



Student Catalog

(Revised September 2025)

Mission Statement:

“At Elite Massage Academy, LLC, our mission is to cultivate exceptional massage therapists through a rigorous, hands-on education grounded in experience, integrity, and a passion for healing. We empower our students to exceed their own expectations and graduate fully prepared to thrive in any professional massage setting they choose to pursue.”

Dear Student,

Welcome to your exciting career education in Massage Therapy! You have absolutely made the right decision to enroll and join our team in creating continued excellence in this industry!

I have been in the massage industry for 24+ years, and understand the need for growing exceptional students, and when the program was designed, the focus was on two main questions:

- 1) How could we prepare a new massage therapist to exceed the demands of this career and set them on a path to success from the moment their license is active?*
- 2) How could we provide one of the most comprehensive programs in not only North Dakota but in the United States?!*

I am extremely proud to share this learning journey with you and promise to be here to support you every step of the way!

Throughout your education, our team will encourage you to discover a deeper meaning of who you are meant to be. We hope you will cultivate your passion, and touch many lives in the process.

Sincerely,

Shelle Hagen and the EMA Team

Student Catalog:

The Student Catalog contains policies and procedures for Elite Massage Academy, LLC, referred to as “EMA” in the following catalog and is subject to change as necessary. When a change occurs, students will receive the new policy and agree to abide by necessary changes.

Table of Contents

School Location and Contact Information:	6
School Owner: Shelle Hagen	7
School History:	7
Launching Elite Massage Academy	7
Innovative Hands-On Training	7
Impact & Community Role	7
Administrative and Instructional Staff:	8
Shelle Hagen - Owner / Admissions / LMT	8
Emma Gronholz, Campus Director / Science Educator	8
Matthias Ehlers, LMT – Education Director, Lead Bodywork Educator & AV Specialist	8
Instructional Staff:	9
Science Educators: Per North Dakota requirements, educators in the sciences must have their doctorate or masters degree in the area of health and wellness.	9
Dr. Myles Brooks, Science Educator	9
Educational Background	9
Professional Training & Clinical Focus	10
Clinical Experience & Specialties	10
Kirsten Savaelson, Science Educator	10
Bodywork Educators: Per North Dakota requirements, bodywork educators must have 3 years of working experience as well as an active North Dakota massage license.	12
Chad Alfson, LMT / Bodywork Educator	12
Kathy Johnson, LMT / Bodywork Educator	12
Education Goals and Classroom Management:	12
Student Evaluation Procedure for Educators	13
Purpose: To gather meaningful, anonymous student feedback about educator effectiveness, course delivery, and learning environment. Evaluations help instructors reflect, grow, and improve the student experience.	13
Evaluation Timeline	13
Step-by-Step Procedure	13
1. Notification and Scheduling	13
2. Accessing the Evaluation	13
3. Completing the Evaluation	13

4. Submission and Deadline	14
5. Review and Action	14
Confidentiality and Integrity	15
Student Feedback & Evaluation Access	15
How to Access the Evaluation	15
Facilities:	16
Accrediting Body:	17
Admission Requirements & Policies/Procedures:	17
Requirements:	17
Pauses to Program:	18
Transfer Hours:	18
Educational Goals and Objectives; Course Outline (including subjects) 1100 Hour Program:	19
EMA Course Objectives in Clock Hours:	20
Total 309 Classes=1100 Hours, 35 weeks	20
Textbooks:	20
Courses:	20
Tuition and Fee Schedule 1100 Hour Program:	25
Educational Goals and Objectives; Course Outline (including subjects) 750 Hour Program:	25
EMA Course Objectives in Clock Hours 750 Night Program:	26
Total 188 Classes = 754 Hours, 47 weeks	26
Textbooks:	26
Courses:	26
EMA Course Objectives in Clock Hours 750 Day Program:	29
Total 215 Classes = 754 Hours, 24 weeks	29
Textbooks:	29
Courses:	29
Tuition and Fee Schedule 750 Hour Day/Night Program (LIVE):	32
Financial Aid, Title IV, or Tuition Scholarships:	33
What is Title IV?	33
Key Points for Students:	33
Important Note for EMA Students:	34
Scholarships, grants and loans:	34
Scholarships	34
Grants	35
Loans	35
1. Vocational Rehabilitation (VR)	35
2. ND Career Builders (https://ndus.edu/paying-for-college/career-builders)	35
3. The Founder's Scholarship at Elite Massage Academy	36
Scholarship Highlights:	36

• Award Amount: Varies depending on availability and applicant qualifications; applied directly toward tuition costs	36
• Eligibility: Open to newly enrolled students who meet admissions criteria and demonstrate financial need, leadership potential, or community involvement	36
• Application Process:	36
Procedure For Fee Collection or Refunds:	37
Late Fees: Any tuition payment received after the first Monday of each month is subject to a penalty fee of \$25/week.	37
Rules of Conduct and Ethical Behaviors:	37
Student Write-Up Policy	38
Examples of Minor Infractions	38
Write-Up Process	39
Student Acknowledgment	39
Student Probation Policy	
At Elite Massage Academy, maintaining a professional, respectful, and safe learning environment is essential for the success of all students and staff. A student may be placed on probation if their behavior, academic performance, or conduct violates the Academy's policies or disrupts the learning environment.	40
Probation Process:	41
Student Non-Discrimination Policy	41
Elite Massage Academy ("EMA") is committed to providing an educational environment that is welcoming, inclusive, and free from discrimination. EMA does not discriminate against any student on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, veteran status, or any other legally protected status.	41
All students are entitled to equal access to educational programs, services, and activities. Decisions regarding admission, enrollment, academic progression, clinical placement, or graduation will be made without bias or discrimination.	41
Students who believe they have experienced discrimination are encouraged to report the incident promptly to a campus administrator. Reports will be handled confidentially, investigated thoroughly, and resolved in a fair and timely manner. Retaliation against any student for reporting discrimination or participating in an investigation is strictly prohibited.	41
Sexual Harassment and Sexual Misconduct Policy and Procedure	41
Definition	42
Policy Statement	42
Reporting Procedure	42
Investigation and Resolution	43
Protection from Retaliation	43
Resources and Support	43
In the case of Student Dismissal: Refunds will follow the ND Century Code 15-20.4-06.	44
Appeal Process Overview	44
Important Notes:	45
Program Overview:	46
Orientation:	46

Attendance Policy:	47
Hybrid Specifications	47
Online Synchronous Learning Overview	47
Time Off Requests (TOR) - Make-Up Hours / Work	49
Standard Make-Up Opportunities and Tutoring Sessions:	49
For Night Students:	49
For Day Students:	50
Alternative Make-Up Time:	50
Policy Notes:	50
School will be closed for the following holidays:	51
Daily 750 / 1100 Hour Day Program Schedule is as follows:	51
750 Hour Night Program Schedule is as follows:	52
Grading Policy:	52
Exam Retake Policy	53
Purpose:	53
Policy Statement:	53
Procedure:	53
Exceptions:	54
Policy for Determining Academic Progress: Comta SAP requirements (Standard XIV.B)	54
Monitoring and Evaluation:	54
Student Improvement Plans:	54
Dress Code:	55
Hygiene:	55
Hands & Arms:	55
Hair and Grooming:	55
Odors:	56
Foods to Avoid:	56
Oral Hygiene After Meals	57
Professional Standards	57
Tobacco, Vaping, and E-Cigarette Policy for Massage Therapy Students:	57
Policy Guidelines	58
Drug & Alcohol Policy:	58
Student Clinic:	59
Linen Policy for Massage Therapy Students	60
Graduation & Documentation:	61
Transcript Release Policy	61
1. Student Authorization Required	61
2. Official Transcripts	62
3. Processing Time	62
4. Fees	62
6. Delivery Options	63

7. Compliance with FERPA	63
North Dakota Licensing Regulations:	64
Massage Therapy Licensure Rules & Regulations in North Dakota	64
North Dakota Massage Therapy Licensure Requirements	64
Practicing Outside of North Dakota	65
States Without Statewide Massage Regulation	65
Licensure Guidance and Resources	66
Final Thought	66
Description of Student/Graduate Placement Services:	66
Description of other Student Services:	67
Alumni Benefits:	67
Additional Credit Hour Program:	67
Distance Hybrid Education:	68
EMA's Hybrid	68
FERPA	70
Student Rights Under FERPA	70
Who is Considered a School Official?	71
Directory Information	71
Safeguarding Your Records	71
Complaint procedures:	72
Governing Bodies:	72
© Copyright Infringement:	73

School Location and Contact Information:

Elite Massage Academy, LLC or referred to in the following catalog "EMA" is located at

1121 Westrac Drive, Suite #202, Fargo, ND

Office Phone: 701.205.2404 Website: www.emafargo.com

Email: emafargo1@gmail.com

Mission Statement:

"At Elite Massage Academy, LLC, our mission is to cultivate exceptional massage therapists through a rigorous, hands-on education grounded in experience, integrity, and a passion for healing. We empower our students to exceed their own expectations and graduate fully prepared to thrive in any professional massage setting they choose to pursue."

School Owner: Shelle Hagen

School History:

Elite Massage Academy (EMA) in Fargo, ND, is the culmination of an ambitious vision by experienced therapists determined to elevate massage education. Here's the story behind its formation:

Launching Elite Massage Academy

- **Formal establishment:** EMA officially opened in 2020, under North Dakota Career and Technical Education, offering a comprehensive 1,100 hour massage therapy program as well as a 750 hour massage therapy program.
- **Mission & structure:** Helmed by Shelle Hagen (Owner) she assembled a multidisciplinary teaching team—including chiropractors, physical therapists, athletic coaches, military veterans, and seasoned massage therapists—to deliver top-tier education.

Innovative Hands-On Training

- **First-in-nation SynDaver:** In April 2022, EMA became the first U.S. massage school to introduce “Emma”, a full-size synthetic cadaver (SynDaver), enabling students to palpate real muscles, tendons, nerves, and bones in three dimensions—transforming anatomy instruction.
- **Advanced learning setting:** The academy is equipped with electric table setups and a professional student clinic, replicating authentic therapeutic environments for real-world experience.

Impact & Community Role

- **Accelerated excellence:** EMA's program allows students—from recent high schoolers to mid-career changers—to complete licensing qualifications efficiently, benefitting from a robust, medical-focused curriculum.
- **Local enrichment:** Beyond training therapists, the academy advances the region's wellness ecosystem and supports continuing education for licensed professionals, fostering growth across North Dakota.

Administrative and Instructional Staff:

Shelle Hagen - Owner / Admissions / LMT

Shelle is a 2001 graduate of Concordia College, Moorhead with a B.S. in Exercise Science and Spanish and a 2002 graduate of The Professional Institute of Massage School - 1100 hour program.

Shelle has taught classes for hundreds of hours in the field of Massage Therapy. She has also performed thousands of Massage sessions in her 24+ years of being in the industry as owner of Elite Therapeutic Massage, LLC. Teaching others is a new horizon to keep Massage Therapy strong and thriving!

Emma Gronholz, Campus Director / Science Educator

Emma Gronholz is the Science Educator at Elite Massage Academy, bringing a robust academic and practical background to her role. She holds a Master's degree in Strength and Conditioning from University of Wisconsin River Falls, WI (UWRF) and completed her undergraduate studies at College of Saint Benedict, focusing on exercise science, business, and education.

As a former graduate assistant coach at MSUM, Emma worked closely with student-athletes, honing her expertise in exercise physiology, injury prevention, and performance enhancement. Her hands-on experience spans training athletes of various levels—from weekend warriors to competitive performers—and advising on ergonomic and corrective exercise strategies. While in her time at MSUM, she also taught a variety of exercise science courses to the students along with being in the strength room.

At EMA, Emma integrates her deep scientific understanding with practical applications across anatomy, physiology, kinesiology, and pathology. Her teaching aims to empower massage therapy students with evidence-based knowledge and clear insights into how the body moves, responds, and recovers.

