

HOLISTIC MASSAGE TRAINING INSTITUTE CATALOGUE

THIS CATALOGUE IS CERTIFIED TRUE AND CORRECT AS TO CONTENT AND POLICY.

--JANINE C. FLEMING, DIRECTOR

HOLISTIC MASSAGE TRAINING INSTITUTE

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History

Holistic Massage Training Institute opened its doors in January 2000. The founder, owner and Director is Janine Fleming, who operates a successful massage practice and has taught massage workshops since 1989.

Our 810-clock hour program is intended for students living in Baltimore City and the surrounding areas who are interested in a holistic approach to massage education. Once completed, the graduate will be qualified to sit for the required licensing exam, the Massage and the Bodywork Licensing Exam (MBLEx). In Maryland, if the applicant has accumulated at least 60 college credits (including 24 credits in basic or applied science relating to healthcare) they will become a Licensed Massage Therapist. If the applicant does not have the required college credits, they will become a Registered Massage Practitioner.

In addition to the 810-clock hour massage therapy training, Holistic Massage Training Institute offers continuing education workshops for Licensed Massage Therapists or Registered Massage Practitioners. These workshops are approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) and are also available to students in the 810-clock hour massage therapy training program to supplement their learning.

Mission

Our mission is to educate, challenge and inspire students through a holistic approach to massage therapy education, resulting in massage therapists of the highest caliber. At Holistic Massage Training Institute, students will benefit from a well-balanced curriculum integrating theory, technique and practical experience.

In our program, students are provided with the essential skills, knowledge and hands-on training needed to be successful in the field of massage. Upon completion of the program, the graduate is well equipped to sit for and pass the MBLEx, thus making them eligible to take the steps to become a Licensed Massage Therapist or a Registered Massage Practitioner in the State of Maryland and in all but two states that require licensing.

Admission Policy

To be considered for the 810 clock-hour massage therapy training program, the applicant must be at least 17 years of age (providing that they will be 18 years old at the time of graduation) and possess a high school transcript showing graduation from high school with a 2.0 or better GPA, GED certificate, or a college transcript with 60 credits or more reflecting achievement beyond the high school level. If there is any question about the validity of a high school transcript, Holistic Massage Training Institute will reach out to the Department of Education in that jurisdiction to verify that **the high school is recognized as a provider of secondary school education and the high school transcript is valid.**

To benefit from massage therapy training, the student should be in good health and have reasonable stamina, as the work of a massage therapist can be physically demanding. It is expected that the student will have the motivation to complete the program in the time allotted and have the aptitude to

study the written, technical, and practical material. The student should have the financial resources necessary to complete the program.

All applicants will be interviewed at Holistic Massage Training Institute prior to admission into the program. Interviews may be scheduled Monday through Friday or on Sunday 8:00am-8:00pm. A maximum of twenty students will be accepted into each class, giving a student to instructor ratio of no more than 24:1 for lecture class segments and 20:1 for lab and clinic. Applications may be submitted for consideration at any time prior to class beginning. Applications must include the following: a completed application, an application fee of \$80.00 made payable to Holistic Massage Training Institute, two letters of reference, a copy of photo ID, high school or college transcripts (if you have less than 60 college credits, a high school transcript or GED score is required), and transcripts from any trade schools attended. Applications may be submitted by appointment any day of the week.

Note that prior criminal convictions may affect a student's ability to become a Registered Massage Practitioner or Licensed Massage Therapist in Maryland. That decision will be made by the Board of Massage and Chiropractic Examiners, which regulates massage, after the student's graduation from Holistic Massage Training Institute.

Schedules

We offer the following schedules:

Full-time Day (24 hours/week, 44 instructional weeks, completing in 8 months)

Part-time Day (16 hours/week, 49.5 instructional weeks, completing in approximately 13 months)

Part-time Evening (12 hours/week, 66 instructional weeks, completing in 17 months)

Part-time Sunday and Wednesday (12 hours/week, 66 instructional weeks, completing in 17 months)

PLEASE SEE CATALOG ADDENDUM FOR CURRENT SCHEDULE OF CLASSES

Faculty

Classes are taught by the owner and Director of Holistic Massage Training Institute, Janine Fleming, and other well-qualified, part-time instructors experienced and currently working in the field of massage. All instructors teach both practical and academic subjects, bringing their unique experiences and perspectives to the material.

Janine Fleming, Director (University of Maryland Baltimore County, B.A. Biochemistry, Certificate in Spanish 1980; Certificate in Massage Therapy, Baltimore School of Massage 1988).

David Blonn, Instructor (Certificate in Massage Therapy, The Swedish Institute College of Health Sciences, School of Massage Therapy in New York, NY, AOS Massage Therapy 2004; Graduate of Midwest College of Oriental Medicine, Chicago, IL BS Nutrition 2008, MS Oriental Medicine 2008, Doctorate of Acupuncture and Oriental Medicine (ABD) 2011).

Andrew Burke, Instructor (Graduate of University of Maryland Baltimore County, B.A. Philosophy, 2006; Certificate in Massage Therapy, Holistic Massage Training Institute 2005).

Eva Farrell, Instructor (Certificate in Massage Therapy, Baltimore School of Massage, 2010)

Adrienne Grovogui, Instructor (Certificate in Massage Therapy, Holistic Massage Training Institute, 2011)

Anthony Johnson, Instructor (Certificate in Massage Therapy, Fortis Institute, 2016).

Isis Peace, Instructor (Certificate in Massage Therapy, Holistic Massage Training Institute 2019).

Vanessa Purnell, Instructor (BA in Social Work, Morgan State University, 1977. University of Baltimore, JD in Law, 1990. Certificate in Massage Therapy, Holistic Massage Training Institute 2011).

Marquita Redd-Hickson, Instructor (Certificate in Massage Therapy, Holistic Massage Training Institute 2015)

Ricquel Ricks-Cumbo, Instructor (BS in Human Ecology, Morgan State University, 1994. Certificate in Massage Therapy, Baltimore School of Massage, 2004)

Damany Vinson, Instructor (Certificate in Massage Therapy Holistic Massage Training Institute, 2017)

Administrative Staff

Janine Fleming: Director

Lawrence Malloy: Chief Operating Officer

Karen Atkins: Admissions

Joanna Michell: Student Records

Janine Fleming: Financial Aid

Charles Hopkins: Building Maintenance

Facility and Equipment

Students will find that Holistic Massage Training Institute has extensive educational resources, including massage tables and chairs, outstanding teaching aids and complete access to the Director's personal library which includes over 3,000 books, journals, tapes, and teaching aids. The school occupies over 7,000 square feet. This includes seven classrooms, a large library/classroom, two offices, eight private treatment/clinic rooms, four bathrooms, one faculty lounge, one student lounge, an eat-in kitchen, one laundry/utility room and five storage closets.

