

# **Elite Professional Career Institute**



## **Massage Therapy Diploma Program School Catalog and Handbook 2023-2024**

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# Welcome: Achieve New Heights!

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Elite Professional Career Institute, Elite PCI, is a school with the goal of providing the highest level of classroom and clinical education to have our graduates not only meet all the challenges in the massage therapy industry but achieve new career heights!

The school was founded in December 2019 by three individuals, each with unique but complimentary skill sets to achieve success. Meet the three founders.

## **Darrell Griffin, President and Founder**

As a successful educator and businessman, Darrell has always lived by his notion, “The only way you can become truly successful as an individual and leader is by elevating the individuals around you through teaching, training, and treating everyone with respect”. Darrell worked over 10 years in the social service industry with one of his main goals being education. He also worked over 10 years in the healthcare industry for a fortune 500 company where he used his leadership skills to help others through hands on training to improve his employee’s skills. Finally, four years ago, Darrell started his own woodworking business and also became a substitute teacher for elementary to high school students. Darrell holds a Bachelor of Science in psychology as well as a Masters of Business Administration.

## **Yi Qin, Vice-President of Operations and Founder**

Yi Qin is a licensed massage therapist in Illinois. He completed his bachelor’s degree in Health Science at the State University of New York at Stony Brook and his training for professional massage therapist at South Baylo University in Los Angeles, CA. Mr. Qin spent 11 years teaching anatomy and physiology for massage therapist students through his own company, Evergreen Training Ltd. His passion is teaching and tutoring students and helping them pass the state licensure exam. In addition to teaching, he enjoys exploring new techniques for treating people and studying Chinese Traditional Medicine. He currently resides in Naperville with his wife and two children.

## **Rosie Ni, Vice-President of Admissions and Founder**

Rosie Ni has been a small business owner for over 15 years. While running a spa business for 11 years, she has accumulated rich management experience and has a deep understanding of the needs, development and future changes of the massage industry. In order to allow more therapists to work professionally and legally, she and the two other partners decided to open a school to assist those who need such learning opportunities. Her hope is to empower all interested massage therapy professionals to enhance their technical expertise, achieve better standards of practice, and provide their best service!

Before starting her own business, Ms. Ni worked at a Fortune 500 company as a leader of their database department. At the same time, she taught Chinese at a Chinese school. From her time at both organizations, she gained significant teaching and leadership expertise, two essential experiences that she now brings with her to Elite Professional Career Institute. Ms. Ni holds a Master of Science in computer science as well as a Masters of Business Administration.

## Accreditation

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Elite Professional Career Institute, Inc. is not accredited and does not participate in TITLE IV Federal Student Loan Program

## Approvals

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Elite Professional Career Institute is granted Certificate of Approval by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. 1 N. Old State Capitol Plaza, Suite 333. Springfield, Illinois. 62701-1377. For more information about IBHE and the certification process, visit <http://www.ibhe.org/PBVSAuthorizationDepartment of Homeland Security - USCIS>

Elite Professional Career Institute authorized under Federal Law to enroll non-immigrant and international students.

## Memberships

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Elite Professional Career Institute is a member of American Massage Therapy Association (AMTA).

## MBLEx Exam

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Elite Professional Career Institute graduates are qualified to apply and sit for the MBLEx licensing exam through Federation of State Massage Therapy Board (FSMTB).

## Licensing

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Elite Professional Career Institute graduates can apply for an Illinois massage license through the Illinois Department of Financial & Professional Regulation, Division of Professional Regulation, Springfield, Illinois. [www.idfpr.com](http://www.idfpr.com)

## Our Mission

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We want to help people enjoy a fulfilling career in massage therapy by providing a comprehensive education and the latest training in order for Elite students to achieve a high level of success in the continuously evolving massage therapy industry.



## Facilities and Location

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The school is located at 127 E. Lake St. Bloomingdale, IL 60108. Bloomingdale is located in the Western suburbs of Chicago (only 28 miles from downtown Chicago). Bloomingdale a beautiful place to live, work, visit and go to school. Students are within walking distance to shops and restaurants. The school is located only 4 miles from the closest Metra train station and only 2 miles from the nearest Pace Bus route. The school is very accessible and only minutes away from the local expressways and highways. We are conveniently located just a few miles West of the I-290/I-355 and in-between I-390 and I-88.

The campus is comprised of a reception area, classrooms, administrative office, break area and a clinic. The classrooms have all the necessary tools to be successful including overhead projectors, white boards, a model skeleton, massage tables and chairs, as well as access to reference materials.

