



MASSAGE ACADEMY VI  
USVI EXTENSION PROGRAM

# PEACE OF ST CROIX 500 HOUR MASSAGE PROGRAM

Christiansted St Croix, US Virgin Islands

[www.massageacademyvi.com](http://www.massageacademyvi.com)  
[www.peaceofstx.com](http://www.peaceofstx.com)  
570-977-1900

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## A Letter from the Director of Massage Therapy

When I completed my Massage Therapy course, I knew I had made a decision, which would fulfill my life. Massage wasn't nearly as popular and mainstream back then. There weren't so many opportunities waiting for Massage Therapists. People were just starting to realize it wasn't only for the rich and famous. There were minimal resources available for therapists, but I loved what I did. I loved feeling the muscle tension melt away beneath my fingers. My clients were happy to see me, happier when they left. Watching the transformation from stressed to relaxed. It is such a rewarding, caring, and giving career. I am honored and excited to share this profession with new students and old colleagues.

Many of us have created a path for the Massage Therapists of tomorrow. This will enable us to reach out and touch the lives of so many people.

It is rewarding to see how far we have come. Opportunities now exist with Medical Doctors, Chiropractors, Hospitals, Spas, Resorts, Health Clubs, Nursing Homes and Corporations.

I am dedicated to bring to you, "the student", some of the finest professionals in our area to share their knowledge. This is a career of continuing education. We can all learn something new or share something valuable with other Therapists. I will continue to network with professionals to keep the program challenging and interesting for students and massage professionals.

I have had some wonderful opportunities and have met many interesting people in my career. I still love what I do and I want to share these experiences.

ENJOY YOUR JOURNEY INTO MASSAGE THERAPY!

Sincerely,

Vicki Hicks, BCTMB, LMT,  
Director

## Admissions Information

### **Admission Requirements:**

High School Diploma or equivalent

18 Years of Age or older

Physician's Statement of Health

Student Liability Insurance

All students will need internet access, a computer, tablet or smart phone access for online learning outside of hands-on class. Textbooks and class materials are conveniently online.

### **Admission Procedures:**

Submit completed Application Form.

Complete and submit Enrollment Agreement along with a non-refundable \$100 fee.

Physicians Statement of Health

Copy of High School Diploma or G.E.D.

### **Denial of Admissions:**

Peace of St Croix, Inc-Massage Academy VI reserves the right to deny admission to any person for the following reasons:

1. The applicant does not meet the standard requirements
2. The applicant is unable to perform or receive massage due to physical, mental or emotional reasons.
3. The applicant is unable to meet financial commitments.

### **Student Health Requirements:**

In order to maintain a safe environment that students may both receive and administer a massage, students must maintain their own health and be free of contagious and infectious disease. If a student's health status should change at any time during the course of the program, the student shall notify the director of massage therapy in writing immediately. After consulting with the students' physician, a determination will be made whether the student will be able to participate in class. If it is determined that further participation in classes or clinic by the student would result in endangerment to the student or others, the student will not be able to complete the program, and a refund will be made of any prepaid tuition in accordance with Massage Academy refund policy.

### **Testing Out of Class:**

A student may be permitted to test out of Anatomy, Physiology and Pathology class if all three of the following requirements are met:

1. The Student holds and administers proof of one of the following advanced titles; MD, DO, DC, RPT, OTR, or BSRN. May test out of class.
2. A \$150 non-refundable testing fee will be required to sit for the test out Exam.
3. In the event the student does not pass the exam with a score of 75% or higher on the first try, the student will be required to complete the Anatomy, Physiology and Pathology portion of the program at full tuition cost.

## Mission Statement & Educational Objectives

There is one main goal that we will try to provide to all students: to offer a very thorough and extensive course of study in massage therapy for entry level positions.

Our Objectives are to:

- Graduate well-educated, caring professionals to meet the growing need for qualified massage therapists.
- To be able to work competently with other health care providers.
- To increase the public awareness of the positive benefits of Massage Therapy.
- To provide an ethical framework from which to practice your new profession.
- To prepare the student with a strong business acumen to ensure success.
- To prepare the student to sit for the MBLEX FSMTB Exam

### Massage Therapy Program: 500 Hour Curriculum

(One clock hour equals 50 minutes of instruction)

<u>Course Number and Name</u>	<u>Clock Hours</u>
#101 Massage Therapy, Level 1.....	175
#102 Anatomy, Physiology, Pathology.....	200
#103 Career Options and Pathways.....	25
#104 Student Clinic Experience .....	100
<b>Total in class Clock Hours 500</b>	

