

The Healing Arts
and
Massage School
SCHOOL CATALOG
2024



Healing
From the Heart
Through the Art of Touch

Volume XIX Issue I

Summer / Winter 2024

The Healing Arts and Massage School, LLC

2501 Blue Ridge Road, Suite G-160 Raleigh, North Carolina 27607

(919) 783-6195

www.HealingArtsSchool.com E-mail: info@HealingArtsSchool.com

Provided By North Carolina Licensed Massage and Bodywork Therapists

The Experience of the Natural Healing Arts and Massage at The Healing Arts and Massage School

Healing From the Heart through the Art of Touch.

Everyone functions in accordance with a unique innate energetic blueprint, the Innate Intelligence. When we are free from stress, real or imagined, healing is a natural progression of life's experience. Life experiences are sustained by dynamic electro, chemical, magnetic interactions that are influenced by mental, emotional and physical conditions.

Philosophy and Mission Statement

The school's *philosophy* is to present an eclectic fusion of modern linear education and Socratic methods of instruction to develop awareness and proficiency of natural healing. The *mission* of The Healing Arts and Massage School is to teach natural techniques by which each student can raise their self-awareness and enhance their knowledge of healing, for the benefit of self, family and society as a whole.

The Natural Healing Arts and Massage Therapy at the school is a life changing experience. You will be empowered through self awareness, as you develop your knowledge, understanding and skill in the Natural Healing Arts. Each class is a dynamic experience of learning about yourself and the world around you.

Everyone is invited to participate in the learning experience at any level: Programs for Professional Licensure, and Continued Education.

Location

The Healing Arts and Massage School is conveniently located in The Atrium at Blue Ridge in Raleigh, NC. The Atrium building is on the corner of Blue Ridge Road and Lake Boone Trail, diagonally across from Rex Hospital.

Directions

The reception entrance is on the ground floor of The Atrium at Blue Ridge facing Lake Boone Trail. A black awning marks the entrance foyer.

When arriving at The Atrium, enter the building parking area by turning left off of Lake Boone Trail. Once on the building property, covered parking is available to the right in a parking deck behind The Atrium. Or, turn to the left (away from the parking deck) to find visitor parking on the side and front of the building directly outside the reception entry foyer.

Allow time for parking when arriving.

2501 Blue Ridge Rd., Suite G-160 Raleigh, NC 27607

Table of Contents

Title	Page
The Experience...	2
Philosophy and Mission	
Program for Professional Licensure	3
Location, Steps to Register and Enroll	2, 4
Tuition Fees	4
School Calendar for Introduction Classes	9
Policy Procedures and Regulations	4, 13-19
School Staff	10
The School History, Facility and Classes	4
Course Descriptions:	5-9
About the classes	
Enrollment Application	11-12
State Regulation and Regulatory Agencies	20

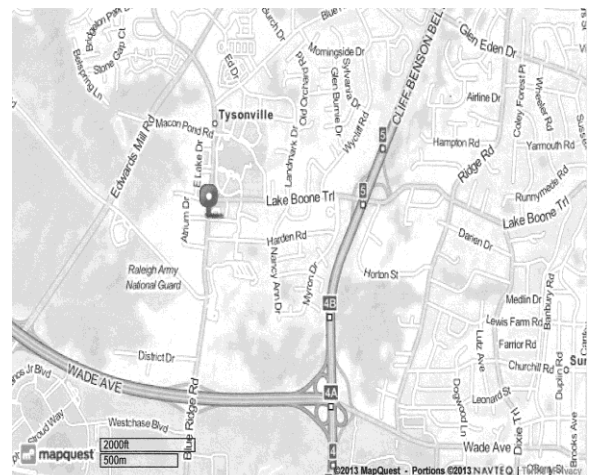
Take the opportunity to experience natural healing first hand by enrolling in a weekend theory class or schedule an appointment with a student. Schedule an interview and tour of the school.

Steps to Register and Enroll

1. Review the information about the school and classes.
2. Call the school to schedule an interview and opportunity to view the facility.
3. Complete an Enrollment Application.
4. Upon approval with Acceptance Letter, register and enroll with a tuition deposit.

Steps for Professional Licensure

1. Complete an approved or accepted educational program.
2. Pass the Massage & Bodywork Licensing Exam (MBLEx).
3. Complete the application process with the NC Board of Massage & Bodywork Therapy.



Holistic Massage & Bodywork Therapist

Program for Professional Licensure

This **625-hour Diploma Program** will prepare the individual for the exciting profession of Holistic Massage & Bodywork Therapy. Curriculum includes theoretical studies, fundamental practice hours and the opportunity to practice with a Naturopathic Doctor and Licensed Massage and Bodywork Therapists within an active professional office environment. The student will study and explore the professional practice of massage therapy and the natural healing arts. In addition, the student learns and performs related office procedures. Exploration of anatomy, physiology and pathology will develop an understanding of the human physical, energetic experience and the effects of therapy on the mind, body and emotions. The student will prepare for Licensing Examination, National Certification and State Licensure.

Fundamental Massage Theory and Practice		275 Hours	Hours
Massage Introduction – Lymphatic Massage	10	Prenatal Massage - Alternate Client Positioning	15
Holistic Massage Theory and Practice	55	Thai Massage Introduction - Table Top Techniques	10
Swedish Massage – Deep Tissue Techniques	30	Chair Massage	15
Myofascial Release and Trigger Point Techniques	25	Acupressure Massage and Eastern Philosophy	10
Sports Massage – Medical & Orthopedic Foundations	25	Acupressure Massage and Eastern Philosophy II	10
		Fundamental Massage Practice	70
Anatomy, Physiology and Pathology		165 Hours	Hours
Anatomy, Physiology and Pathology	125	Pathology for Massage and Bodywork	40
Additional Related Education		185 Hours	Hours
Ethics	20	Reiki First Degree	10
Business and Licensing	20	Advanced Energy Techniques	10
Holistic Communication	10	Holistic Nutrition Theory	8
Holistic Communication II	5	Holistic Nutrition Theory II	10
Psychology in the Massage Practice	5	Applied Kinesiology - BioMagnetic Therapy	5
Hydrotherapy – Introduction to Spa Treatments	5	Applied Kinesiology - BioMagnetic Therapy II	5
Reflexology	10	Therapeutic Value of Herbs	6
Reflexology II	15	Therapeutic Value of Herbs II	10
Intoduction to Ayurvedic Principles	5	Qi Gong	6
Aromatherapy	10	Qi Gong II	10

The following courses may be added to the program for additional certification at no additional charge:

Chair Massage 20 hours; Sports Massage, Medical and Orthopedic Foundations 20 hours.
 Massage Externship 50 hours;

CPR /Basic First Aid is required for the completion of the program. This class is not a part of the 625 hour curriculum.

Early registration is recommended. Enrollment is limited to no more than 12 students providing individualized attention and a 12/1 Teacher/Student ratio maximum.

Completion of the Holistic Massage & Bodywork Therapist 625-hour diploma program prepares the graduate with for the Massage & Bodywork Licensing Examination (MBLEx) provided by the Federation of State Massage Therapy Boards (FSMTB) and Provides eligibility for State Licensure as Massage and Bodywork Therapist with the North Carolina Board of Massage and Bodywork Therapy. Board Certification with the National Certification Board for Therapeutic Massage and Bodyworkers (NCBTMB) is an opportunity in addition to state licensing.

The laws regulating the practice of massage and licensure vary from one state to another and may vary from one municipality to another in the absence of state regulation. A brief summary of NC requirements is found at bottom of page 4, first column. For a comprehensive list of state regulatory agencies refer to page 19 of this school catalog.

