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Student Catalog & Handbook

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Volume 1

Conditionally Licensed by the
Arizona State Board for Private Postsecondary Education

<https://ppse.az.gov>

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Goals

Arizona School of Myotherapy

The goal of our school is to provide the best learning possible to our future students. To ensure that they become proficient massage therapists so they can expand their horizons in helping others through touch. In our massage therapy program, you will receive comprehensive training. Our goal is to explore different possibilities for learning. We will be teaching anatomy and physiology, kinesiology, and various massage modalities and techniques.

In the classroom, a combination of kinesthetic, auditory, and visual aids will help the student acquire insight into each individual's learning process. In our program, students receive guidance from our dedicated staff and instructors. The instructors in our programs bring decades of body work experience and industry knowledge to students, providing them with a rich and varied learning environment. We are committed to providing our students with the highest quality education possible.

Our goal is to ignite a passion in each student in their massage journey. We have found that massage therapy, delivered in a caring, respectful environment, is a very beneficial practice that promotes wellness, understanding, acceptance and peace. We will always provide a safe, supportive environment. We will prepare students for their careers in a way that will help them set up opportunities to continue to grow.

Mission Statement

“Therapeutic Hands, Transforming Lives”

At our school, we are dedicated to ensuring that all our students graduate with a strong foundation in massage. We believe in the integral connection between the body and mind, unlocking their true potential. Our curriculum emphasizes foundational knowledge in anatomy, physiology, and kinesiology, along with the importance of hands-on techniques.

We strive to instill confidence in every student as they prepare to become a licensed massage therapist. Our goal is to create a safe and supportive environment where anyone interested in learning therapeutic massage has access to all the resources needed for a successful career. With the right tools and guidance at their fingertips, we are committed to paving the way for each student's success in this rewarding profession.

History

We started as a family owned therapeutic massage business in a small location. The suite we rented was a blessing! The suite had a reception area and one massage room that in order to make a profit and start to grow we would advertise for couples massages. Our name started to become known and before we knew it our location had changed into a larger reception area with three massage rooms, a facial room and small beauty salon.

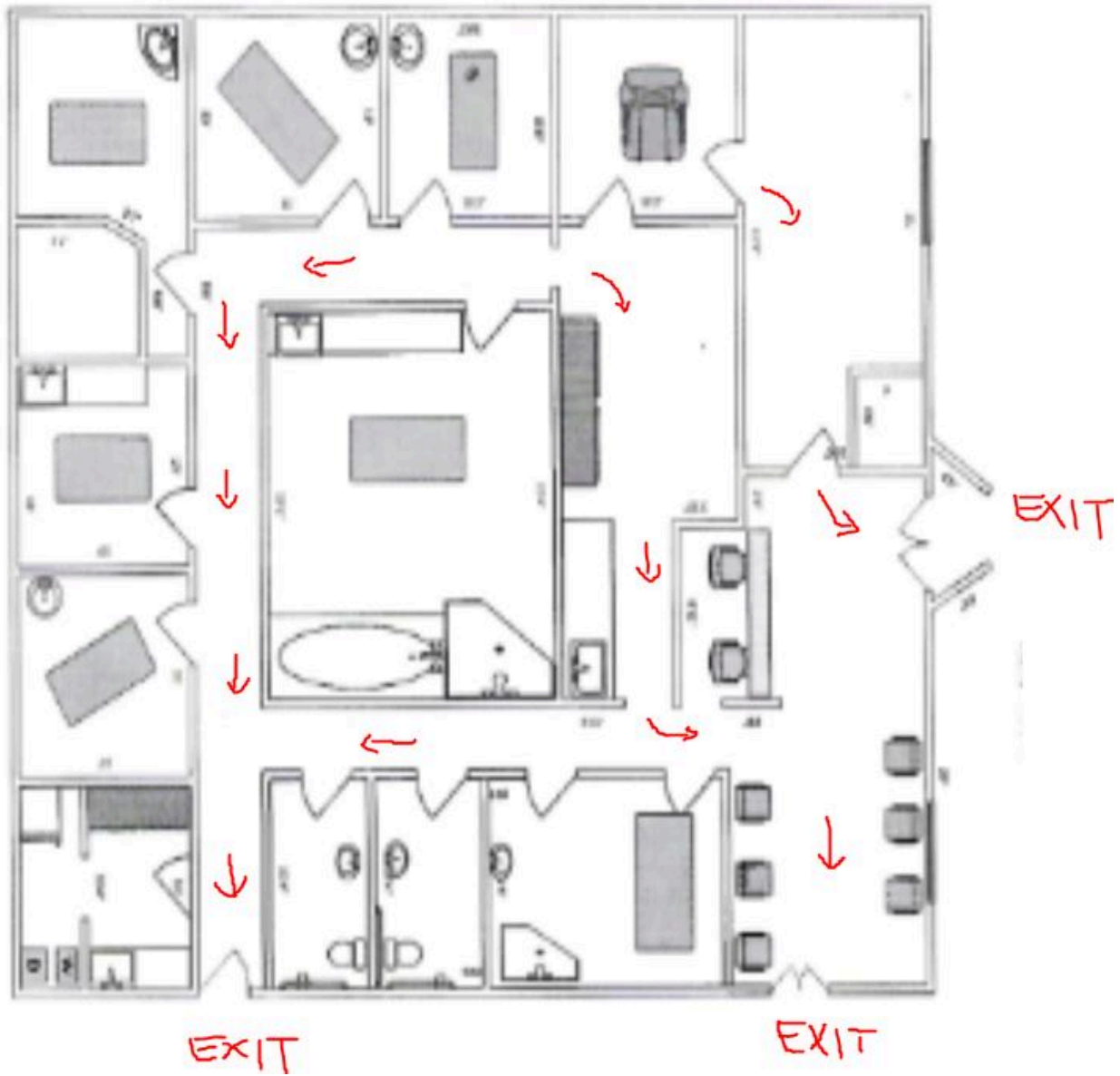
During the Covid pandemic; we were blessed with a much larger building that we could call our own. Yes, when things were tough for our nation we were still fighting for a better tomorrow and hope is what held us together with the help of our community. We now had a small issue: too many clients and not enough massage therapists and to top it off no massage school in our community.