	Hours
<b>Science and Theory</b>	
Anatomy and Physiology	100
Pathology	50
Kinesiology	50
Theory and Techniques of Massage Therapy	65
Health, Hygiene, and Universal Precautions	20
The Business and Ethics of Massage Therapy	25
<b>Lab and Clinicals</b>	
Swedish Massage Techniques	75
Hydrotherapy	15
Clinical/Internship	100
<b>Total Minimum Related Instruction Hours</b>	<b>500</b>

### Massage Therapy Program

The massage therapy program consists of an extensive in class 500-hour training with an option of apprenticeship paid work experience opportunity that will lead to a DOL.gov certificate in Massage Therapy. We offer several different times and choices that will enable you to complete school and “have a life” at the same time. Online theory lectures and platforms as well as in class hands on instruction allows a flex schedule.

## General Class Schedules/Start Date

Part Time will complete in twelve months.

*PSC-MA reserves the right to cancel or postpone the start of any class due to unforeseen circumstances. If class should be postponed or cancelled for any reason, the student can either choose to apply the fees they have already paid toward the start of the next class or receive a full tuition refund.*

## School Hours

Apprentice hours (if applicable) will be determined after completion of 300 in class hours.

*Some classes will be scheduled on weekends. You will receive a program schedule at the time of enrollment with said dates. Clinic hours may also be scheduled during weekends or evenings. You will be responsible for filling your clinic hours during these times. Your class schedule may also change due to inclement weather.*

## Massage Therapy Program Course Description

(one clock hour equals 50 minutes of instruction)

### **#101 Massage Therapy, Level 1 – 175 Clock Hours**

This is an introductory level course in Massage Therapy. The history of massage, laws and principals of massage, ethics, standards, laws, liability and practice of Massage will be taught. Swedish, deep muscle techniques, hydrotherapy, universal precautions, indications and contra-indications of massage. Advanced modalities include an introduction to neuro-muscular therapy massage and practical hands on experience will be covered in this course. The student will be able to perform a full body massage at the end of this course. Deep tissue, Trigger Point, Myofascial, Sports massage and other advanced intro to modalities will be taught.

### **#102 Anatomy, Physiology, Pathology – 200 Clock Hours**

This course will introduce the student to the human body and how it functions. The student will learn how homeostasis is maintained through normal functioning of all the systems in the body. Students will do an in-depth study of the muscular, skeletal, and nervous systems. Pathologies and abnormal functions will also be discussed.

### **#103 Career Options for Massage Profession – 25 Clock Hours**

The basic premises and guidelines to running the business aspect of health care. Course will include time and cash management, as well as proper business acumen.

Topics such as: *Introduction to Health Care Setting Massage*

This course is designed to teach students how to work in various health care settings. They will learn basic medical terminology, common abbreviations, universal precautions and how to administer massage therapy safely and effectively in hospitals and doctors' offices. The student will learn to adapt massage techniques to be able to comfort and improve quality of life for their client. Modalities such as Chair Massage, Spa Therapy, Aroma Therapy, Reflexology, Hydrotherapy, Asian Therapy

## **#104 Student Clinic Experience – 100 Clock Hours**

Supervised, hands-on practice. Students have the opportunity to schedule clients from the community for a full-body massage. This enables the student to gain the experience of massaging various body types and dealing with different personalities. The clinic provides the ability to complete a massage from beginning to end. This includes performing a proper client intake/interview, performing the massage properly, and scheduling the next appointment. Students will gain the hands-on experience necessary to be comfortable with a variant of massage, spa and hydro-therapy techniques. Students will have a thorough knowledge of draping.

### **Facilities and Equipment**

Located in Christiansted St Croix, US Virgin Islands 4031 La Grande Princesse Suite 31 at 5 Corners for hands on classes. Some classes will be held at alternate healthcare facilities within the US Virgin Islands such as St Thomas and St John when scheduled. *Note: students will need internet access, a computer, tablet, smart phone access for reading/ online learning outside of hands on class. All our textbooks are conveniently online.*

### **Attendance Policy:**

Class attendance and participation are mandatory. Students who are unable to participate fully or incur excessive absences may be dismissed from the program. All missed classes must be made up. The student is responsible for all material missed due to absence. Students may use the textbook, the lecture notes, or when available, attend the same lecture given to another class. There will be no charge for make-up time when attending an alternate scheduled make-up class.

### **Leave of Absence Policy:**

Leave of absence is permitted when the student encounters a serious problem such as illness or death in the family that temporarily prevents the student from attending class. Leaves of absence must be requested in writing. The student may re-enter class at the appropriate point with the next starting class, unless other suitable arrangements have been made with the director prior to the absence.