Originally from Alexandria, MN, Emma is committed to strengthening the scientific foundation of massage education and preparing students to apply thoughtful, research-informed care in their future practices.

Matthias Ehlers, LMT – Education Director, Lead Bodywork Educator & AV Specialist

Matthias Ehlers serves as the Lead Educator and AV Specialist at Elite Massage Academy, where he combines a strong foundation in therapeutic massage with a passion for teaching and technology. As a Licensed Massage Therapist (LMT) graduate of Elite Massage Academy with 3 years of clinical experience, Matthias brings practical, real-world insight into the classroom, making complex concepts accessible and engaging for students of all backgrounds.

Matthias is known for his innovative teaching style, blending traditional hands-on instruction with digital tools, multimedia content, and interactive demonstrations. As the Academy's Audio/Visual Specialist, he enhances the learning experience through curated video content, virtual learning modules, and real-time broadcasting support for hybrid courses and remote students.

As Lead Bodywork Educator, Matthias plays a key role in curriculum development, instructor mentorship, and academic quality control. He ensures that students receive a balanced education that integrates anatomy, technique, critical thinking, and ethical practice. His leadership is also felt in the clinic setting, where he coaches students through client interactions, therapeutic planning, and professional communication.

Respected by peers and students alike, Matthias brings a calm presence, a sense of humor, and a deep commitment to empowering the next generation of massage therapists. His unique dual role at EMA reflects a forward-thinking approach to education—where skill, technology, and human connection all work hand in hand.

Instructional Staff:

Please see our website (www.emafargo.com) for an up-to-date roster of our educators and speakers! We are so proud to bring you a variety of specialized instructors to deliver you an ELITE learning experience! We are always adding new educators who are the top in their field!

Science Educators: Per North Dakota requirements, educators in the sciences must have their doctorate or masters degree in the area of health and wellness.

Dr. Myles Brooks, Science Educator

Dr. Myles Brooks brings a wealth of academic excellence and clinical expertise to Elite Massage Academy's Fargo campus. His comprehensive education and integrative approach position him as a leader in neuromuscular rehabilitation and functional wellness.

Educational Background

- Earned a Bachelor of Science in Exercise Science, graduating *with highest honors* from North Dakota State University.
- Completed a Doctorate in Chiropractic (DC), also graduating *with highest honors*, at Northwestern Health Sciences University.
- Received a Master of Health Science in Applied Clinical Nutrition from Northwestern Health Sciences University, graduating *with highest honors*.

Professional Training & Clinical Focus

Dr. Brooks has undergone extensive training in:

- Diversified Chiropractic, Functional Neurology, Motion Palpation
- Advanced neuromuscular protocols including D.N.S. (Dynamic Neuromuscular Stabilization)
- Functional medicine and nutrition integration
He is currently pursuing board certification as a Chiropractic Neurologist, further enhancing his expertise in complex neuromuscular care.

Clinical Experience & Specialties

In his practice, Dr. Brooks offers:

- Chiropractic care for musculoskeletal conditions, chronic pain, postural dysfunction, and autoimmunity
- Functional medicine and nutritional counseling
- Neuromuscular re-education for optimized movement and rehabilitation.

He serves clients ranging from children to elite athletes, tailoring exercise, nutrition, and lifestyle interventions to restore function and independence..

Kirsten Savaelson, Science Educator

Dr. Kirsten Svaelson brings a wealth of expertise in chiropractic care and rehabilitation to her role at Elite Massage Academy. As a Doctor of Chiropractic, she is deeply

committed to enhancing student understanding of body mechanics, movement, and clinical assessment through an integrative, science-based approach.

Education & Credentials

- Earned her Doctor of Chiropractic (DC) degree from Northwestern Health Sciences University, where she gained extensive experience in soft-tissue modalities, corrective exercise, and rehabilitation.
- Licensed in North Dakota (License No. 1116), she has been practicing since 2019, as verified by her state and Medicare identification records.

Clinical Experience

Dr. Svaleson founded and practices at Endurance Sport and Spine in Fargo (4500 36th Ave S Ste 100), where she offers patient-centered chiropractic care tailored to a wide range of needs—from athletic performance and injury prevention to ergonomics and chronic pain management. She works with diverse populations including "weekend warriors," first-time 5K runners, dedicated athletes, and individuals with sedentary lifestyles, focusing on posture, movement patterns, and corrective strategies.

Role at Elite Massage Academy

As part of EMA's faculty in Fargo, Dr. Svaleson:

- Conducts classes and workshops focused on neuromuscular anatomy, posture evaluation, and functional movement assessment
- Mentors students in understanding the interplay between chiropractic principles and massage therapy practices, ensuring a cohesive, multidisciplinary learning experience
- Integrates corrective exercises and soft-tissue techniques into hands-on training, enhancing student competency in therapeutic strategy

Dr. Svaleson's dual focus on chiropractic care and education enriches the Academy's curriculum—bridging clinical excellence with hands-on learning to prepare students for robust, evidence-based practice.

Bodywork Educators: Per North Dakota requirements, bodywork educators must have 3 years of working experience as well as an active North Dakota massage license.

Chad Alfson, LMT / Bodywork Educator

MiaLara Young, LMT / Bodywork Educator / Eastern Medicine Educator

Cassie Wulfekule, Dr. PT / KT Taping Educator

Jade Kraig, LMT / Teaching Assistant & Clinic Manager

Allie Morth, LMT / Bodywork Educator

Kathy Johnson, LMT / Bodywork Educator

Joni Nelson - LMT / Bodywork Educator

Sarah Jacobs - LR/ Reflexology Educator

Heather Schwehr, LMT / Valley City Clinic Supervisor

Landon Lang, LMT / Minot Clinic Supervisor

Education Goals and Classroom Management:

At Elite Massage Academy, we prioritize personalized instruction and an optimal learning environment to ensure each student receives the attention and support they need to succeed. Our teacher-to-student ratio is at most 1:16 for both lecture-based and hands-on classes.

This means that one qualified instructor leads and engages with up to 16 students, allowing for meaningful interaction, individualized feedback, and skill refinement—which is especially crucial in a hands-on field like massage therapy.

Should enrollment in a course exceed 16 students, a Teacher's Assistant (TA) is added once the 17th student enrolls. This additional support ensures the quality of instruction remains high and that every student continues to benefit from close supervision, guidance, and mentorship throughout the program. Each class will have a 20 maximum capacity enrollment.

Student Evaluation Procedure for Educators

Purpose: To gather meaningful, anonymous student feedback about educator effectiveness, course delivery, and learning environment. Evaluations help instructors reflect, grow, and improve the student experience.

Evaluation Timeline

- Midpoint Evaluation: Conducted halfway through the program.
- Final Evaluation: Completed during the final week of the program.
- Course Evaluation: Completed on the last day of each course.

Step-by-Step Procedure

1. Notification and Scheduling

- Students will be notified at the beginning of the program that evaluations will be distributed at the end of every course to be completed during class time.
- Evaluation dates will be posted in Teachable or Slack.
- Evaluations will be scheduled during class time (10–15 minutes allotted)

2. Accessing the Evaluation

- Evaluations will be conducted through a secure and anonymous Google Form or another approved platform.
- A direct link will be provided in the student portal or classroom communication system.
- QR codes for the **Anonymous Feedback Form** may also be posted in the classroom or online classroom dashboard for quick access.

3. Completing the Evaluation

- Students must complete evaluations independently and honestly.

- No identifying information is required or requested.
- Feedback should be constructive, respectful, and focused on professional aspects such as:
 - Communication style and clarity
 - Responsiveness to questions and concerns
 - Organization and preparedness
 - Encouragement of engagement and critical thinking
 - Knowledge and expertise in the subject matter

4. Submission and Deadline

- Evaluations must be submitted within the given timeframe during the class period.
- Once submitted, students will receive confirmation that their evaluation was successfully recorded.
- No changes can be made after submission to preserve anonymity.

5. Review and Action

- Evaluations will be compiled and reviewed by the Education Director, Campus Director and Owner.
- Results will be shared with educators only after all evaluations are submitted, ensuring anonymity.
- Key feedback points will be used to support professional development and continuous improvement.
- If serious concerns are raised, a follow-up meeting may be scheduled between leadership and the instructor.

Confidentiality and Integrity

- All evaluations are confidential and anonymous.
- Students are expected to engage with the process ethically and with professional courtesy.
- Retaliation or grading consequences due to evaluation content is strictly prohibited and monitored by administration.

Student Feedback & Evaluation Access

At Elite Massage Academy, we value your voice and are committed to continuous improvement. To ensure your learning experience is as supportive and effective as possible, we provide students with opportunities to submit anonymous evaluations and feedback about the overall program experience.

How to Access the Evaluation

- **Digital Link:** You will receive a direct link to the evaluation form via email or class communication platform. Simply click the link and complete the form at your convenience.
- **Classroom Posters:** Posters will be placed in classrooms and common areas with a QR code and short link you can enter into your browser. These links go directly to the same anonymous Google Form used for digital submissions.
- **100% Anonymous:** No names, emails, or identifying information are collected. Your feedback is safe, confidential, and used solely to help instructors and staff better support your learning.
- **When to Submit:** You'll be asked to complete an evaluation halfway through the program and at the completion of the program. Additional evaluations will be completed at the end of every course. However, you may also use the Anonymous Feedback form at any time to submit constructive feedback if you feel it would help enhance your experience.

We appreciate your honesty and professionalism in completing evaluations. Your input plays a key role in shaping the quality of our program and ensuring student needs are heard and respected.

Facilities:

All education will be taught on location in Fargo or through remote means at EMA, as well as currently we have two axillary clinics.

Valley City - 201 Central Ave South, 58072

Minot - 1304 4th Ave NW MINOT, North Dakota 58703

Suite 202, our classroom #1, is a large open room with 1,447 square footage, it includes a room for student storage and an office for Directors. The locked office will be used for the educators, student file storage, and private coaching conversations for students. It will be stocked with office furniture, a locked file cabinet, supplies, and a printer/scanner.

The student storage will have shelving and totes for students to keep their belongings in. Additional items may be stored here for school use.

The main classroom area is stocked with 6 electric massage tables and additional portable tables, bolsters, face rests, and stools. Each class will have equipment provided to them for use in class. There are two TVs (one in the back of the classroom to see the students attending virtually and one in the front of the classroom to show course content), and an educator laptop used for instruction. For education purposes, there are anatomy charts, a skeleton, simulation cadaver, mirrors, and books for teaching/library resources. There is a sink for washing hands.

Restrooms are located on the same floor.

The staff and students will work as a team to maintain the cleanliness of our classroom. It is the student's responsibility to clean up their workspace.

Suites B/C located on the first floor, our classroom #2, includes 6 fully private and decorated massage treatment rooms as well as a large classroom for lectures. One large storage hallway, and breakroom for hand washing, and supplies. There is also an EMA Veteran's breakroom for students to place belongings, and use as a study room. Students must clean their treatment room between clients and keep their belongings and sink area tidy especially at the end of every student clinic shift.

Second floor Loft 204 is a 1,882 square foot clinical office use for 6 practical clinic treatment rooms. Each room is equipped with an electric table and all the massage

tools needed to provide a massage session. There is a breakroom for washing hands and storing supplies as well as a large waiting room for clients to check in and out.

Both axillary clinics have a treatment room, waiting room and all the massage room equipment for clinical practicals, as well as meet ND board requirements for a safe treatment room.

Accrediting Body:

EMA is currently in the process of gaining accreditation through The Accrediting body, COMTA.

COMTA Commission on Massage Therapy Accreditation

900 Commonwealth Place Suite 200-331

Virginia Beach, VA 23464

(202) 888-6790

Admission Requirements & Policies/Procedures:

Requirements:

All applying students must show proof of a high school diploma or G.E.D, and a copy of their birth certificate and/or driver's license. EMA accepts students over the age of 17 and does not discriminate against individuals on the basis of gender, age, race, color, religion, disability, sexual orientation or ethnic origin. A background check may be requested on each student.