After many years working in this industry we noticed that a massage school was missing and we believed it was time to make a difference in the community by opening up a school in our hometown. We started the process in 2022. Arizona School of Myotherapy, LLC is registered with the Arizona Corporation commission and trade name with the States Department of Arizona as of 2023. After many months of zoning permits and city hearings we were finally able to get a city business license with the City of Yuma in 2023. A Massage Therapy School in Yuma, Arizona has been our greatest dream. We want to provide a great learning environment; where anyone with the desire may learn in such a fast growing industry.

Location

Arizona School of Myotherapy is located in Yuma, Arizona. We are located near many accommodating establishments such as clothing stores, gyms, restaurants and a must have Starbucks and Dutch Bros. Our small campus is located in an already established massage spa allowing us to work in a professional work environment. It's a lovely spacious building that is 2,700 sq ft built in with 8 massage rooms, equipped with everything you will need to learn.

ARIZONA SCHOOL OF MYOTHERAPY
Emergency and Evacuation Route



Yuma Location
777 W. 27th. Street
Yuma, Az. 855364
928-276-4605

Introduction

The Arizona School of Myotherapy, LLC (hereinafter referred to as the School) offers exceptional massage therapy education for all students, training is complemented by qualified and certified instructors.

This school is owned by Matthew L Avila, AS and Jesus H Carrillo, LMT. The officers of the school are Angela Carrillo, AS, LMT, President/ Director of Education; Yesenia Velazquez, LMT, Vice-President; Diana V Robledo, LMT, Secretary.

Facility Members:

- Angela Carrillo, AS, LMT - Business Instructor
- Yesenia Velazquez, LMT - Clinical/ Student Services Training Instructor
- Diana V Robledo, LMT - Clinical/ Marketing Training Instructor
- Jesus H Carrillo, LMT - Clinical / LMT Instructor / Theory Instructor
- Matthew L Avila, AS, CMA - Science Instructor
- Lorena Heredia, LMT - Clinical Instructor
- Jaime Ursuery, LMT - LMT Instructor

Board Members:

- Christian Cyr, FNP
- Crystal Tafoya, LMT
- Andrea Bacon, BA

Programs Offered:

Massage Therapy Program 750 Hours (Certificate once completed)

Occupational Objective: Each student should graduate with a strong understanding of the fundamentals of massage therapy, empowering them to continue their growth in this field.

Program/Course Costs

Massage Program

<u>Registration Fee</u>	+	<u>Tuition Fee:</u>	+	<u>Books/Supplies</u>	=	<u>Total Cost</u>
\$150.00		\$15,000.00		\$2,000.00		\$17,150.00

(Non-refundable after three-day cancellation period starting from the first day of class & Subject to Cost Change)

Program Entry Requirements

Specific entry criteria for the massage therapy program are:

PROGRAM ENTRY SEQUENCE OF EVENTS:

1. Application
2. Interview with Program Faculty by appointment only
3. High School Diploma or GED
4. Attend Orientation
5. Current CPR certification
6. Fingerprint Clearance Card
7. Completion of Health Requirements Including All Applicable Immunizations and Records
8. Negative Drug Screen

Interview

Interviews are by appointment only. You will be notified of your interview date and time after the application has been submitted. The interview panel will consist of Program Advisory Committee members and faculty. The process will be:

1. Please report promptly for the interview at the scheduled time.
2. The interview will last approximately 30 minutes. There will be three or four persons on the Massage Therapy Program interview committee.
3. Applicants will be asked approximately 10 questions.
4. Applicants will be evaluated for communication skills and their ability in stressful situations.
5. Student ranking will be completed after the interviews. Applicants will be notified of acceptance or declination by email. Please do not call with inquiries about selection.