# Massage Therapy Diploma Program

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## Program Overview

Elite PCI's 600 clock hour program which is offered three days a week on Monday, Tuesday, Wednesday Thursday, Friday or Saturday daytime schedule (see Catalog Schedule Supplement) adheres to high academic standards and meets state licensing requirements. Graduates receive a diploma in Clinical Massage Therapy. Students will complete massage and body work course work that covers theory, practical and clinical experiences as well as professional standards.

Our Clinical Massage Therapy Diploma prepares students to be employed as massage therapists. A message therapist can enjoy a successful and fulfilling career in a wide variety of capacities. Here is a list of some of the environments massage treatments can be administered; in spas, salons, health and fitness clubs, resorts, medical and chiropractic offices, in hospitals and geriatric units, and sports massage from collegiate to professional teams and athletes. In addition, many graduates choose to become entrepreneurs and build their own private practice.

The maximum lecture class size is 20. In clinical classes, the student-faculty ratio is a max of 20:1. Schedule information is issued as a supplement to the catalog. At Elite, to ensure our students are learning the most current information and techniques, we will review the program's curriculum on a regular basis.

## Courses

Students will participate in both classroom setting and clinical (hands-on) educational experiences. Success in both areas is vital to the student's education and professional development as a clinical massage therapist. Students are taught the theory and techniques of massage therapy in both the classroom and clinical. Students will then apply their knowledge under the supervision of faculty in a massage clinic operated by the school.

## Course Descriptions

This program is designed to provide, in a concise format, an easy to understand style, a complete information of the educational preparation of a massage therapist needs, not only prepares the student for state, national examination, but also the massage therapist career, and business establishment. After completion of this program the student will have detailed knowledge of anatomy, physiology and pathology, understand the pathological conditions for recognition and treatment, business assessment skills, personal hygiene and preventative spread of disease of massage therapy. The student will be able to rapidly and accurately determine what type of massage services should be applied to the client.

### 110 **Anatomy, Physiology and Pathology I** 120 (Lecture 80/Lab 40)

This course provides an overview of the basic tissues that compose the body as well as the some of the 11 systems that make up the human body: integumentary (skin), skeletal, muscular, circulatory, immune, nervous, endocrine respiratory, digestive, excretory and reproductive systems. Students are introduced to the basic processes that underlie the functions of the systems of the human body such to better understand the effects of specific massage treatments and is able to determine the most effective techniques as a massage therapist

This course provides a detailed overview of the musculoskeletal anatomy including the muscles of the upper body and the skeletal and articular systems. Students will learn palpation of muscles, tendons, bones, and ligaments in order to locate and assess tissues of the human body.

In addition, students are taught to identify etiology, signs and symptoms, as well as massage indications and contraindications for various commonly occurring pathological conditions.

**120 Anatomy, Physiology and Pathology II 96 (lecture 64/lab 32)**

This course continues the overview of the 11 systems that make up the human body: integumentary (skin), skeletal, muscular, circulatory, immune, nervous, endocrine respiratory, digestive, excretory and reproductive systems.

This course provides a detailed overview of the musculoskeletal anatomy including of muscles of the trunk and lower body. Students will learn palpation of muscles, tendons, bones, and ligaments in order to locate and assess tissues of the human body.

In addition, students build on their understanding of physiology. They will learn the basic processes that underlie the functions of the systems of the human body and understand the effects of specific massage treatments.

Finally, students will build on their understanding of pathology. Students will expand their ability to identify etiology, signs and symptoms, as well as massage indications and contraindications for various commonly occurring pathological conditions.

**210 Business Management 16 (All lecture)**

Business practice, business planning, business establishment, license and permits, as well as protecting the business. Also looks at the historical overview of massage including requirements to practice.

**220 Professional Ethics 16 (All lecture)**

Review code of ethics for the massage practitioner, setting boundaries, ethical touch, ethical business practices, and building a professional image.

**310 Theory & Practice of Therapeutic Massage I 48 (lecture 32/lab/clinic 16)**

This course reviews the effects, benefits, indications, and contraindications of massage. The course will also review the equipment and products as well as sanitary and safety practices. After this class students will understand the benefits of massage, the conditions that can be relieved by massage, able to set up a room, and maintain sanitary and demonstrate safety practices.

**320 Theory & Practice of Therapeutic Massage II 48 (lecture 32/lab/clinic 16)**

This course reviews consultation, documentation, and clinical massage movements. Students will learn the importance of consultation prior to the massage, screening clients, be able to determine the needs and expectations of the client, come up with a treatment plan and understand record keeping. Students will learn the 6 major categories of massage movements, begin to learn Swedish massage and demonstrate mastery of basic massage movements as well



as understanding of passive and active joint movements. Students will also be able to explain and demonstrate rhythm and pressure as applied to therapeutic body massage.