The Healing Arts and Massage School

The School History

The Healing Arts and Massage School, LLC relocated to The Atrium at Blue Ridge in 2013. The school was located in Cameron Village of Raleigh since September of 2005. The school is a Limited Liability Company and the creation of Keith Bouchard, Licensed Massage and Bodywork Therapist and Naturopath. Keith's Massage & Bodywork professional practice was located in Cameron Village for more than 25 years prior to the current move to an improved setting. Keith has been developing and instructing Natural Healing and Massage courses for more than 35 years in response to increasing interest and requests for information and educational services about the natural healing arts.

The School Facility

The learning atmosphere is a multi-dimensional experience fusing the professional practice of the Healing Arts and Massage Therapy and the school. Limited class enrollment (no more than ten students) allows for maximum individual instruction and guidance. This fusion provides an apprentice like experience with successful Massage and Bodywork Therapists working in a professional office setting. The center combines treatment area and classrooms for students and clients to experience and learn about the natural healing arts.

School office hours are Monday-Friday 10am-5pm. Classroom hours are by schedule throughout the week. Each classroom hour will be 50 minutes in length. A clock hour will include a 10 minute break or a 15 minute break during a 90 minute classroom period. The duration of programs of more than 500 hours will be 9 to 10 months. Self-Awareness/Improvement and Continued Education classes are available in a weekend format or may extend through a 1 to 2 month period.

Equipment and supplies such as tables, chairs, massage tables, and oils are provided for use in class. Some classes may require the use of the student's massage table. Additional supplies such as books, reference materials, related tools, equipment, and treatment supplies for use outside class are the responsibility of the enrolled student.

North Carolina State Law requires State Licensure, approved Licensing Exam, and a minimum of 500 hours of training for the Practice of Massage and Bodywork Therapy from a North Carolina Board Approved school.

Good moral character and a background check are requirements for licensure as a licensed massage and bodywork therapist in NC. The NC Board of Massage & Bodywork Therapy may deny a license to practice massage and bodywork therapy if an applicant has a criminal record or there is other evidence that indicates the applicant lacks good moral character.

Tuition Fees

Programs for Professional Licensure

Holistic Massage & Bodywork Therapist \$10,200
625 hour Licensing Program

Energywork Courses for Personal and/or Professional Development Self-Awareness/Improvement

Reiki First Degree	10 hours	\$210
Reiki Second Degree	10	260
Reiki Third Degree	10	360
Reiki Master Teacher	30	1,500

Registration

Class enrollment is limited. All classes require pre-registration. Payment with Cash, Check or Master/Visa/Discover/PayPal is acceptable. Full payment of tuition or payment of 25% tuition will guarantee your supplies and space. Full payment of tuition required at least 15 days prior to the start of class. A Fee of \$30 will apply for late payment or returned checks.

Tuition Deposit Full amount or 25%
Guarantees supplies and space.

The Healing Arts and Massage School, LLC
is a

Board Approved School.

NC Board of Massage & Bodywork Therapy
4140 ParkLake Ave. Ste 100, Raleigh, N.C. 27612.
(919) 546-0050

The Healing Arts and Massage School, LLC is
approved by the National Certification Board
for Therapeutic Massage and Bodywork
(NCBTMB) as a continuing education
Approved Provider.
Provider Number 331623-00.

About the Classes

The Holistic Massage & Bodywork Therapist Licensing Program is composed of an eclectic blend of courses within the fields of Natural Healing, Massage, and Bodywork. Classes are designed to introduce the individual to a variety of massage and bodywork modalities and subjects related to natural healing. Students begin to develop a basic understanding of the underlying theory and progress to more advanced understanding while developing practical skills. The program provides a substantial opportunity to develop competency and confidence associated with a variety of subjects and bodywork modalities.

This is an excellent opportunity to explore natural healing, expand self-awareness and learn valuable healing techniques that will immediately improve your health and benefit the people in your life.

Massage Introduction – Lymphatic Massage 10 hours

The Massage Introduction – Lymphatic Massage course provides an introduction to massage techniques, nutrition, exercise, client preparation and maintenance. Lymphatic Massage is the focus of techniques in the class. The student will learn applications for self and family all ages and stages of health. The course includes a study of the Immune/Lymphoid System. The student will practice Lymphatic and Neuro-Lymphatic techniques for the body, face and scalp.

Holistic Massage Theory and Practice 55 hours

The Holistic Massage Theory and Practice course will explore in detail Eastern and Western massage techniques with special attention to the immune system and lymphatic massage. The student will develop the understanding of nutrition, exercise, client preparation and maintenance in relation to massage and healing. The student will learn the various applications of Holistic Massage for a variety of populations. The student will develop an understanding of the effects of massage on the wellness model. The student will develop an understanding of the physiological, mental and emotional changes effected by massage and natural healing. The student will apply and develop the philosophy and practice of Holistic Massage in a professional office to enhance professional awareness regarding the massage & bodywork field.

Swedish Massage – Deep Tissue Techniques 30 hours

The Swedish Massage – Deep Tissue Techniques course presents a comprehensive introduction to deep tissue massage. An overview of the History and origins of modern massage will be presented. The student will study the important people who furthered the development of massage through the modern day licensed profession. The student will explore and learn the philosophy and professional practice of massage utilizing various deep tissue techniques. The student learns the effects of techniques applied to the soft tissues of the body as well as the relation of massage to anatomy, physiology, pathology and kinesiology.

Myofascial and Trigger Point Techniques 25 hours

The Myofascial and Trigger Point Techniques course presents a detailed study of the muscular system and related connective tissue (fascia). The student will develop a deeper understanding of muscle tissue and the physiologic nature of fascia. The participant will study and practice techniques. Students will identify and palpate muscle trigger points. The practitioner will continue to develop skills of deep tissue techniques.

Sports Massage- Medical & Orthopedic Foundations 25 hours

The Sports Massage course presents the application of massage for specific conditions of the musculoskeletal system. This course focuses on treatments for specific areas of the body and conditions associated with injury, performance, recovery, and rehabilitation. The student will enhance their awareness and skills of functional assessment and palpation. The student will develop skills related to deep tissue techniques, myofascial release, strain counter-strain activities, and trigger point release. The practitioner will continue to develop skills of deep tissue techniques while working athletes.

Prenatal Massage-Alternate Client Positioning 15 hours

The Prenatal Massage – Alternate Client Positioning course will enhance a massage and bodywork professional's awareness of Prenatal Massage and common conditions associated with pregnancy. The therapist will review and develop a detailed study of the female reproductive system, related hormones and common concerns with pregnancy. The therapist will study Prenatal Massage techniques and the appropriate application of massage techniques, protocols for assessment and treatment plans for the pregnant mother. The therapist will learn appropriate client positioning, draping, and the use of bolsters for the comfort and safety of the pregnant mother and fetus. The practitioner will study proper body mechanics the safe practice of techniques.

Thai Massage Introduction- Table Top Techniques 10 hours

The Thai Massage Introduction course will present the basic philosophy and techniques common to Thai Massage, an Asian Bodywork. Concepts similar to energy modalities such as acupressure and reflexology will be identified from the Thai perspective. The student will learn and practice techniques that can be incorporated into a table top treatment plan.

Chair Massage 15 hours

The Chair Massage course presents massage techniques appropriate for treatments provided for clients in the seated position. The student will learn how to organize and set up a chair massage event. The course provides the opportunity to practice massage in a variety of settings from health fairs, corporate offices, charity events, or relaxation events. The student will learn and practice orientation / intake procedures for presenting chair massage in an open public format. Students will practice communication skills while working with the public and raising public awareness about massage and bodywork. The practitioner will study proper body mechanics the safe practice of techniques for chair massage.