Admission Policies

Requirements & Procedures

Any student wanting to apply for the program must meet all requirement below:

- Students must be 18 years of age
- A valid State or Government Issued ID
- Submit a complete application along with \$150 application fee (non-refundable after 3 day cancellation period)
- Provide a copy of high school diploma or G.E.D

- Provide a personal essay of why they want to take this program
- Interview with our Director of Education/ President in-person (Angela Carrillo)
- Submit a signed enrollment agreement
- Tuitions and fees complete payment or on our payment plan agreement.

Any student may still apply for our Massage Therapy Program, even if it has just started, as long as there is still space available in the class. Students may cancel the enrollment agreement within three days (excluding Saturday, Sunday, federal and state holidays). This means that after receiving materials, supplies, and attending classes, the student can still cancel the agreement and all monies will be refunded. Due to this concern, the school may lend supplies and books to students until the three-day cancellation period has passed, ensuring that the student will continue with the program that has already started. It will be the students responsibility to catch up on any work missed if class has started before the verification of acceptance letter was received.

Program Cancellation

Arizona School of Myotherapy, LLC reserves the right to postpone or cancel the start date due to insufficient enrollment. If this occurs, the student may request a guaranteed reservation in the next scheduled class, or a cancellation of enrollment with a full refund of all money paid.

Tuition and Total Cost

Application, Program Material, & Tuition Cost:

A payment plan is available for those who prefer to pay in installments. The \$2,000 fee for supplies and the \$150 for the application fee must be paid upon signing the student enrollment agreement. The tuition fee of \$15,000 can be paid in installments with a 20% down payment to start. The rest of the tuition will be paid over the next nine months at \$1,335 per month for the eight months and the final payment of \$1,320 on the ninth month, totalling to \$12,000. Students on this payment plan will not incur any additional fees or interest while enrolled, as long as the payments are made on time as agreed upon. Delinquent accounts will be sent to a collection agency after a Three month delinquency, then additional fees or interest may occur depending on the agency policies and regulations.

Tuition and Fees Breakdown

Registration Fee: \$150.00

Program Material Cost: \$2,000 (Refer to page 11 for an itemization of material)

Tuition Fee: \$15,000

TOTAL: \$17,150

Payment Plans

The tuition fee of \$15,000 can be paid in installments with a 20% down payment to start. The rest of the tuition will be paid over the next nine months at \$1,335 per month for the eight months and the final payment of \$1,320 on the ninth month, totalling to \$12,000. Students on this payment plan will not incur any additional fees or interest while enrolled, as long as the payments are made on time as agreed upon. Delinquent accounts will be sent to a collection agency after a Three month delinquency, then additional fees or interest may occur depending on the agency policies and regulations.

Tuition Scholarships

Arizona School of Myotherapy, LLC does believe in the future of massage therapy and is proud to be offering up to \$4,000 in scholarships to each student who demonstrates a commitment to the profession each semester! Future massage therapists across Arizona are invited to apply to receive a tuition scholarship to help launch their dreams. Applying for a scholarship doesn't always guarantee approval and all scholarships submitted will be reviewed by our school board in order to ensure fairness and equality to everyone that applies. Scholarship application guidelines and detailed instructions on how to apply are provided on the school's website:

www.arizonaschoolofmyotherapy.com.

Why wait, apply for this Great Scholarship Program Now- it's easy!

Program Material Cost

All required books and supplies needed for our Massage Therapy Program will be purchased with your program material cost (\$2,000) by the school. All books will be given upon the first week of school including online access to your work assignments. Other materials to follow once hands-on training begins.

Books

- *The books below are the listed books in this curriculum that will be given to each student:*
 - 978-0-9987850-6-6 Trail Guide to the Body, 6th ed. textbook (TGB)
 - 978-8-9894844-5-4 Joint Anatomy for Athletic Training eBook
 - 978-0-9987850-5-9 Trail Guide to Movement - 2nd ed. textbook (TGM)
 - 978-0-9982663-4-3 A Massage Therapist's Guide to Pathology, 7th edition textbook
 - 978-1-8829080-5-9 Business Mastery - 5th ed.

