

# ELITE Massage School

## Course Catalog

Initial Publication

December 1, 2021 – November 30, 2022

*Elite Massage School is a private institution and is approved to operate by the Washington State Dept of Health and the Workforce Training Education Training Board. Approval means that we are in compliance with state standards as set forth in by the Board of Massage, RCWs and WACs.*

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### **Purpose of the Course Catalog**

The Elite Massage School Course Catalog provides a description of the massage therapy field and the education provided under the 700-hour Advanced Massage Therapy Program taught at the Elite Massage School. This catalog is available online at the Elite Massage School website (<https://elite-massage-school.com>) and via mail on request.

This document is effective upon promulgation and may not be changed without written approval by the Campus Administrator or School President and by the Workforce Board, the school's regulatory agency.

This document shall be reviewed for at a maximum interval of (12) months.

Todd Valentine, LMT, NSCA-CPT  
President / Treasurer / School Director

Jeanne Betts, LMT  
Vice President / Secretary / Assistant School Director

Cione Butcher, LMT  
Vice President / Faculty Relations & Community Outreach Director / Assistant School Director

### **Course Catalog Supplement**

Information regarding tuition, fees, additional expenses, payment options and specific class schedules is also contained in the supplement to this catalog referred to as the Elite Massage School Brochure provided upon request to prospective students.

### **Document History**

- Initial publication December 1, 2021

### **Summary of Changes in This Revision**

## Important Information for Potential Students

- Normal instruction days are Mondays through Thursdays (*note: Students may only attend sessions for which they are enrolled*)
  - Morning sessions (Mon – Thu): 10: 00 am – 2:00 pm
  - Evening sessions (Mon – Thu): 6:00 pm – 10:00 pm
- Minimum required attendance rate is 85% overall and 85% in each of the major subject areas. Students whose absence exceeds 10% in an individual subject area may be required to undergo paid tutoring to make up further absences in that subject.
- Persons enrolling in Elite Massage School should be aware of the following additional requirements:
  - Optional opportunities on weekends at supervised events will be made available and details will be posted on the student board when they become available. Additional requirements and/or amount of schooling completed may be a prerequisite before attending an event.
  - Students are required to receive (2) hours of massage, from a fellow student or licensed massage professional, and give (12) hours of massage, per month.
- A current class schedule for the entire year is posted in the classroom. Due to scheduling constraints, some modifications may become necessary.
- Tuition covers the cost of normal instruction and program administration. Significant additional costs to the school incurred as a result of absences, makeup work, exam retakes, unsatisfactory academic performance, or disciplinary actions are not covered by tuition and are passed on to the student in the form of administrative fees. Details are contained in the Student Handbook.

### **Official Address**

The Elite Massage School's official address is:

Elite Massage School  
4009 Bridgeport Way West  
Suite E-2  
University Place, WA 98466

**The physical location of the instructional campus is:**

4009 Bridgeport Way West  
Suite E-2  
University Place, WA 98466

Phone: 253-353-2275

Website: <https://elite-massage-school.com>

## **President's Welcome**

Welcome to the Elite Massage School Massage Therapy Program.

This educational institution was created to supply knowledge, structure, confidence, and passion so that others may achieve success in the field of therapeutic massage. We are confident that with the experience, education, and expertise of our staff and instructors, Elite Massage School excels in preparing others to enter or expand their knowledge in the field of massage.

We are eager to see the direction that your passion will lead you as you make connections with classmates, colleagues, associates, and your community.

Together we will strive to mold you into an Elite Massage Therapist that will make any community or career path that you choose; be proud to have you as their Licensed Massage Therapist (LMT).

Thank you again for choosing Elite Massage School (EMS) as your massage therapy education institute.

Todd Valentine  
BA, LMT, SMT, NSCA-CPT, FFS, SFS, CKTP+  
President & School Director

## **Description of the School Facilities and Equipment**

The school is housed in the same building that houses Elite Massage & Fitness and Elite Massage Education Center in University Place. This facility is well equipped with student study tables and chairs, audio-visual equipment, high-quality massage tables, massage stools, massage chairs, music system, overhead lighting, hospital grade privacy curtains for student clinic, various charts, anatomical models and instructional aids. A library including various DVDs, anatomy books, and massage texts are available for all students upon request.

## **School License**

Elite Massage School is licensed under Chapter 28C.10 at the Workforce Training and Education Coordinating Board. Inquiries or complaints regarding this or any other private career school may be made to the Workforce Training and Education Coordinating Board, 128 10<sup>th</sup> Avenue SW, Olympia, WA 98504-3105. Phone: (360) 709 – 4600

Website: [www.wtb.wa.gov](http://www.wtb.wa.gov)

Email: [workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov).

Nothing in the policy prevents the student from contacting the Workforce Board at (360) 709 – 4600 at any time with a concern or complaint.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

## **Accreditation Status**

Elite Massage School is not federally accredited.

## **Veterans Benefits Approval**

Elite Massage School does not accept veterans benefit programs at this time.

## **History of the Elite Massage School**

Elite Massage School was founded and is owned by Todd Valentine, LMT; Jeanne Betts, LMT; John Caverly, EMT; Jessica Cassady, FNP; and Cionne Butcher, LMT. The school was founded in 2021 with the initial class convening in June 2022.