**410 Massage & Bodywork 48 (lecture 32/lab/clinic 16)**

This course you learn the application of massage technique as well as procedures for complete body massages. Students will learn techniques and exercises that the practitioner can use to increase strength and endurance as well as the importance of self-care. Additionally, students will be able to demonstrate the ability to prepare a client for massage, proper draping, learning basic body massage and learning when and where certain massage movements should and should not be applied.

**420 Clinical Massage Techniques 48 (lecture 32/lab/clinic 16)**

This course introduces therapeutic massage techniques that address specific conditions and complaints. Techniques include neuromuscular, trigger point, muscle energy, position release, myofascial, deep tissue, craniosacral and lymph massage. Students will build and develop their understanding of soft tissue of the body, assessment skills and the ability to determine which techniques on which body parts to use.

**430 Therapeutic Procedure 48 (lecture 32/lab/clinic 16)**

This course covers the process of students learning to acquire a medical history, assessment procedures to determine the patient conditions, develop treatment plan, perform appropriate treatment to address the condition and be able to evaluate the results. Students will learn assessment, planning, performance, and evaluation. Students will also learn the importance of continuing education not only because it is a requirement, but as a means to improve their skills and understanding of massage therapy.

**440 Sports Massage & Additional Modalities 48 (lecture 32/lab/clinic 16)**

This course focuses on the purpose of athletic massage and contraindications. This course also will look massage for special populations including prenatal, infant, children, elderly, clients with disabilities, and clients that are critically ill.

**450 SPA Massage Therapy 40 (lecture 24/lab/clinic 16)**

This course will explore the typical SPA modalities and various other modalities. The students will also learn about the various types of SPAs from destination SPA to medical SPA. The course will look at other massage techniques typically offered by SPAs such as neuromuscular, reflexology, reiki and shiatsu.

**464 Kinesiology 24 (lecture 16/lab/clinic 8)**

This course introduces students to study of muscular activity (movement) and the anatomy, physiology, and mechanic of the body. Students will learn to recognize which structures are involved in the particular movements. Students will also learn about biomechanics. Students will become aware of complications, precautions and contraindications when applying basic therapeutic.

# Disclosures

Per Public Act 097-0650 Section 37, (All schools are required to make available, at a minimum, the following disclosure information). The enrollment disclosure for the latest reporting period can be viewed on the disclosure page of the school website or by contacting the school.

Program Name: Elite Professional Career Institute

CIP: 51.3501 SOC: 31-9011 Massage Therapist

Note: Most recent 12-month reporting period of July 1 through June 30

A) The number of students who were admitted in the program as a most recent July 1 of that reporting period	<b>33</b>
2) The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories:	<b>36</b>
a) New starts	<b>36</b>
b) Re-enrollments	<b>0</b>
c) Transfers into the program from other programs at the school	<b>0</b>
3) Total number of students admitted into the program during the 12 month reporting period	<b>36</b>
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:	<b>69</b>
a) Transferred out of the program or course and into another program or course at the school	<b>0</b>
b) Completed or graduated from a program or course of instruction	<b>34</b>
c) Withdrew from the school	<b>2</b>
d) Are still enrolled	<b>33</b>
5) Number of students enrolled in the program who were:	
a) Placed in the field of study	<b>Unknown</b>
b) Placed in a related field	<b>Unknown</b>
c) Placed out of the field	<b>Unknown</b>
d) Not available for placement due to personal reasons	<b>Unknown</b>
e) Not employed	<b>Unknown</b>
B1) Number of students who took state licensing exam or professional certification exam , if any, during the reporting period	<b>22</b>
B2) Number of students who took and passed licensing/certification exam, if any, during the reporting period	<b>5</b>
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period	<b>Unknown</b>
D) Average starting salary for all school graduates employed during the reporting period	<b>Unknown</b>

# Tuition and Fees

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Enrollment is done by appointment through the admissions office.

There is a non-refundable \$150 registration fee. The total tuition for students enrolled in the Massage Therapy Diploma Program is \$7,800.

Deposits or down payments, which may be made by personal check, money order, or cashier's check, credit card, Zelle electronic payment are applied to the tuition.

The tuition includes the instruction of the entire 600 hour curriculum, use of sheets/towels/lotions/creams/oils, use of massage tables and chairs in the classroom, as well as professional liability insurance. Students will also be Student members of the AMTA which gives them access to online resources from the AMTA website and use of two phone applications to help study and prepare for the MBLEx exam. Tuition does not cover the costs for the licensing exam (MBLEx) and related costs of sitting for the exam.