Holistic Massage Training Institute is located at the corner of Loch Raven Road and East 30th Street. **From I-95** take Downtown exit, Stay left toward Inner Harbor. Take right onto

Conway Street. Take left onto Charles Street. Take right onto 28th Street. Take left onto Greenmount Avenue or Matthews Street. Take right onto 30th Street. We are on the corner of 30th Street and Loch Raven Road. Turn right on Loch Raven Road to access front parking lot. **From I-83 (the Jones Falls Expressway)**, take 28th Street exit, Take left onto Greenmount Avenue or Matthews Street. Take right onto 30th Street. We are on the corner of 30th Street and Loch Raven Road. Turn right on Loch Raven Road to access front parking lot. If the parking lot is full, there is free, unrestricted parking on East 30th Street. **From 695** take the Loch Raven Boulevard exit and go south approximately 5 miles. We are on the right-hand side.

Total enrollment at Holistic Massage Training Institute is limited to 100 students and class size is limited to 24 students for lecture and 20 students for lab (bodywork).

Graduation Requirements

Upon successful completion of the program, the student will receive a frameable certificate from Holistic Massage Training Institute. Successful completion of the program requires that the student complete each written exam, practical exam, assignment, and participation with a minimum of 70% accuracy, while maintaining an overall 2.7 GPA, complete the 810-clock hour program at an 84% attendance rate or better and be in satisfactory financial standing with the school. To graduate, the student will need to have a current CPR Certificate and will need to have completed the required 18-clock hours of Community Outreach.

Accreditation and Approvals

Holistic Massage Training Institute is accredited by the Accrediting Bureau of Health Education Schools, 777 Leesburg Pike, Suite 314 N, Falls Church, VA 22034, (703) 917-9503.

Holistic Massage Training Institute is approved by the Maryland Higher Education Commission, 6 N. Liberty Street, 10th Floor, Baltimore, MD 21201, (410) 767-3296 to offer our program to any student meeting our admissions criteria.

In addition, we are approved as an assigned school by the National Certification Board for Therapeutic Massage and Bodywork, 1333 Burr Ridge Parkway, Suite 200, Burr Ridge, IL 60527 (800) 296-0664.

Maryland Higher Education Commission

Maryland Higher Education Commission, at 6 N. Liberty Street, 10th Floor, Baltimore, Maryland 21201; (410) 767-3284/ 800-974-0203, Fax 410-332-0270, website: www.mhec.state.md.us maintains information regarding the program's enrollment, completion, and employment rates of graduates. The Commission is available to discuss any concerns relative to the training that the student cannot resolve with the school administration.

Enrollment and Entrance Requirements

To be considered for the 810 clock-hour massage therapy training program, the applicant must be at least 17 years of age (providing that they will be 18 years old at the time

of graduation) and possess a high school transcript showing graduation from high school with a 2.0 or better GPA, GED certificate, or a college transcript with 60 credits or more reflecting achievement beyond the high school level.

To benefit from massage therapy training, the student should be in good health and have reasonable stamina, as the work of a massage therapist can be physically demanding. It is expected that the student will have the motivation to complete the program in the time allotted and have the aptitude to study the written, technical, and practical material. The student should have the financial resources necessary to complete the program.

All applicants will be interviewed at Holistic Massage Training Institute prior to admission into the program. Interviews may be scheduled Monday through Friday or on Sunday 8:00am-8:00pm. A maximum of twenty students will be accepted into each class, giving a student to instructor ratio of no more than 24:1 for lecture class segments and 20:1 for lab and clinic. Applications may be submitted for consideration at any time prior to class beginning. Applications must include the following: a completed application, an application fee of \$80.00 made payable to Holistic Massage Training Institute, two letters of reference, a copy of photo ID, high school or college transcripts (if you have less than 60 college credits, a high school transcript or GED score is required), and transcripts from any trade schools attended. Applications may be submitted by appointment any day of the week.

Note that prior criminal convictions may affect a student's ability to become a Registered Massage Practitioner or Licensed Massage Therapist in Maryland. That decision will be made by the Board of Massage and Chiropractic Examiners, which regulates massage, after the student's graduation from Holistic Massage Training Institute.

Student Conduct Policy

The student is expected to demonstrate high ethical standards and behave and dress in a professional manner. The school has the right to dismiss any student who, after being advised as to what is appropriate, does not behave and dress professionally, or any student involved in illegal or unethical practices.

Satisfactory Academic and Attendance Progress

The school has an Academic and Attendance Policy standard that must be met by each student to remain on good academic standing. The Academic and Attendance Policy can be found in the Student Handbook. Should a student fall below the required 70% standard which will be determined through quantitative data gathered from the student's transcripts, they will immediately be put on Academic Probation and notified by mail. The student will then be required to meet with a Student Support Advisor within 1 week to work on their Academic Performance Plan. The student will be required to meet with a Student Support Advisor, receive tutoring in the Academic Success Center, and/or meet with Janine Fleming, the Program Director to discuss accommodations for documented disabilities.

Upon completion of the Academic Performance Plan, the student will be notified by mail that they have successfully met the requirements and are back in good academic standing.

Should the student fail to meet the requirements of the Academic Performance Plan, they will be notified by mail that they have been dismissed from the program.

The school maintains academic and attendance records. The student's academic and attendance progress is recorded on their individual transcript and attendance log on an ongoing basis.

The student's academic and attendance progress will be measured after each unit and reported to the student). To maintain satisfactory progress, students must:

Complete each written exam, practical exam, assignment, clinic, and unit participation (attendance) with a minimum grade of 70%.

Complete each unit with a grade point average (GPA) of at least 2.7.

Maintain a cumulative attendance rate of at least 84%.

Make up the content of any missed classes.

Complete the program within 1.2 times the program length. If a student does not complete the program within 1.2 times the program length, they will be required to re-enroll to satisfactorily complete any incomplete, failed, or missed units and successfully graduate from the program. An \$80.00 re-enrollment fee will apply.

Students who fail to make satisfactory academic or attendance progress will be placed on academic or attendance probation.

If a student is in class on the date an exam is scheduled, the student is expected to take the exam on that date.

Missing a Scheduled Exam

If a student is in class on the date an exam is scheduled, the student is expected to take the exam on that date. If a student is absent on a test date, the student is responsible for arranging to take the missed exam outside of regularly scheduled class time-not during class time-with the possible exception of a missed practical exam. If possible, the missed exam should be taken on or before the day the student returns to class. If the unit is a prerequisite for continuing, the student must pass the exam by the last day of the current unit. Otherwise, the student must take and pass the exam within 36 classroom clock hours of the end of the unit. If the student fails to pass the exam within that time frame, they will fail the unit and will be required to repeat the unit at their own expense, currently \$667 per unit.

Turning in a Late Assignment

If a student does not turn in an assignment on the due date, he or she will automatically receive a 15-point grade penalty. Any missing work must then be completed within 36 classroom clock hours of the end of their next unit. Except, if the unit is a prerequisite for continuing, the student must turn in the assignment by the first day of the next unit. If the student fails to turn in an assignment within the required timeframe, they will fail the unit and

absent documented mitigating circumstances will be required to repeat the unit at their own expense, currently \$755.00 per unit.