### **Tutoring & Student Advisement:**

Instructors are available for special tutoring outside of normal class hours. Students must be referred for tutoring by the instructor in order to take advantage of this assistance. The fee for private tutoring is \$25 per hour. Students are free to ask the staff and instructors for advisement at any appropriate time.

### **Grading Policy:**

Grading will be based on the following: exams, quizzes, class participation, practical demonstrations, attendance, and conduct. A final exam will be given at the end of each course. All classes are graded using the following scale:

<b>Grade</b>	<b>Grade Points</b>
A = 90-100	4.0
B = 80-89	3.0
C = 70-79	2.0
D = 60-69 (Fail)	1.0
F = 0-59 (Fail)	0.0
W = Withdrawn (must notify director in writing)	

**Graduation Requirements:**

Students must meet the following requirements in order to be considered for graduation:

1. Earn a cumulative Grade Point Average (GPA) of at least 2.0
2. Attend a minimum of 70% of the total clock hours through scheduled attendance and make-up sessions; and
3. Meet all financial obligations to the school

A Diploma will be awarded to all students who meet the Graduation Requirements.

**Program Tuition & Fees:**

Tuition Fee: \$9,000

Registration: \$100

\$9,100

**Required Text**

The following required texts are included in your tuition:

Massage Mastery: From Student to Professional

Anne Williams

ISBN: 978-0-7817-8017-9

Massage Prep online access

Learn muscles - muscle mastery online access/ muscle videos series

<https://muscleanatomyclass.com/>

Study.com online access

Bio-105 A & P and Mblex test review online

**Additional Supplies & Expenses**

Student Liability Insurance - included

Black or White pants

Comfortable clean sneakers or shoes

Massage cream or massage oil (flip top)

1 set sheets/1 twin fitted / 1 twin top sheet

1-2 towels

Note taking materials

Pens / pencils

Background Check if required

CPR certification for state licensing

MBLEX fees as applicable at time of graduation

Licensing Test

Licensing Application

*(Total Approximate Expenses in addition to tuition \$570 - \$650)*

### **Student Academic Probation Policy:**

A student with an overall average of less than 70% at the end of the halfway point of their prospective program will be placed on probation for four weeks and then removed from classes if practical and written exams at that time do not indicate a passing grade of 70% or better.

### **Cancellation or Termination by School or Student:**

#### **Full Refund of Tuition and Fees**

A full refund of all monies paid, including the Registration Fee, will be paid if:

1. The student requests cancellation within 5 calendar days after signing the Enrollment Agreement if no classes have been attended, lessons completed, or materials used. The applicant within an additional period of 5 calendar days must confirm this request in writing. After 5 calendar days or after 10 calendar days absent without written confirmation, the school will retain the registration fee; or
2. the applicant is not accepted for admission by the school; or
3. The school cancels the program prior to the applicant beginning class.

#### **Partial Refund**

Student will be eligible for a partial refund:

1. If a student cancels after the fifth calendar day following the date of enrollment, but prior to the scheduled beginning of training, tuition paid to the school shall be refunded. The school shall retain the registration fee.
2. If a student enrolls and withdraws or discontinues after the scheduled program has begun, but prior to the enrollment period graduation date, the following refund policies apply.
  - a. If termination occurs during the first 7 calendar days of the enrollment period, this will result in the school retaining the Registration Fee and 25% of the tuition charge.
  - b. If Termination occurs after the first 7 calendar days of the enrollment period, but within the first 25% enrolment period, this will result in the school retaining the Registration Fee and 45% of the tuition charge.
  - c. If termination occurs after 25% of the enrollment period, but within 50% (calendar midpoint) of the enrollment period, this will result in the school retaining the Registration Fee and 70% of the tuition charge. Termination due to catastrophic illness or injury will result in a pro-rata refund.
  - d. If termination occurs after 50% (calendar midpoint) of the enrollment period, this will result in the school retaining the Registration Fee and 100% of the tuition charge.

#### **No Refund**

If termination occurs after 50% (calendar midpoint) of the enrollment period, this will result in the school retaining the Registration Fee and 100% of the tuition charge.

#### **Textbook Refunds**

All textbooks required for a program will be distributed to the student on his/her first day of attendance. Refunds will not be available for textbooks once they have been distributed. In the event that course materials substitutions are made within a student's planned enrollment period, students will be provided with the new materials at no additional charge.

#### **Refund Policy:**

All refunds due will be made to the original funding source(s) within 30 calendar days of the determined withdrawal, cancellation or termination date from the course or program.

### **Placement Assistance Services**

For students enrolled in the program, placement assistance begins at enrollment with an apprentice approved provider. Students will receive counseling and assistance in securing employment and moving into new positions as they move along the career path. Relocation or travel may be required to obtain employment.