There is a separate \$350 fee for text books. This include the following text books: Theory & Practice of Therapeutic Massage, Trail Guide e to the Body (Text book and work book), Trail Guide to Movement.

## **Tuition for Repeated Courses**

Additional tuition will be charged for any students who needs to retake a course. The tuition fee will be determined by using the student's original tuition charge and dividing it by the number of program clock hours and then multiplied by the number of clock hours for the repeated course. This must be paid prior to the start of the course being repeated.

## **Refund Policy (Non-Veteran's Affairs GI Bill® Payments)**

**BUYERS RIGHT TO CANCEL:** The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been enrolled; and if written notice of the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation **NOTICE OF CANCELLATION MUST BE IN WRITING.** A notice of cancellation must be in writing and given to the registered agent, if any, or managing employee of the school.

1. When written notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student.
2. When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain the application and registration fee, not to exceed \$150 and the cost of any books or materials that have been provided by the school and retained by the student.

3. When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee, not to exceed \$150 10% of the tuition, other instructional charges, and the cost of any books or materials that have been provided by the school and retained by the student.

4. When a student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed \$125 and the cost of any books or materials provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency, if any, or in accordance with subsection (a) of this Section.

a) For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the standards for refunds:

<b>Percentage of days in class completed by the student at time of notice of cancellation</b>	<b>Amount of Student Refund</b>	<b>Amount School May Retain</b>
Prior to first day of classes	100% of tuition	\$150 registration fee
After first day to 5%	90 % Cost of tuition	\$150 registration fee 10% of tuition \$350 Books fees and materials
Over 5% to 9.9%	80% Cost of tuition	\$150 registration fee 20% tuition \$350 Books and materials fees
10%to 25%	45% Cost of tuition	\$150 registration fee 55% tuition \$350 Book and materials fees
Over 25% to 50%	30% Cost of tuition	\$150 registration fee 70% tuition \$350 Book and materials fees
Over 50%	0% Cost of tuition	\$150 registration fee 100% tuition \$350 Book and materials Fees

## Refund Policy for Veteran’s Affairs GI Bill® Payments

All tuition, instructional charges, fees (including registration fee in excess of \$10) for veterans is subject to the following pro-rata refund policy:

Percentage of days in class completed by the student at notice of cancellation	Percentage of tuition, instructional charges and fees that the school may retain
In excess of 5% to 10%	15%
In excess of 10% to 15%	20%
In excess of 15% to 20%	25%
In excess of 20% to 25%	30%
In excess of 25% to 30%	35%
In excess of 30% to 35%	40%
In excess of 35% to 40%	45%
In excess of 40% to 45%	50%
In excess of 45% to 50%	55%
In excess of 50% to 55%	60%
In excess of 55% to 60%	65%
In excess of 60% to 65%	70%
In excess of 65% to 70%	75%
In excess of 70% to 15%	80%
In excess of 75% to 80%	85%
In excess of 80% to 85%	90%
In excess of 85% to 90%	95%
In excess of 90%	100%

All refunds are made within 40 days of student withdrawal/termination from school.

This school does not have a breakage fee, nor does it have a charge for consumable instructional supplies.

### VA Pending Payment Compliance

In accordance with Title 38 US Code 3679(c), Elite Professional Career Institute adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33), Dependent Educational Assistance (Ch.35), or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA.

Elite PCI will not

- Prevent the student’s enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resource (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such student may be required to

- Produce the VA Certification of Eligibility (COE) by the first day of class.

- Provide a written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

#### **5. Surety Bond.**

A surety bond is a three-party agreement that legally binds together a principal who needs the bond, an obligee who requires the bond and a surety company that sells the bond. The bond guarantees the principal will act in accordance with certain laws. If the principal fails to perform in this manner, the bond will cover resulting damages or losses.

Pursuant to the PBVS Act of 2012, the principal is the Private Business and Vocational Schools and the obligee is the State of Illinois through the Illinois Board of Higher Education and the students served by the schools.

Pursuant to the new law, the bond company shall guarantee the return to students and/or their parents, guardians, or sponsors of all prepaid, unearned tuition in the event of school closure or other failure of the school to deal with students in a fair and honest manner.

# Admission Requirements

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Anyone considering applying for the Massage Therapy Diploma Program must show they are of good character and display motivation to complete the program. The profession as a massage therapist is physically and mentally demanding. Therefore, an applicant should be able to demonstrate physical stamina and fine motor coordination. They also must demonstrate good communication/interpersonal skills and show a high level of trustworthiness and professionalism.