## **Affiliation**

Elite Massage School is not affiliated with any other institution.



### **Mission Statement**

Through experience, education, and expertise; we excel in preparing others to enter or expand their knowledge in the field of massage; while providing safe and therapeutic care to improve the overall health and wellness of the community and individual.

### **Institutional Philosophy**

The goal of Elite Massage School is to create graduates who have exceptional skills with advanced techniques. More importantly, we create graduates who can use this knowledge and skill to help their clients achieve overall health and wellness.

### **Academic Philosophy**

The Elite Massage School is driven by the philosophy that providing a curriculum focused on well established massage theory, advanced treatment techniques, a broad understanding of the human body and a diverse blend of bodywork styles in a classroom as well as a clinical setting, maximizes the students' educational foundation and ensures their excellence as Licensed Massage Therapists. Elite Massage School adheres to the philosophy that effective education is an active endeavor.

The assessment philosophy of the school holds to the premise that the most important element of the students' education is assimilation of the content rather than grades achieved.

The Elite Massage School also adheres to the philosophy that effective education requires the student to be engaged in the learning process. Study, practice and attention are key elements that promote a successful outcome. The school's curriculum has been designed with student success as a primary objective.

### **Religious Accommodation:**

Elite Massage School will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an

increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.

### **Faculty and Key Staff**

- Todd Valentine, LMT, NSCA-CPT
  - EMS Owner
  - President
  - Treasurer
  - School Director
  - Registrar & Admissions Director
  - Instructor – Clinical Business Practices Instructor
  - Instructor – Kinesiology
  - Instructor – Student Clinic
  - Instructor – Pathology & Treatment
  - Instructor – Massage Theory & Practice
  - Instructor – American Red Cross BLS (CPR) Instructor
  - MA00018495
- Jeanne Betts, LMT
  - EMS Owner
  - Vice President
  - Secretary
  - Assistant School Director
  - Supply & Equipment Director
  - Instructor - Massage Theory & Practice
  - Instructor – Clinical Business Practices Instructor
  - Instructor – Pathology & Treatment
  - Instructor - Student Clinic
  - Instructor – American Red Cross BLS (CPR) Instructor
  - MA60059732
- Cionne Butcher, LMT
  - EMS Owner
  - Vice President
  - Assistant School Director
  - Faculty Relations Director
  - Community & Outreach Director
  - Instructor - Anatomy, Pathology & Physiology Instructor
  - Instructor - Massage Theory & Practice
  - Instructor – Pathology & Treatment
  - Instructor – Student Clinic
  - Instructor – Clinical Business Practices Instructor
  - Instructor – American Red Cross BLS (CPR) Instructor
  - MA60897164

## **About the Elite Massage School Massage Therapy Program**

The Elite Massage School Massage Therapy Program is an extensive 700-hour program which includes training in five major areas; anatomy and physiology of the human body, massage theory and practice, pathology and treatment, kinesiology, and business and interpersonal communication. The program exceeds the minimum Washington State requirements for licensing as a Licensed Massage Therapist (LMT).

The Classic Institute of Massage Clinic 700 hour Massage Therapy Program includes:

- **164 hours of Anatomy, Physiology, and Kinesiology**
- **60 hours of System Pathology and Injury Pathology**
  - **Includes 4 hours of Certification in First Aid and CPR**
  - **Includes 4 hours of HIV/AIDS awareness training**
- **322 hours of Massage Theory and Practice**
  - **Includes 8 hours of Introduction to Massage Workshop**
  - **Includes 68 hours of Injury Treatment**
  - **Includes 50 hours of Student Clinic**
    - **14 Additional SCL hours not included in total**
- **88 hours of Clinical/Business Practices**
- **66 hours of independent-study projects**

### **Teacher/Student Ratio**

The Elite Massage School seeks to offer the students a personal setting with accessibility to the staff and faculty. During lecture sessions, at least one instructor is present for the entire session. During techniques training, there is at least one instructor for every 10 students performing the technique. During Student Clinic at least one instructor will be present for classes of 10 or fewer students. If more than 10 students for student clinic, a second instructor will be present.

The maximum class size is ten students.

### **Student Insurance**

Though Elite Massage School does have its own liability insurance, students at EMS are expected to provide proof of massage liability insurance within the first 2 weeks of their program. This will provide additional insurance for school-sanctioned activities during your massage education.

### **Tuition, Fees and Expenses Massage Therapy Program**

Students enrolling in the Classic Institute of Massage Massage Therapy Program should expect to pay:

• <b>Registration Fee</b>	<b>\$100</b>
• <b>Tuition</b>	<b>\$12,700</b>
• Books	\$100 to \$1000* (estimated)
• Massage table (new or used)	\$200 to \$1000* (estimated)
• Miscellaneous supplies	\$125 to \$400* (estimated)
• <u>Two professional massages</u>	<u>\$60 to \$120 (estimated)</u>
Total estimated cost:	\$13,345 to \$14,320

\*Cost estimates do not include applicable sales tax and massage table-shipping charges.

The cost of books is determined by the booklist for the specific class and cost of the most recent edition of the books.