1. Prior to submitting an enrollment application, the prospective student will be able to meet the educators, tour the facilities, and gain a thorough understanding of the program and expectations by reading and agreeing with the Student Catalog.
2. Next, enrollment applications will be submitted to Elite Massage Academy in person, through email, or by mail. At this time, the enrollment fee of \$100 is processed. A start date will be picked, and the student's place in that class will be reserved. Each class will have a maximum capacity of 20 students each session.
3. Following an enrollment interview, upon acceptance, enrollment will be granted.
4. Attendance begins on the contracted start date.

Pauses to Program:

Leave of Absence: A student may be granted a Leave of Absence (LOA) under very strict qualifying circumstances. This will be discussed and approved through the Campus Director and Owner to ensure it qualifies for an LOA. The days missed will not be required to be made up but will be added to the end of the scheduled program. This is also granted when there is a reasonable expectation that the student will return within 2 months at the very least. If there is not a reasonable expectation for the student's return, withdrawal will be processed.

Qualifying circumstances include:

- Military Requirements
- Jury Duty
- Death of Immediate Family Member (Parents, Sibling, Grandparents, Aunts/Uncles, Spouse, Child)
- Extreme Illness (example: Surgery)
- Or at the Owner and Campus Director's Discretion

Re-entry:

Students will re-enter the program where they left off with attendance and grades when returning within 2 months. It is the student's responsibility to meet with the Education Director to plan the class schedule needed to ensure proper completion of the program.

Transfer Hours:

Acceptance of transfer hours is at the discretion of the Campus Director and Owner. Students who hold a BA or BS in the field relating to health and wellness may be considered for testing out of the courses in Anatomy & Physiology and Medical Terminology. Testing out will be considered on a case by case basis for students with post-secondary level course transcripts.

Students who hold a Masters Degree or Doctorate in the field relating to health and wellness, may be considered for testing out of the courses in Anatomy & Physiology, Medical Terminology, Kinesiology, and Pathology.

The following will be used for consideration of approval for testing out of a course while holding a Bachelor's level degree:

#1) Students must have a "B" grade (3.0 GPA) or higher on their official post-secondary transcript in the areas of Anatomy or Physiology, or course in Medical Terminology.

#2) Students will be required to pass the A&P online pre-exam written by MBLEx and show a 80% score or higher to be approved. For Medical Terminology, they must pass the EMA written final exam with 80% or higher score.

#3) One opportunity to pass each exam will be offered.

The following will be used for consideration of approval for testing out of a course while holding a Masters or Doctorate level degree:

#1) Students must have a “B” grade (3.0 GPA) or higher on their official transcript in the areas of Anatomy and Physiology, Kinesiology, Pathology or course in Medical Terminology.

#2) Students will be required to pass the A&P, Kinesiology and Pathology segments through an online pre-exam written by MBLEx and show a 80% score or higher to be approved. For Medical Terminology, they must pass the EMA written final exam with 80% or higher score.

#3) One opportunity to pass each exam will be offered.

Upon passing, the student will not be obligated to attend those class times, and their testing grade will be used for their EMA transcript. The tuition total will remain the same.

Educational Goals and Objectives; Course Outline (including subjects) 1100 Hour Program:

EMA offers an 1100 hour program and follows all North Dakota state required guidelines for licensure. With the 1100 hour program, graduates are qualified for licensure in all of the United States and regulated territories. One 60 minute hour consists of 50 minutes of class with appropriate breaks. 32 hours per week allow for the course to be completed in 35 weeks.

The objective of the 1100-hour Advanced Massage Therapy Program is to prepare students for professional practice with an in-depth understanding of both foundational and advanced massage techniques. This comprehensive program builds upon core competencies in anatomy, physiology, pathology, and therapeutic massage, while incorporating advanced modalities such as neuromuscular therapy, myofascial release, sports massage, and clinical assessment. Emphasis is placed on critical thinking, ethical decision-making, client communication, and professional development. Through extended classroom instruction, additional bodywork courses and supervised clinical experience, graduates will be equipped to serve diverse populations in medical,

rehabilitative, and wellness environments. Upon completion, students will be eligible to sit for a nationally recognized licensing exam and pursue licensure in accordance with state requirements.

EMA Course Objectives in Clock Hours:

Total 309 Classes=1100 Hours, 35 weeks

This program is designed to create elite therapists with advanced skills to lead the way in massage therapy. Prerequisites include a high school diploma or GED. Attendance and grades must remain above the 80% rate and all missed hours must be made up in order to graduate. Students will receive a Certificate of Completion upon successful completion.

Typical class periods are 9:00am-12:30pm & 1:00pm-4:30pm Monday through Thursday. Friday hours are 9:00am-12:30pm

Textbooks:

Theory and Practice of Massage Therapy
Trail Guide to the Body
Applied Anatomy and Physiology for Manual Therapists
A Massage Therapist's Guide To Pathology
MBLEx Study Guide

Courses:

(No Prerequisites)

Anatomy and Physiology: 31 Classes = 110 Hours

-Understand the cells, tissues, organ systems, and function of the human body.

Kinesiology: 12 Classes = 40 Hours

-Understand muscles of the body including actions, attachments, and relationships.

Pathology: 11.5 Classes = 40 Hours

-Knowledge of the diseases/dysfunctions of the body and how it affects a massage therapist.

Business/Ethics: 15 classes = 52 Hours

-Preparation for owning/operating a private practice, understanding what it takes to run a massage practice. Understanding taxes, budgeting, accounting. Recognizing relationship types and standards required to maintain as a massage therapist with a strong emphasis on ethical practices/requirements.

Foundational Massage: 37 Classes = 130 Hours

(No Prerequisites)

- **Swedish Massage:** (52.5 Hours) Learn the foundational massage techniques focused on relaxation, circulation, and overall wellness.
- **Deep Tissue Massage:** (49 Hours) Develop skills to address chronic tension and target deeper muscle layers with precision and control.
- **Pregnancy Massage:** (14 Hours) Explore safe and effective techniques to support the unique needs of clients during pregnancy.
- **Medical Terminology:** (15 Hours) Gain an understanding of essential medical terms to communicate effectively with clients and healthcare professionals.

Other: 34 Classes = 120 Hours

(Prerequisite: Successful completion of all foundational courses)

- **Myofascial Release:** (35 Hours) Learn techniques to release restrictions in the fascia, improving mobility, posture, and pain relief.
- **Trigger Point Therapy:** (35 Hours) Study the assessment and treatment of trigger points to reduce referred pain and restore function.
- **Hot Stone Therapy:** (10.5 Hours) Explore the use of heated stones to enhance relaxation, reduce strain on the therapist, and improve treatment outcomes.
- **Cupping Therapy:** (10.5 Hours) Gain hands-on experience using cupping techniques to promote circulation, release adhesions, and support healing.
- **Eastern Approach:** (3.5 Hours) Introduction to Eastern philosophies and bodywork practices that complement Western massage techniques.
- **Jane Training:** (3.5 Hours) Develop competency using Jane software for scheduling, client management, charting, and documentation.
- **Clinic Prep / SOAP Notes:** (3.5 Hours) Prepare for clinical practice by refining professional communication and mastering accurate SOAP note documentation.
- **Chair Massage:** (3.5 Hours) Learn protocols for providing safe, efficient, and effective chair massage sessions.
- **Chair Massage Onsite:** (3.5 Hours) Apply chair massage skills in professional, real-world settings such as corporate and community events.

- **MBLEx Study – Mock Practice Exam Day:** (3.5 Hours) Take a full-length practice exam to prepare for the licensing exam experience.
- **MBLEx Study – Bodywork/Business:** (3.5 Hours) Review bodywork theory, application, and techniques in preparation for the MBLEx.
- **MBLEx Study – Sciences:** (3.5 Hours) Focused review of anatomy, physiology, and kinesiology for MBLEx readiness.
- **Orientation / EQ Training:** (3.5 Hours) Program orientation combined with emotional intelligence training to strengthen self-awareness, communication, and professional presence.
- **CPR / First Aid:** 3 Classes = 10 Hours
(No prerequisites)
-Students are certified in CPR/AED/First Aid.
- **Student Clinic:** 78.5 Classes = 275 Hours
(*Prerequisite: Successful completion of all foundational courses*)
-Public hands on treatments focused on fine tuning all of their skills to customize a massage to each client or dysfunction.
- **Advanced Classes:** 92 Classes = 323 hours
Prerequisite: Completion of foundational courses unless otherwise noted.
- **Lymphatic Drainage:** (14 Hours) Introduction to techniques that support lymph flow, reduce swelling, and enhance immune function.
- **Post-Operative Lymphatic Drainage** (Pre-req: Lymphatic Drainage): (14 Hours)
Focused training in applying lymphatic drainage methods safely for post-surgical clients.
- **Bamboo / CoreStone Baton:** (7 Hours) Learn innovative heated tool techniques that combine deep tissue work with reduced therapist strain.
- **Ortho-Bionomy:** (7 Hours) Explore gentle, positional release techniques to ease pain and encourage the body's self-corrective responses.
- **KT-Taping:** (3.5 Hours) Apply kinesiology tape to support muscles, joints, circulation, and recovery in athletic and therapeutic settings.

- **Migraine (Cold Stone):** (10.5 Hours) Use cold stones and focused techniques to help relieve migraine and headache symptoms.
- **Customer Experience:** (3.5 Hours) Develop skills to enhance client communication, professionalism, and long-term client relationships.
- **Oncology Massage:** (7 Hours) Training in safe, adaptive massage techniques for clients undergoing or recovering from cancer treatment.
- **Fibromyalgia:** (3.5 Hours) Learn strategies to address chronic pain, fatigue, and sensitivity in clients with fibromyalgia.
- **Skin Conditions:** (3.5 Hours) Identify common skin conditions and adapt massage safely to protect client and practitioner.
- **Veteran's Affairs:** (3.5 Hours) Training in trauma-informed care and massage considerations for working with military veterans.
- **Advanced Massage Cupping:** (7 Hours) Expand cupping therapy skills with advanced applications for deep tissue release and sports recovery.
- **Craniosacral Therapy:** (7 Hours) Gentle techniques focused on the craniosacral system to promote relaxation, balance, and nervous system health.
- **Table Thai Massage:** (7 Hours) Adapt traditional Thai massage stretches and techniques to the massage table environment.
- **Special Populations / Hospice:** (3.5 Hours) Provide safe, compassionate massage care for clients with special needs and those in end-of-life care.
- **Geriatric Onsite:** (3.5 Hours) Adapt chair and table massage techniques for older adults in community and care facility settings.
- **Barefoot Massage:** (14 Hours) Use body weight and feet to deliver deep, broad pressure while reducing therapist fatigue.
- **Reflexology:** (7 Hours) Study reflex points on the feet, hands, and ears to influence whole-body wellness.

- **Hydrotherapies:** (14 Hours) Apply therapeutic uses of water, heat, and cold to support healing, circulation, and recovery.
- **Medical Massage:** (49 Hours) Learn targeted assessment and treatment techniques for specific medical and musculoskeletal conditions.
- **Postural Assessment:** (14 Hours) Develop skills to evaluate posture and movement patterns to inform treatment planning.
- **Chair Out Calls:** (21 Hours) Deliver safe, effective chair massage services in professional and community settings.
- **Essential Oils:** (3.5 Hours) Introduction to aromatherapy principles and the safe use of essential oils in massage practice.
- **Forearm Techniques:** (14 Hours) Learn forearm-based massage methods to apply deep pressure with less strain on the hands.
- **Gua Sha:** (3.5) Introduction to traditional scraping techniques used to increase circulation and reduce tension.
- **Vacuum Cupping:** (3.5 Hours) Explore advanced negative-pressure therapies using vacuum-assisted cupping devices.
- **Muscle Testing:** (7 Hours) Learn manual muscle testing methods to assess strength and imbalances.
- **Muscle Mastery:** (7 Hours) Deepen understanding of anatomy and palpation to enhance precision in treatment and how each muscle moves and can be strengthened.
- **Sports Massage:** (21 Hours) Develop pre- and post-event massage skills to support athletes' performance and recovery.
- **Spa Techniques:** (10.5 Hours) This short course introduces massage students to foundational spa techniques commonly offered in wellness centers, day spas, and resorts. Students will learn how to safely and effectively incorporate exfoliation, wraps, hydrotherapy, aromatherapy, and specialty rituals into their massage practice.