Applicant must:

1. Be at least 18 years old
2. Have a high school degree or equivalent GED (General Education Development). Applicants will be required to provide proof of education
3. Complete school application process which includes an admission interview

## **Felony Conviction and Admissions**

Elite Professional Career Institute reserves the right to deny admission to an applicant who has been convicted of any felony. Failure to fully disclose all felony and misdemeanor convictions as required on the application, constitutes grounds for the denial of admission.

## **Non-discrimination**

All qualified applicants are welcome regardless of race, color, creed, gender, sexual orientation, religion, national origin or physical or mental handicap unrelated to ability. The school does not discriminate on any of these grounds.

## **The Application Process**

Prospective students can obtain an application by visiting our website or contacting us directly. Completed applications are accepted throughout the year.

All applicants will have to complete an interview with an admissions representative. It is preferred that the interview be conducted in-person but with administration approval, interviews may be done by phone or video conference.

The applicant will be notified of their registration status within 30 days after all the requirements of the application process are completed.

## **Readmission**

Students who have withdrawn may apply for readmission at any time, except for students who have been dismissed.

Students who were dismissed may not reapply until 18 months from their dismissal date. Readmission of dismissed students will depend on the circumstances that led to their dismissal. Not all dismissed students may be readmitted.

All readmitted students will be subject to all fees, policies, and standards in effect at the time of reapplication.

## School Policies

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### **School Photo Identification**

Each student will receive an identification card. This ID card should be carried at all times when on campus or off-site for school purposes. Students are required to turn in their ID card upon the school's request if the card is misused or if the student is no longer enrolled with the school. If the card is lost, the student will be responsible for the replacement cost of \$25. Any student who loses or misplaces their card should report it to school administration as soon as possible.

### **Smoke Free Campus**

Smoking is prohibited on campus. This includes any lunch rooms, break areas, hallways or corridors. The policy also extends to any off-site locations sponsored by the school. The smoke free policy includes e-cigarettes.

### **Disaster Preparedness**

At the start of each semester, the faculty will review evacuation in case of a fire.

### **Visitors**

For the safety and privacy reasons, the campus is for enrolled students and school staff only. Visitors will not be allowed past the main lobby.

## Academic Policies

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### **Satisfactory Academic Progress Policy**

Satisfactory academic progress (SAP) is used to define successful completion of coursework to maintain eligibility for continuing training at the school. Elite Professional Career Institute expects students to maintain at least a 70% grade, (VA students using a GI Bill® will need to maintain a 75% grade per Veteran Affairs guidelines) to complete classes in the program within specified time.

At any time a student is not meeting this standard, the student will be notified in writing they have fallen below the standard. They will be given 45 days from notification to raise the grade to within SAP. At the end of the 45 days, if the student is still below the SAP, they will be given a final notification that they have 15 more days to raise the grade above SAP. If they are unable to raise the grade to SAP level at the end of the 15 additional days. They will be have two options: 1) To retake that class and pay the pro-rated price. 2) To be terminated from the program and follow our refund policy regarding tuition.



If the student is unable to achieve SAP when they retake the class, they will be terminated from the program and follow our refund policy regarding tuition.

### **Failed Exam/Failed Class**

Students will only be allowed to retake a class exam once, following our Retake Test Policy. Students can only retake a total of 4 exams, per policy. If the student fails the class exam a second time and is unable to raise meet the SAP for the class, they will be expected to retake that specific class and pay for the pro-rated tuition to retake that particular class. It's possible, a student may not be allowed to move on in the program due to prerequisite requirements before passing the failed class.

### **Attendance Policy**

Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance. In addition, because the program contains a specific number of hours to complete, punctual attendance is crucial to receiving the Diploma and state licensing exam eligibility. Attendance is expected in all program classes. All unexpected absences should be communicated to the course instructor. Students will only be allowed to miss 8% of a non-clinical course for the entire program. Clinical course work must not be missed but if the student misses clinical course work, students will be expected to make it up at a financial cost to them if an instructor needs to come in on non-class time. Being late to the start of class more than 20 minutes without prior approval will be counted against the total hours and the student will need to make that material up by meeting with the instructor for special homework/material to review.

### **COURSE SCHEDULES**

Elite's 600 clock hour program which is offered on a Monday, Tuesday, Wednesday as well as a Tuesday-Wednesday, Thursday daytime schedule (see Catalog Schedule Supplement) adheres to high academic standards and exceeds state licensing requirements.