- 78-0-9982663-6-7 Applied Anatomy & Physiology for Manual Therapists textbook, 2nd ed
- 978-1-8829084-4-8 Ethics of Touch - 3rd ed.

Online Platform

- Arizona School of Myotherapy will be using Milady online platform for grading, lecture and student monitoring progress. Students will be given access by the first day of school to ensure a strong start.
<https://www.milady.com/massage-curriculum>

Massage Supplies & Kit

- As part of your program material cost, Arizona School of Myotherapy will purchase all massages supplies/ kits needed for in-class and students clinic practice, see list of itemized supplies below. Students will need to practice massage after school hours, therefore, all equipment will be given as part of their kit to be taken home. At the end of the program the students will keep all supplies in order to have the essentials to start their career once they pass the state board of massage therapy exam.

Ultimate Student Starter Package - VedaLux Upgrade

229 0046 - NRG® Fleece Massage Table Pad and Face Rest Cover Set
 226 0012 04 - Lotus Touch Organic Naturals™ Massage Lotion 8 Oz
 225 0015 03 - Massage FX® Massage Cream 4 oz.
 220 1084 - NRG® Sporty Massage Table Carts with Telescoping Handle & Strap
 228 5054 04 02 - Biofreeze Professional Pain Relieving Gel - 4 Oz Tube Colorless
 344 0031 - Massage Warehouse Messenger Bag
 200 0044 - Massage Warehouse Portable Bluetooth Speaker
 220 1392 - EarthLite® Bodyworker's Choice Table Warmer
 245 0009 - NRG® Hold All Massage Lotion Bottle Holster & Lotion Jar Holster
 218 0003 - NRG® Grasshopper Portable Massage Chair
 229 0225 - NRG® Deluxe Flannel Massage Table Sheet Set
 219 0313 - NRG® VedaLux Massage Table Package - Portable Massage Table
 227 0001 02 - Therapro™ Massage Gel 8 oz

Attendance Policy & Make-up Procedure

Students must complete a total of 750 clocked hours in order to graduate. Make up work is only permitted with the instructor's approval, if acceptance is granted, it may be for a reduced grade. Students granted approval have 5-days from the date of approval to turn in any missing work before receiving a zero. For any make-up final exams, the Director of Education may allow them to make up due to unforeseen circumstances, so that the student can achieve a passing grade of 75% as per graduation requirements.

Absences

We understand that "real life happens" and that students may need to occasionally miss class to attend to health, family, business, or other practical matters. Must complete a total of 750 clocked hours. Any student whose rate of absenteeism drops more than 10% of required hours or shows a continued absence with or without notice (3 or more days) will need to be referred to the Director of Education to discuss possible options.

The following situations constitute an absence:

- You miss more than half of the scheduled class time.
- You are absent from the entire class period.

Tardiness and Early Departures

All students are required to be on time and to participate in all class activities. We permit up to 10% missed attendance to accommodate unforeseen life demands. Students may not leave the campus without instructor or director of education approval, leaving without approval will be considered a full day missed no matter if more than 50% class has passed. Every minute is required by state regulation in order to complete the 750 hours course. Being respectful is being on time, when you are tardy you are disrespectful to your fellow classmates and instructors.

"Tardy" is defined as arriving after the scheduled start time of the class. "Departing early" is defined as departing before class is dismissed by the instructor.

Tips:

- Important information is often given during the first and last minutes of class.
- We recommend planning on getting to school 10 - 15 minutes early.

- If you know you tend to run a little late in general, as many of us do, you may want to “trick” yourself into believing that class really starts 15 minutes earlier than its posted time.
- Please remember, this is professional training.
- If you have an unusual circumstance and need to come in late or leave a class early, please let the instructor know beforehand, if possible.
- You must communicate with the instructor to find out what you have missed and anything you must do to make it up.
- Time management is a learned skill that does not come easily to everyone, and an important skill for us all to have as a therapist.
- If you are having difficulty managing schedules, you may need to meet with the director of education to support your educational success.

Withdrawal

Students may withdraw at any time. A written letter must be given to the school director of education.

Dismissal

Reason for Dismissal by School:

- Student failure to fulfill all required academics, behavioral, and attendance probation.
- Student failed to pay tuition on time
- Attending class under influence of alcohol or drugs
- Improper behavior and being disruptive in learning environment
- Student failure of attitude and behavior consistent with that of a professional matter
- Sexual or violent behavior towards staff, classmates, and/or clientele.
- Failure to improve and continue to show disrespect towards instructors and classmates

Re-entrance

Students who have been dismissed or have taken a leave of absence (see LOA policy) for any reason may be reinstated only after an interview with the director of education. Reinstatement and any additional fees are at the discretion of the director of education.