**Bolded items are due to the school.** Books, massage table, massage related supplies are not included in the cost of the massage program.

## **Payment Options**

Payment plans pertain to tuition only. Other costs and fees are due on class day one unless other arrangements have been made in advance.

Applicants are encouraged to carefully consider the details of repayment plans, interest rates, fees, and their ability to repay the loan when arranging financing. Often, applicants may be able to arrange favorable terms through credit unions or other lending institutions.

If intending to be self-employed after graduation and licensure, applicants are cautioned that the process of building a profitable private practice may be lengthy.

**The Elite Massage School makes no actual or implied guarantee of placement, employment or business success.**

Elite Massage School offers several options for tuition payment:

### ***Pay As You Go Plans***

(Note: Pay As You Go Plans pertain to tuition only. Other costs and fees are due on class day one.)

- Plan One:
  - Full payment due on class day one.
  - 0% interest.
- Plan Two:
  - 3% interest
  - \$1,000 down payment due prior to the first day of class.
  - Remainder to be paid in three equal installments spaced two months apart with the first payment due on class day one.
  - Money transfer to occur via ACH, check or cash
- Plan Three:
  - 9% interest
  - \$1,000 down payment due prior to the first day of class.
  - Remainder to be paid in equal monthly installments with the first payment due on class day one
    - The option to extend payments up to 3 years is offered to students with payments as low as \$400 a month
  - Money transfer to occur via ACH, check or cash

### ***Finance Options***

- Currently, with today's economic climate, there is one finance option available which offers an extended payment plan. However, students are encouraged to research their own options, talk with family members and/or sign up for one of the "pay as you go" plans.

## **Admission Requirements and Procedures**

All applicants must:

- Provide proof that they are at least 18 years of age by the class start date. Applicants under 18 years of age may be admitted on a per case basis, with written parental or guardian consent, provided that the applicant will reach his/her 18<sup>th</sup> birthday prior to the scheduled graduation date of the class for which he/she is applying.
- Provide government issued picture identification such as a driver's license or passport.
- Be willing to undergo a background check to verify that they have a clear criminal record with no sexually based convictions. Prior convictions for non-violent, non-sexually based offenses may be waived provided that the applicant:
  - Supplies official documentation attesting that all court mandated actions and penalties have been satisfied.
  - Provides the school with three (3) personal references who have known the applicant for three or more years. References cannot be related to the applicant.
  - In the opinion of the school administration, poses no serious threat to fellow students, school staff, potential clients, and the general public.
  - Is suitable for unsupervised employment in the massage profession.
- Be fluent in the English language.
- Provide documentation of a High School diploma or General Equivalency Diploma (GED).
  - Applicants who do not possess a High School diploma or GED may be admitted provided they demonstrate their ability to benefit from the training by successfully completing the appropriate sections of a standardized entrance examination appearing on the federal Department of Education's list of approved tests. **Ability to Benefit** testing must be administered by an outside tester not on the payroll of the Elite Massage School. In the Pierce County, Washington area, Ability to Benefit testing is available through local community colleges.
- Complete an admissions interview to determine physical, academic and financial readiness to complete the program as well as personal philosophy, motivation and goals.
- Successfully complete a (1) day Elite Massage School Introductory Workshop to demonstrate the ability to benefit from massage training.
  - Applicants who are unable to complete the introductory massage workshop prior to the beginning of training may be enrolled on a provisional basis pending successful completion of the workshop or appropriate tutorial within (2) calendar weeks of the start date of their class.
- Submit a school application and application fee. If the application is not accepted, the application fee will be refunded.

# **General Policies and Procedures**

## **Policy Changes**

*School policies are necessarily dynamic and are subject to change as situations dictate. The school reserves the right to make policy changes at any time. Students will be notified, in writing, of significant changes either through policy change notices or through revisions to the Student Handbook.*

## **Transfer of Credit**

Elite Massage School does not accept either courses or hours to be transferred from another school.

## **Standards of Conduct**

Students at the Elite Massage School are preparing to enter a profession in which work ethics and interaction with clients as well as peers and other professionals may very well determine their success or failure. Successful students approach their training with the same maturity and professional attitude as they would their own business.

Generally, any behaviors that diminish student learning, or disrupt the learning environment, or are inconsistent with professionalism are strongly discouraged. While it is not possible to specify all such behaviors, the following are some examples:

- Excessive tardiness or absences
- Falsifying attendance records or other official documents
- Failure to comply with the school dress code
- Poor personal hygiene
- Inattention or disruptive behavior in class
- Disruptive behavior in or around the school grounds
- Violation of the Student Code of Ethics
- Unethical or uncooperative behavior
- Comments, language or jokes which are disrespectful of others
- Harassment
- Sexual Harassment
- Failure to complete and turn in class assignments as directed
- Failure to complete and turn in practice hours as directed
- Failure to meet minimum standards for clinic documentation
- Failure to follow the policies of the Classic Institute of Massage

- Theft, damage or misuse of school property or the property of others
- Intentional misrepresentation of credentials or false statements on the school application
- Failure to meet financial obligations
- Use of outside tools and/or equipment without approval

### ***Tardiness***

Tardiness is highly disruptive and disrespectful to your instructors and fellow class members. Students are expected to arrive prior to the start of the session and prepared for the work to be performed.