All classroom training is defined in the form of clock hours. A clock hour is sixty minutes of class time with a ten-minute break allowed for every fifty minutes of class. Fifty minutes of each clock hour is devoted to training.

Duration of program is 6 months based on full time attendance.

### **SCHOOL HOLIDAY CALENDAR**

- New Year's Day
- Memorial Day
- Independence Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Day and the week in-between Christmas and New Year's

## Grading System

### Grading Scale

90% to 100% -----A

80% to 89%-----B

70% to 79% -----C

69% or less -----F

Withdrawn-----W

Grades will be determined through written exams and practical examinations. The practical examination evaluates student's ability in the practical work. This will be determined by the instructor using predetermined standards.

If a student fails an exam, they are expected to retake it within 30 days of when the original exam was taken. Students will only be allowed to retake the exam once. If the student fails the exam a second time, they will be expected to retake the class and pay for the tuition to retake the class. A student may not be allowed to move on in the program due to prerequisite requirements before passing the failed class. For practical exams, there may be a fee charged for the instructor's time if the student needs to retake practical exam.

All written assignments given during the class need to be turned in by the due date. If a written assignment is turn in late, there will be a minimum 1 grade level reduction.

Attendance on days of a written exam or practical exam is mandatory. Any planned absence must be approved by the instructor prior to the absence. The student will work with the instructor to set up an alternate day to take the exam. This must be done in a timely manner (no more than 20 days).

## Leave of Absence

A leave of absence is an extended period of time off from the program. The student must follow the process below to get approved for a leave of absence:

1. A student must request the leave of absence in writing.
  - a. Forms are available from Student Services. The request must be made in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so.
    - i. Retroactive leaves are only granted in case of extreme emergencies
2. The leave of absence is limited to 180 calendar days in one calendar year, or one-half the published program length, whichever is shorter.

3. The student must sign and date the leave of absence request, specify a reason for the leave, and provide supporting documentation. The student must attest to understanding the procedures and implications for returning to their course of study.
4. A student must contact Student Services to advise of their return to class and to set an appointment to determine what, if any, coursework needs to be made up and to complete a make-up schedule. A student who is not in class on their scheduled return date will be withdrawn from the school program.

## **Withdrawals from the Program**

Students who consider withdrawal from the massage program must contact the school president. Students that return to the program later must reapply for admission and meet current academic and practical requirements. Students that withdrawal from the program will receive a “W” grade on their transcript. Refunds will be in accordance with the refund policy. Withdrawal students wishing to withdraw from the program may do so at any time by giving notice, which must be in writing, to a school official of their intention to terminate enrollment.

The written notice should be mailed to:

Elite Professional Career Institute  
127 E. Lake St. Suite 200  
Bloomington, IL 60108

The date of withdrawal will be the date the letter is postmarked or hand-delivered. Within 15 calendar days of the date of withdrawal, a written acknowledgment will be mailed out. Any refund due will be issued within 45 calendar days of the notice of withdrawal and the calculation of the refund will be based upon the last day of attendance

Elite PCI does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In addition, Elite PCI does not accept transfer credits from any other institution.

## **Graduation Requirements**

Successful completion of the diploma program in clinical massage therapy, a student must satisfy all of the following:

1. Complete all required courses with a minimum average in each course of 70 percent , (VA students using a GI Bill® will need to maintain a 75% grade per Veteran Affairs guidelines) within the maximum time-frame;
2. Attend at least 92 per cent of the scheduled 600 program class hours;
3. Meet all the terms and conditions of any probation (if applicable); and
4. All tuition fees paid in full as well as any incidental administrative charges due to the school in accordance with the terms and conditions outlined in their enrollment agreement.

## State Licensing

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Student who successfully completes their program and graduates from Elite Professional Career Institute will be eligible to sit for the state licensing exam (MBLEx) in the State of Illinois. We do not guarantee students will pass the exam. For requirements of licensure, students should refer to the Illinois Massage Licensing Act or the applicable statute in the state in which they intend to obtain certification.

## Student Records and Confidentiality

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At any time, students may contact school administration to set up a time to review their confidential records. Student records will be kept confidential unless disclosure is required by law, court order or is absolutely necessary for the protection of the public.

## Conduct Policies

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### **Code of Ethics**

If a student of Elite Professional Career Institute is going to be a future massage therapist, they should conduct themselves in an ethical manner both whether on school grounds or representing the school as a student in a clinical learning environment. Therefore, the school used the framework of the code of ethics adhered by the American Massage Therapy Association (AMTA). A guideline to be followed by all future therapist should strive to follow.