Acupressure Massage and Eastern Philosophy 10 hours

The Acupressure Massage and Eastern Philosophy course presents an introduction to acupressure and the theory of the body's energy system related to massage and bodywork. The student will study Eastern philosophy and its relationship to acupressure massage. The philosophy of the Tao and its importance to Eastern modalities of healing will be identified and detailed. The student will identify and learn about acupressure points and meridians. This course will explore the concept of chi and its relationship to health and the human experience. Learn to examine and affect the flow of chi throughout the body.

Acupressure Massage and Eastern Philosophy II 10 hours

The Acupressure Massage and Eastern Philosophy II course will continue the study of Oriental Massage and Eastern philosophy. The student will explore the relationship of Chinese physiology to oriental massage. Study the Five Elements and their importance to Eastern modalities of healing. The course will identify acupressure points and organ meridians. The student will explore the concept of personality types and individual psychology related to health and the human experience. The student will learn to examine and affect the flow of chi throughout the body and organ systems.

Fundamental Massage Practice 70 hours

The Fundamental Massage Practice course provides an opportunity for the student to apply their knowledge and develops the application of techniques while practicing as an apprentice with licensed massage & bodywork therapists. This portion of the curriculum allows the student to practice in a live, professional office setting with real clients. The student will have an opportunity to present a professional image as well as demonstrate the skills and commitment that are the essence of a massage & bodywork professional. The student's responsibilities include: assisting the Therapist with scheduling appointments, client assessment, servicing the treatment rooms, maintaining supplies and client records.

Anatomy, Physiology, and Pathology 125 hours

The Anatomy, Physiology, and Pathology course will introduce the student to the basic anatomy and physiology of the human body from cells and tissues to systems and the whole organism. This course presents a detailed study of the skeletal and muscular systems. The course will explore physiology with an understanding of its relation to the health and wellness model. The study of the skeletomuscular system will present a detailed understanding of kinesiology. The course will identify and define common medical terminology and its relation to the professional practice of massage and bodywork.

Pathology for Massage and Bodywork 40 hours

The Pathology for Massage and Bodywork course presents an advanced study of pathology in relation to natural healing, massage, and bodywork. The course will briefly review each system and identify common conditions. The student will learn to identify conditions and assess the appropriate indications and contraindications from the perspective of a massage and bodywork practitioner.

Ethics for Massage & Bodywork 20 hours

The Ethics for Massage & Bodywork course will prepare the student for the unique practice of professional massage and bodywork. The student will develop an awareness and understanding of the dynamic therapist / client relationship. The course will clarify the difference between personal and professional relations in the profession of massage & bodywork. The Student will study the importance of professional code of ethics within the practice of massage therapy and the natural healing arts. The participant will study the requirements and procedures for licensure as a Massage Therapist. The importance of research and continuing education will be identified to enhance the student's awareness of appropriate resources for information and educational experiences.

Business and Licensing for Massage & Bodywork 20 hours

The Business and Licensing for Massage & Bodywork course will prepare the student for the for becoming a licensed professional. The student will study the successful application of business philosophy and practice. This course introduces the fundamental business practices and focus on the awareness necessary for the specific profession of massage & bodywork. The student will explore and learn about the various facets of massage business such as set up, advertising and licensing. This course presents a detailed orientation to the state licensing process and application.

Holistic Communication 10 hours

The Holistic Communication course presents the fundamental mechanisms involved in the communication process. The student will study the relation of communication to the practice of the natural healing arts, massage & bodywork, and other life experiences. This course will identify the communication model and its effect on the individual's mental, emotional and physiological state. The student will explore and develop a basic understanding of the mechanics of communication and their effect on an individual's response. The course will identify and review concepts specific to massage & bodywork and the healthcare field.

Holistic Communication II 5 hours

The Holistic Communication II course provides the student the opportunity to continue the study of the communication model and its effect on the individual's mental, emotional and physiological state. The student will develop strategies for communicating with clients and other professionals. The student will practice delivering suggestions and develop consultation skills.

Psychology in the Massage Practice 5 hours

The Psychology in the Massage Practice course will explore possible experiences of the Wellness Model and the effect of the individual's mental and emotional state. The student will also reflect on personal experience associated with the practice of massage & bodywork. The student will identify and develop strategies to address various concerns associated with the therapist/client relationship.

Hydrotherapy – Introduction to Spa Treatments 5 hours

The Hydrotherapy – Introduction to Spa Treatments course presents and overview of the various treatments that are classified as hydrotherapy. The student will identify and explore various treatments that may be found in the spa environment. The student will practice and experience basic hydrotherapy techniques that can be incorporated into massage & bodywork treatments.

Reflexology 10 hours

The Reflexology course provides an introduction to the theory and application of Reflexology, Meridian and Zone Therapy. The course will present a historical overview of the origins of Reflexology and Zone Therapy. The student will explore a non-invasive way of stimulating health and vitality through techniques applied to the peripheral regions of the body. The student will learn to apply reflexology techniques to balance the body's energy system. The student will study basic anatomy in relation to health and the Reflexology model.

Reflexology II 15 hours

The Reflexology II course provides the opportunity to continue the study and understanding of Reflexology techniques. The student will practice and demonstrate the basic skills associated with reflexology through a number of student exchanges. The student will develop the skills of time management to present various treatment durations. The course will expand on the basic skill set to include additional techniques for the face and scalp. The student will demonstrate and practice the professional presentation of Reflexology.

Introduction to Ayurvedic Principles 5 hours

The Introduction to Ayurvedic Principles course is designed to provide a basic awareness of the Ayurvedic Healing System. Participants will become familiar with the history Ayurvedic Healing and a holistic approach to the Wellness Model. The course will define Ayurveda Principles and present a rational for consider its principles of health when addressing the needs of clients. The participant will become familiar with the three Doshas related to the presence of common health conditions. The course will enhance the practitioner's awareness of the use of specific oils related to the Doshas to promote balance and general health. This course will assist the professional with developing holistic considerations to promote a client's desired outcomes.

Aromatherapy 10 hours

The Aromatherapy course will present an introduction to the fundamentals, theory, and application of Aromatherapy. The course will identify a basic set of essential oils to provide a basic foundation for including Aromatherapy into the practice of massage & bodywork. An overview of essential oil constituents will be presented and their therapeutic properties will be identified. The course will identify the history and therapeutic properties of essential oils. The student will study the art of blending essential oils and create an essential oil blend. The student will learn to integrate Aromatherapy as a compliment to other modalities of healing.

Reiki First Degree 10 hours

The Reiki First Degree course provides an introduction to the natural Healing Art of Reiki. The student will learn the origins and philosophy of Reiki. The course will identify basic techniques of Reiki treatment for self and client. The student will learn to apply techniques for self, family and friends. Guidelines for the professional practice of Reiki for all ages and stages of health will be identified and discussed. The course will identify the chakra system and its relation to basic anatomy and health.

Advanced Energy Techniques 10 hours

The Advanced Energy Techniques course will expand on the concepts and practice of Reiki First Degree. The course provides an opportunity to study and practice of the application of techniques for the head, trunk and extremities. The student will develop a greater understanding of theory through class discussion of practical experience.

Holistic Nutrition Theory 8 hours

The Holistic Nutrition Theory course will introduce natural concepts of nutrition and life chemistry. The student will examine and develop an understanding of the daily life of cells. The student will study and discuss the effects of various foods on health and the wellness model. The student will learn to apply health experiments to determine the level of available nutrition. The course will present an understanding of basic anatomy in relation to assimilation and elimination of food. The student will learn the importance of nutrition as a basic constituent of a good health experience.

Holistic Nutrition Theory II 10 hours

The Holistic Nutrition Theory II course will review the basic concepts presented in the previous Holistic Nutrition Theory course. The course will identify individual nutrients and their role in supporting healthy body functions. The student will learn to identify the ideal natural sources of basic nutrients.

