responsibility to request official transcripts from each academic institution that I have attended, and transcripts submitted directly to Blue Sky School of Professional Massage & Therapeutic Bodywork. I understand that any misrepresentation / omission of application information is sufficient grounds for canceling my admission and enrollment and is grounds for dismissal and releases Blue Sky from any liability. Any financial obligation that I have incurred will be my responsibility to pay in full. I understand that documents are not released until all financial obligations are met. By submitting this application, I agree to abide by and be subject to Blue Sky School of Professional Massage & Therapeutic Bodywork's rules, regulations and disciplinary code.

Signature of Applicant \_\_\_\_\_ Date of Signature \_\_\_\_\_