- Except for Student Clinic sessions and exams, tardiness of greater than (15) minutes counts as absence for the entire hour.
- Tardiness to Student Clinic is so highly disruptive to the teamwork required in a group clinic setting that tardiness of greater than (15) minutes, without notice to the school, is considered a full clinic absence, however, the student will not incur the clinic absence fee if he/she arrives in sufficient time to carry out his/her original clinic assignment for the day.

### ***Attendance***

Absence is strongly discouraged unless absolutely necessary. Students are required to maintain an 85% overall attendance rate. Additionally, students are required to maintain an 85% attendance rate in each subject area, and a 100% attendance rate in student clinic.

***Note: Completion of assigned makeup does not negate the absence for attendance rate purposes but is considered in determining whether a student meets prerequisites for graduation.***

The following absences require paid makeup as detailed in Appendix (A):

- Absence from a state required subject such as First aid / CPR, or other mandatory session. Students must make up required sessions on their own time and at their own expense. Proof of makeup is required prior to graduation.
- Absence from any non-clinic session indicated on the class syllabus as requiring a makeup session or tutored makeup.
- Absence from any class which drops the student's subject area attendance below 85% of the total subject area hours offered for his/her class.



### ***Unprofessional Behavior***

The following are some examples of unprofessional behaviors which may result in disciplinary action. The list is intended as a guide and is not all inclusive.

- Excessive tardiness or absence
- Falsifying attendance records
- Failure to comply with the school dress code
- Poor personal hygiene
- Inattention in class
- Disruptive behavior in or around the school grounds
- Violation of the Student Code of Ethics
- Comments, language or jokes which are disrespectful of others
- Suggestive comments of a sexual nature
- Failure to meet minimum academic standards
- Failure to complete and turn in class assignments as directed
- Use of outside massage tools and/or equipment without approval
- Failure to meet minimum standards for clinic documentation
- Theft, damage or misuse of school property or the property of others
- Intentional misrepresentation of credentials
- Failure to meet financial obligations

### **School Dress Code**

Students must be clean, neat, non-revealing, and professional in appearance. Students are reminded that their appearance directly affects public perception of the school and the massage profession in general. Students may be dismissed from Student Clinic, class or other school function for failing to comply with the Elite Massage School dress code. Dismissal under these circumstances is considered an absence. The school reserves the right to determine if an item of personal attire is inappropriate.

- Students at the Elite Massage School are encouraged to dress in a conservative, professional manner. Clothing or personal items of a suggestive or potentially offensive nature may not be worn at any school function.
- Revealing or immodest items of personal attire are not permitted at any school function.
- Torn or dirty clothing or clothing in disrepair should not be worn at any school function.

- During Student Clinic, long hair must be tied back such that it does not brush against the client during the massage.
- Although colored hair will be acceptable during class time; when students reach a Clinical, Medical, and/or school event the hair color must meet standard natural hues and be kept maintained.
- During Student Clinic, facial piercings must be removed and earrings are limited to (3) per ear.
- Potentially offensive tattoos must be covered at all times.
- During Student Clinic, hats, bandanas or head wraps are not permitted. This requirement may be waived for bona fide religious garments.
- The student uniform for Student Clinic, Massage Practice Days, and/or School Events is hospital style scrub tops and professional clean pants (scrub pants, slacks, khaki's).
- Visible cleavage, abdomen, and arm pits are not acceptable.
  - Tank tops are not allowed without an over shirt at school – **this includes lecture or hands-on classes.**
- Suggestive, offensive, or derogatory displays on clothing or personal items are not appropriate at any school function.
- During hot weather, students may wear walking shorts. Low rise, tight or revealing shorts are not permitted.
- Visible cleavage (breast or gluteal), exposed abdominal areas and untrimmed facial hair are not permitted.
- Underwear and undergarments, with the exception of T-shirts, must be concealed.
- Clean athletic clothing (sweats, etc.) may be worn for classes in which students are exchanging bodywork. Athletic clothing must be modest and in good repair.
- Student's footwear must be clean and in good repair. For sanitation and safety, bare feet are permitted only when receiving massage.
- Since clients and classmates may be allergic or sensitive to fragrances, students are requested to refrain from wearing perfumes, colognes, essential oils, or other strongly scented personal products

### **\*Access to Student Records**

Student records are considered confidential. Access to student records is granted for official use only. Students may not access the records of another student. Students may review their own records in the presence, and under the direct supervision, of a school

administrative staff member. Student records may not be removed from the school campus.

### ***Family Education Rights and Privacy Act (FERPA)***

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The Elite Massage School complies with the provisions of the law as written.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to the student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health or safety emergencies;
  - State or local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors or awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must

notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

For additional information or technical assistance, call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

**Note: Elite Massage School student records are confidential, for official use only.**

### **Retention of Student Records**

Student records, either hard copy or electronic, at the Elite Massage School are maintained indefinitely. Graduates of the program may call the administrative office for official transcripts.