- **Self-Care:**(7 Hours) Build strategies for injury prevention, stress management, and long-term therapist sustainability.
- **SynDaver Lab:** (21 Hours) Hands-on anatomical exploration using a synthetic cadaver model to reinforce structural knowledge.

Tuition and Fee Schedule 1100 Hour Program:

Enrollment fee due with submitted enrollment application	\$100.00
1,100 Hour Program Tuition	\$17325.00
Student Books	\$345.15
Student Package: <i>Uniform Shirts, Linens, Tote, Lotion/holster, MBLEx Testing Fee, Chromebook, Cupping Sets</i>	\$803.63
Technology Fee <i>Internet Service, Scheduling</i>	\$100.00
Total Enrollment Cost:	\$18,673.78

Educational Goals and Objectives; Course Outline (including subjects 750 Hour Program:

EMA also offers a 750 hour program day or night/hybrid pace and follows all North Dakota state required guidelines for licensure. One 60 minute hour consists of 50 minutes of class with appropriate breaks. 16 hours per week allow for the course to be completed in 47 weeks.

The objective of the 750-hour Massage Therapy Program is to prepare students for entry-level employment as professional massage therapists by providing a comprehensive foundation in anatomy, physiology, pathology, massage theory and technique, professional ethics, and client care. Through a combination of classroom instruction and supervised clinical practice, students will develop the knowledge, technical skills, and professional behaviors required to competently and safely perform therapeutic massage in a variety of settings. Upon successful completion of the

program, graduates will be eligible to sit for a nationally recognized licensing exam and will be equipped to meet state and national requirements for licensure or certification.

In accordance with the North Dakota Board of Massage Therapy (NDBMT) the following requirements will be met with additional hours in Clinical Experience, Introductory Massage, and other related and advanced courses.

EMA Course Objectives in Clock Hours 750 Night Program:

Total 188 Classes = 754 Hours, 47 weeks

This program is designed to create elite therapists with advanced skills to lead the way in massage therapy. Prerequisites include a high school diploma or GED. Attendance and grades must remain above the 80% rate and all missed hours must be made up in order to graduate. Students will receive a diploma upon successful completion.

Typical class periods are 5:30 - 9:30pm Tuesday through Thursday. One weekend a month: Saturday 9am - 5pm and Sunday 9am - 3:30pm

Textbooks:

Theory and Practice of Massage Therapy
Trail Guide to the Body
Applied Anatomy and Physiology for Manual Therapists
A Massage Therapist's Guide To Pathology
MBLEx Study Guide

Courses:

(No Prerequisites)

Anatomy and Physiology: 27.5 Classes = 110 Hours

-Understand the cells, tissues, organ systems, and function of the human body.

Kinesiology: 10 Classes = 40 Hours

-Understand muscles of the body including actions, attachments, and relationships.

Pathology: 10 Classes = 40 Hours

-Knowledge of the diseases/dysfunctions of the body and how it affects a massage therapist.

Business/Ethics: 13 classes = 52 Hours

-Preparation for owning/operating a private practice, understanding what it takes to run a massage practice. Understanding taxes, budgeting, accounting. Recognizing relationship types

and standards required to maintain as a massage therapist with a strong emphasis on ethical practices/requirements.

Foundational Massage: 32.5 Classes =130 Hours

(No Prerequisites)

- **Swedish Massage:** (52 Hours) Learn the foundational massage techniques focused on relaxation, circulation, and overall wellness.
- **Deep Tissue Massage:** (48 Hours) Develop skills to address chronic tension and target deeper muscle layers with precision and control.
- **Pregnancy Massage:** (14 Hours) Explore safe and effective techniques to support the unique needs of clients during pregnancy.
- **Medical Terminology:** (14 Hours) Gain an understanding of essential medical terms to communicate effectively with clients and healthcare professionals.

Other: 30 Classes = 120 Hours

(Prerequisite: Successful completion of all foundational courses)

- **Myofascial Release:** (36 Hours) Learn techniques to release restrictions in the fascia, improving mobility, posture, and pain relief.
- **Trigger Point Therapy:** (34 Hours) Study the assessment and treatment of trigger points to reduce referred pain and restore function.
- **Hot Stone Therapy:** (10 Hours) Explore the use of heated stones to enhance relaxation, reduce strain on the therapist, and improve treatment outcomes.
- **Cupping Therapy:** (6 Hours) Gain hands-on experience using cupping techniques to promote circulation, release adhesions, and support healing.
- **Eastern Approach:** (4 Hours) Introduction to Eastern philosophies and bodywork practices that complement Western massage techniques.
- **Jane Training:** (4 Hours) Develop competency using Jane software for scheduling, client management, charting, and documentation.
- **Clinic Prep / SOAP Notes:** (4 Hours) Prepare for clinical practice by refining professional communication and mastering accurate SOAP note documentation.

- **Chair Massage:** (4 Hours) Learn protocols for providing safe, efficient, and effective chair massage sessions.
- **Chair Massage Onsite:** (4 Hours) Apply chair massage skills in professional, real-world settings such as corporate and community events.
- **Orientation / EQ Training:** (4 Hours) Program orientation combined with emotional intelligence training to strengthen self-awareness, communication, and professional presence.
- **Myofascial Release:** (35 Hours) Learn techniques to release restrictions in the fascia, improving mobility, posture, and pain relief.
- **Trigger Point Therapy:** (35 Hours) Study the assessment and treatment of trigger points to reduce referred pain and restore function.
- **Hot Stone Therapy:** (10.5 Hours) Explore the use of heated stones to enhance relaxation, reduce strain on the therapist, and improve treatment outcomes.
- **Cupping Therapy:** (10.5 Hours) Gain hands-on experience using cupping techniques to promote circulation, release adhesions, and support healing.
- **Eastern Approach:** (3.5 Hours) Introduction to Eastern philosophies and bodywork practices that complement Western massage techniques.
- **Jane Training:** (3.5 Hours) Develop competency using Jane software for scheduling, client management, charting, and documentation.
- **Clinic Prep / SOAP Notes:** (3.5 Hours) Prepare for clinical practice by refining professional communication and mastering accurate SOAP note documentation.
- **Chair Massage:** (3.5 Hours) Learn protocols for providing safe, efficient, and effective chair massage sessions.
- **Chair Massage Onsite:** (3.5 Hours) Apply chair massage skills in professional, real-world settings such as corporate and community events.
- **MBLEx Study – Mock Practice Exam Day:** (2 Hours) Take a full-length practice exam to prepare for the licensing exam experience.
- **MBLEx Study – Bodywork/Business:** (4 Hours) Review bodywork theory, application, and techniques in preparation for the MBLEx.

- **MBLEx Study – Sciences:** (4 Hours) Focused review of anatomy, physiology, and kinesiology for MBLEx readiness.
- **Orientation / EQ Training:** (3.5 Hours) Program orientation combined with emotional intelligence training to strengthen self-awareness, communication, and professional presence.

Student Clinic: 62.5 Classes = 250 Hours

(Prerequisite: Successful completion of all foundational courses)

-Public hands on treatments focused on fine tuning all of their skills to customize a massage to each client or dysfunction.

CPR / First Aid: 2.5 Classes = 10 Hours

(No prerequisites)

-Students are certified in CPR/AED/First Aid.

EMA Course Objectives in Clock Hours 750 Day Program:

Total 215 Classes = 754 Hours, 24 weeks

This program is designed to create elite therapists with advanced skills to lead the way in massage therapy. Prerequisites include a high school diploma or GED. Attendance and grades must remain above the 80% rate and all missed hours must be made up in order to graduate. Students will receive a diploma upon successful completion.

Typical class periods are 9:00am-12:30pm & 1:00pm-4:30pm Monday through Thursday. Friday hours are 9:00am-12:30pm

Textbooks:

Theory and Practice of Massage Therapy

Trail Guide to the Body

Applied Anatomy and Physiology for Manual Therapists

A Massage Therapist's Guide To Pathology

MBLEx Study Guide

Courses:

(No Prerequisites)

Anatomy and Physiology: 31 Classes = 110 Hours

-Understand the cells, tissues, organ systems, and function of the human body.

Kinesiology: 12 Classes = 40 Hours

-Understand muscles of the body including actions, attachments, and relationships.

Pathology: 11.5 Classes = 40 Hours

-Knowledge of the diseases/dysfunctions of the body and how it affects a massage therapist.

Business/Ethics: 15 classes = 52 Hours

-Preparation for owning/operating a private practice, understanding what it takes to run a massage practice. Understanding taxes, budgeting, accounting. Recognizing relationship types and standards required to maintain as a massage therapist with a strong emphasis on ethical practices/requirements.

Foundational Massage: 37 Classes =130 Hours

(No Prerequisites)

- **Swedish Massage:** (52.5 Hours) Learn the foundational massage techniques focused on relaxation, circulation, and overall wellness.
- **Deep Tissue Massage:** (49 Hours) Develop skills to address chronic tension and target deeper muscle layers with precision and control.
- **Pregnancy Massage:** (14 Hours) Explore safe and effective techniques to support the unique needs of clients during pregnancy.
- **Medical Terminology:** (15 Hours) Gain an understanding of essential medical terms to communicate effectively with clients and healthcare professionals.

Other: 34 Classes = 120 Hours

(Prerequisite: Successful completion of all foundational courses)

- **Myofascial Release:** (35 Hours) Learn techniques to release restrictions in the fascia, improving mobility, posture, and pain relief.
- **Trigger Point Therapy:** (35 Hours) Study the assessment and treatment of trigger points to reduce referred pain and restore function.
- **Hot Stone Therapy:** (10.5 Hours) Explore the use of heated stones to enhance relaxation, reduce strain on the therapist, and improve treatment outcomes.
- **Cupping Therapy:** (10.5 Hours) Gain hands-on experience using cupping techniques to promote circulation, release adhesions, and support healing.
- **Eastern Approach:** (3.5 Hours) Introduction to Eastern philosophies and bodywork practices that complement Western massage techniques.

- **Jane Training:** (3.5 Hours) Develop competency using Jane software for scheduling, client management, charting, and documentation.
- **Clinic Prep / SOAP Notes:** (3.5 Hours) Prepare for clinical practice by refining professional communication and mastering accurate SOAP note documentation.
- **Chair Massage:** (3.5 Hours) Learn protocols for providing safe, efficient, and effective chair massage sessions.
- **Chair Massage Onsite:** (3.5 Hours) Apply chair massage skills in professional, real-world settings such as corporate and community events.
- **Orientation / EQ Training:** (3.5 Hours) Program orientation combined with emotional intelligence training to strengthen self-awareness, communication, and professional presence.
- **Myofascial Release:** (35 Hours) Learn techniques to release restrictions in the fascia, improving mobility, posture, and pain relief.
- **Trigger Point Therapy:** (35 Hours) Study the assessment and treatment of trigger points to reduce referred pain and restore function.
- **Hot Stone Therapy:** (10.5 Hours) Explore the use of heated stones to enhance relaxation, reduce strain on the therapist, and improve treatment outcomes.
- **Cupping Therapy:** (10.5 Hours) Gain hands-on experience using cupping techniques to promote circulation, release adhesions, and support healing.
- **Eastern Approach:** (3.5 Hours) Introduction to Eastern philosophies and bodywork practices that complement Western massage techniques.
- **Jane Training:** (3.5 Hours) Develop competency using Jane software for scheduling, client management, charting, and documentation.
- **Clinic Prep / SOAP Notes:** (3.5 Hours) Prepare for clinical practice by refining professional communication and mastering accurate SOAP note documentation.
- **Chair Massage:** (3.5 Hours) Learn protocols for providing safe, efficient, and effective chair massage sessions.
- **Chair Massage Onsite:** (3.5 Hours) Apply chair massage skills in professional, real-world settings such as corporate and community events.
- **MBLEx Study – Mock Practice Exam Day:** (3.5 Hours) Take a full-length practice exam to prepare for the licensing exam experience.