Incomplete Grade Policy

At the Director's sole discretion, an incomplete may be granted due to documented mitigating circumstances.

Holistic Massage Training Institute has defined the following as mitigating circumstances:

- 1) serious illness of the student,
- 2) serious illness of a member of the student's immediate family for whom the student is the primary caregiver,
- 3) death of a member of student's immediate family,
- 4) other verified absences deemed appropriate by the Director.

A student who has been absent due to mitigating circumstances should contact the Director to request additional time to complete a unit. Under exceptional circumstances and at the discretion of the Director, an Incomplete grade may be granted to a student whose work in a unit has been satisfactory but who, because of illness or other circumstances beyond the student's control, has been unable to complete some small part of the work of the unit by the scheduled end date of the unit.

NOTE: All recipients of federal financial aid should contact the Financial Aid Administrator and consult the section of the catalog concerning financial aid to understand the implications of all academic and attendance policies on funding and the repayment of funding received. In addition, students should understand that failure to comply with these regulations may have an impact on future eligibility.

Attendance Policy

Students are expected to attend and be on time for all regularly scheduled classes.

Excessive absences or tardiness make it almost impossible for a student to meet the academic objectives of a unit; they frequently cause a student to receive a lower grade, even if the absence or tardiness was unavoidable.

If a student misses 50% or more of any unit, they must repeat the unit and pay to repeat the unit. The student will not be permitted to make up time with DVDs once they have missed 50% or more of the scheduled hours for a unit.

Should absences or tardiness be necessary, students are responsible for the material covered during the absences and the completion of any make-up assignments given by the instructor. Up to 110-clock hours of class time over the course of the entire program may be made up. (See Missed Class policy)

Instructors take attendance during each class period and record it accurately on the permanent roster. These attendance records are maintained at the school for the life of the school.

A student who is late to class or leaves early is given partial attendance credit. This means that a student is given credit only for the time that they are in class. For example, if a student arrives 15 minutes late to a 4-clock hour class, they will receive credit for 3.75-clock hours of attendance for that class. If a student leaves 1-clock hour and 20 minutes early from a 4-clock hour class, they will receive credit for 2.67-clock hours of attendance for that class.

Instructors cannot grant requests for excessive amounts of make-up material. Administrative staff may request written documentation detailing the reason for absences or tardiness.

While enrolled, the student must maintain at minimum an 84% cumulative attendance rate (i.e., attend at least 84 out of every 100 classes).

If the school is forced to close due to inclement weather, students will be notified by email that the class has been postponed. Students will receive a revised schedule upon returning to class.

- Students are expected to be on time and to attend every class.
- A student's attendance rate for the unit and cumulative attendance rate for the program will be evaluated and reported in writing to the student at the end of each unit.
- A student who has an attendance rate below 84% for an individual unit will be placed on attendance probation. The student must have an attendance rate of 84% or higher for the next unit to be taken off probation.
- A student whose cumulative attendance rate is below 84% for two consecutive units must meet with the Director and may be required to submit make-up assignments, attend make-up classes, or retake an entire unit. This decision is at the sole discretion of the Director.
- If the student is required to retake a unit, the student will be required to pay for that unit on a prorated schedule based on the current tuition rate, currently \$667.00/unit.
- A student who fails to complete make-up work as assigned by the Director, or who fails to improve their attendance enough to graduate with an 84% or better attendance rate will be dismissed from the program.

Missed Class Policy

If the student has less than 70% attendance for any unit, it is mandatory that time be made up within 36 classroom clock hours of the end of the unit to pass the unit, as 70% attendance is required to pass a unit.

Time may be made up in one of the following ways:

1-Attending the missed class when it comes up in another class schedule (if within 36 classroom clock hours of the end of the unit).

2- Watching and taking notes or writing a report on a relevant DVD or video, as assigned by instructor and/or Director. Time spent watching the DVD or video will substitute for the missed class time.

3- Other assignment at the Director's discretion.

Any student with less than 100% attendance may make up missed class time, but no more than 110-clock hours over the course of the entire program will count toward attendance.

The student is responsible for making up the content of any class missed whether the student makes up the time or not. The instructor may choose to give additional assignments to ensure that the student understands any material missed.

Student Massage Clinic

Student massage clinics are held during class time. Clinics are required during units 6, 7, 8, 10, 11,12,13,14,15,17,18,19, 20 and 22 during your regularly scheduled class time. Students will practice massage on members of the public to gain insight into what it is like to run an actual massage practice.

As participation in clinic is serious, involves members of the public, and is training for your career as a massage therapist, these are specific parameters that we have established:

1-Any student who is LATE for their scheduled clinic but makes it in time to complete the massage, will have 10 points deducted from their clinic grade.

2-Any student who is so LATE for clinic that the client has already gone home, or if the student CANCELS within 2 hours of the clinic, then the student will need to make up the clinic and will have 25 points deducted from their clinic grade.

3-Any student who is a NO CALL, NO SHOW for clinic, barring documented extenuating circumstances, will not be able to make up the clinic and will have to repeat the unit at a cost to the student of \$667.00.

Students will wear their Holistic Massage Training Institute shirts for student massage clinic.

Academic and Attendance Probation

The probationary period starts immediately after the student has been placed on probation. In the case of academic probation, the student will be required to complete material at the Instructor or Director's indication and/or repeat the unit at the earliest date offered. Reasons for academic probation include:

- Repeated unacceptable class participation
- Inappropriate behavior
- Granted withdrawal appeals
- Grade point average of less than 80%
- Outstanding assignments or exams

The Director of Holistic Massage Training Institute, with input from the instructor(s), will determine the terms of the probationary period. These terms will address the behavior in question and the appropriate time frame to remediate the behavior. If, at the end of the probationary period the agreed upon goals have not been met, the student may be dismissed from the program.

Reasons for attendance probation include:

- Excessive missed classes (attendance rate below 84% for a unit)
- Continual tardiness

After being placed on attendance probation, a student will remain on probation until they have completed a unit with an 84% or higher attendance rate and their cumulative attendance rate reaches the required 84%. If the student's attendance rate falls to a level that makes it impossible to graduate (i.e., mathematically impossible to achieve a cumulative attendance rate of 84% or greater), they will be withdrawn from the program.

In the case of extreme behavioral or attendance problems, the school reserves the right to place a student on probation at non-evaluation points.

If a student is placed on academic or attendance probation, they are still eligible to receive Title IV funding, if applicable. If a student reaches the mid-point of the program (405-clock hours) and has not been able to meet Satisfactory Academic and Attendance Progress standards, the student may be ineligible for Title IV funding for the second half of the program.

If the student is receiving VA education benefits, the VA will be notified of any change in the enrollment status of the student, including when there is a schedule change, leave of absence or termination of training.

If a student is dismissed from the program, they may be considered for readmission. If the student is readmitted, they must repeat any incomplete or failed unit(s) to graduate.