### **English-As-A-Second-Language**

This institution does not provide English-as-a-second-language instruction. Instructors will teach in only English. Written documentation of proficiency is not required. Students must demonstrate the ability to understand and speak English at a conversational level. This will be assessed by the director of the school in a face-to-face interview. If you feel you don't speak English well, you enroll at your own risk. You must attend lectures in English and pass tests written in English.

### **Non-discrimination Policy**

The Elite Massage School subscribes to, and is in full compliance with, Title VI of the Civil Rights Act of 1964 providing equal opportunity for admission, employment and access to programs and/or activities regardless of religion, race, color, national origin, gender, sexual orientation, age or handicap, unless such a handicap is determined by a qualified medical authority to render an individual not physically qualified for the program.

Please contact the school for further information.

### **Controlled Substance Policy**

The Elite Massage School adheres to a zero tolerance policy for the illegal use of controlled substances, including alcohol. Students who are found to be under the influence of, or in possession of, any controlled substance without a valid prescription from a qualified health care provider will be expelled and appropriate authorities will be notified.

Students found to be under the influence of any amount of alcohol, drugs, and mind altering substances when entering school facilities or participating in school related activities are subject to disciplinary actions up to and including immediate expulsion.

Drug or alcohol tests may be administered, randomly to the general student population, or to specific individuals for cause, as deemed necessary by the school administration. Refusal to submit to a drug test ordered for cause is grounds for dismissal from the school.

Please contact the school for further information.

### **Cancellation, Withdrawal, Refunds**

The Elite Massage School complies with all applicable statutes regarding cancellation, withdrawal and refunds.

The Elite Massage School may retain the student registration fee if the student cancels enrollment more than (5) business days after signing the enrollment contract or making an initial payment.

In the event that the program is terminated after classes have officially started, the Elite Massage School may retain the student registration fee plus a percentage of the total individual tuition as described below:

<b><u>Amount of Training offered</u></b>	<b><u>School may retain this percentage</u></b>
Lesser of one week or (10) %	(10) % of individual's tuition
More than the lesser of one week or (10) %, but less than (25) %	(25) % of individual tuition
(25)% through (50) %	(50) % of individual tuition
More than (50) %	(100) % of individual tuition

When calculating refunds, the official date of termination is the last day of **recorded** attendance, considered as:

- The date the school receives written notice of the student's intent to withdraw from the training program;
- **or,**
- The date the student is terminated for a violation of published school policy which provides for termination;
- **or,**
- When the student fails to attend classes for thirty (30) calendar days with no notice or contact with the school.
- **or,**
- The effective date of temporary suspension.

Except for students under temporary suspension, refunds will be paid within thirty (30) calendar days of the student's termination date. Applicable refunds for students under temporary suspension who decide not to re-enroll will be paid within thirty (30) calendar days of the date the school receives written notice of the student's intent to withdraw from the training program.

### **Temporary Suspension of Training**

In the extremely rare event that a student is unable to continue training due to serious personal difficulties of a temporary nature, the student may be permitted to suspend training. The following guidelines apply:

- Temporary suspension may be granted, on a per case basis, at the discretion of the school.
- Any suspension request must be made in writing detailing the reasons for the request and accompanied with supporting documentation.
- Suspension will not be permitted simply because the student has fallen behind in class work. Suspension may not be used as a method to forestall probation or termination.
- Re-enrollment must take place within one year from the date of temporary suspension.
- Unless specifically agreed upon in writing by the Elite Massage School, classes attended, work completed and exams taken prior to suspension generally **do not** carry over with re-enrollment.
- Because suspended students are not covered under the Elite Massage School insurance policies they may not participate in any official activities of the school.
- Students under suspension may not represent themselves as active students of the Elite Massage School throughout the duration of their suspension.
- All non-tuition monies owed to the Elite Massage School must be paid in full prior to suspension.
- In the event that a student under temporary suspension provides written notice to the school of his/her intent to withdraw from the training program, a refund, if applicable, minus accrued interest, may be provided in accordance with the policies noted in the Cancellations, Withdrawal, Refunds section of this document.
- A re-enrollment fee may be assessed in cases in which a significant portion of training has been completed prior to the temporary suspension. The re-enrollment fee is determined on a per case basis depending on the suspension and re-entry points.

### **Termination**

Students may voluntarily withdraw at any time. Students failing to meet the standards of the program or, for gross disciplinary infractions, may be dismissed at the discretion of the school following review and probationary procedures specified in the school policies. In the event of termination, refunds will be provided in accordance with Washington State statutes and Elite Massage School documented refund policies.

### **Absence and Tardiness**

- Except in Student Clinic, tardiness of greater than (15) minutes counts as absence for the entire hour.
- Tardiness to Student Clinic of greater than (15) minutes is considered a full clinic absence (4 hours).
- Absence is strongly discouraged. Students are required to maintain a 85% attendance rate in each major subject area of the curriculum as well as a 85% attendance rate overall. The following absences require hour-for-hour makeup:
  - Absence from a state mandated class such as First aid / CPR, or other mandatory classes. Proof of makeup is required prior to graduation.
  - Absence from any class which drops the student below the minimum state hourly requirements for training in that subject matter as defined in WAC 246-830-430 (Washington State Licensing Requirements).
  - Absence from a scheduled exam. Exams are required classes. Absence from a scheduled written or practical exam or exam retake, if applicable, is considered a failure of the exam.