- **MBLEx Study – Bodywork/Business:** (3.5 Hours) Review bodywork theory, application, and techniques in preparation for the MBLEx.
- **MBLEx Study – Sciences:** (3.5 Hours) Focused review of anatomy, physiology, and kinesiology for MBLEx readiness.
- **Orientation / EQ Training:** (3.5 Hours) Program orientation combined with emotional intelligence training to strengthen self-awareness, communication, and professional presence.

Student Clinic: 71.5 Classes = 250 Hours

(Prerequisite: Successful completion of all foundational courses)

-Public hands on treatments focused on fine tuning all of their skills to customize a massage to each client or dysfunction.

CPR / First Aid: 3 Classes = 10 Hours

(No prerequisites)

-Students are certified in CPR/AED/First Aid.

Tuition and Fee Schedule 750 Hour Day/Night Program (LIVE):

Enrollment fee due with submitted enrollment application	\$100.00
750 Hour Program Tuition	\$11812.50
Student Books	\$345.15
Student Package: <i>Uniform Shirts, Linens, Tote, Lotion/holster, MBLEx Testing Fee, Chromebook, Cupping Sets</i>	\$803.63
Technology Fee <i>Internet Service, Scheduling</i>	\$100.00
Total Enrollment Cost:	\$13161.28

Tuition and Fee Schedule 750 Hour Night Hybrid Remote:

Enrollment fee due with submitted enrollment application	\$100.00
750 Hour Program Tuition	\$11812.50
Student Books	\$345.15
Student Package: <i>Uniform Shirts, Linens, Tote, Lotion/holster, MBLEx Testing Fee, Chromebook, Cupping Sets</i>	\$803.63
Technology Fee <i>Internet Service, Scheduling</i>	\$100.00
Hybrid Remote Classroom Fees	\$2000
Total Enrollment Cost:	\$15161.28

Financial Aid, Title IV, or Tuition Scholarships:

What is Title IV?

Title IV refers to a section of the Higher Education Act of 1965 that governs federal student financial aid programs in the United States. These programs are administered by the U.S. Department of Education and are designed to help students pay for postsecondary education at eligible colleges, universities, and career schools.

Key Points for Students:

- Title IV funding includes:
 - Pell Grants (need-based, do not need to be repaid)
 - Federal Direct Loans (Subsidized and Unsubsidized)
 - PLUS Loans (for parents and graduate students)
 - Federal Work-Study programs

- **Eligibility Requirements:**
 - You must complete the Free Application for Federal Student Aid (FAFSA).
 - Be enrolled in an eligible program at a Title IV-approved institution.
 - Maintain Satisfactory Academic Progress (SAP) during your program.
 - Be a U.S. citizen or eligible noncitizen.
 - Not be in default on a federal student loan or owe a repayment on a federal grant.

Important Note for EMA Students:

As of now, Elite Massage Academy is not a Title IV eligible institution, which means we do not offer federal financial aid such as Pell Grants or federal student loans. However, we are committed to helping students explore alternative funding options, including scholarships, grants, private loans, and payment plans. Our admissions team is available to help you identify resources and create a plan to fund your education. After COMTA accreditation status is received we will be offering Title IV.

Scholarships, grants and loans:

Scholarships

Scholarships are awarded funds given to students based on specific criteria such as academic achievement, leadership, community service, financial need, or involvement in certain activities.

Do not need to be repaid

- Often competitive and may require an application, essay, or interview
- Can come from schools, businesses, nonprofits, or private donors

Grants

Grants are a type of gift aid, typically based on financial need, and are most commonly provided by the government or educational institutions.

Do not need to be repaid

- Based on a student's financial situation, often determined by the FAFSA
- Examples include federal Pell Grants or state-funded programs.

Loans

Loans are borrowed money that must be repaid with interest. They are available through federal or private lenders and can help cover educational expenses.

Must be repaid, usually after graduation or once the student is no longer enrolled

- Federal student loans often have lower interest rates and flexible repayment options
- Private loans may require a credit check and may have higher interest rates

Current EMA Grant Options:

1. Vocational Rehabilitation (VR)

- **Agency:** North Dakota Division of Vocational Rehabilitation (part of the ND Department of Human Services)
- **Date of Participation:** This would be the date the individual first applied or was accepted into the program—typically found on the IPE or intake paperwork.

2. ND Career Builders (<https://ndus.edu/paying-for-college/career-builders>)

- **Agencies Involved:**
 - **North Dakota University System (NDUS)** – administers the scholarship and loan repayment program forms for up to \$17,000.

- **Participating Employers** – who may contribute matching funds for eligible recipients.
- **Date of Participation:** The date when:
 - Scholarship was awarded **or**
 - Loan repayment agreement was signed

3. The Founder's Scholarship at Elite Massage Academy

The **Founder's Scholarship** is a tuition-based award established by Elite Massage Academy's founder, Shelle Hagen, to honor the Academy's mission of making quality massage education accessible to passionate, dedicated students.

This scholarship is designed to support individuals who demonstrate a strong commitment to the field of massage therapy, a desire to make a positive impact in their communities, and alignment with the Academy's core values of professionalism, compassion, and service.

Scholarship Highlights:

- **Award Amount:** Varies depending on availability and applicant qualifications; applied directly toward tuition costs
- **Eligibility:** Open to newly enrolled students who meet admissions criteria and demonstrate financial need, leadership potential, or community involvement
- **Application Process:**
 - Complete the **Founder's Scholarship Application Form**
 - Submit a **personal essay** explaining your interest in massage therapy and how you hope to contribute to the profession
 - Participate in a brief **interview** with a member of the EMA leadership team (if selected)

Selection is based on a combination of merit, financial need, and the applicant's alignment with the values upon which EMA was founded. This scholarship reflects our

belief that passionate, service-driven individuals deserve an opportunity to thrive—regardless of financial barriers.

Students interested in applying should contact the admissions office for deadlines and application materials.

Procedure For Fee Collection or Refunds:

The enrollment fee will be processed at the time of submission. Payment for the full cost of the program must be determined by the program start date. Options for payment may be discussed at the enrollment interview. **Tuition payments are due on the first Monday of each month.** The full cost of the course must be paid in order to receive the completed official transcript and diploma. This will mean the student will not be able to obtain their license to practice until they have paid their tuition in full. If payments remain after the student graduation date, a 6% interest on any remaining balance will be assessed monthly until the balance is paid.

Late Fees: Any tuition payment received after the first Monday of each month is subject to a penalty fee of \$25/week.

EMA accepts payment through credit card (with a 4% service fee), cash, money order, or through non-federal agencies. Disciplinary Actions and Policies

Students are encouraged to review the full Code of Conduct and Academic Policies for a complete understanding of expectations and consequences.

Rules of Conduct and Ethical Behaviors:

- In the event of an emergency absence, the EMA Directors should be notified immediately so they can help the student form a plan.
- Due to the intense pace, private nature, and high level of education, phone usage will not be allowed during class and if it becomes a distraction to the classroom it will be asked to place in the office until after class. Messages and calls may be made in the hallways during breaks. No photos are allowed without educator approval to maintain the privacy of other students and staff. At no time may phones be seen during clinic times.
- Any social media should be saved for off time. No bullying, harassment, or pictures of other students/staff should be posted. As the student is in the process of becoming a professional, they will learn how to present themselves as such on social media.
- Sleeping in class and classroom disruptions will not be tolerated.

- Students are responsible for being prepared for their day with the appropriate kit, books, and note taking needs. EMA is not responsible for damaged, lost, or stolen items.
- Students must remain on campus during classroom break periods.
- Lunch breaks are when students may leave campus. However, it is highly recommended that students bring lunch so they are not tardy for class or clinic due to the short lunch break.
- Within the first month of the program, students and instructors will collaborate to create a shared classroom code of conduct. The code will outline expectations for professionalism, respect, participation, and accountability in the learning environment. Because students are involved in its creation, they are also responsible for upholding it.
If the code of conduct is not followed:
 - **First instance:** verbal reminder and discussion with instructor.
 - **Second instance:** written documentation and meeting with the Campus Director.
 - **Continued issues:** further disciplinary action, up to and including dismissal, in accordance with program policy.

EMA will not tolerate any of the following:

- Drug / Alcohol use during school hours on the premises or during any off-site school sponsored events
- Cheating
- Harassment
- Threatening/Violent Behavior
- Vulgar Language
- Fraud
- Theft
- Sexualizing Massage
- Chronic Absenteeism
- Chronic Tardiness
- Last minute Cancellations or “No Show” for Clinic Responsibilities

Student Write-Up Policy

To address minor infractions, a progressive write-up system is in place. This process provides students with the opportunity to correct behavior before more serious action, such as probation or termination, is considered.

Examples of Minor Infractions

- Arriving late to class or clinic

- Not wearing proper uniform or clinic attire
- Minor disruptions in class (excessive talking, phone use, etc.)
- Creating a hostile or drama filled learning environment; Ex: gossip, excessive complaining, raising your voice at a classmate/educator.
- Failure to bring required materials or supplies
- Occasional unprofessional behavior that does not rise to the level of a major violation
- Disrespecting your educator. Ex: making unkind remarks, rolling of the eyes, talking back, or saying condescending remarks.

Write-Up Process

1. Verbal Warning
 - For the first minor infraction, the student will receive a verbal warning from the instructor/EMA Staff. This will be documented in the student's file as a note of concern.
2. First Written Warning
 - If the behavior continues, the student will receive a written warning detailing the infraction, and an action plan will be made with the Campus Director and/or Owner, and the potential consequences of further issues would be discussed.
3. Second Written Warning
 - Continued infractions will result in a second written warning. A meeting with school leadership may be scheduled to discuss the behavior, create a corrective action plan, and outline expectations moving forward.
4. Dismissal
 - If the behavioral plan is not followed, the student would be dismissed from the program.

Student Acknowledgment

Students will be required to sign each written warning to acknowledge receipt and understanding. Refusal to sign does not negate the validity of the write-up.

Student Probation Policy

At Elite Massage Academy, maintaining a professional, respectful, and safe learning environment is essential for the success of all students and staff. A student may be placed on probation if their behavior, academic performance, or conduct violates the Academy's policies or disrupts the learning environment.

Reasons for Probation May Include, but Are Not Limited To:

- **Violation of the Code of Conduct**
Engaging in behavior that is disruptive, disrespectful, threatening, or unsafe to others or oneself.
- **Academic Dishonesty**
Cheating, plagiarism, falsifying records, or any form of dishonest academic behavior.
- **Poor Academic Performance**
Failing to meet the minimum academic requirements, including not maintaining satisfactory academic progress (SAP).
- **Excessive Absences or Tardiness**
Failing to attend scheduled classes or clinic hours without approved documentation or communication.
- **Substance Use**
Possession, use, or being under the influence of drugs or alcohol while on school property or during school-related activities.
- **Unprofessional Behavior**
Inappropriate conduct during classroom, clinic, or externship experiences, including breach of client confidentiality, insubordination, or misconduct.
- **Violation of Dress Code Failure to adhere to the Academy's dress code,**
Including wearing inappropriate, unprofessional, or unsafe attire. This may include but is not limited to: Not wearing the required uniform or clinic attire. Wearing clothing that is revealing, offensive, or contains inappropriate graphics or language. Lack of proper footwear or grooming standards as outlined in the dress code policy. Repeated disregard of appearance requirements that reflect negatively on the Academy's professional image.