Applied Kinesiology - BioMagnetic Therapy 5 hours

The Applied Kinesiology - BioMagnetic Therapy course will present an overview of energy based healing techniques. The student will study the basic theory of magnetism applied to the healing and regenerative processes of the body, mind and emotions. The student will be introduced to the practical application of kinesiology. The course will present a number of energy based techniques. The student will learn to develop sensitivity for subtle body energy fields.

Applied Kinesiology - BioMagnetic Therapy II 5 hours

The Applied Kinesiology - BioMagnetic Therapy II course will continue the study and understanding of BioMagnetic Therapy including additional hands-on practice and discussion. Students will learn and practice BioMagnetic techniques. The course will identify the appropriate methods for incorporating techniques into the massage and bodywork practice.

Therapeutic Value of Herbs 6 hours

The Therapeutic Value of Herbs course will explore the ancient mysteries of the herbal kingdom through modern day usage of the science. The student will be introduced to the theory and application of herbs to the health and wellness model. The course will identify culinary herbs as a form of nutrition to support body systems through the healing process. The student will become familiar with herbs as a preventive first-aid. The course will provide an understanding of the relationship between the human and the plant kingdoms.

Therapeutic Value of Herbs II 10 hours

The Therapeutic Value of Herbs II course continues the study and understanding of the Therapeutic Value of Herbs course. The course will identify a number of common herbs used by the population of client in our society. The student will learn to assess the appropriate considerations for the use of herbs with regard to the wellness model.

Qi Gong 6 hours

The Qi Gong course will introduce concepts of Qi Gong and Eastern philosophy. The student learn about the energetic human experience and practice techniques to cultivate and circulate vital life force (Qi). The student will explore the relation of Eastern philosophy and human anatomy. The student will practice techniques to promote mental focus, intention, movement, and breathing. The course will identify techniques for centering, grounding, and balance. The student will learn to apply proper body mechanics through movement activities. The course will develop the student's awareness of the appropriate application of techniques in the massage and bodywork practice. The student will learn and practice basic warm up routines and Qi Gong forms.

Qi Gong II 10 hours

The Qi Gong course continues the study and practice of Qi Gong. The student will practice techniques for centering, grounding, and balance. The student will develop an awareness of proper body mechanics through movement to enhance the efficiency and effectiveness of massage and bodywork techniques.

Advanced Certification and Training Courses

These courses provide an opportunity to increase the program hours to build a transcript that meets the minimum standard for Board Certified with the National Certification Board for Therapeutic Massage and Bodyworkers. The National Certification Board for Therapeutic Massage and Bodyworkers requires a minimum of 750 hours of training. Board Certification is a professional designation beyond the minimum required licensing standard and is a voluntary process.

Chair Massage - Internship 20 hours

The Chair Massage course is an opportunity for the student to further develop their skills. The student will continue the practice of Chair Massage in a variety of settings from health fairs, corporate offices, charity events, or relaxation events.

Sports Massage- Internship 20 hours

The Sports Massage Internship course continues the practice of skills address conditions associated with a variety of athlete clients.

Massage Externship 50 hours

The Massage Externship course continues provides an opportunity to enter the field of massage and bodywork with the supervision of healthcare professionals in a professional setting. An externship provides an opportunity to explore various office settings and secure a position in the field prior to becoming a licensed massage and bodywork therapist.

Reiki Second Degree 10 hours

The Reiki Second Degree course will continue the study of Reiki by learning about ancient sacred geometry and the relationship to the energy bodies or the chakra system. The student will learn to apply techniques to facilitate chakra cleansing and energy balancing. The course will present absentia healing techniques for remote treatmentsThe course presents a study of esoteric anatomy in relation to holistic health.

Reiki Third Degree 10 hours

The Reiki Third Degree course will continue the study of Reiki by reviewing the material present during Reiki First and Second Degree courses. The student will study and practice advanced energy techniques.

Reiki Master Teacher 30 hours

The Reiki Master Teacher course will continue the study of Reiki and prepare the Reiki practitioner for presenting Reiki courses to the public. The student will develop an understanding of the teaching model and individualize it to reflect a personal understanding Reiki.

School Calendar 2022

Academic

2024

Holistic Massage and Bodywork Therapist April 13
(EVENING Class) **625 hours**

Class of 2022 - Course Final 03/06/25
Late Registration and Enrollment through 06/01/24

HOLIDAY SCHEDULE

Memorial Break	May 24-27
Summer Break	June 14- July 7
Late Summer Break (Evening Group)	Aug 30– Sept 2
Fall Break	Oct 31
Thanksgiving	Nov 27- Dec 1
Holiday and New Year	Dec 15 – Jan 5 2025

2024

Holistic Massage and Bodywork Therapist Aug 13
(DAY-Time Class) **625 hours**

Class of 2022 Course Final 05/01/25
Late Registration and Enrollment through 10/08/21

HOLIDAY SCHEDULE

Fall Break (Day Group)	Oct 24– 28
Thanksgiving	Nov 27- Dec 1
Holiday and New Year	Dec 18 – Jan 1 2025
Late Winter Break	February 18-23
Spring Bread	March 5-9

School Staff

Keith Bouchard, ND, LMBT #367

Keith is a certified and licensed Naturopath with a successful practice in Raleigh since 1988. He is a director and founder of the school providing support and a wealth of practical experience to students and faculty. His training and practice in the healing arts synthesizes hands-on techniques with nutrition and Functional Energy Therapy.

Guest Instructors

A variety of quality guest instructors provide classes in the areas of massage, yoga, energy Healing, Transformational and other Energy Medicine classes from time to time throughout the year.

Member/Manager

Keith Bouchard, N.D., LMBT #367

Chief Administrative Officer

Director of Admission/Program Director

Head Instructor Continuing Education Director

Keith Bouchard, N.D., LMBT #367

Office Manager & Faculty Administrator

Colleen Bouchard

Student Administrator

&

Academic Advisor

Josh Larimar

Instructors

Keith Bouchard

Josh Larimar

Dr. Jasmine Stanton

J.J. White, Jr.

Veronica McMullan

Jacob Martens,

Teaching Assistant

Lisa Hinnant

Teaching Assistant

Advisory Board

Keith Bouchard, Josh Larimar, Dr. Jasmine Stanton

Lisa Hinnant Jacob Martens, Colleen Bouchard (Public Member)

In Loving Memory of Barbara Wheeler and Kitty R. Fehr (Miss Kitty). Dear departed Staff Members and Friends.

Faculty

&

Advisors

The faculty and advisors of the school have extensive experience in the field of Healing Arts and Massage. Most importantly, the schools staff continues a history of excellence in Massage and Bodywork education.

Your primary instructor is a Naturopathic Doctor with extensive experience in Natural Healing and Education. Supporting staff and Advisors are Career Educators, Licensed Massage Therapists and innovators in the Healing Arts and learning.

The school's director regularly develops and modifies curriculum and program standards employing instructors from a variety of healing modalities.

Experience
Is the Best
Teacher

The Healing Arts and Massage School, LLC

Enrollment Application Form

Print or type in ink.

Course of Enrollment _____

For Office Use:

Date of Class _____

Interview _____

Date of Interview _____

Affix
Photo
Here

Please provide a photo and the following information as completely as possible. The following application will help the school address your needs and provide the school with important information about you and your current state of health.