### **Rules of Ethics**

They are aspirational and inspirational model standards of exemplary professional conduct for all students of the program. These rules should not be regarded as limitations or restrictions, but as goals for which students should constantly strive.

### **Massage therapy students:**

1. Demonstrate commitment to provide the highest quality work.
2. Acknowledge the inherent worth and individuality of each person by not discriminating or behaving in any prejudicial manner with clinical clients and/or fellow students.
3. Demonstrate educational excellence through regular self-assessment of strengths and limitations.
4. Acknowledge the confidential nature of the professional relationship with clients and respect each client's right to privacy within the constraints of the law.
5. Project a professional image and uphold the highest standards of professionalism.
6. Accept responsibility to do no harm to the physical, mental and emotional well-being of self, clients and associates.

7. Refrain from engaging in any sexual conduct or sexual activities involving their clients in the course of a massage therapy session.
8. Be truthful in all educational activities while participating in the massage therapy program

Students who violate any of these rules of ethics shall be subject to disciplinary action. Any illegal activities discovered while on campus or representing the school off-campus will be reported to law enforcement. Any illegal activity is considered a violation of the standards of conduct.

### **Rules of Student Conduct:**

Students are expected to conduct themselves in a professional manner at all times while on campus or off-campus representing the school. The following are key rules but no intended to be all inclusive.

1. Do your best, learn from your mistakes. No cheating of any form in class or clinical setting.
2. Work hard and do your own work, the only way to truly learn. No plagiarism.
3. Be respectful. No harassment of any kind (physical/sexual/verbal/mental).
4. Attend class to learn. Do not disrupt the teacher or other students creating negative learning environment.
5. No alcohol or illegal drugs is allowed on the school premises or any off-campus activities.
6. Do not show up to class under the influence of alcohol or illegal drugs.
7. Practice massage therapy only as instructed by the teacher and staff.
8. Students shall not enter a romantic relationship with any staff of the school.
9. Do not bring any firearms or weapons onto campus or off site events. Weapon is defines as any object that main purpose is intended to injure. Examples of a weapon may include but not limited to knife, gun of any type, clubs or any object that is used in a threatening manner.

### **Clinical Code of Conduct**

The following rules to be absolutely adhered to while working in a clinical setting:

- Nondiscrimination: All qualified applicants are welcome regardless of race, color, creed, gender, sexual orientation, religion, national origin or physical or mental handicap unrelated to ability. The school does not discriminate on any of these grounds.

### **Disciplinary Policy**

Our Disciplinary Action policy explains how we address students' misconduct or inadequate performance. Students must be aware of the consequences of their actions. This policy outlines our disciplinary procedure. The steps below will be followed when discipline is deemed necessary:

1. Verbal Warning
  - a. Documented in student records which shall include corrective actions/counseling
2. First Written Warning
  - a. Disciplinary meeting with school administration
  - b. Documented in student records which shall include corrective actions/counseling
3. Final written warning
  - a. Disciplinary meeting with school administration
  - b. Documented in student records which shall include corrective actions/counseling
  - c. Possible suspension
4. Final Incident Report and Termination of Enrollment Agreement

The nature of the offense must be explained to the student from the beginning of the procedure. The verbal warning may take the form of a simple oral reprimand but also a full discussion if that is necessary.

The student must read and sign the First Written Warning and Final Written Warning. These documents include the time limit in which student must correct their conduct before we take further disciplinary action.

The school administration has the right to elevate the disciplinary action to any of the steps listed above depending on the severity of the offense up to and including termination of enrollment.

Our disciplinary procedure begins when there is sufficient evidence to justify it. When there is suspicion or hints of misconduct, school administration will investigate the matter first.

We are obliged to refrain from disciplinary actions that may constitute retaliatory behavior. We have the right to modify this policy or act in any other legal or reasonable way as each case demands. But, we will always enforce discipline in a fair and lawful manner.

## **Sexual Discrimination Policy**

According to the U.S. Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as follows:

It is unlawful to harass a person because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.

Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Examples of sexual harassment include but not limited to:

- Repeated requests for dates after being told "no".
- Sexual flirtation or teasing
- Making offensive comments

Any students that observe or experience sexual harassment are encouraged to use the complaint procedure.

## **Harassment Policy**

According to the U.S. Equal Employment Opportunity Commission (EEOC), harassment is defined as follows:

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
- The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Elite Professional Career Institute (EPCI) believes prevention is the best tool to eliminate harassment. Instructors are encouraged to take appropriate steps to prevent and correct unlawful harassment. They should clearly communicate to students that unwelcome harassing conduct will not be tolerated. EPCI has established an effective complaint procedure, provides anti-harassment training to their instructors and staff, as well as students. EPCI will take immediate and appropriate action when a complaint is received. EPCI has an open door policy and strives to create an environment in which students and staff feel free to raise any concerns. Any students that observe or experience harassment are encouraged to use the complaint procedure.