At the end of the next unit following placement on probation, if the student fails to meet the terms of probation the student will receive a written Dismissal Notice. The student has a right to appeal at any point the actions taken to put them on probation or to dismiss them from the program.

Leave of Absence

If the student feels that it is necessary to take a leave of absence from the program because of an illness or family emergency, they will need to submit a request in writing to the Director.

The student's opportunity to return to the same class will be determined on an individual basis by the amount of time missed and the individual's academic progress to date. The maximum amount of time that a student may be on a leave of absence is 180 days.

In the event the student needs to resume with another class, if the student has already paid for the entire program, no tuition will be owed when the student returns to class. If the student is on a payment plan, they will resume payments when they return to class. If the student does not return from the leave of absence, they will be refunded according to the refund policy.

Grading System

To receive a passing score for a unit, the student must complete each written exam, practical exam, assignment, and participation with a minimum of 70% and in compliance with the due date of the exam or assignment and achieve a minimum 80% GPA for the unit.

The student will have 2 chances to pass an exam with a 70% or better. Any exam retake will be completed outside of regular class time and must be taken and passed within 36 classroom clock hours of the original due date. In the event the student is close to 70% on their second attempt, at the Director's sole discretion, an alternate assignment or project may be assigned and completed to raise the test score to 70%.

We use a grading scale of 0%-100%. Any score 69% or below is a failing score. A score of 70% and above is a passing score.

Exam scores will be maintained at Holistic Massage Training Institute for the life of the school. The student will review exams after completion; however, exams will not be taken home. Students will be provided with a written record of test scores after each unit and provided feedback on their overall progress.

Tutoring is available and shall be conducted outside of class time and will not be used to calculate satisfactory academic or attendance progress.

There are no non-credit or remedial units offered at Holistic Massage Training Institute.

Repeated Units

To graduate, the student may need to repeat a unit if he or she fails a unit or if the student is re-admitted after withdrawing or being withdrawn from the program.

If a student repeats a unit and passes with an 80% or better, the initial attempt will not count toward their GPA, with the exception that any person receiving veterans' educational benefits who has satisfactorily completed a unit will not be allowed to repeat a unit for a higher grade to improve their grade point average.

Tuition for repeated units will be \$667.00 (based on 36-clock hours at the current tuition rate). If a student is repeating a unit due to failure to complete the program within 1.2 times the scheduled program length, an \$80.00 re-enrollment fee will also apply.

Student Appeal Process

Within 5-calendar days of being notified of their probation status or dismissal, the student may submit a written appeal. The appeal should be addressed to the Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic and/or attendance progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory progress. A written Plan of Completion must be provided by the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed (1.2 times the length of the Program). The Director will examine

all appeals. The student will be sent the Director's written decision within 14 days of the Director's receipt of the appeal. The decision of the Director is final.

Students reinstated after dismissal will be on a probationary status for the next unit, during which time they must meet the terms and conditions set out in the Director's letter granting the appeal. At the end of the unit, if the student has achieved satisfactory academic and attendance progress, they will be taken off probation. If they have not achieved satisfactory academic and attendance progress, they will be subject to dismissal.

Students who have been terminated for exceeding the maximum program completion time will not be eligible to use the appeal process. However, the student may apply for re-admittance. An \$80.00 re-enrollment fee will apply.

If the student is readmitted to the program, tuition owed will be at the current tuition rate and calculated based on the number of clock hours yet needed to graduate from Holistic Massage Training Institute, which will include units that must be repeated to graduate.

Grievance Procedure

Any complaint by the student shall be made in writing by completing a Suggestion/Complaint Form. The student will have the opportunity to suggest what course of action should be taken. After the Director reviews the complaint and discusses the situation with other staff members or with the advisory board, a written response will be given, outlining the course of action to be taken, if any, within two weeks. The signature of the student and the Director will be required on the response. The student has the right to appeal to the Secretary of Higher Education at the Maryland Higher Education Commission, 6 N. Liberty Street, 10th Floor, Baltimore, MD 21201 concerning school violations of Maryland regulations. The student has the right to submit a complaint by mail or email to the school's accrediting agency, Accrediting Bureau of Health Education Schools, Complaints Specialist, 777 Leesburg Pike, Suite 314, North Falls Church, VA 22034, info@abhes.org. In addition, the student may submit a complaint to the Maryland Board of Chiropractic and Massage Therapy Examiners, 4201 Patterson Avenue, Suite 301, Baltimore, MD 21215-2299 or to the Maryland Office of Consumer Protection, 200 Saint Paul Place, Baltimore, MD 21202. In addition, any student may file a complaint online with the Office of the Inspector General of the Department of Education, <https://www2.ed.gov/about/offices/list/oig/hotline.html>, write to them at Inspector General's Hotline, Office of Inspector General, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-1500 or call the hotline at 1-800-647-8733.

Transfer Students

Credit for previous training will be evaluated by Holistic Massage Training Institute upon receipt of official transcripts from a massage school recognized by the US Department of Education, the Council of Higher Education Accreditation (CHEA), or by the state in which the school is located. Transferred clock hours will be accepted for courses that match content with units offered at Holistic Massage Training Institute. Units taken at another institution must be completed with a minimum score of a C-average (2.0 on a 4.0 scale) to be considered for transfer credit by Holistic Massage Training Institute. The number of clock hours transferred cannot exceed 600.

The 810-clock hour massage training program of Holistic Massage Training Institute is approved for VA educational benefits. If the transfer student is applying for these benefits, Holistic Massage Training Institute will obtain written records on their previous education and experience, complete evaluation, grant credit where appropriate and advise the VA claimant and the Department of Veterans Affairs accordingly.

Tuition for transfer students will be calculated proportionately based on the number of clock hours needed to graduate from Holistic Massage Training Institute.

Cost of the Program

The application fee of \$80.00 should be submitted along with the completed application. Tuition for the program is \$14,998.00, which can be broken up into monthly payments. The student may elect to lower the monthly payments by receiving Federal Student Aid if eligible, or by entering a private loan program. See **Financing Options** on page 12 for more information.

The total cost of the program, including 5 professional massage appointments at approximately \$85.00 each, a CPR course at approximately \$55.00, sheets and lotion for classroom use at \$40.00 for the duration of the program, and the cost of fingerprinting at \$50.00 is \$15,532.00.

As a convenience to our students, we will pay the MBLEx fee of \$195.00 to encourage the student to apply to take the exam within 14 days of graduation. We will also cover the cost of the Maryland Jurisprudence Exam and application fee of \$300.00; and the Maryland licensing fee of \$200.00 to encourage the student to apply to take the Maryland Jurisprudence exam within 60 days of graduation. The graduate will be responsible for the cost of fingerprinting and background check process which currently costs \$50.00.

As a convenience to our students, some required textbooks are included in the tuition cost.