Probation Process:

- **Written Notice:** The student will be provided with written documentation outlining the reason(s) for probation.
- **Meeting:** A meeting will be scheduled with school leadership to discuss the incident and expectations for improvement.
- **Probation Duration:** The length of the probation period will be determined by the severity of the violation and may include ongoing monitoring.
- **Return to Good Standing:** Students may be required to meet specific conditions (such as a written reflection, academic improvement plan, counseling documentation, or demonstrated improvement) to return to good standing.

Important Note: Repeated or serious violations will lead to dismissal from the program. Two consecutive days of non-reported absences will result in dismissal from the program. Our goal is to support student success, but we also uphold high standards of professionalism, safety, and accountability.

Student Non-Discrimination Policy

Elite Massage Academy (“EMA”) is committed to providing an educational environment that is welcoming, inclusive, and free from discrimination. EMA does not discriminate against any student on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, veteran status, or any other legally protected status.

All students are entitled to equal access to educational programs, services, and activities. Decisions regarding admission, enrollment, academic progression, clinical placement, or graduation will be made without bias or discrimination.

Students who believe they have experienced discrimination are encouraged to report the incident promptly to a campus administrator. Reports will be handled confidentially, investigated thoroughly, and resolved in a fair and timely manner. Retaliation against any student for reporting discrimination or participating in an investigation is strictly prohibited.

Sexual Harassment and Sexual Misconduct Policy and Procedure

Elite Massage Academy (“EMA”) is committed to maintaining a learning environment that is free from discrimination, harassment, and misconduct of any kind. Sexual harassment and sexual misconduct are strictly prohibited and will not be tolerated. All students, staff, and faculty are expected to conduct themselves in a manner that upholds the dignity, safety, and respect of every individual.

Definition

Sexual harassment and sexual misconduct include, but are not limited to:

- Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature.
- Conduct that creates an intimidating, hostile, or offensive academic or clinical environment.
- Sexual assault, coercion, stalking, or other acts of sexual violence.
- Retaliation against any individual who reports, participates in an investigation, or opposes sexual misconduct.

Policy Statement

- EMA prohibits sexual harassment and sexual misconduct in all forms, whether occurring on campus, during clinical experiences, at school-related activities, or through electronic communication.
- Consent must always be voluntary, informed, and mutual. Absence of consent constitutes misconduct.
- All reported incidents will be taken seriously, investigated promptly, and resolved in accordance with this policy.

Reporting Procedure

1. **Immediate Safety** – If a student feels unsafe or experiences assault, they should immediately call **911** or contact local law enforcement.
2. **Internal Reporting** – Students may report concerns to:

- **Campus Director**
 - **Education Director**
 - **Owner/Admissions Director**
3. **Confidentiality** – Reports will be handled with sensitivity and confidentiality to the extent possible while ensuring a thorough investigation.
 4. **Written Statement** – Students are encouraged to submit a written account of the incident to assist with documentation.

Investigation and Resolution

- EMA will promptly investigate all reports of sexual harassment and misconduct.
- Both the complainant and the accused will have the opportunity to share their perspectives and present evidence.
- Findings will be documented and reviewed by the administrative team.
- Corrective action may include verbal or written warnings, probation, suspension, dismissal from the program, or referral to law enforcement depending on severity.

Protection from Retaliation

No student or staff member shall suffer retaliation for making a good faith complaint of sexual harassment or misconduct, participating in an investigation, or opposing prohibited conduct. Retaliation will result in disciplinary action.

Resources and Support

EMA will provide students with information about community resources, including crisis hotlines, counseling services, medical services, and advocacy organizations, to ensure that affected students receive appropriate support.

In the case of Student Dismissal: Refunds will follow the ND Century Code 15-20.4-06.

The \$100 enrollment fee is non-refundable. Any opened or used student kit items will be charged to the student. In accordance with the North Dakota Century Code, the refund schedule is as follows:

- a. When notice is received prior to, or within seven days after completion of the first day of instruction, or after receipt of the first correspondence lesson by the school, all tuition and other charges must be refunded to the student.
- b. When notice is received prior to, or within thirty days after completion of the first day of instruction, or prior to the completion of one-fourth of the educational services, all tuition and other charges except twenty-five percent thereof must be refunded to the student.
- c. When notice is received upon or after completion of one-fourth of the educational services, but prior to the completion of one-half of the educational services, all tuition and other charges except fifty percent thereof must be refunded to the student.
- d. When notice is received upon or after the completion of fifty percent of the educational services, no tuition or other charges may be refunded to the student.

Students are encouraged to review the full Code of Conduct and Academic Policies in this catalog for a complete understanding of expectations and consequences.

Appeal Process Overview

1. Submit a Written Appeal

The student must submit a formal written appeal within **10 business days** of receiving notice of termination or funding loss. The appeal must include:

- Student's full name and date of submission
- Explanation of the extenuating circumstances (e.g., illness, family emergency, personal hardship) that contributed to the failure to meet SAP

- A detailed plan for academic improvement
- Supporting documentation, if applicable (e.g., doctor's note, obituary, legal documentation)

2. Review by the Appeals Committee

The appeal will be reviewed by the **Academic Appeals Committee**, consisting of at least two faculty members and one administrative representative. The review process may take up to **10 business days**.

3. Decision Notification

The student will receive written notification of the committee's decision. Decisions will fall into one of the following categories:

- **Approved – Reinstatement** to the program or funding with specific terms (e.g., probationary status, required tutoring, academic contract)
- **Denied – Termination/funding loss stands** with explanation provided

Important Notes:

- During the appeal process, the student may not attend classes or clinic hours unless the appeal is approved.
- Students on appeal-based reinstatement must follow all conditions outlined by the committee. Failure to do so may result in immediate dismissal.
- Appeals are not automatically approved; students must demonstrate both valid cause and a clear plan for academic recovery.

North Dakota Century Code 15-20.4-06 Refund Policy:

A student may choose to withdraw from the program permanently. The refund will be determined from the student's last date of attendance and the date the written notice is received. Written notification will be required to withdraw enrollment or attendance. The \$100 enrollment fee is non-refundable. Any opened or used student kit items will be

charged to the student. In accordance with the North Dakota Century Code, the refund schedule is as follows:

- a. When notice is received prior to, or within seven days after completion of the first day of instruction, or after receipt of the first correspondence lesson by the school, all tuition and other charges must be refunded to the student.
- b. When notice is received prior to, or within thirty days after completion of the first day of instruction, or prior to the completion of one-fourth of the educational services, all tuition and other charges except twenty-five percent thereof must be refunded to the student.
- c. When notice is received upon or after completion of one-fourth of the educational services, but prior to the completion of one-half of the educational services, all tuition and other charges except fifty percent thereof must be refunded to the student.
- d. When notice is received upon or after the completion of fifty percent of the educational services, no tuition or other charges may be refunded to the student.

Program Overview:

All student information is private and will be kept confidential. Necessary items containing private information, will be locked in the education office.

Licensure in the Massage Therapy profession offers many opportunities for job placement. The profession is expanding and recognition has gained significant momentum in the medical field and consistent growth in the spa/salon industry. Options for career opportunities include chiropractic offices, cruise ships, resorts, sole proprietors, sports teams, physical therapy clinics and injury centers, cancer clinics, corporate wellness programs, gyms, and other creative opportunities.

The US Department of Labor's website has in-depth reporting on salary and job growth.

Students will be taught interview skills in Business and supported on their journey of finding employment in the Massage Industry.

Orientation:

On the first day of class, students will be led through orientation to guarantee understanding of policies and procedures.

Attendance Policy:

Attendance is expected at all scheduled classes. Due to the intense pace, students must make arrangements to mitigate any potential circumstances that could cause frequent absence. Any absence must be reported via by Slack **#Call-out** tab by 8:00 AM on the day of expected attendance. Failure to do so will result in a disciplinary write up. Any missed time or information is the responsibility of the student to make up. Make up time will be at the discretion of the educator in the allotted times.

If a student misses a portion of a class, they will need to make up the missed time. This will be documented to ensure that each student graduates with full completion of every class. Student attendance will be tracked in the classroom by the educator and updated by the Campus Director into their grades/attendance online through Google sheets in 15 minute increments. For example, if a student shows up 5 minutes late, they will make up 15 minutes of time, if they are 20 minutes late they will make up 30 minutes of time.

Hybrid Specifications

Online Synchronous Learning Overview

As part of your program, you will participate in live online classes using Google Meet. These classes are interactive and designed to mirror the experience of being in a classroom, so your full participation is required. Please review the expectations below:

Technology Requirements

- A reliable computer or laptop (tablets/phones are not sufficient for full participation).
- High-speed internet connection capable of supporting live video calls.
- A working webcam and microphone.
- Access to Google Meet (a link will be provided for each class).
- A quiet, well-lit space where you can attend without distractions.

Participation Expectations

- Your camera must remain on during class to allow for real-time interaction, attendance verification, and engagement.
- Be prepared to participate actively in discussions, activities, and breakout groups.
- Follow professional behavior standards as if you were physically present in a classroom.

Hands-On Training

- Weekday Hands-On Practice: Students are required to meet with their local educator during the week for scheduled hands-on practice and skill development. These sessions are mandatory for developing safe and effective massage techniques.
- Weekend Intensives: All weekend classes are held in person at the Fargo campus. Attendance at these weekend sessions is required.

By enrolling in this program, you agree to:

- Meet the computer and internet requirements,
- Keep your camera on and participate fully during online sessions,
- Attend required weekday hands-on sessions with your local educator, and
- Be present for all weekend classes at the Fargo campus.

ALL students are REQUIRED to have their camera ON when attending class virtually and be ACTIVELY ENGAGED (not multitasking).

*****NO CAMERA / LACK OF PARTICIPATION = ABSENT!!! *****

Time Off Requests (TOR) - Make-Up Hours / Work

If a student is tardy or absent, they need to fill out an online “Time Off Request Form” (**TOR**) stating what date/time they missed class/clinic (or will miss class/clinic in the future if they have a planned appointment/trip) and what date/time they will be making up that missed time. **TOR** requests should be submitted **the day of** any unplanned absence **in conjunction with** calling out tardy/absent on **SLACK by 8am**. If a student knows they will be absent for future date/dates, please inform the instructor and the Campus Director as soon as possible so alternate arrangements can be made. If a student does not arrive at the student clinic prior to the scheduled start time of their first massage appointment, they will need to make up an entire 1 hour massage appointment.

Time Off Request Forms (TOR) can be found on SLACK in their own channel and there is a separate TOR for the 750 hour program and 1100 hour program as they have different dates/times available to them for make-up.

Students must attest on each TOR:

- I confirm the information provided above is correct.
- I confirm that I have double checked the dates/times I have requested make-up hours and am available at those times.
- I confirm that it is MY RESPONSIBILITY to reach out to my educator to get my make-up work.
- I confirm that I am aware that excessive absences or failure to make up missed time may impact my academic standing, delay graduation and/or may result in dismissal from the program.

Standard Make-Up Opportunities and Tutoring Sessions:

Students are expected to make up missed class or clinic hours within a timely manner. Make-up sessions are monitored and must be logged appropriately to count toward program hours.

For Night Students:

- May make up missed time during the **daytime schedule**:
 - **Monday–Thursday**: 9:00 AM – 4:30 PM
 - **Friday**: 9:00 AM – 1:00 PM
 - **Saturdays**: By appointment

- **One Monday evening per month** (dates provided on the monthly schedule)

For Day Students:

- May make up missed time during the **evening/weekend schedule**:
 - **Tuesday–Thursday: 5:30 PM – 9:30 PM**
 - **One Saturday or Sunday per month** (dates provided on the monthly schedule)
 - **One Monday evening per month** (dates provided on the monthly schedule)

Alternative Make-Up Time:

If a student is unable to attend any of the scheduled make-up opportunities listed above, they may request a private make-up session with an instructor.