Name _____ Nickname _____

(As you wish for it to appear on certificates)

Address _____

City _____ State _____ Zip _____

Phone Home (____) _____ Work (____) _____

How did you hear about or find the school? _____

E-mail Address _____ Drivers License #/State _____

Date of Birth _____ Place of Birth _____

Male _____ Female _____ Marital Status _____ Occupation _____

In Case of Emergency Notify

Name _____ Relationship _____

Phone Home (____) _____ Work (____) _____

Briefly describe current state of health _____

List any health problems or existing conditions _____

Employment Information

Dates From - To	Employer Name City & State	Employer Phone	Title/Position	Reason for Leaving

Educational Experience

Educational Institution	City and State	Certificate, Diploma, or Degree	Dates Attended

Identify Your Participation in any Volunteer Programs or Community Service Activities

General and Health Information

Do you have allergies? Yes No
 Specify: _____

Do you have arthritis? Yes No
 Do you have high blood pressure? Yes No
 List any medications _____

Do you suffer from epilepsy or seizures? Yes No

Do you suffer from claustrophobia? Yes No

Do you have varicose veins or distended capillaries? Yes No

Do you have any contagious diseases? Yes No

Do you have heart disease? Yes No

Do you have diabetes? Yes No

Do you have asthma? Yes No

Have you ever or are you being treated now for cancer? Yes No

Please explain: _____

Do you suffer from any blood disorder? Yes No

Have you ever had surgery? Yes No
 Please explain: _____

Are you pregnant or nursing? Yes No

Do you wear contact lenses? Yes No

Do you have a pacemaker? Yes No

Are you currently being treated by a physician for any condition? Yes No

Please explain: _____

Do you have any other medical condition the school should know about? Yes No

Are you taking any medications (including non-prescription drugs)? Yes No

Birth Control Pills Diuretics

Accutane Vitamins/Supplements

Hormone Therapy Antibiotics

Aspirin/Ibuprofen/acetaminophen

Vitamin A (topical or internal)

Do you exercise regularly? Yes No

How would you describe your overall level of stress?

Low Medium High

Please take a moment to carefully read the catalog and the information you have provided and sign where indicated. After review of your application and interview, the school will provide notification of the admission decision. Upon admission acceptance and the receipt of a tuition deposit this application and the School Catalog become an Enrollment Agreement. Your signature affirms that the policies and procedures have been read and are understood.

Applicant's Signature _____ Date _____

Admission Staff Member _____ Date _____

Admission Policy, Requirements and Procedures

Students must meet the following:

1. Be at least 18 years of age and possess a High School Diploma or its equivalent. Waived with parental consent; for theory level courses; or for individuals participating for continuing education, personal development, and/or self-awareness.
2. Submit an Enrollment Application.
3. Submit two (2) Reference Statements: One from anyone *except* a family member or a clergy member and one from an educational instructor or employment supervisor. Use the forms provided by the school.
4. Submit an Admission Essay according to school criteria available on the web site or by request.
5. Upon acceptance in a program a signed Enrollment Application and required tuition deposit registers the student under contract. The policies and procedures in this catalog constitute the terms of the contract. Tuition deposit includes a \$1,000.00 non-refundable tuition deposit.
6. Arrange satisfactory terms for tuition.
7. Minimum Tuition Deposit of 25% three (3) months prior to the start date for the class or program of enrollment.
8. Full payment of tuition fifteen (15) days prior to the start date for the class or program of enrollment.
9. Due to the high number of applicants and small class sizes, an application does not guarantee admission to the school. The school reserves the right to admit or deny a student for enrollment based on his/her academic background, career objectives, likelihood of success in the program, the student's interview, and other reasonable criteria.

Statement of Non-Discrimination

The Healing Arts and Massage School does not discriminate on the basis of age, race, gender, ethnicity, sexual orientation, disability, nationality, place of origin, or religion.

Reasonable accommodations are available to address the needs of individuals with disabilities provided the individual is physically capable of performing the techniques being taught.

Sexual Harassment Policy

Every person should be able to work and learn in an environment free from sexual harassment. Sexual harassment by supervisors, managers, other employees or nonemployees, including clients, students or visitors is strictly prohibited. Conduct which may constitute sexual harassment includes unsolicited verbal comments, gestures, or physical contact of a sexual nature which is unwelcome. Pleasant, courteous, mutually respectful interaction that is acceptable to the parties is not sexual harassment.

Transfer Credit

The school awards credit for previous academic work that directly resembles a course of the licensing program. A maximum of 100 hours for the 625 hour program will be accepted (NC regulations apply). A minimum grade of a C+ (79%) is required to receive transfer credit. An official transcript(s) outlining prior training and examination are required.

Student Services

The school provides academic and practical advising to all students to ensure satisfactory progress through their program. Special attention is given to those students that need additional assistance within reason. Academic and practical tutoring is available to students by appointment. Students must contact the Student Administrator or Student Advisor to request a tutorial appointment with an instructional staff member. Professional advisement for graduates of the program is provided free of charge. Discounts for products, supplies and services (i.e. student massage and continued education) are provided to graduates of the licensing program. Graduates must contact the Student Administrator or Program Director to request an advisory appointment with a staff member. The school does not guarantee employment or licensure. The school does not provide housing, transportation or childcare for students.

Financial Policy

Tuition and Costs

Tuition costs for programs are detailed on page 4 of the School Catalog. Tuition is due prior to the start of the program. Tuition covers the use of massage tables, oils and other supplies used in class and in the student clinic. Students participating in a program will be responsible for the current tuition fees. See Time Limit for Course.

Books and Materials

Books and related supplies for use outside the school are not included in the tuition fees. Students are recommended to budget approximately \$370.00 for text books and related supplies. Students are recommended to budget approximately \$450.00-675.00 for the purchase of a portable massage table for use outside of the classroom or student clinic. The table is required and will enhance hands on learning skills. Tables are available for use in class.

Refund Policy

The following policy applies to all programs offered through the school:

1. For applicants who withdraw before the program start date (e.g. before attending the first class), all tuition and fees shall be fully refunded, including the tuition deposit.
2. For students who withdraw after the program start date (e.g. after attending a class) but before completing 25% of the program, all tuition and fees shall be fully refunded minus a percentage based on the hours completed and the \$1,000 non-refundable tuition deposit. Examples: (1) A student with an approved withdraw from the program that has progressed 130 hours who completed a 50% tuition payment (\$5,100) will receive a tuition refund of $\$5,100 - 2,270 = \$2,830$. (2) A student with an approved withdraw from the program that has progressed 50 hours (\$816) who completed a 50% tuition payment (\$5,100) will receive a tuition refund of $\$5,100 - 1,000$ (non-refundable tuition deposit) $= \$4,100$, rather than $\$5,100 - 918 = \$4,182$.
3. No student who is dismissed from the School pursuant to the School's administrative policies and procedure shall receive a refund of tuition or fees. No student shall receive a refund once 25% of the program has progressed or the student has completed 25% of the program. During the program period from 25-100% no refunds shall be processed. Examples: (1) A student is dismissed from the school as a result of refusing to adhere to school policies, procedures, and/or student regulations. The student is dismissed without refund. (2) A student requests a voluntary withdrawal from the school at the time that the program progressed 168 hours (28%). The student withdraws without refund. The school does provide a reasonable alternative to withdraw without refund (*see Leave of Absence page 16*)
4. In the event a school program is cancelled in its entirety (e.g. an entire curriculum or program is no longer offered by the school), each student in the cancelled program shall receive a full refund of tuition and fees for that program.
5. All refunds shall be made in writing. Refunds shall be made within 30 days of the date of termination. Refunds for textbooks and/or supplies will be made only if the textbooks and/or supplies are returned in their original condition.

Financial Assistance

A variety of discounts and tuition payment options are available for qualifying applicants. At present the school does not provide financial aid.

The school provides the following Full Payment discount opportunities:

Full Tuition Payment 45 days prior to the start of the program - **10% (\$1,020)** - Total tuition **\$9,180**.

Full Tuition Payment 30 days prior to the start of the program - **8% (\$816)** - Total tuition fee **\$9,384**.

Full Tuition Payment 15 days prior to the start of the program - **5% (\$510)** - Total tuition fee **\$9,690**.