## **Standards of Conduct**

Students at the Elite Massage School are preparing to enter a profession in which work ethics and interaction with clients as well as peers and other professionals may very well determine their success or failure. Successful students approach their training with the same maturity and professional attitude as they would their own business.

Generally, any behaviors that diminish student learning, or disrupt the learning environment, or are inconsistent with professionalism are strongly discouraged. While it is not possible to specify all such behaviors, the following are some examples:

- Excessive tardiness
- Excessive absences
- Falsifying attendance records or other official documents
- Inappropriate dress
- Poor personal hygiene
- Inattention in class
- Disruptive behavior in or around the school grounds
- Unethical or uncooperative behavior
- Harassment
- Failure to complete and turn in assignments and practice hours as directed
- Failure to follow the policies of the Classic Institute of Massage
- Theft, damage or misuse of school property or the property of others
- Intentional misrepresentation of credentials or false statements on the school application
- Failure to meet financial obligations

## **Disciplinary Actions and Appeals**

Nothing in the policies below prevents you from contacting the Workforce Board at (360) 709 – 4600 at any time with a concern or complaint.

Most infractions are dealt with through informal discussion with school staff. When necessary, further disciplinary action may range from a formal warning, up to, and including, permanent expulsion from Elite Massage School depending upon the severity of the infraction and the student's cooperation with directed corrective action.

Students have the right to appeal formal disciplinary action in writing within (7) calendar days following notification of such action. Within (7) calendar days of receiving the student's appeal the Campus Manager will convene a disciplinary appeals board, usually consisting of the School President, Campus Manager, Director of Instruction and Class Advisor to consider the appeal. The student has the right to address the board directly and present any pertinent information.

## **Personal Harassment**

### ***Definition***

Harassment may take many forms but essentially consists of behavior which is unacceptable to and diminishes the dignity of the recipient(s) and which creates an intimidating, hostile or offensive environment for that individual.

Harassment may involve single, sporadic or continuing acts of intimidation, coercion, bullying, verbal or physical abuse, or the creation and/or maintenance of an offensive environment for others. Harassment relating to another's sex, sexual orientation, religion, race, or disability is all included in this definition.

### ***Sexual Harassment***

Sexual harassment is a form of sex discrimination and involves unwanted and unwelcome attention of a sexual nature. This may be verbal or physical or involve the denigration of an individual on sexual grounds or by sexual means.

### ***Harassment Policy***

The Elite Massage School wishes to provide a stimulating and supportive study and work environment which will enable its staff and students to fulfill their personal potential and creativity. The school accepts that such an environment cannot exist if students and staff are subject to harassment, intimidation, aggression or coercion.

The Elite Massage School is fully committed to the principles of equal opportunity and regards personal harassment as a discriminatory and unacceptable form of behavior.

Any incident of harassment will be treated as a serious matter which may lead to disciplinary action, up to and including, dismissal, being taken against the perpetrator.

All members of the Elite Massage School staff are responsible for ensuring that personal harassment of a student or staff member does not occur.

## **Grievances and Conflict Resolution**

Most grievances can be satisfactorily resolved informally. For grievances of a sensitive nature, or if the situation cannot be resolved through informal means, the student may request mediation by the Program Director or a grievance committee appointed by the Program Director.

Formal grievances must be stated in writing and delivered personally to the Program Director. Grievances against the Program Director are forwarded directly to the Vice President without comment or delay.

### **Grievances and Conflict Resolution (continued)**

The school administration will investigate and decide on an appropriate course of action within (7) calendar days of receiving a formal grievance. The person filing the grievance will be notified, in writing, of action taken as soon as feasible thereafter.

**No adverse action will be taken against a student who files a grievance.**

## **Academic Calendar (through 2022)**

### ***Class schedule***

<b>Class</b>	<b>Start</b>	<b>End</b>	<b>Graduation*</b>
<b>22M</b>	September, 2022	August 2023	August 2023
<b>22E</b>	January, 2023	November 2023	November 2023

\* Date of graduation ceremonies may vary depending on availability of suitable event facilities.

### ***Introductory Workshops (recommended prior to enrollment)***

TBD

### ***Class Breaks and Holidays***

#### **2022 & 2023**

New Year's Day	January 1
Martin Luther King Jr Day	January 20
President's Day	February 17
Spring Break	First full week every April
Memorial Day	May 25
Independence Day	July 4
Labor Day ( <i>Fall Break</i> )	Week of Labor Day
Veteran's Day	November 11
Thanksgiving Break	November 23 – 28
Winter Break	December 16 – January 2

### **School Closures Due to Weather or Natural Disasters**

While the school rarely cancels sessions, extraordinary circumstances may require such action. The school will make every effort to work around any closures due to weather or other natural disasters. In the event that classes are cancelled for a significant period (more than a day or two) it may be necessary to recoup lost class time during scheduled school breaks or non-class days, such as Mondays. Because of class overlaps and other factors, postponement of class graduation dates is not usually an option.