- **Fee:** \$50 per hour, per student
- **Scheduling:** Must be pre-approved and coordinated through the education director or lead instructor

Policy Notes:

- All make-up time must be completed before graduation and must align with the North Dakota Board of Massage Therapy requirements. Science instruction must be monitored by a Science educator with the exception of Pathology which may be done as independent study. Bodywork may be made up with a Bodywork educator, Clinic hours must be made up as Clinic hours. If the make-up is remote the same rules: ALL students are REQUIRED to have their camera ON when attending. No camera or lack of participation will not be counted as make-up time.
- Excessive absences or failure to make up missed time may impact a student's academic standing or delay graduation.

- It is the **student's responsibility** to arrange and complete all necessary make-up hours.

Students are encouraged to stay on top of their attendance and communicate proactively with instructors or administration if make-up time is needed. It is the student's responsibility to get the materials and coursework required for make-up from their educator and can be viewed on Teachable. It is also their responsibility to notify the Campus Director when they will be making up their missed class times. After three missed class periods without any make-up scheduled, the student will be put on probation and will meet for coaching to make arrangements. Failure to get classes made up is in violation of the hours needed for course completion.

Note: Two consecutive days of non-reported absences will result in dismissal from the program. The school will reach out, but please make sure to report absences appropriately.

School will be closed for the following holidays:

- ★ New Year's Day
- ★ Memorial Day
- ★ July 4th
- ★ Labor Day
- ★ Thanksgiving and Friday After Thanksgiving
- ★ December 24th - January 1st

Daily 750 / 1100 Hour Day Program Schedule is as follows:

Monday - Thursday: 9:00am - 4:30pm / Friday: 9:00am - 12:30pm

8:45am - 9am	Arrive in dress code prepared for the day
9am - 12:30pm	Class Session - One / Student Clinic
12:30pm - 1pm	Lunch

1pm - 4:30pm*	Class Session - Two / Student Clinic
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*Students may not leave before 4:30pm Monday through Thursday or before 12:30pm on Friday

750 Hour Night Program Schedule is as follows:

Tuesday - Thursday: 5:30pm - 9:30pm / One Saturday 9am - 5pm and Sunday 9am - 3:30pm per month class period



Grading Policy:

All grading is based on a 100-point scale. Students must maintain an 80% average or above in all classes. This will ensure sufficient knowledge of the profession and equip the student to pass a national exam. 80% and above is considered passing, 79% and below is considered failing.

Bodywork class grades will be based on an average from hands on participation, a written final and hands on final. Lecture class grades will be based on homework, quizzes, worksheets, exams and written final averages. Any averaged grades falling below 80% will be eligible for a retake and the new grade will only have a possibility for 80%. Business plans will also be docked 20% if not turned in by the due date. Late submission of homework in A&P/Kines/Pathology will result in the following docked percentages:

- First time late-10% off

- Second time late-20% off
- Any subsequent late submissions- 25% off

Exam Retake Policy

Purpose:

To ensure students demonstrate adequate understanding of course material and are prepared for professional standards, all exams must be passed with a minimum score of 80%. This policy outlines the procedure and conditions for retaking exams not meeting that threshold.

Policy Statement:

Any student who scores below 80% on a written or practical exam will be required to retake the exam to demonstrate competency.

Procedure:

1. Notification of Results:

Exam results will be provided within 3 business days.

2. Scheduling a Retake:

- The student must schedule the retake within **2 calendar days after** receiving results of the original exam date unless otherwise approved by the program director.

3. Remediation Requirement:

Prior to retaking the exam, students may be required to complete **mandatory remediation**, which may include:

- Additional reading or assignments

4. Limits on Retakes:

- Students are allowed **one retake per exam** without penalty.

5. Grading of Retakes:

The maximum recorded score achievable for a retake will be **80%**, regardless of actual performance, to ensure fairness across the student body.

Exceptions:

All requests for learning/testing accommodations need to be written or in an email along with a doctor's note (if it is a medical reason) or their own personal reason for testing accommodations.

All accommodation requests and approved requests will be put in the students file. Educators will be informed of the accommodations and given support on how to meet those accommodations by the campus director or owner

Policy for Determining Academic Progress: Comta SAP requirements (Standard XIV.B)

Monitoring and Evaluation:

Coaching sessions will be held with students monthly to monitor individual progress. Grades and attendance are monitored on a weekly basis and students immediately notified of failing grades. The student is responsible for seeking out appropriate educators to get caught up. In addition, grades and attendance are monitored in real time through google sheets. Students may directly reach out to the campus director for their grades and attendance.

Students must be passing or have passed in Anatomy & Physiology, Kinesiology, Swedish Massage, Deep Tissue Massage, and Sports massage before they will be allowed to massage in the student clinic as well as have. Per North Dakota rules, students must have at least 150 hours of instruction before beginning practice on the public.

If a student is absent when a test is administered, it is their responsibility to make it up within one week of their return. The test taken at a later date may be different then the original exam. If they fail to do so, they will receive a zero as a grade.

Student Improvement Plans:

If a student is failing to meet the requirements of the school, they may be placed on an Improvement Plan. This document will lay out where the student currently stands, what it will take to become compliant, and the consequences of failing to meet compliance. If

there is a lack of improvement per the parameters of the plan, or failure to comply, the student will be subject to termination of the program.

Dress Code:

Students will be expected to be in dress code when on the premises. All clothing and shoes should be kept in clean and safe conditions. School uniform shirts will be provided after the first week of school and worn each day after. Any shirts or sweatshirts in addition to the student kit may be purchased through the school if a student so chooses. Shirts are \$25 and sweatshirts are \$55.

Bottoms should be **professional and black**. Yoga pants/compression pants may be worn but must not be see-through, no cut outs or mesh above the knee, and no pants with ruching in the gluteal area. Joggers and capris are acceptable but no shorts. Jeans or dress pants are not recommended due to restrictive movement.

Shoes should be appropriate for exercise due to the nature of massage's physical demands. Tennis shoes are recommended and should be clean and odor free. Other types of supportive shoes are also acceptable. No flip flops or sandals, or high-heeled shoes allowed. Shoes are required at all times during student clinic sessions. Students may practice barefoot in the classroom. However, shoes are required anytime you leave the classroom.

Hygiene:

Hands & Arms:

- Fingernails need to be trimmed as short as possible and if wearing polish, it is well maintained and not chipped.
- No rings, bracelets, or watches are permitted to be worn during bodywork treatment times. This includes all bodywork classes and clinic sessions.

Hair and Grooming:

1. Hair Pulled Back

- Students with medium to long hair are required to **have their hair pulled back and secured** (e.g., ponytail, bun, braid, or clip) while attending class, lab, or clinic.

- Hair must not hang loosely over the face, shoulders, or work area, as this may interfere with massage techniques or client comfort.

2. Clean Hair

- Students must arrive at school and clinic with **clean, well-groomed hair**.
- Excessive odors (smoke, strong fragrances, oils, etc.) are not permitted, as they may cause discomfort or allergic reactions for classmates, clients, or faculty.

3. Professional Appearance

- Hairstyles should reflect a **neat and professional presentation** appropriate for a healthcare and wellness environment.
- Bright colors, extreme styles, or distracting accessories may be restricted if they interfere with the professional atmosphere of the classroom or clinic.

4. Enforcement

- Students who do not comply with this policy may be asked to correct their appearance before participating in class or clinic.
- Repeated non-compliance may result in disciplinary action.

Odors:

Pet owners: Students who are pet owners, must take care not to have pet hair, pet odors or pet dander on their clothing or linens. Any students not in compliance with the dress code/hygiene will be sent home to change and time scheduled for makeup.

Breath:

Foods to Avoid:

- Students should refrain from eating foods known to cause strong or unpleasant breath, including (but not limited to):
 - Onion

- Garlic
- Curry
- Other foods with lingering strong odors

Oral Hygiene After Meals

- Brushing teeth after eating is highly recommended before returning to class, clinic, or practicum.
- If brushing is not possible, students should use a Listerine (or similar) breath strip to ensure fresh breath.

NO Gum and Mints

- Chewing gum and mints are not permitted during client interactions, as the sound is often distracting and unprofessional. (Example: smacking and clicking on teeth)

Professional Standards

- Students must be mindful of their breath hygiene at all times when working in close proximity with others.
- Persistent failure to maintain acceptable breath hygiene may result in removal from class/clinic until corrected and may lead to disciplinary action.

Tobacco, Vaping, and E-Cigarette Policy for Massage Therapy Students:

Elite Massage Academy is committed to preparing students for successful and professional massage therapy careers. Research shows that **cigarette smoking, cigar smoking, vaping, and e-cigarette use** can negatively affect health, client comfort, and long-term success in the wellness industry. For this reason, students are strongly encouraged to quit during their training. The Academy supports students in making healthier lifestyle choices and can provide resources upon request to assist with cessation.

Policy Guidelines

1. Discouragement of Use

- Students are reminded that cigarette smoking, cigar smoking, vaping, and e-cigarette use may hinder their professional development, limit career opportunities, and affect client retention in the massage therapy field.

2. Designated Use Area

- If a student chooses to engage in cigarette smoking, cigar smoking, vaping, or e-cigarette use, it is permitted **only on the north side of the building beside the U.S. Postal Mail Box.**
- Use of these products is prohibited at all other locations on campus and at all clinical/practicum sites.

3. Smoke-Free Clothing Requirement

- Due to allergies and sensitivities among fellow students, faculty, and clients, students **must change into a fresh, smoke-free set of clothing after each cigarette or cigar smoking break** before returning to class, clinic, or practicum.
- **This clothing change requirement does not apply to vaping or e-cigarette use.**

4. Professional Standards

Students must maintain professional appearance, hygiene, and client comfort at all times. Persistent violation of this policy may result in disciplinary action, up to and including dismissal from the program.

Drug & Alcohol Policy:

- EMA is a Drug and Alcohol FREE campus. Students must not be under the influence of drugs or alcohol during school hours while on the school premises or during any off-site school sponsored events. This also includes those students who hold medical marijuana cards.



Student Clinic:

Per North Dakota Board of Massage Therapy (NDBMT) state law requirements, students will complete practical hours of training. In order to keep tuition costs lower, guests pay a fee for the service. This practical time will help students learn timing, gain specific experience to treat dysfunctions/pathologies, and learn customer service skills. This is achieved by specifically marketing for clients with specific pathologies to be paced with the learning. The student will not be considered an employee of EMA.

After students have met EMA and NDBMT requirements, they will be eligible for student clinics. Students will not be asked to perform services they are not trained in. EMA will utilize online booking and scheduling. Students may not book, move, or adjust appointments without an educator's approval.

Students are expected to come to the clinic prepared for their first appointment a minimum of 20 minutes prior. Educators will be in and out of the sessions to help students evaluate, plan, and assess the treatments. Students help check out their guests and add SOAP notes to client files. All treatments will be under direct supervision of a licensed educator.

Linen Policy for Massage Therapy Students

1. Student Responsibility

- Students must bring a clean set of linens for each scheduled massage session.
- Linens must be laundered regularly to meet hygiene standards and client comfort expectations.

2. Emergency Linen Rental

- In the event a student forgets or is unable to provide linens, the Academy offers an **emergency rental option** at a cost of **\$5 per set**.
- Rental availability is limited and is intended for occasional use only.

3. Standards of Linen Use

- Linens must be clean, free of stains, odors, and excessive wear.
- Proper linen handling and sanitation procedures must be followed at all times to maintain client safety.

4. Accountability

- Students who consistently fail to bring or launder their linens may face disciplinary action.
- Rental fees will be added to the tuition balance. **Reminder: The total balance must be paid to the school prior to release of transcript.*

Students may not refuse the service of an appointment. Students will be expected to work with clients from all walks of life in clinical practice irrespective of age, body shape, disability, gender, sexual orientation, religion, race, nationality, etc. Students must display appropriate behavior for professional practice at all times and maintain appropriate boundaries between the client and student practitioner. If the student refuses service, they will be sent home and make up time will be required, unless this is a situation of an inappropriate client or the student feels they are in danger.

To celebrate the final clinic day, students may invite **one** family or friend to receive a 60 minute complimentary session to actively demonstrate their successes!