Equal payment plans with no interest completed prior to graduation are available by contract. Alternatively, tuition payment plans with low monthly payments including interest are available by contract. Payment plans including interest require a tuition down payment and will include a payment scheduled for 12, 18, or 24 months. Tuition payment plans are documented by a financial management company and adhere to the Truth in Lending Act (TILA regulation). Proper maintenance of a payment plan schedule is a requirement of enrollment.

Satisfactory Academic Progress

Attendance and Tardiness

Satisfactory academic progress begins when a student attends the first class in a program. Students shall promptly attend all scheduled classes that are a part of the particular curriculum of enrollment. Failure to attend class at the scheduled time constitutes a tardy. Any class time missed will be made up. **Make-up work**, assignments or course work missed due to an absence or tardiness, must be completed prior to graduation. Students must attend all of the regularly-scheduled classes for each curriculum. If a student is absent for more than fourteen (14) consecutive days without an approved leave of absence, the school will determine whether the student intends to return to class or withdraw. Absence of more than thirty (30) days without written notification to the school will be considered a withdrawal from the program (see Voluntary Withdrawal).

Make-up work, Class Hours, and Non-credit Remedial Classes

A student may attend make-up classes and review sessions as provided by the school. Make-up and review sessions are considered remedial classes and *do not* increase the students credit hours. In the event student make-up work will exceed 25% (150 hours) of the total program the school Academic Review Committee will consider the student for a possible Leave of Absence. All students must complete the curriculum in 1.5 times (150%) the normal length of the program (i.e. 13.5 months). Attendance at make-up classes and review sessions must be pre-approved and pre-scheduled by and with an instructor.

A student who misses massage practice hours must make up these hours outside of regularly scheduled class time. The student must record the hours made up and submit them to the school using the practice log form provided by the school. These massage practice hours are documented in addition to and along with the rest of their required 70 hours of Fundamental Massage Practice.

Maximum Time Frame for Program

The Holistic Massage Therapist program for licensure preparation is a 625-hour course that is provided over a 9-month period. Although students enrolled full time in the program should complete it within the 9-month period, all students must complete the curriculum in 1.5 times (150%) the normal length of the program (i.e. 13.5 months). In addition, each student must complete at least 315 hours within the first 6.75 months of the program. The school provides a flexible schedule for completion through the availability of part-time or full enrollment. Students registering for individual theory level courses will be considered as a part time student not subject to the 150% time limit for completion. Students may elect to accelerate their training according to the availability of course offerings.

Full payment for a particular program will avoid any tuition fee increase. Failure to maintain satisfactory academic progress and/or attendance in the program may result in termination of enrollment and Dismissal from the program. In the case of pre-approved long-term absences, the school may require a review and evaluation before advancing (see *Leave of Absence*). Review costs may be incurred according to materials, supplies or duration of leave.

No credit will be given for classes withdrawn from by a student. For incomplete work, a student must complete the work not more than two weeks after the regularly-scheduled end of the class in order to receive credit for that class; otherwise, no credit will be given for that class and it will have to be repeated. When a class is repeated, the level of achievement obtained in the subsequent class will be applied to graduation credit.

Grading Scale, Grading Procedure and Academic Progress

Examination and Participation in the program will assess a student's satisfactory academic progress in the curriculum. Students will be graded utilizing a percentage score and letter grade system. A percentage score is associated with a specific letter grade to indicate academic markers and satisfactory progress. Percentage scores are associated with the following letter grades A+ (99-100); A (95-98); A- (92-94); B+ (89-91); B (85-88); B- (82-84); C+ (79-81); C (75-78); C- (72-74); D+ (69-71); D (65-68); D- (62-64); E (0-64). Satisfactory academic progress is indicated by a minimum letter grade of C (75% and above). Unsatisfactory progress is indicated by C- or below (0-74%). Academic Achievement is indicated by a minimum of B+ (89-100%). Successful completion of the curriculum is determined by the following:

- Minimum score of 75% correct on examination for each program (e.g. Anatomy, Physiology, & Pathology, Reflexology, Ethics);
- Minimum score of 75% correct on final examination;
- Attendance; successful completion of class assignments; and
- Proper demonstration of hands-on practice, skills, and presentation of technique.

Detailed information regarding a particular course is contained in the in the course syllabus and curriculum. The school will maintain a record of student course work and progress.

Satisfactory Academic Progress

(Continued)

Leave of Absence

A leave of absence is a temporary interruption in a student's course of study. This places the student's progress on hold at a satisfactory level. A student who intends to re-enroll may apply for a leave of absence from a program. Re-admission will require written and/or practical examination. Completion of curriculum shall be required for graduation. A student shall notify the school of a Leave of Absence in written form using the Leave of Absence Request Form provided by the school.

Absent exigent circumstances, students must obtain prior approval from the school before a leave of absence is taken; otherwise the student's absence will be considered a withdrawal from the program. Students are required to meet with school staff prior to the leave to clarify any impact on their tuition payments or financial aid (*at present, no financial aid is offered at the school*).

Generally, students must obtain prior written approval from the school before a leave of absence is taken; otherwise a student's extended absence will be considered a withdrawal from the program as provided herein. In order for a leave of absence to be recognized, a student must provide a written, signed and dated request for a leave of absence. The request must provide (1) the reason for the request; (2) the requested begin and end date for the leave period, if known; and (3) verification that the student intends to return to the school following the end of the leave period. Generally, the request for a leave of absence must be submitted to and approved by the school *before* the leave is taken. However, under exigent circumstances which make application for the leave of absence impractical, the school may grant a student's request for a leave of absence after the leave period has commenced. The request for the leave of absence in this instance must still be completed in writing and must still include the information required above.

A request for a leave of absence should be submitted to the program director or student administrator. The school will generally make a determination within three (3) business days from receipt of the request. An approved leave of absence will not include additional charges by the school provided the leave period taken is not extended beyond that requested.

One or more approved leaves of absence shall not exceed 180 days in any 12-month period. This 12-month period begins on the first day of the student's initial leave of absence. Since an approved leave of absence may not exceed 180 days, the school will reduce the length of a leave of absence if the 180th day is scheduled to fall on a day the school will be closed. A student may request to attend review sessions during their leave. Pre-approval is required to attend review sessions and are included in the time spent on leave.

A tuition installment schedule of payments continues while on a leave of absence.

Voluntary Withdrawal

A student shall notify the school of a Voluntary Withdrawal in type written form using the Voluntary Withdrawal Request Form provided by the school, including the reason for the request. The request shall be signed and dated by the student. A request for a voluntary withdrawal should be submitted to the program director or student administrator. The school will generally make a determination within three (3) business days from receipt of the request. An approved Voluntary Withdrawal will be handled according to the school refund policy. See *Refund Policy* for more information.

Students who are absent for more than fourteen (14) consecutive days without the student providing written notification will be examined to determine if the student intends to return to the program or withdraw. Absence of more than thirty (30) consecutive days without written notification will activate withdrawal from the program without refund. See *Refund Policy* for more information.

Requirements for Graduation

To graduate, a student must successfully complete the curriculum, all course work for a particular program, and maintain proper class attendance as described in the school's Satisfactory Academic Progress policy. All tuition and fees must be paid in full before certification is awarded, with exception of satisfactorily maintained tuition payment plans (installment contracts). Each student is expected to provide an exit interview prior to graduation.

Certification Statement

A professional sealed Diploma is presented for the successful completion of the training program. Official Transcripts are released by written request of the student/graduate. Official Transcripts are provided in a sealed envelope.

Satisfactory Academic Progress

(Continued)

Student/Graduate Records

Student/Graduate records are maintained in perpetuity and in accordance with the federal Family Educational Rights and Privacy Act (FERPA). A brief orientation to and summary of FERPA regulations regarding student records will be found at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. A complete copy of FERPA regulations is provided at <http://www2.ed.gov/policy/gen/reg/ferpa/index.html>. Records are stored in such a manner as to ensure their confidentiality, and are kept safe from theft, fire, or other reasonable loss. Students and graduates are permitted access to their records. Transcripts shall be released upon written request from students and graduates.