Leave of Absence (LOA)

If students take a leave of absence, the policy states that they will only be allowed 10 school days of absence before being dropped from the class entirely. If dropped, the student is welcome to re-enroll in the next semester after discussing the situation with the Director of Education. No additional fees will be charged to the student if they choose to return where they left off. However, it is the student's responsibility to catch up on all work if they decide to return within the allowed timeframe.

Withdrawal and Refund Policies

- If for any reason, an applicant is not accepted by Arizona School of Myotherapy, or the school cancels the scheduled course, the application money is returned including the tuition and any money expenses paid.
- Students do have the right to cancel the enrollment agreement. The applicant who provides a written notice of cancellation within three days (excluding Saturdays, Sundays, and federal holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide a 100% refund, by R4-39-404(A).
- For an enrolled student, the refund due will be determined by using the Arizona State Board for Private Postsecondary Education requirements. The calculation will use the last date of attendance (LDA) and be paid within forty five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.
- Arizona School of Myotherapy calculates all student refunds using the payment period which means that the percentage of a period completed is calculated by dividing the number of hours the student was scheduled to complete in the payment period, as of the day the student withdrew, by the total number of clock hours in the same period. The date of withdrawal is considered the last day of attendance.
- When Calculating the Arizona State Tuition Refund: Students who cancel or are dismissed after beginning instruction, but prior to 50% of the payment period is completion, shall receive a prorated refund based upon the tuition fees assessed. The student is financially responsible for the number of clock hours offered to

date. This will be determined by dividing the total number of program hours into the total number of clock hours offered to date. This number will equal the percentage of the total tuition cost due for this course of study. Any fees already paid above this percentage will be refunded within 45 days. The refund breakdown is as follows.

- 1. If 10% or less of the program payment period has expired, a refund of 90% will be refunded.
- 2. If more than 10% and less than or equal to 20% of the payment period has expired, a refund of 80% will be refunded.
- 3. If more than 20% and less than or equal to 30% of the payment period has expired, a refund of 70% will be refunded.
- 4. If more than 30% and less than or equal to 40% of the payment period has expired, a refund of 60% will be refunded.
- 5. If more than 40% and less than or equal to 50% of the payment period has expired a refund of 50% will be refunded.

No refunds will be made after **50%** of the program payment period is completed, and full tuition is due.

There are **no refunds** for administrative fees, equipment, books, and starter kits received by the student after the three days period passed of signing enrollment agreement (excluding Saturday, Sunday, & Federal/State holidays).

Grading Procedures and Satisfactory Academic Progress Policy

Students must achieve an overall passing grade of 75% or above to successfully complete the program, as well as maintain an attendance rate of at least 80%. If grades fall below 75% or attendance drops below 80%, students will be required to meet with the Director of Education to discuss strategies for improving both their grades and attendance to graduate on time. Grades & attendance are reviewed by administration on a monthly basis.

Probation & Dismissal

Any student under probation for failing any academic responsibility can be placed on probation. If students continue to decline in attendance, behavior, or academic concerns then they are dismissed from school, please review refunds policy.

Any student wishing to appeal a dismissal may do so in following the appeals process below.

Appeals Process

Any student that has been dismissed, removed or placed on probation may submit a written appeal. The written appeal must be addressed and delivered to the Director of Education within 5 business days in order to be addressed in a timely manner.

Grading:

Chapter Exams: There will be chapter exams worth 40% of your total grade. See the schedule for due dates. Exams will be referenced from your textbooks and notes completed in class.

Quizzes: There will be quizzes worth 10% throughout the course. After each section there will be a quiz to ensure your understanding of the material which will prepare you for your exams.

Final Exam: The final exam will be comprehensive and worth 20% of your overall grade. The final exam will be done in person, a one page note will be allowed to be used and will need to be turned in alongside of your final exam.

Homework: The homework is worth 20% of your grade. Most homework sections are due on the next class schedule. **Late homework will not be accepted without notice.**

90-100%= A

80-89% = B

70-79% = C

60-69% = D

0-59% =F

Where to Get Help: Instructors are available to help you during the week, if you need it (no appointment necessary.) Get help as soon as possible because the longer you wait, the further you fall behind.

- Note: The number of exams, quizzes, and homework may be subject to change under certain circumstances such as the class falling behind, (ej: need more time on a certain subject) or technical problems (ej: electrical outage/ learning portal outage).

Grade reporting & Transcripts

Grades are reported on a monthly basis each semester, with a midterm evaluation taking place between semesters. Students will be evaluated once in the middle of the semester and again at the end. If students are falling behind, they will receive written notice, and a meeting will be scheduled with the Director of Education.