Graduation & Documentation:

Upon satisfactory completion of the massage program, students will graduate with a Certificate of Completion and an official transcript. All grades must be submitted and passed at an 80% pass rate, state law requirements met, and the course paid in full in order to receive the documentation.

An appointment will be set for exiting the program. At this time, staff will work with the student to make sure they understand next steps for their career and that all documentation is in order.

Transcript Release Policy

The institution maintains accurate and secure academic records for all students, including official transcripts. Transcripts are released in accordance with institutional policy, state regulations, and federal privacy laws (FERPA).

1. Student Authorization Required

- Transcripts are only released **with the written authorization** of the student and verification of the last 4 digits of the social security number.

- Students must complete and sign a **Transcript Request Form**, available on the emafargo.com website.
- Verbal or third-party requests are not accepted without formal consent.

2. Official Transcripts

- **Official Transcripts** are printed on secure paper or sent via an official registered mail and include the institutional seal and Campus Director's signature.

3. Processing Time

- Transcript requests are typically processed within **5–7 business days** of receipt.
- Expedited processing may be available for an additional fee.

4. Fees

- A standard processing fee of \$35 will apply for each official transcript.
- Fees must be paid in full before the transcript is released.

5. Holds and Restrictions

- Transcripts will not be released if the student has any outstanding financial obligations, such as:
 - Unpaid tuition or fees
 - Library fines
 - Equipment not returned

- Once the account is cleared, the transcript will be released as requested.

6. Delivery Options

- Transcripts may be:
 - Picked up in person (with ID)
 - Mailed to a designated address via registered mail

7. Compliance with FERPA

- All transcript releases are handled in full compliance with the Family Educational Rights and Privacy Act (FERPA), ensuring student privacy and data security.

Elite Massage Academy (EMA) provides several types of placement services to its graduates, focusing on career coaching to help them connect with employment opportunities.

Here's a breakdown of the services:

- **Type of Services and Format:**
 - EMA offers career coaching to assist students in making connections within the industry.
 - This coaching includes practical support such as resume writing/review.
 - Students can also benefit from mock interviews to prepare for job applications.
 - EMA provides up-to-date job listings from local businesses that are looking for employees or offering rental opportunities on our website.
 - While career placement cannot be guaranteed, EMA's efforts are geared towards preparing students for the job search.
- **Responsibility for Assistance:**

- The institution, EMA, is responsible for providing these career coaching services.
- Additionally, during the program exit appointment, staff will work with the student to ensure they understand the next steps for their career.
- EMA also keeps a record of where graduates begin their careers for accreditation purposes.

North Dakota Licensing Regulations:

Massage Therapy Licensure Rules & Regulations in North Dakota

To practice massage therapy legally in the state of North Dakota, individuals must obtain a Massage Therapy License issued by the North Dakota Board of Massage Therapy (NDBMT). The following outlines the requirements, application process, and important considerations for those intending to practice within or beyond North Dakota.

North Dakota Massage Therapy Licensure Requirements

To be eligible for licensure in North Dakota, applicants must:

1. Complete an Approved Massage Therapy Program
 - A minimum of 750 hours of training from a board-approved school is required.
 - Elite Massage Academy meets and exceeds these educational standards.
2. Pass a National Licensing Exam
 - Applicants must pass the MBLEx (Massage & Bodywork Licensing Examination) administered by the Federation of State Massage Therapy Boards (FSMTB).
3. Submit an Application to NDBMT
 - Complete the application form available at www.ndbmt.org
 - Include:

- Official transcripts from the massage program
- Proof of passing the MBLEx
- Background check/fingerprinting
- Payment of licensing fees

4. Maintain Licensure

- Licenses must be renewed annually
- Practitioners must complete continuing education (CE) hours each year to stay current in the field

Practicing Outside of North Dakota

Important Note:

Each state in the U.S. has its own rules and regulations for massage therapy licensure. If you plan to move or practice in another state, it is your responsibility to contact that state's massage therapy licensing board to understand their specific requirements. These may include different education hour minimums, background checks, licensing exams, or state jurisprudence exams.

States Without Statewide Massage Regulation

While most states regulate massage therapy at the state level, a few do not have a centralized state licensing board. In these cases, regulation may be handled by local municipalities (city or county), or there may be no regulation at all.

As of the most recent guidelines, the following states do not have statewide massage therapy licensure laws:

- Minnesota

- Wyoming
- California
- Kansas
- Vermont

If moving to or practicing in one of these states, you must research local (city or county) ordinances, as many cities within these states may still require licensing, business registration, or compliance with health codes.

Licensure Guidance and Resources

- North Dakota Board of Massage Therapy: www.ndbmt.org
- Federation of State Massage Therapy Boards (FSMTB): www.fsmtb.org
- National Certification Board for Therapeutic Massage & Bodywork (NCBTMB): www.ncbtmb.org

Final Thought

Elite Massage Academy prepares students to meet North Dakota licensure standards and provides the foundation for licensure in most other states. However, students are strongly encouraged to verify state-specific requirements before relocating or applying to practice in a new state. Our administrative staff is available to help you understand and navigate licensure pathways as needed.

Description of Student/Graduate Placement Services:

Career placement cannot be guaranteed but EMA will provide career coaching to help students make connections which includes, resume writing/review, mock interviews, and up to date job listings from area businesses who are seeking employees or offering

rental opportunities. When a graduate gains employment, EMA will keep a record of where the graduate starts their career for accreditation purposes.

Description of other Student Services:

- Textbooks and Learning Materials: Required books, workbooks, anatomy charts, and access to digital learning platforms or portals.
- MBLEx Study / Mock Test: Sessions that teach time management, note-taking, and test preparation strategies.
- Tutoring and Instructor Support: One-on-one or small group tutoring available by appointment or during office hours.
- Anatomy Lab Resources: Access to anatomical models, software, or tools like SynDaver (synthetic cadaver) for 3D learning.

Alumni Benefits:

EMA believes that learning should never end! After graduation, many LMTs neglect to take time to infuse their careers with continuing education so they may continue to learn, grow and stay passionate about their work. All EMA graduates will be offered a selected 4 hours of continuing education classes approved by the ND Board of Massage each quarter at EMA! This is an opportunity to get education hour requirements completed for ND licensure at no cost simply because you are a graduate of our program! You may sign up for the classes at listed at www.emafargo.com to and reserve your spot by emailing emafargo1@gmail.com!

Also, Alumni will receive a \$15 discount off each 60 minute service for student clinic massages! This includes 2 hour sessions, couples sessions or a 60 minute session.

Additional Credit Hour Program:

In order to assist therapists applying for reciprocity to gain the required hours, EMA will offer a customized program for each person depending on their original school's transcript and report . This will allow for them to reach the required hours in the necessary categories. Each hour will be charged at a fee of \$30.00/hour due by the end of completed coursework. There will be a \$100 Enrollment fee, \$100 technology fee,

and the cost of any needed books or kit items. A therapist enrollee agrees to abide by all policies and procedures the catalog states for all EMA classes.

Distance Hybrid Education:

EMA's Hybrid

EMA is approved for certain lecture classes to be taught asynchronous and synchronous for lecture courses. Students will use their Chromebook to view the live streaming (Google Meet) educator and submit course work through Teachable.

Educators will be available to help with any technical complications as well as our AV Specialist who is on-call during all class times.

EMA will follow the guidelines set in place by the board Massage of North Dakota:

North Dakota Massage Therapy Minimal Educational Content

This document was developed for educational schools of massage therapy to ascertain their curriculum content is conforming to current rules and regulations.

Total Hours of Instruction	Minimum of 750 hours
Hours of Classroom Instruction	Minimum of 500 hours of classroom instruction.
Required Classroom Content face-to-face, including live remote education methods.	<p>To qualify the instruction of these topics needs to be face-to-face, so the student and instructor are able to interact in real time. Remote education methods may be used, so long as it is delivered with live visual and auditory methods.</p> <p>A minimum combined total of:</p> <ul style="list-style-type: none"> A. 150 hours of anatomy, physiology and kinesiology. B. 10 hours of First Aid and CPR. C. 130 hours of introductory massage therapy courses, including basic and allied modalities, contraindications, sanitation, disease prevention and massage theory
Required Classroom Content that doesn't require face-to-face or live remote education methods.	<p>Schools have the option of delivering these topics via non-live delivery methods:</p> <ul style="list-style-type: none"> A. 50 hours of business practices, career development and professional ethics. B. 120 hours of other content related to massage therapy. C. 40 hours of pathology.
Hours of Practical Instruction	Minimum of 250 supervised hours of practical application and clinical practice. This means actual hours of providing massage to another person, or receiving massage from a fellow student, under the direct supervision of a qualified licensed massage therapist.
Practical Instruction Requirements	<ul style="list-style-type: none"> A. Students must have at least 150 hours of instruction before beginning practice on the public. B. Schools that choose to have off school practical experiences, where the school's faculty are not providing supervision to the student, that the person assigned to supervise them, has the appropriate credentials. C. Students must have a minimum of 225 hours of classroom and 150 hours of practical instruction before participating in these types of off school experiences

FERPA

FERPA is a federal law that grants students certain rights with respect to their education records and governs how educational institutions handle those records. It applies to all schools that receive federal funding through programs administered by the U.S. Department of Education.

Student Rights Under FERPA

At Elite Massage Academy, students have the following rights:

1. **The Right to Inspect and Review Records**
Students may request to review their education records maintained by the school. Requests must be submitted in writing and will be fulfilled within 45 days.
2. **The Right to Request an Amendment**
If a student believes their records contain inaccurate or misleading information, they may request an amendment in writing. The request must clearly identify the part of the record they wish to have changed and why.
3. **The Right to Consent to Disclosure**
Students have the right to control the disclosure of personally identifiable information (PII) from their education records, except under certain permitted conditions, such as:
 - To school officials with legitimate educational interests
 - To accrediting agencies
 - In connection with financial aid
 - To comply with a judicial order or subpoena
 - In case of health or safety emergencies
4. **The Right to File a Complaint**
Students may file a complaint with the U.S. Department of Education if they believe the institution has failed to comply with FERPA requirements.

Who is Considered a School Official?

At Elite Massage Academy, a school official includes:

- Educators
- Administrative staff
- Academic advisors
- Contractors or volunteers performing institutional services

A school official has a legitimate educational interest if they need to review an education record to fulfill their job responsibilities.

Directory Information

Under FERPA, schools may disclose directory information without written consent, unless the student opts out. At Elite Massage Academy, directory information may include:

- Name
- Program of study
- Enrollment status
- Dates of attendance
- Certificates or awards received

Students who wish to opt out of directory information sharing must notify the school in writing within 30 days of enrollment.

Safeguarding Your Records

Elite Massage Academy maintains all student records in a secure and confidential manner. Only authorized personnel have access to these records, and any disclosures made are logged in compliance with FERPA guidelines.

For more information or to submit a FERPA-related request, students should contact the Academy Director or the Administrative Office. Additional FERPA information is available at:

U.S. Department of Education, Family Policy Compliance Office
www.ed.gov/ferpa

Complaint procedures:

If there is any concern or complaint, the first step is to directly discuss it with the involved individual. If a resolution is not met, the two may discuss it with a staff member to assist with resolution. Appropriate actions will be taken accordingly.

If concerns need to be addressed at a higher level, they may be taken to the appropriate governing bodies.

- *COMTA Commission on Massage Therapy Accreditation*
900 Commonwealth Place Suite 200-331
Virginia Beach, VA 23464

Governing Bodies:

- *North Dakota State Board for Career and Technical Education (701)328-2678*

Administrator, Postsecondary Career Schools Department 270

600 East Boulevard Avenue, Bismarck, ND 58505-0610

- *North Dakota Board of Massage Therapy (701)712-8624*

PO Box 3141, Bismarck, ND 58502-3141

Accreditation Agency (in progress):

COMTA Commission on Massage Therapy Accreditation

900 Commonwealth Place Suite 200-331

Virginia Beach, VA 23464

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