Sheets and lotion will be provided for student use during the student massage clinics. However, the student will be expected to bring in their own sheets and lotion for use during class exchanges. If the student forgets to bring in sheets, a set of sheets may be rented for \$2.00. The sheets may be picked up in the office and should be returned at the end of the class. An 8-oz. bottle of oil or lotion may be purchased in the office for \$5.00.

Massage tables are provided for use during class at the school. However, within a few months of beginning the program, we suggest that the student purchase a massage table for home use. The cost for a new massage table is approximately \$300.00. Used massage tables can be purchased for less.

During the training, the student will be required to receive five professional massages, which cost approximately \$85.00 each.

Prior to graduation the student must be certified in CPR, at a cost to the student of approximately \$55.00. Students who plan to be Licensed Massage Therapists must be certified

at the HealthCare Provider Level CPR. Students who plan to be Registered Massage Practitioners may be certified at the Basic Level CPR or HealthCare Provider Level.

Financing Options

Holistic Massage Training Institute is certified for Federal Student Aid. Dependent upon each student's unique circumstances, a student may be eligible for PELL grants and/or Federal student loans. Our Federal I.D. Code is 041689.

Holistic Massage Training Institute strives to make its tuition affordable to all students. In our effort to meet this goal, Holistic Massage Training Institute offers either a monthly payment plan, or students may apply for educational loans through a lender of their choice, to pay the tuition not covered by federal financial aid. Holistic Massage Training Institute also accepts Senatorial and Delegate Scholarships for its students, as well as other private scholarships.

Holistic Massage Training Institute is approved to accept students through Maryland's Department of Rehabilitation Services (DORS).

Holistic Massage Training Institute is approved by the Maryland State Approving Agency to offer training to veterans and other eligible dependents. The individual will be able to attend Holistic Massage Training Institute after providing the school with a Certificate of Eligibility (COE), documentation provided by the VA that serves as verification of an individual's ability to benefits under Chapter 31 or 33, even while Holistic Massage Training Institute is still awaiting payment from the VA.

More information on each of these financing options can be found in the school's financial aid office.

Refund Policy

If the student chooses to withdraw from Holistic Massage Training Institute within 7-calendar days of signing the Enrollment Agreement, all fees paid by the student shall be refunded, including the application fee, whether class has begun or not. After the 7-day cancellation period, but before the first day of instruction, Holistic Massage Training Institute will retain the \$80.00 application fee but refund all the tuition paid after books are returned in new condition. If the 7-day cancellation period has expired and the student withdraws after instruction begins, the refund shall be based on the *total contract price* for the program. The total contract price does not include: the application fee. The minimum refund that the school will pay a student who withdraws or is dismissed after the 7-day cancellation period is as follows:

<u># of clock hours completed</u>	<u>% of program complete</u>	<u>% Refunded</u>	<u>Tuition Retained</u>
1-81 clock hours	0 -10%	90%	\$ 1,499.80 (10%)
82-162 clock hours	more than 10% up to 20%	80%	\$ 2,999.60 (20%)
163-243 clock hours	more than 20% up to 30%	60%	\$ 5,999.20 (40%)
244-324 clock hours	more than 30% up to 40%	40%	\$ 8,998.80 (60%)
325-405 clock hours	more than 40% up to 50%	20%	\$11,998.40 (80%)
406-810 clock hours	more than 50%	0%	\$14,998.00 (100%)

If a student enrolls in the program less than one week before class begins and withdraws from the class within 7-calendar days, he or she will be entitled to a full refund of all the tuition paid after textbooks are returned in new condition.

The date of withdrawal or dismissal is the last date of attendance by the student. A refund due to a student will be based on the date of withdrawal or dismissal and paid within 30 days from that date.

In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due to a student shall be based on the last date of attendance and paid within 30 days of the day the student informs us that they will not be returning.

If the school closes or cancels the 810-clock hour massage therapy training, the school will refund to each currently enrolled student all money paid by the student for tuition and fees, and any tuition balance due will be cancelled.

If a student withdraws or is dismissed from the program, the balance due to Holistic Massage Training Institute for tuition will be as detailed in "Tuition Retained" above.

If a student is receiving Federal Student Aid and withdraws or is dismissed from the program, there are rules and regulations that apply specifically to the Federal Student Aid received as follows:

Return of Title IV Funds Policy

The federal government's requirements for Title IV program funds when students withdraw or are dismissed are separate from the refund policy that Holistic Massage Training Institute has. Therefore, the student may still owe funds to Holistic Massage Training Institute to cover unpaid institutional charges. Holistic Massage Training Institute requires students to repay any Title IV program funds that Holistic Massage Training Institute was required to return to the Department of Education.

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have "earned" only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%. We encourage you to read this policy carefully. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the program, you should contact the Director to see how your withdrawal will affect your financial aid.

1. The policy shall apply to all students who withdraw, drop out or are dismissed from Holistic Massage Training Institute, and receive financial aid from Title IV funds:

a) The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs (only the programs which Holistic Massage Training Institute participates in are listed here): UFDLs (Unsubsidized Federal Direct Loans), subsidized Federal Direct Loans, Federal PLUS loans and Federal Pell Grants.

b) A student's withdrawal date is: The date the student began the institution's withdrawal process or officially notifies the institution of intent to withdraw, or the midpoint of the period for a student who leaves without notifying the institution; or the student's last date of attendance at a documented academically related activity.

2. Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time. Prior to the 60% point in the program:

a) The percentage of Title IV aid earned shall be calculated as follows: $\text{Number of days completed by student} = \text{Percent of term completed} / (\text{divided by}) \text{Total number of calendar days in term (excluding any scheduled breaks of more than five days)}$. The percent of term completed shall be the percentage of Title IV aid earned by the student.

b) The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be 100% minus the percent earned.

c) Unearned aid shall be returned first by Holistic Massage Training Institute from the student's account calculated as follows: $\text{Total institutional charges times percent of unearned aid} = \text{amount returned to financial program(s)}$. Unearned Title IV aid shall be returned to the following financial aid programs in the following order: 1. Federal Direct Loan Program, 2. Federal Pell Grant, 3. Federal SEOG (Holistic Massage Training Institute does not currently participate in SEOG program). Exception: no program can receive a refund if the student did not receive aid from that program.

d) When the total amount of unearned aid is greater than the amount returned by Holistic Massage Training Institute from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows: 1. Federal Pell Grant**, 2. Federal Direct Loan Program*, 3. Federal SEOG (Holistic Massage Training Institute does not currently participate in SEOG program)

* Loan amounts are returned with the terms of the promissory note.

**Amounts to be returned by the student to federal grant programs will receive a 50% discount.

3. Refunds and adjusted bills will be sent to the student's home address on file in the Director's office following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after the Title IV funds are returned.

4. Institutional and student responsibilities regarding the return of Title IV funds:

a) Holistic Massage Training Institute's responsibilities regarding the Title IV funds include the following: providing each student with the information given in this policy; identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those returned students; returning any Title IV funds that are due the Title IV program(s), as soon as possible but by 45 days after determining the student has withdrawn.

b) The student's responsibilities regarding the return of Title IV funds include the following: becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid; returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV funds calculation.