Students/Graduates have the right to inspect and review their educational records maintained by the school. The school is not required to provide copies of records unless, for reasons such as great distance, it is impossible for the student/graduate to review the records. The school may charge a fee for such copies. Student/Graduates have the right to request that the school correct records which they believe to be incorrect or misleading. Such a request shall be submitted to the Program Director in type written form. If the school decides not to amend the record, the student/graduate has the right to a formal hearing with the Academic Review Committee. After the hearing, if the school still decides not to amend the record, the student/graduate has the right to place a type written statement with the record setting forth his or her view regarding the contested information.

Terms for Dismissal; Appeals Process and Procedures

Generally, students should be notified of misconduct and/or satisfactory academic progress not being maintained at least twice in writing before being suspended or dismissed from school. Such notification may include a period of probation.

Probation is a period of review that allows the student the opportunity to correct misconduct and/or satisfactory academic progress not being maintained while attending class. Following the decision to activate probation the school will notify the student specifying the reasons for the probation, including the conditions and timeframes that must be met for probation to be successfully completed. During the probation period, the student must correct misconduct and exhibit satisfactory academic progress. The student on probation must exhibit satisfactory academic progress for financial aid to be reinstated if aid is denied due to unsatisfactory progress (*at present, no financial aid is offered at the school*). The period of probation shall be determined by the Academic Review Committee but shall not exceed 60 days. The probation period will end with a review and report identifying correction of misconduct and academic progress.

In extreme circumstances, however, a student may be suspended up to 30 days or dismissed entirely from school. Suspension is a period that restricts the student from attending class. The suspended student will be required to make up missed class time. Following the decision to activate suspension the school will notify the student specifying the reasons for the suspension, including the conditions and timeframes that must be met for suspension to be successfully completed. Such disciplinary action may be initiated by school staff only upon receiving a written complaint by another staff member or student. A student shall be given notice of the alleged complaint and provided with an opportunity to be heard before any disciplinary action is taken, except in instances in which the safety of others or property may be compromised. There shall be a three-person Academic Review Committee to consider any complaints raised and any disciplinary action to be taken before a student is suspended or dismissed. The Academic Review Committee shall consist of two school staff members (including administrative staff and adjunct faculty) and one student class representative to be appointed by the school. A majority vote of Academic Review Committee is required before any action may be taken, except as provided above.

The student may appeal any adverse action taken by the Academic Review Committee, including the denial of financial aid due to unsatisfactory progress, within three days by providing written notice of such appeal to the program director. A written notice of appeal regarding the denial of financial aid due unsatisfactory progress shall substantially exhibit that satisfactory progress exists before financial aid is reinstated (*at present, no financial aid is offered at the school*). The program director shall meet with the student within a reasonable period of time and promptly affirm the decision of the Academic Review Committee or modify any adverse action taken against the student as the program director deems appropriate under the circumstances. Any adverse action taken against the student by the Academic Review Committee shall remain effective, pending any such appeal.

Staff/Student Code of Conduct Policy

NCBTMB

Code of Ethics

The Code of Ethics of the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) specifies professional standards that allow for the proper discharge of the massage therapist and/or bodyworker's responsibilities to those served, that protects the integrity of the profession and safeguards the interest of individual clients.

NCBTMB certificants and applicants for certification shall act in a manner that justifies public trust and confidence, enhances the reputation of the profession, and safeguards the interest of individual clients. Certificants and applicants for certification will:

- Have a sincere commitment to provide the highest quality of care to those that seek their professional services.
- Represent their qualifications honestly, including education and professional affiliations, and provide only those services, which are qualified to perform.
- Accurately inform clients, other health care practitioners, and the public of the scope and limitations of their discipline.
- Acknowledge the limitations of and contraindications for massage and bodywork and refer clients to appropriate health professionals.
- Provide treatment only where there is reasonable expectation that it will be advantageous to the client.
- Consistently maintain and improve professional knowledge and competence, striving for professional excellence through regular assessment of personal and professional strengths and weaknesses and through continued education training.
- Conduct their business and professional activities with honesty and integrity, and respect the inherent worth of all persons.
- Refuse to unjustly discriminate against clients or other ethical health professionals.
- Safeguard the confidentiality of all client information, unless disclosure is requested by the client in writing, is medically necessary, is required by law, or necessary for the protection of the public
- Respect the client's right to treatment with informed and voluntary consent. The certified practitioner will obtain and record the informed consent of the client, or client's advocate before providing treatment. This consent may be written or verbal.
- Respect the client's right to refuse, modify, or terminate treatment regardless of prior consent given.
- Provide draping and treatment in a way that ensures the safety, comfort and privacy of the client.
- Exercise the right to refuse to treat any person or part of the body for just and reasonable cause.
- Refrain, under all circumstances, from initiating or engaging in any sexual conduct, sexual activities, or sexualizing behavior involving a client, even if the client attempts to sexualize the relationship unless a pre-existing relationship exists between an applicant or a practitioner and the client prior to the applicant or practitioner applying to be certified by NCBTMB.
- Avoid any interest, activity or influence, which might be in conflict with the practitioner's obligation to act in the best interests of the client or the profession.
- Respect the client's boundaries with regard to privacy, disclosure, exposure, emotional expression, beliefs, and the client's reasonable expectations of professional behavior. Practitioners will respect the client's autonomy.
- Refuse any gifts or benefits which are intended to influence a referral, decision or treatment that are purely for personal gain and not for the good of the client.
- Follow the NCBTMB Standards of Practice, this Code of Ethics, and all policies, procedures, guidelines, regulations, codes, and requirements promulgated by the NCBTMB.

Student Regulations

1. All students of the school will conduct him or her self in an acceptable manner with respect to requirements, policy, and regulations, in and out of class: and, exceed (exemplify) school principles and code of ethics.
2. Students are responsible for all valuables brought to the school.
3. Personal appearance and school facility is always to be kept neat and clean. Students will practice exceptionally good personal hygiene. Fingernails will be kept short and neatly trimmed. Hair is to be manageable and away from the face.
4. Students will be on time for class and remain till the completion of the class.
5. At no time may anyone smoke in the building, school facility or at the entrance.
6. Students will practice within their current level of study and focus on the techniques being learned. Under no circumstances will a student practice techniques that the instructor has not yet taught them.
7. While class is in session, conduct and conversations among students or participants/clients will not be disruptive.
8. Student compensation is strictly prohibited. No student shall receive a fee or other consideration for the massage and bodywork therapy they perform while completing clinical requirements for graduation.

Complaints and Resolution of Student Complaints

Complaints must be presented to the program director in writing using the school's official complaint form with the participation and advisement of the student advisor, student administrator, or faculty administrator. Resolution will be based on school policies and procedures.

Complaints by students regarding another student should be presented to the program director in writing using the school's official complaint form with the participation and advisement of the student advisor, student administrator, or faculty administrator. Complaints will be resolved pursuant to the school's suspension and dismissal policy. The program director shall forward copies of the complaint to the three-person Academic Review Committee.

Complaints by students regarding school/owner, program director, faculty, or staff should also be presented to the program director, faculty administrator, or student administrator in writing using the school's official complaint form with the participation and advisement of the student advisor, student administrator, or faculty administrator. Both the student and faculty/staff member shall be given notice of the complaint and provided with an opportunity to respond.