When it is unsafe to travel to school due to weather related restrictions, please stay home. Elite Massage School follows Tacoma Community College (TCC) closures. TCC is located only 1.9 miles away and is the closest college to us. Colleges have evening classes such as our evening program and is more relatable than the University Place School District which operates on a different type of schedule.

You can follow TCC on their Facebook Site or listen to KIRO news for their closure details. Therefore, if TCC is open for the evening program classes, so is Elite Massage School (EMS).

The school will make every effort to minimize the impact and students will be consulted in determining the action to be taken.

## **Program Overview – Massage Therapy**

The Elite Massage School Training Course includes 700 hours of classroom instruction, fieldwork, and clinical training conducted over the period of approximately twenty five weeks.

The program has been designed with student success as its primary objective. Recognizing the necessity to form a foundation upon which to build knowledge, the Elite Massage School employs a phased, or modular, approach to training.

**One hour of instruction is defined as 50 minutes of instruction or class activity with appropriate breaks.**

### **General Program Objectives**

- Working knowledge of anatomy and physiology of the human body
- Working knowledge of pathologies pertinent to massage practitioners
- In depth knowledge of human kinesiology
- In depth knowledge of Swedish based massage techniques
- Thorough understanding of the principles of therapeutic massage
- Thorough understanding of clinical practices, documentation and client communication
- Familiarity with techniques of relaxation, sports, therapeutic and special needs massage
- Thorough understanding of ethics and laws relating to the field of massage therapy
- Working knowledge of basic business and bookkeeping principles

### **Module One**

The first module assesses the students' predominant learning style, introduces the students to the subject matter they will encounter, prepares them for the academic environment, encourages the development of effective study techniques, and prepares students for the next, slightly more intense, phase of training.

#### **Module 1 Objectives**

- Familiarity with school policies & procedures
- Assessment of students' predominant learning style
- Familiarity with history, language and equipment of massage
- Working knowledge of draping, body mechanics, self care and hygiene
- Introductory knowledge of techniques, effects and cautions of Swedish massage
- Introductory knowledge of kinesiology, anatomy & physiology
- Introductory knowledge of ethics and professionalism
- Ability to perform pre and post event sports massage
- Basic knowledge of Hawaiian (Lomi-Lomi) massage techniques

### ***Module 1 Session Summary***

- Anatomy and Physiology
  - Introduction to Science, Anatomy and Physiology
- Business, Ethics and Communication
  - Student orientation & learning style assessment
  - Introduction to Ethics & Professionalism
- Kinesiology
  - Introduction to kinesiology terms & structures
  - Introduction to joints
- Mandatory Workshop
  - Hawaiian Massage (Lomi-Lomi)
  - Sports Massage
- Massage Theory and Practice
  - Introduction to Swedish massage techniques
  - Classic Institute of Massage School basic massage routine

### **Module Two**

In the second module, students explore an overview of the main subject areas of the curriculum in more depth. The focus of the second module is to create an overall foundation upon which to build more advanced knowledge.

### ***Module 2 Objectives***

- Working knowledge of techniques used in injury treatment
- Working knowledge of postural assessment
- Working knowledge of chair (seated) massage
- Working knowledge of trigger points
- Working knowledge of professional documentation
- Working knowledge of professional ethics & professionalism
- Ability to effectively communicate with clients
- In depth knowledge of practitioner body mechanics, self care and hygiene
- Overview knowledge of kinesiology, anatomy and physiology
- Ability to locate, read and evaluate technical, research and trade literature
- Professional peer evaluation

## ***Module 2 Session Summary***

- Anatomy and Physiology (APP)
  - Systems of the body (overview)
- Business, Ethics and Communication
  - Ethics & professionalism
  - Documentation
  - Research methods
- Kinesiology (KIN)
  - Bony landmarks (upper body)
  - Overview (upper & lower body, and limbs)
- Massage Theory and Practice (MTP)
  - Chair massage
  - Practitioner body mechanics & self care
  - Trigger points
  - Special considerations (geriatric, cancer patients and care givers)
  - Professional peer evaluation
  - Myofascial release
  - Hydrotherapy
  - Soft Tissue Release techniques
- Treatment (PTR)
  - Postural assessment
  - Principles of Treatment

## **Module Three**

In the third module the students are guided ever deeper into the structures and functions of the body and its systems, as well as pertinent pathologies, integrating previous knowledge and exploring the clinical treatment aspects of massage.

## ***Module 3 Objectives***

- Detailed knowledge of massage techniques and effects
- Working knowledge of Classic Institute of Massage Advanced Massage routine
- Working knowledge of Classic Institute of Massage Deep Tissue Massage techniques
- Ability to design and perform an outcome based massage routine
- Ability to perform treatment on specific conditions
- Working knowledge of pathologies pertinent to bodywork
- Working knowledge of indications and contraindications for massage
- Working knowledge of clinical practices and documentation
- Working knowledge of kinesiology, anatomy and physiology pertaining to massage and bodywork
- Working knowledge of principles of nutrition
- Professional peer evaluation

### **Module 3 Session Summary**

- Anatomy, physiology and pathology (APP)
  - Systems of the body (details)
  - System pathologies
  - Contraindications review
- Business, Ethics and Communication (CBP)
  - Clinical documentation
  - Student research reports
- Kinesiology (KIN)
  - Muscle origin, insertion & action
- Massage Theory and Practice (MTP)
  - Sports massage fieldwork
  - Elite Massage School Advanced Massage routine
  - Professional peer evaluation
- Student Clinic (SCL)
  - Student clinic orientation
  - Student clinic sessions
  - Student clinic review
- Treatment (PTR)
  - Treatment for commonly encountered conditions
  - Treatment for upper extremities
  - Treatment for back/hip
  - Treatment for head and neck
  - Treatment for lower extremities

### **Module Four**

While continuing the clinical emphasis in the previous module, the fourth module emphasizes the final preparations for graduation including business classes.