5. Any Title IV Grant funds earned but not disbursed to the student will be disbursed within 45 days. Any Title IV Loan funds earned but not disbursed to the student will be disbursed within 30 days, allowing the student at least 14 days to accept or deny the funds

If a post-withdrawal disbursement results in a credit balance on the student's account, the credit balance will be disbursed as soon as possible and by 14 days after the calculation of R2T4.

6. The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.

7. Any notification of a withdrawal or cancellation of classes should be in writing and addressed to the Director. Such notification may be made by facsimile.

Program Description: 810 Clock Hour Massage Therapy Training

One objective of the 810-clock hour massage therapy training program is to prepare students to take the required licensing exam, allowing them to take the steps to become a Licensed Massage Therapist or Registered Massage Practitioner in all but 2 of the 50 states that require licensing. In addition, it is expected that our graduates will have strong technical skills, high ethical standards, and the ability to interact in a professional manner with other health professionals and the public.

Our program has historically been taught entirely on campus. However, during the COVID-19 pandemic, we have been meeting online via Zoom.

The program consists of 18-clock hours of community outreach and 22 units each consisting of 36-clock hours of instruction as follows:

FUNDAMENTALS (UNIT 1) – 36-CLOCK HOURS LECTURE – PREREQUISITES: NONE

- ▶ Medical Terminology
- ▶ Body as a Whole
- ▶ Mechanisms of Health and Disease
- ▶ Massage in Maryland
- ▶ Wellness Education

In *Fundamentals (1)*, you will learn basic anatomy concepts, what constitutes wellness, and the language needed to communicate with other health professionals.

FRAMEWORK (UNIT 2) – 19-CLOCK HOURS LECTURE, 17-CLOCK HOURS LAB – PREREQUISITES: NONE

- ▶ Skeletal System
- ▶ Body Mechanics
- ▶ Compression Routine

In *Framework (2)*, you will learn the anatomy, physiology, and pathology of the skeletal system. You will learn proper body mechanics used when performing massage. You will learn how to do a full-body compression routine.

PALPATION (UNIT 3) – 23-CLOCK HOURS LECTURE, 13-CLOCK HOURS LAB – PREREQUISITES: FUNDAMENTALS (1), FRAMEWORK(2)

- ▶ Muscular System
- ▶ Safety and Sanitation
- ▶ Palpation and Kinesiology I

In *Palpation (3)*, you will learn the anatomy, physiology, and pathology of the muscular system. You will develop skilled palpation as a fundamental component of effective manual therapy technique. A solid knowledge base and understanding of how muscles and joints interact based upon their structure and function will be created and enhanced through a Functional Skills model, in which you will actively perform various movements of daily living with a Resistance Band (R Band), creating a kinesthetic impression, followed by palpation of the targeted muscle, thus gaining a better understanding of the muscle's location, size, texture, role in posture and dynamic movement. You will learn safety and sanitation practices for the massage therapist.

TRAIL (UNIT 4) – 20-CLOCK HOURS LECTURE, 16-CLOCK HOURS LAB – PREREQUISITES: FUNDAMENTALS (1), FRAMEWORK (2)

- ▶ Palpation and Kinesiology II
- ▶ Seated Massage
- ▶ Effects, Benefits, Contraindications
- ▶ History of Massage
- ▶ Seated Massage

In *Trail (4)*, you will learn about the effects, benefits, and contraindications of massage. You will continue to develop skilled palpation as a fundamental component of effective manual therapy technique. A solid knowledge base and understanding of how muscles and joints interact based upon their structure and function will be created and enhanced through a Functional Skills model, in which you will actively perform various movements of daily living with a Resistance Band (R Band), creating a kinesthetic impression, followed by palpation of the targeted muscle; thus, gaining a better understanding of the muscle's location, size, texture, role in posture, and dynamic movement. You will learn Seated Massage. In *Unit 4 Trail* you will also learn about the history of massage and a basic seated massage routine.

SWEDISH (UNIT 5) – 12-CLOCK HOURS LECTURE, 24-CLOCK HOURS LAB – PREREQUISITES: FUNDAMENTALS (1), FRAMEWORK (2)

- ▶ Massage Strokes
- ▶ Draping
- ▶ Swedish Massage

In *Swedish (5)*, you will learn basic massage strokes, and put a Swedish massage routine together. You will learn how to maintain your clients' privacy with draping.

ETHICS (UNIT 6) – 18-CLOCK HOURS LECTURE, 6-CLOCK HOURS LAB, 12-CLOCK HOURS CLINIC – PREREQUISITES: FUNDAMENTALS (1), FRAMEWORK (2), SWEDISH (5)

- ▶ Client Intake
- ▶ Pharmacology, Geriatric, Special Needs
- ▶ Clinic
- ▶ Ethics

In *Ethics (6)*, you will learn how to do a client intake and create a client intake form. You will learn about common medications and possible implications for massage. You will learn how to

work with geriatric, physically and psychologically challenged individuals, and participate in Swedish massage clinic. You will learn about Ethics for Massage Therapists.

REFLEXOLOGY (UNIT 7) – 20-CLOCK HOURS LECTURE, 14-CLOCK HOURS LAB, 2-CLOCK HOURS CLINIC –
PREREQUISITES: FUNDAMENTALS (1)

- ▶ Integumentary System
- ▶ Digestive System
- ▶ Urinary System
- ▶ Reflexology
- ▶ Clinic

In *Reflexology (7)*, you will study reflexology and how to incorporate reflexology into a massage routine. You will learn the anatomy, physiology, and pathology of the integumentary, digestive, and urinary systems. You will participate in reflexology massage clinics.

SPA (UNIT 8) – 10-CLOCK HOURS LECTURE, 16-CLOCK HOURS LAB, 10-CLOCK HOURS CLINIC PREREQUISITES:
FUNDAMENTALS (1), FRAMEWORK (2), SWEDISH (5), ETHICS (6)

- ▶ HYDROTHERAPY AND SPA
- ▶ Aromatherapy
- ▶ Children
- ▶ Clinic

In *Spa (8)*, you will learn hydrotherapy techniques that can be used in a spa setting or in a private practice. You will learn about children and teens as massage clients. You will participate in clinics.

HOMEOSTASIS (UNIT 9) – 34-CLOCK HOURS LECTURE, 2-CLOCK HOURS LAB – PREREQUISITES: FUNDAMENTALS (1)

- ▶ Nervous System
- ▶ Trauma
- ▶ Endocrine System

In *Homeostasis (9)*, you will learn the anatomy, physiology, and pathology of the nervous and endocrine systems. You will learn special considerations in cases of trauma or abuse.