*While Placement Assistance Services are available to all students enrolled in the program, Peace of St Croix, Inc - Massage Academy cannot guarantee employment to any student.*

### **Student Services**

#### **Student Conduct & Dismissal:**

A diploma of completion from Peace of St Croix, Inc Massage Academy is an endorsement to represent the profession of massage therapy. This diploma reflects the student's ability to effectively serve the community and to represent themselves professionally at all times. Therefore, Massage Academy of the Poconos, LLC reserves the right to evaluate and make recommendations to aid the student in achieving an appropriate professional manner.

Students are expected to conduct themselves with fellow students, instructors, and the public in a manner befitting a health professional. If teachers, administrators, staff, or fellow students express concern about a student's professional or interpersonal skills, the student will be asked to meet with the Director of the Massage Therapy Program. The student may face possible probation, suspension, or expulsion, based on any of the following reasons:

1. Poor Academic Performance/Academic Failure
2. Inappropriate or disorderly conduct or insubordination.
3. Violation of any terms of the Enrollment Agreement.
4. Academic Cheating or Dishonesty.
5. Any behavior that the Director of the Massage Therapy Program believes to be inconsistent with the standards of the school.

#### **Dress Code & Personal Hygiene Policy:**

Students are expected to arrive to class dressed in clean, professional, comfortable attire. Nails should be clean and neatly trimmed in order to practice massage. Hair that is longer than shoulder length shall be tied back during massage class and clinic. Clothing should be neat and clean. Jeans, cut-offs, t-shirts and open toe shoes are unacceptable.

#### **Termination, Appeal and Reinstatement**

Students will be dismissed the earlier of (1) receipt of notification by the student of a desire to withdraw, (2) date on which a progress review for a probationary student indicated that the student did not meet minimum criteria for being release from probation, (3) date on which a student is dismissed from school for failure to uphold financial obligations as agreed upon with the school, or (4) failure to return within 30 days of specified return date from a Leave of Absence. Whether termination of enrollment is voluntary or involuntary, students should realize that they remain obligated for the amount of tuition and fess due the school based on the Cancellation and Refund Policy.

#### **Appeal**

Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the School Director describing any mitigating circumstances or conditions that warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the Lead Instructor.

### **Reinstatement**

If an appeal is denied or if the student chooses not to appeal the decision, an application for reinstatement may be submitted to the school no later than 30 days from the date of termination. Students who do not pursue or win an appeal may be reinstated under special conditions.

### **Student Records/Academic Transcripts**

Academic transcripts are prepared at the scheduled completion dates of each evaluation period when grades and academic progress are formally reviewed. In accordance with the Family Educational Rights and Privacy Act of 1974, student records are only open for inspection to students and parents/guardians of dependent students to review and challenge any and all parts of said records. This inspection is welcome by appointment during regular hours of operation.

PSC-MA maintains Student Records for all students enrolled. Student Records include enrollment data, tuition/fees payment records, attendance, progress, awards and placement assistance information. These records will be maintained for at least three (3) years following graduation. Academic Transcripts will be retained in perpetuity.

Should students desire an official copy of their academic transcript, a written request should be provided to the Director for processing. There is no charge for the initial request. There will be a \$3.00 fee for each request thereafter.

### **Student Complaint Procedure**

Most problems or complaints that a student may have with the school or its administration can be resolved through a personal meeting with the school staff. If, however, this action does not bring the situation to a close to the satisfaction of this student, the student may submit a written complaint to the School Director. The written complaint should contain (1) the nature of the problem(s), (2) approximate date(s) that the problem(s) occurred, (3) name(s) of the individual(s) involved in the problem(s) – staff and/or other students, (4) copies of important information regarding the problem(s), (5) evidence demonstrating that the institution's complaint procedure was followed prior to this point in time, and (6) student signature. Students who file a written complaint can expect to receive a written response within ten business days.

Any questions or concerns regarding the information contained within the Enrollment Agreement must be directed to the School Director, in writing.

Apprenticeship students: If a student's questions or concerns are not resolved to the student's satisfaction, then the student may bring the situation to the attention of: [DOL.gov](http://DOL.gov)

**Course Transfer:**

*If a student currently has a Certificate from another Licensed School of Massage Therapy (Minimum 100 clock hours) and would like to continue their hours at Massage Academy of the Poconos, LLC they must meet the following requirements:*

1. General requirements for admissions.
2. Take a written and practical exam with a score of 75% or higher. (If applicable)
3. Certification within the past 5 years of start date.
4. Admittance to the program will be done on an individual basis with the approval of the Massage Therapy Director.

Tuition will be adjusted accordingly for the student.