### **Module 4 Objectives**

- Working knowledge of basic business and accounting principles
- Working knowledge of laws and regulations pertaining to massage
- Ability to effectively communicate with clients and other health care professionals regarding client care and referrals
- Thorough understanding of indications and contraindications for massage
- Ability to design, perform, monitor and document a client injury treatment plan
- Working knowledge of precautions and procedures relating to HIV/AIDS
- Certification in first aid and CPR
- Thorough understanding of kinesiology
- Competency in clinical practices
- Thorough understanding of the ethical therapeutic relationship
- Ability to successfully complete the national exam for licensing
- Professional peer evaluation

### **Module 4 Session Summary**



- Business, Ethics and Communication (CBP)
  - Starting a business and marketing
  - Massage laws and regulations
  - Bookkeeping and taxes
  - Insurance and legal documentation
  - Employment and resume's
  - Outcall strategies, safety & security
  - Application for state licensing exam
  - Graduate panel
- Mandatory Workshop (MWS)
  - HIV/AIDS awareness
  - First Aid
  - CPR
- Massage Theory and Practice (MTP)
  - Final comprehensive written exam
  - Final comprehensive practical exam
  - Special considerations (manual lymph drainage for breast cancer)
  - Special considerations (intra oral treatment for TMJ disorder)
  - Professional peer evaluation
- Student Clinic (SCL)
  - Student Clinic sessions
- Treatment (PTR)
  - Continuation of treatment for common conditions and injuries

## **Assessment**

The primary methods of learning assessment are quizzes and examinations. The Classic Institute of Massage assesses a final grade of Pass/Fail. Numeric grades are employed to give the students a scale upon which to gauge individual progress.

### ***Examinations***

Examinations count for grade. The format for exam questions is multiple choice, true/false, or matching. Exams are normally conducted at the midpoint and end of each subject module. A school comprehensive exam is conducted near the end of the program.

A grade of less than 75% on an examination constitutes a failure and requires retake of the examination. Absence from a written or practical examination, or a scheduled examination retake, if applicable, is counted as a failure of that exam.

Students who fail to pass an exam within three (3) attempts are subject to an Academic Review Board and may be assigned corrective action at their own expense.

### ***Quizzes***

Quizzes are informal knowledge reviews which are used primarily to monitor the progress of the students and provide ongoing feedback to individual instructors on the effectiveness of instruction. Quiz formats are determined by individual instructors.

### ***Progress Reports***

Students are provided with monthly progress reports including attendance and a count of logged massage practice hours. Students are considered to be maintaining satisfactory progress if *all* of the following are satisfied:

- A passing grade has been achieved on each examination
- Individual attendance is within acceptable standards
- The minimum standard for massage practice hours is met

## **Graduation Requirements**

### **Massage Therapy Program**

In order to graduate from the Elite Massage School Training Course a student must complete all of the following requirements:

- Completion of all written and practical examinations with a minimum grade of 75% on each examination.
- 85% attendance in each major subject area and overall attendance of 90%; or completion of assigned corrective action to compensate for deficiencies.
- 100% attendance or makeup of all mandatory classes, events and workshops.
- Certification in First aid and CPR.
- Meet the minimum requirement for massage practice hours as stated in the Student Handbook.
- Receive (2) professional massages within the academic year.
- Payment of all non-financed monies owed to the school.

## **Graduation Certification**

Upon successful completion of the Elite Massage School Training Course, the graduate is issued an Elite Massage School diploma and is academically qualified to sit for the Washington State licensing examination (MBLEx).

### **Graduate Placement**

Approximately two months prior to scheduled graduation, the school sends a notice to area businesses, which would normally be expected to employ massage therapists, announcing the graduation date and availability of the graduates for employment. Job announcements are posted on the Placement Bulletin Board located in the classroom

**No actual or implied guarantee of placement or employment is made.**

## **Student Services**

### **Housing**

The Elite Massage School offers no assistance to students regarding location or payment for suitable housing.

### **Tutoring Services**

Tutoring services are offered subject to the availability of individual instructors. The charge for individual or group (up to six students) tutoring arranged through the school administration is \$40 per hour or portion of an hour, payable prior to graduation.

### **Transportation**

School sponsored transportation is not provided. Students are encouraged to use local mass transit or personal transportation. Due to the limited availability of parking, students are encouraged to car pool if possible.

### **Reference Library**

The Elite Massage School maintains a limited library of reference materials for use by students. Students may sign out reference materials for use on the school campus. Reference materials may not be removed from the school campus.