If students complete a semester or the entire program and wish to obtain a transcript, they should request it via email to the school secretary. Please allow one to three days for transcript processing, and they will be provided either by email or in person, depending on the student's preference. The transferability of credits you earn at Arizona School of Myotherapy, LLC is at the complete discretion of an institution to which you may seek to transfer.

Student Record Request

Student records will be maintained electronically and in perpetuity per Arizona State Guidelines R4-39-401. Students are welcome to request records via electronic request. Please allow 7 to 10 business days for the school to send a copy of the requested documents.

Credit for Previous Education

Our institution will accept students from other previous educational massage programs that are licensed with their state. Students shall provide records, including transcripts, total clocked hours or credit hours, their program start date, and information about the institution from which they are leaving. Once receiving these documents, an entry exam will be required to ensure that students meet Arizona School of Myotherapy standards and see if all hours will be credited from their previous institution.

Statement of Non-discrimination

Arizona School of Myotherapy, LLC does not discriminate on the basis of sexual orientation, race, ethnicity, place of origin, gender, religion, age, or physical disability. If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. Arizona School of Myotherapy, LLC will attempt to accommodate all student's special needs, however, those needs must be discussed and a plan of action must be agreed upon prior to enrolling.

Class Scheduled Hours

Arizona School of Myotherapy only offers part time evening class. Class days are from Monday thru Thursday from 5:00 pm to 10:00 pm, with a total of 20 hours per week in class. There are 2 semesters, 19 weeks in each semester. The student will still be responsible for completing any online work at home, if given, however if time allows you are welcome to do some of your online work during school hours. Must complete a total of 750 clocked hours in order to graduate from this program which also includes 20 internship hours.

Program Start Dates

Each program will start on a semester basis, up to 2 programs per year. However if a program does not meet the required minimum students then that program may be suspended until the next semester starts. We will have updates on our website with new program start dates, at www.arizonaschoolofmyotherapy.com

Massage Therapy program will have a total of 750 hours needed per state guidelines, meaning that this program will be 38 weeks long, 19 weeks per semester, depending on each student not missing any classes and all behind assignments, quizzes or exams be completed on time. If a student falls behind, then it will be that student's responsibility in catching up on all late assignments including exams if allowed to still be turned in late. Each instructor will have their own allowed time for late assignments to be accepted but not required.

Licensing

Massage licensing is handled and managed by Arizona State Board of Massage Therapy. These licensing fees are not included in your tuition, you will have to apply for state board testing after you finish the program. After passing all required testing with the state you will be required to pay for your license. For your state license information please visit their website at <https://massagetherapy.az.gov/>

Grievance

The staff and instructors at Arizona School of Myotherapy meet students and their ideas openly. We do not discriminate on any basis. In the event that a student has a grievance against Arizona School of Myotherapy, we encourage the following steps to be taken.

- We first encourage the student to pursue a peaceful resolution on their own or with staff support in a timely manner.
- If this avenue does not bring about a satisfactory resolution, the student may submit a written grievance to the school administration within 5 days of the original grievance. Arizona School of Myotherapy will respond to the original complaint in writing within 10-15 days.
- If the complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the state board for further details:

Arizona State Board of Private
Postsecondary Education
1740 W Adams Street, Suite 3008
Phoenix, Arizona 85007
602-542-5709
<http://ppse.az.gov>

Student Rights

Arizona School of Myotherapy believes in each student right. Students are expected to acknowledge and follow the expectations below:

- To exercise one's freedoms in ways that are respectful, non-harmful, and do not infringe on others.
- Every right comes with a responsibility. Use your freedoms respectfully—without harming others or limiting their rights.
- We affirm that rights and responsibilities go hand in hand. Personal freedoms should honor others' dignity, safety, and equal rights.

Drug Free Environment

It is Arizona School of Myotherapy policy to maintain a drug, alcohol, and tobacco free environment and no vaping. We ask all students in reframing to bring any of these items onto our campus.

Confidentiality of Student Records & Transcripts

Student records are confidential and are accessible only to the individual student, administrative and teaching staff. Students may review their academic and financial records during school office hours. Please see the Campus Director to request access to your personal records. Student academic and financial records are filed in secured, locked locations for up to 1 year at the local campus. After 1 year they are archived at our for long term storage. The school does not release records or any other information about a student without written consent from the student. Arizona School of Myotherapy follows the Arizona State Board for Private Postsecondary Education guidelines, requiring an authorized release.

An official Request for Transcripts form needs completed before any transcripts can be sent out.