REPRODUCTION (UNIT 10) – 16-CLOCK HOURS LECTURE, 18-CLOCK HOURS LAB, 2-CLOCK HOURS CLINIC –
PREREQUISITES: FUNDAMENTALS (1), FRAMEWORK (2), SWEDISH (5), ETHICS (6)

- ▶ Reproduction
- ▶ Fertility
- ▶ Prenatal Massage
- ▶ Postnatal Massage
- ▶ Chakras
- ▶ Infant Massage
- ▶ Clinic

In *Reproduction (10)*, you will learn the anatomy, physiology, and pathology of the reproductive system. You will learn how to perform prenatal massage, postnatal massage, infant massage, and fertility massage. You will have a prenatal massage clinic.

FLUIDS (UNIT 11) – 12-CLOCK HOURS LECTURE, 18-CLOCK HOURS LAB, 6-CLOCK HOURS CLINIC – PREREQUISITES: FUNDAMENTALS (1), FRAMEWORK (2)

- ▶ CARDIOVASCULAR SYSTEM
- ▶ Lymphatic System
- ▶ Craniosacral Therapy
- ▶ Clinic

In *Fluids (11)*, you will learn the anatomy, physiology, and pathology of the Cardiovascular and Lymphatic Systems. You will learn and can demonstrate Lymphatic Drainage and Craniosacral Therapy technique and participate in clinic.

ACUPRESSURE (UNIT 12) – 10-CLOCK HOURS LECTURE, 22-CLOCK HOURS LAB, 4-CLOCK HOURS CLINIC – PREREQUISITES: NONE

- ▶ Acupressure
- ▶ Clinic

In *Acupressure (12)*, you will be introduced to Oriental medicine concepts and work with acupressure points. You will participate in acupressure clinics.

SHOULDER (UNIT 13) – 14-CLOCK HOURS LECTURE, 12-CLOCK HOURS LAB, 10-CLOCK HOURS CLINIC – PREREQUISITES: FUNDAMENTALS (1), FRAMEWORK (2), PALPATION (3), SWEDISH (5), ETHICS (6)

- ▶ Deep Tissue Shoulder, Arm
- ▶ Managing Energy
- ▶ Clinic

In *Shoulder (13)*, you will study the muscles of the shoulder and arm and learn how to apply deep tissue massage to these areas. You will learn about managing energy and participate in massage clinics.

HAND (UNIT 14) – 12-CLOCK HOURS LECTURE, 18-CLOCK HOURS LAB, 6-CLOCK HOURS CLINIC – PREREQUISITES: FUNDAMENTALS (1), FRAMEWORK (2), PALPATION (3), SWEDISH (5), ETHICS (6)

- ▶ DEEP TISSUE FOREARM, HAND,
- ▶ Aura, Color, Sound and Vibration
- ▶ Clinic

In *Hand (14)*, you will study the muscles of the forearm and hand and learn how to apply deep tissue massage to these areas. You will learn about Aura, Color, Sound and Vibration. You will participate in deep tissue massage clinics.

FACE (UNIT 15) – 5-CLOCK HOURS LECTURE, 17-CLOCK HOURS LAB, 14-CLOCK HOURS CLINIC – PREREQUISITES: FUNDAMENTALS (1), FRAMEWORK (2), TRAIL (4), SWEDISH (5), ETHICS (6)

- ▶ DEEP TISSUE HEAD, NECK, FACE,
- ▶ Headaches
- ▶ Immune System
- ▶ Opening Intuition
- ▶ Clinic

In *Face (15)*, you will study the muscles of the head, neck, and face, and learn how to apply deep tissue massage to these areas. You will learn Ayurveda facial massage and Indian head massage techniques. You will learn how to open-up to your intuition. You will participate in massage clinics.

BUSINESS (UNIT 16) – 34-CLOCK HOURS LECTURE, 2-CLOCK HOURS LAB-- PREREQUISITES: 15 OR MORE UNITS COMPLETED

- ▶ Business/Marketing Plan
- ▶ Bookkeeping
- ▶ Cover Letter and Resume
- ▶ Licensing Exam review
- ▶ Jurisprudence Exam review

In *Business (16)*, you will learn recordkeeping procedures and bookkeeping skills needed to run a successful massage practice. You will design your own treatment room. You will develop a business plan and a marketing plan. You will create your own cover letter and resume. You will review for the Licensing Exam (MBLEx) and Jurisprudence Exam.

BREATHE (UNIT 17) – 16-CLOCK HOURS LECTURE, 14-CLOCK HOURS LAB, 6-CLOCK HOURS CLINIC -- PREREQUISITES: FUNDAMENTALS (1), FRAMEWORK (2), PALPATION (3), TRAIL (4), SWEDISH (5), ETHICS (6)

- ▶ Deep Tissue Spine, Thorax
- ▶ Respiratory System
- ▶ Clinic

In *Breathe (17)*, you will study the muscles of the spine and thorax, and learn how to apply deep tissue massage to these areas. You will learn the anatomy, physiology, and pathology of the respiratory system. You will participate in deep tissue massage clinics.

SPORTS (UNIT 18) – 16-CLOCK HOURS LECTURE, 8-CLOCK HOURS LAB, 12-CLOCK HOURS CLINIC -- PREREQUISITES: FUNDAMENTALS (1), FRAMEWORK (2), PALPATION (3), TRAIL (4), SWEDISH (5), ETHICS (6)

- ▶ Deep Tissue Thigh, Pelvis
- ▶ Sports Massage
- ▶ Clinic

In *Sports (18)*, you will study the muscles of the pelvis and thigh and learn how to apply deep tissue massage to these areas. You will learn sports massage techniques and participate in deep tissue and sports massage clinics.

MYOFASCIAL (UNIT 19) – 2-CLOCK HOURS LECTURE, 32-CLOCK HOURS LAB, 2-CLOCK HOURS CLINIC -- PREREQUISITES: FUNDAMENTALS (1), FRAMEWORK (2), PALPATION (3), TRAIL (4), SWEDISH (5), ETHICS (6)

- ▶ Myofascial I

► Clinic

In *Myofascial (19)*, you will gain experience with basic myofascial release techniques. You will experience giving a massage to client from the public.

RESEARCH (UNIT 20) – 12-CLOCK HOURS LECTURE, 20-CLOCK HOURS LAB, 4-CLOCK HOURS CLINIC --
PREREQUISITES: FUNDAMENTALS (1), FRAMEWORK (2), PALPATION (3), TRAIL (4), SWEDISH (5), ETHICS (6)

- Research Literacy
- Deep Tissue Leg, Foot
- Clinic

In *Research (20)*, you will learn research literacy. You will gain experience with basic myofascial release techniques. You will learn Deep Tissue for the Leg and Foot. You will experience giving a massage to client from the public.

JOINTS (UNIT 21) – 22-CLOCK HOURS LECTURE, 14-CLOCK HOURS LAB – PREREQUISITES: FUNDAMENTALS (1), FRAMEWORK (2)

- Joints
- Biomechanics

In *Unit 21 Joints*, you will learn about joints and can perform joint movements. You will learn the basic principles of biomechanics and biomechanical dysfunctions.