## **Drug Free School**

Elite Professional Career Institute (EPCI) is committed to protecting the safety, health, and well-being of all students and staff. EPCI also strives to maintain a workforce free from the influences of illegal drugs and substance abuse, recognizing that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment. It is, therefore, a violation of policy for any worker or student to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the use of illegal drugs, intoxicants, or alcohol on the job. EPCI encourages individuals to voluntarily seek help with drug and substance abuse problems.

DEFINITIONS • “Legal Drug”: includes prescribed drugs and over-the-counter drugs that have been legally obtained and are being used solely for the purpose for which they were prescribed or manufactured. • “Illegal Drugs”: any drug that is not legally obtainable, which may be legally obtainable but has not been legally obtained, or is being used in a manner or for a purpose other than as prescribed. • “Intoxicant”: a substance that leads to marked impairment of physical and mental control.

Any students that observe or experience violation of the Drug Free Policy are encouraged to use the complaint procedure.

## **Complaints Procedure**

Students with concerns and/or complaints should notify an instructor or school administration as soon as possible. If the complaint involves an instructor, the student should go directly to school administration. The complaint can be brought to school administration verbally at first but may require written statement for records and to help with any possible investigation procedures. Students may also notify the administration via email or calling the office. All complaints will be handled with the utmost confidentiality and addressed in a timely manner based on the level of severity. The school will make every reasonable effort to resolve all complaints.

Complaints against the school may be registered with the Board of Higher Education.

Illinois Board of Higher Education  
Division of Private Business and Vocational Schools  
1N. Old State Capital Plaza, Suite 33  
Springfield, IL 62701-1307



Fax#217-782-8545

<http://COMPLAINTS.IBHE.ORG>

## **Open Door Policy**

Elite Professional Career Institute (EPCI) is committed to our students and want them to thrive in a positive educational environment that promotes growth and achieving new heights in your education and career. If at any time a student has a concern or opinion they would like to express, we encourage that student to seek out an instructor or school administration to express it.

## Administration/Faculty

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Elite Professional Career Institute (EPCI) staff is comprised up of people with a diverse set of skill sets and experiences to help students enjoy a fulfilling career in massage therapy by providing a comprehensive education and receive the latest training to achieve a high level of success in the continuously evolving massage therapy industry.

### **Darrell Griffin, President and Founder**

As a successful educator and businessman, Darrell has always lived by his notion, “The only way you can become truly successful as an individual and leader is by elevating the individuals around you through teaching, training, and treating everyone with respect”. Darrell worked over 10 years in the social service industry with one of his main goals being education. He also worked over 10 years in the healthcare industry for a fortune 500 company where he used his leadership skills to help others through hands on training to improve his employee’s skills. Finally, four years ago, Darrell started his own woodworking business and also became a substitute teacher for elementary to high school students. Darrell holds a Bachelor of Science in psychology as well as a Masters of Business Administration.

### **Yi Qin, Vice-President of Operations and Founder**

Yi Qin is a licensed massage therapist in Illinois. He completed his bachelor’s degree in Health Science at the State University of New York at Stony Brook and his training for professional massage therapist at South Baylo University in Los Angeles, CA. Mr. Qin spent 11 years teaching anatomy and physiology for massage therapist students through his own company, Evergreen Training Ltd. His passion is teaching and tutoring students and helping them pass the state licensure exam. In addition to teaching, he enjoys exploring new techniques for treating people and studying Chinese Traditional Medicine. He currently resides in Naperville with his wife and two children.

### **Rosie Ni, Vice-President of Admissions and Founder**

Rosie Ni has been a small business owner for over 15 years. While running a spa business for 11 years, she has accumulated rich management experience and has a deep understanding of the needs, development and future changes of the massage industry. In order to allow more therapists to work professionally and legally, she and the two other partners decided to open a school to assist those who need such learning opportunities. Her hope is to empower all interested massage therapy professionals to enhance their technical expertise, achieve better standards of practice, and provide their best service!

Before starting her own business, Ms. Ni worked at a Fortune 500 company as a leader of their database department. At the same time, she taught Chinese at a Chinese school. From her time at both organizations, she gained significant teaching and leadership expertise, two essential experiences that she now brings with her to Elite Professional Career Institute. Ms. Ni holds a Master of Science in computer science as well as a Masters of Business Administration.