Arizona of Myotherapy, LLC Observed Holidays

While we respect and honor all the religious holidays that are celebrated, we have a lot to do and cannot close school for every holiday. If you celebrate a religious holiday that coincides with a scheduled school day, Arizona School of Myotherapy will gladly accommodate for said holidays.

Observed Holidays

- New Year's Day - January 2nd
- Memorial Day - May
- Independence Day - July 4th-5th
- Summer Break - June to July
- Thanksgiving Day, Including day after Thanksgiving- November
- Christmas Day, Including week of Christmas
- Winter Break - Last week of December and First week of January (2 weeks)

Class Overview & Descriptions

Class participation is a must, each student is required to participate in each class assignment either from home or in-class. Assessment is compiled by the instructor, using the below student evaluations. Each student will be graded and asset in the following matter.

1. Present
2. Performance
3. Body Workings
4. intercommunication
5. Professionalism

Grading Rubrics

Rubrics are used in education for organizing and interpreting data gathered from observations of student performance. It is a clearly developed scoring document used to differentiate between levels of development in a specific skill performance or behavior. Rubrics are provided in this supplement for use as either a self-assessment tool to aid the student in behavior development or as an educator assessment tool to determine competence. Space is provided to record steps needed for further growth and improvement. Performance is evaluated according to the following scale:

1 Development Opportunity: There is little or no evidence of competency; Assistance is needed; Performance includes multiple errors.

2 Fundamental: There is beginning evidence of competency; Task is completed alone; Performance includes few errors.

3 Competent: There is detailed and consistent evidence of competency; Task is completed alone; Performance includes rare errors.

4 Strength: There is detailed evidence of highly creative, inventive, mature presence of competency. Space is provided for comments to assist you in improving your performance and achieving a higher rating

Hands-on Modality

Students will provide hands-on modalities and complete each assignment as instructed by the instructor. When providing a hands-on modality the student will be graded on how they perform in the following matters: Presence, Engagement, Communication, & Professionalism. Students will be responsible to make up any late assignments at the instructors availability. However each case may vary and may be up to the instructor or director of education discretion, if allowed to be made up.

750 Hours Massage Therapy Training

In order to finish our training program, each student must have completed a total of 750 hours. Below you will find the courses/class with the total amount of hours needed for each subject.

Course/ Class	Lecture	Hands-on	Total Hours
History & Origins of Massage	20	60	80
Therapeutic Massage 1 (Benefits of Massage)	17.5	49	66.5
Energies Therapies	11	30.5	41.5
Kinesiology & Palpation	60	2.5	62.5
Therapeutic Massage 2 (Western Modalities)	27.5	122.5	150
Anatomy, Physiology, & Pathologies	50	10	60
Professional Practices (Ethics, Communication,	52.5	12	64.5

ect)			
Therapeutic Processes, Universal Precaution	25	100	125
Clinical Skills	0	100	100

Total Course Hours			750
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Program Description

Our school will be providing the following Therapeutic Massage program in order to prepare students to provide an outstanding relief and well-being to clients through the application of manual techniques for manipulating skin, muscles, and connective tissues. As required by state standards our program will include the following western style massage which include Swedish massage, Sports massage, Deep Tissue massage, Prenatal massage and Aromatherapy massage (Includes DoTerra essential oils). Our Therapeutic Massage instructional program will prepare our students for entry-level employment and post-secondary education for these and other occupations: Licensed Massage Therapist and Licensed Medical Massage Therapist.

Class Overview & Descriptions

Arizona school of myotherapy will be using the following textbook in its program: Theory & Practice of Therapeutic Massage (Sixth Edition) by Mark F. Beck.

- **Part 1: The History and Advancement of Therapeutic Massage**
 - Historical Overview of Massage
 - Requirements for Practice of Therapeutic Massage
 - Professional Ethics for Massage Practitioners

- **Part 2: Human Anatomy and Physiology**
 - Overview of Human Anatomy and Physiology and Medical Terminology
 - Human Anatomy and Physiology

- **Part 3: Massage Practice**
 - Effects, Benefits, Indications, and Contraindications of Massage
 - Equipment, Products, and Environment
 - Infection Control and Safety Practices
 - Consultation and Documentation

- Classification of Massage Movements
 - Preparations for the Practitioner
 - Procedures for Complete Body Massages
 - Cold, Heat, and Hydrotherapies
 - Massage in the Spa Setting
 - Clinical Massage Techniques
 - Lymphatic Massage
 - Therapeutic Procedure
 - Athletic/Sports Massage
 - Massage for Special Populations
 - Massage in Medicine
 - Other therapeutic techniques
- **Part 4: Massage Business Administration**
 - Business Practices

Student Clinical Policies

Class and Clinical Preparation

Clinical and academic guidelines will be provided on the first day of class.