SHIATSU (UNIT 22) – 12-CLOCK HOURS LECTURE, 20-CLOCK HOURS LAB, 4-CLOCK HOURS CLINIC: PREREQUISITES: FUNDAMENTALS (1), FRAMEWORK (2)

- Ideal Massage Room
- Communication
- Shiatsu
- Thai Massage
- Clinic

In *Shiatsu (22)*, you will learn communication skills needed to run a successful massage practice. You will learn shiatsu and Thai massage routines and participate in clinics.

Community Outreach – 18-CLOCK HOURS LAB

Student will participate in 18-clock hours of community outreach outside of regularly scheduled classes, which could include giving a presentation about massage therapy, doing seated massage (under supervision of a licensed massage therapist) at a health fair or other event, or otherwise practicing what they have learned in class outside of the classroom setting.

810-clock hours total

The student will be in class for 12, 16, or 18 clock hours each week (depending on the selected schedule) accumulating 372.5-clock hours in lecture, 332-clock hours in lab and 105.5-clock hours in clinic. Successful students spend at least 1-2 hours for every clock hour that the class

meets preparing for class and studying the written material. During any given class, students spend time on both practical and written work.

Massage Clinic

At the end of Unit 5 Swedish, the student will begin participating in the student massage clinic where they will have opportunities to work on members of the public as they would in their own massage practice, under direct supervision. The school strives to attract a variety of people to attend the student clinic to give the student varied learning experiences. The student massage clinic will be scheduled during regular class time.

Outreach

The student is required to participate in at least 18-clock hours of community outreach sometime during their training, offering massage or information about massage at health fairs or special events. Participation shall be done outside of scheduled class hours but will count toward the program clock hours. When offering massage, students will be under the supervision of a licensed massage therapist. When providing information about massage, students will be under the supervision of a staff member or licensed massage therapist.

Placement

Licensing of massage therapists and practitioners depends on state and local requirements. Upon completion of the program, students will be eligible to sit for the Massage and Bodywork Licensing Examination (MBLEx). The Maryland Board of Massage Therapy and Chiropractic Examiners, which governs Licensed Massage Therapists and Registered Massage Practitioners in the State of Maryland, requires passing the MBLEx and the Maryland Jurisprudence Exam and passing a background check to issue licensure or registration.

Holistic Massage Training Institute is located in the heart of Baltimore City and has extensive connections within the community. During training, there are many opportunities to connect with the community through community outreach offered as part of the program. We receive a large number of requests for our graduates from numerous employers. There are enough requests that at the current time we do not have a sufficient number of graduates to meet employers' demands. Support in finding employment is offered; however, employment is not guaranteed.

The U.S. Department of Labor's Standard Occupational Classification (SOC) for the occupation of Massage Therapist is 31.9011.00. To see the occupational profile for Massage Therapist please go to: <http://www.onetonline.org/link/summary/31-9011.00> The U.S. Department of Labor's statistics show that demand for Massage Therapists is anticipated to continue to grow "much faster than the average" rate through at least 2022.

Drug and Weapons Free School Policy

It is the policy of Holistic Massage Training Institute to help provide a safe and drug and weapons-free work and classroom environment for our students, employees, and visitors. With this goal in mind, Holistic Massage Training Institute has established the following policy for students, faculty, and staff.

Holistic Massage Training Institute explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Holistic Massage Training Institute premises or while performing off-site outreach.
- The possession of any weapon whatsoever on Holistic Massage Training Institute premises.

Holistic Massage Training Institute will conduct drug and/or alcohol testing under the following circumstances:

The Director may ask a student, employee or instructor to submit to a drug and/or alcohol test at any time it feels that the individual may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the individual's person, unusual conduct on the individual's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

If an individual is tested for drugs or alcohol and the results indicate a violation of this policy, or if an individual refuses a request to submit to testing under this policy, the individual may be subject to appropriate disciplinary action, up to and possibly including discharge from employment, or withdrawal from the school. In such a case, the individual will be given an opportunity to explain the circumstances prior to any final action becoming effective.

If an individual is found to be in possession of any weapon on Holistic Massage Training Institute premises this is cause for immediate discharge from employment or withdrawal from the school. In the case of a student's withdrawal from the program, refund will be given if due under the terms of our refund policy.

- For information on drug and alcohol abuse prevention, and the health risks associated with the use of illicit drugs and alcohol go to:

<http://www.nida.nih.gov/nidahome.html>

<http://www.justthinktwice.com>

- For information on the sanctions under Maryland law for unlawful possession, use or distribution of illicit drugs and alcohol go to: <http://www.lexisnexis.com/hottopics/mdcode/>

- For information on the sanctions under Federal law for unlawful possession, use or distribution of illicit drugs and alcohol go to:

<http://www.justice.gov/dea/agency/penalties.htm>

If any student or employee is in need of drug and/or alcohol counseling, treatment or rehabilitation, please see our Director, Janine C. Fleming. She will refer you to local substance abuse programs. Your request for referral will be kept strictly confidential.

Crime Prevention Policy/Safety Tips

- Avoid getting near strangers; you don't have to stop and talk to them.
- Avoid isolated or dark areas.
- Keep your car locked. Do not have anything of value visible. Store items of value in the trunk.
- Before exiting a building or car, look around the area for anything suspicious. At all times, notice who is around you and what they are doing.
- Coats, backpacks, and purses should remain with you or be locked up.
- If someone is behind you, look to see how close he or she is.
- If you are being followed, cross the street, walk in the opposite direction, and/ or go to the nearest light and populated place.
- Travel with confidence and purpose.
- Stay alert and trust your instincts. If you feel uneasy, get out or away.
- Don't use ATMs alone, at night, or when someone suspicious is nearby.
- Think about what you would do in an emergency situation – have a plan.
- Use common sense concerning personal and/or school property by not leaving it unattended anywhere on campus.
- In the event of an actual emergency – call 911.

Security Plan – in the event of an emergency on campus

In the event of an emergency on campus, the Director will immediately send out an email alert advising all students, instructors, and employees of the situation.

Non-Discrimination and Anti-Harassment Policy

Holistic Massage Training Institute does not discriminate on the basis of ethnicity, religion, gender, age, sexual preference, nationality or other status protected by law. The school holds a safe place for teachers, staff and students who wish to pursue Massage Therapy as a profession. This includes protection from any form of harassment defined as communications or conduct creating a hostile environment that is sufficiently severe, pervasive, or persistent so as to interfere with an individual's ability to benefit from the program. Sexual harassment may include but is not limited to unwelcome verbal harassment of a sexual nature or abuse; unwelcome pressure for sexual activity; unwelcome, sexually motivated, or inappropriate touch; unwelcome behavior or words directed at an individual because of gender; and the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs the student's full enjoyment of educational opportunities.

Student Rights, Privileges and Responsibilities

The student can expect the school to be operated in a professional manner with highly trained and educated teaching staff. The student is expected to maintain classwork and assignments and attend class at all scheduled times. The student is expected to behave and dress professionally and to treat other students, staff, and clients respectfully.