Class and clinical requirements

Student must attend class and clinics with all equipment given by the school from their material cost, which are:

- Professional Massage Table with carrying case and face rest
- Bolster and face rest cushion
- One set of twin sheets (GRAY FLAT SHEETS)
- Two face rest covers
- Two beach towels (COLOR: DARK GRAY)
- Oil or lotion
- Oil Holster
- One Canvas Tote Bag
- Textbooks

Students are expected to attend every class, both academic and clinical. In the event an absence is necessary, the student is expected to notify the instructor prior to being in class that day. Students will be expected to use student cengage in order to request or inform instructors of any days missed or if they will be tardy.

Clinical Training:

Students will receive clinical training in a variety of settings (ex: massage office, hospital, gyms, ect.). Once students have passed both lectures and hands-on training, they will take part in the clinical training where they will work under supervision of a licensed massage therapist to gain practical techniques, adhere strictly to the protocols, and gain confidence in a professional setting. Totalling 100 clinical hours, this is a requirement for certification and graduation.

Graduation Requirements & Notifications

Students must meet the basic requirements in order to graduate

- A minimum 75% grade or above
- Must complete a total of 750 clocked hours
- Students must satisfy all financial obligations to school
- Students must complete 100 hours of clinical hours, which is part of the 750 clocked hours.
- A minimum score of 75% or higher on a final evaluation by the instructor indicating that they have successfully addressed all the expected components of the massage.

Graduation will be held twice a year, one in the fall (December) and one in the spring (May). Arizona School of Myotherapy does not offer employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students. You will receive notice of your eligibility status for graduation via email to your student email account. Be sure to follow any direction given to you in order to complete the graduation process in a timely manner.

Protocol for reporting illness or absence will be given on the first day of class.

Tardiness is not allowed and unexcused tardiness results in reduction of grading points. Protocol for grading points will be available for the first day of class.

Uniform and Professional Appearance Code

A professional image **MUST** be presented at all times. The following regulation applies when the student is in uniform.

1. **Dress Code** - The approved massage therapy student uniform includes:

- a. Black dress pants (No denim allowed) pants must be long enough to cover the ankle.
- b. Black shorts or skirts may be worn. Shorts or skirts must be no more than two inches from the top of the kneecap.
- c. Scrub top provided with equipment package (Student responsible for purchasing the left sleeve patch)
- d. Appropriate underwear or discreet color (No seeing through or outside uniform)
- e. Shoes with closed toes (No crocks)
- f. Socks must be black

2. General Appearance - Appearance guidelines will apply for both clinical and classroom setting.

- a. Hands must be kept clean and must be washed prior and after each client.
- b. Only nail polish that is clear or neutral may be worn. Nails must be short and well groomed.
- c. Body piercings are not allowed to show. Tattoos must be covered if possible.
- d. Body and breath should be free of any offensive odors.
- e. No cologne or perfume or strong scents of any kind (including perfumed lotions, soaps, or oils) may be used while in class or clinic.
- f. All uniforms must be kept clean, neat, and pressed.
- g. The student will wear an approved identification badge while in any clinic setting.
- h. No jewelry on the hands or arms or hanging necklaces.
- i. Hair style should reflect a professional standard, beards and mustaches are to be well groomed.
- j. Only small conservative stud earrings may be worn for pierced ears.
- k. A conservative amount of makeup may be worn.

3. Professional Conduct and Practice

- a. Supervisors and professional hospital staff in the clinical area, such as Doctors, chief technologist, instructors, etc., will be referred to by last name only (unless otherwise instructed)
- b. All Hospital or healthcare facility rules will be adhered to while in the clinical area.
- c. Professional conduct, courtesy, and cooperation is expected at all times when in the hospital setting.
- d. Students are not allowed in the clinical area during off-duty hours without permission from their instructors.
- e. Students will be expected to report promptly to class and clinical areas according to schedule.

- f. While in the affiliate hospitals/clinic site, Arizona School of Myotherapy dress code must be adhered to.
- g. No gum, candy or food is allowed in the clinical or practice areas, except in the designated lunch and or break room with the exception of water in a closed container.
- h. Students should not diagnose or suggest outcomes for treatments.
- i. Personal cell phones are to be in off position and stored during clinical preparation or clinical time period and all classrooms except during break times.

Students must present themselves in a professional manner at all times. Infractions of the above regulations will result in points being taken off of the grade for that semester.

All dress code and personal appearance rules are subject to instructor's discretion. Any questions about your attire should be addressed to your instructor or program director.

Required name tags will be provided to students on the first day and should be worn at all times.