Generally, the school/owner, faculty, or staff should be notified of misconduct at least twice in writing before being suspended or dismissed from school. Such notification may include a period of probation. Probation is a period of review that allows the school/owner, program director, faculty, or staff the opportunity to correct misconduct while performing regular functions. In extreme circumstances, however, the school/owner, program director, faculty, or staff may be suspended up to 30 days or dismissed entirely from school. Such disciplinary action may be initiated by school staff only upon receiving a written complaint by another staff member or student. The school/owner, program director, faculty, or staff shall be given notice of the alleged complaint and provided with an opportunity to be heard before any disciplinary action is taken, except in instances in which the safety of others or property may be compromised.

There shall be a three-person Review Committee to consider any complaints raised and any disciplinary action to be taken before the school/owner, program director, faculty, or staff is suspended or dismissed. The Review Committee shall consist of two school staff members (including administrative staff and adjunct faculty) and one student class representative to be appointed by the school. A majority vote of Review Committee is required before any action may be taken, except as provided above. The school/owner, program director, faculty, or staff may appeal any adverse action taken by the Academic Review Committee within three days by providing written notice of such appeal Advisory Board. The Advisory Board shall meet with the school/owner, program director, faculty, or staff member within a reasonable period of time and promptly affirm the decision of the Review Committee or modify any adverse action taken against the school/owner, program director, faculty, or staff as the Advisory Board deems appropriate under the circumstances. Any adverse action taken against the school/owner, program director, faculty, or staff by the Review Committee shall remain effective, pending any such appeal.

In the event the student and owner/school/faculty/staff member are unable to reach an amicable resolution, either party may notify the North Carolina Board of Massage and Bodywork Therapy 4140 ParkLake Ave. Ste 100, Raleigh, N.C. 27612.

State Massage & Bodywork Regulatory Agencies

Alabama – 650 hours

Board of Massage Therapy
610 S. McDonough St, Montgomery, AL 36104

Alaska– 625 hours

Alaska Board of Massage Therapists
PO Box 110806, Juneau, AK 99811-0806

Arizona -700 hours

Board of Massage Therapy
1400 West Washington, #230, Phoenix, AZ 85007

Arkansas - 500 hours

State Board of Massage Therapy
PO Box 20739, Hot Springs, AR 71903

California – Voluntary Certification

California Massage Therapy Council
One Capitol Mall, Suite 320 , Sacramento, CA 95814

Colorado - 500 hours

Department of Regulatory Agencies
Office of Massage Therapist Registration
1560 Broadway, Ste 1350, Denver, CO 80202

Connecticut - 750 hours

Department of Public Health
Massage Therapy Licensure
PO Box 340308, Hartford, CT 06134

Delaware - 500 hours

Delaware Board of Massage & Bodywork
Cannon Building, #203
861 Silver Lake Blvd., Dover, DE 19904

Florida - 500 hours

Florida Department of Health
Medical Quality Assurance
Board of Massage Therapy
4052 Bald Cypress Way
Bin #C06, Tallahassee, FL 32399

Georgia - 500 hours

Board Offices
Application/Payment Address
PO Box 13446, Macon, GA 31208

Hawaii - 570 hours

Dept. of Commerce & Consumer Affairs
State Board of Massage
PO Box 3469, Honolulu, HI 96801

Idaho - 500 hours

Idaho Bureau of Occupational Licenses
Idaho Board of Massage Therapy
PO Box 83720, Boise, Idaho 83720-0063

Illinois - 600 hours

Department of Professional Regulations
320 W. Washington Street, 3rd Floor
Springfield, IL 62786

Indiana - 625 hours

Professional Licensing Agency
Attn: State Board of Massage Therapy
402 W Washington St, Room W072
Indianapolis, IN 46204

Iowa - 600 hours

**Department of Public Health Massage
Therapy Advisory Board**
Lucas State Office Building, 5th Floor
321 East 12th Street , Des Moines, IA 50319-0075

Kansas

There is no state regulation. Contact your City Clerk to
find local requirements.

Kentucky - 600 hours

**Kentucky Board of Licensure for Massage
Therapy**
PO Box 1360 Frankfort, KY 40602

Louisiana - 500 hours

Louisiana Board of Massage Therapy
12022 Plank Road Baton Rouge, LA 70811

Maine - 500 hours

**Department of Professional & Financial
Regulation**

Division of Licensing & Enforcement
Massage Therapist
35 State House Station Augusta, ME 04333

Maryland - 600/750 hours

**Board of Chiropractic and Massage
Therapy Examiners**
4201 Patterson Avenue
Baltimore, MD 21215-2299

Massachusetts - 625 hours

Board of Registration of Massage Therapy
239 Causeway Street , Boston, MA 02114

Michigan - 625 hours

Michigan Board of Massage Therapy
Michigan Dept of Licensing & Regulatory Affairs
Bureau of Health Care Services
P.O. Box 30670 Lansing, MI 48909

Minnesota

There is no state regulation. Contact your City Clerk to
find local requirements.

Mississippi - 700 hours +100 clinic

State Board of Massage
PO Box 12489, Jackson, MS 39326-2489

Missouri - 500 hours

Division of Professional Registration
Massage Therapy Board
3605 Missouri Blvd.
PO Box 1335, Jefferson City, MO 65102-1335

Montana - 500 hours

Montana Board of Massage Therapy
PO Box 200513, Helena, MT 59620-0513

Nebraska - 1000 hours

HHSR&L Credentialing Division
Massage Therapy Board
PO Box 94986 Lincoln, NE 68509-4986

Nevada - 550 hours

Nevada Board of Massage Therapy
1755 E. Plumb Lane
Suite 252 Reno, NV 89502

New Hampshire - 750 hours

**New Hampshire Dept. of Health &
Services**
Licensing & Regulative Services
129 Pleasant Avenue, Concord, NH 03301

New Jersey - 500 hours

Board of Nursing
124 Halsey St., 6th Floor, Newark, NJ 07102

New Mexico - 650 hours

Massage Therapy Board
Toney Anaya Building, Second Floor
2550 Cerrillos Road , Santa Fe, NM 87505

New York - 1000 hours

State Board of Massage Therapy
89 Washington Ave
Second Floor, Albany, NY 12234

North Carolina - 500 hours

Board of Massage & Bodywork Therapy
4140 Park Lane Ave, Ste. 100
Raleigh, NC 27612

North Dakota - 750 hours

State Board of Massage
PO Box 218, Beach, ND 58621

Ohio - 750 hours

State Medical Board - Massage Licensing
77 South High St., 17th Floor, Columbus, OH 43266

Oklahoma

There is no state regulation. Contact your City Clerk to
find local requirements. New Law 12/23/2016

Oregon - 625 hours

Oregon Board of Massage Therapists
748 Hawthorne Ave NE, Salem, OR 97301

Pennsylvania - 600 hours

State Board of Massage Therapy
Professional Regulation
PO Box 2649, Harrisburg, PA 17105

Rhode Island - 500 hours

Office of Health - Professional Regulation
3 Capitol Hill, Room 104, Providence, RI 02908-5097

South Carolina - 650 hours

Division of Professional Licensing
PO Box 11329, Columbia, SC 29210

South Dakota - 500 hours

Massage Therapy Board
217 W Missouri Ave Pierre, SD 57501

Tennessee - 500 hours

Massage Licensure Board
665 Mainstream Drive, 2nd Floor Nashville, TN 37243

Texas - 500 hours

Massage Therapy Licensing Program
Texas Department of State Health Services
Mail Code 1982 PO Box 149347, Austin , TX 78714

Utah - 600 hours

**Division of Occupational & Professional
Licensing** -Board of Massage
160 East 300 South Salt Lake City, UT 84145

Vermont

There is no state regulation. Contact your City Clerk to
find local requirements.

Virginia - 500 hours

Dept of Health Prof - Board of Nursing
6603 W. Broad St., Fifth Floor, Richmond, VA 23230

Washington - 625 hours

Department of Health
Massage Program
PO Box 47865 Olympia, WA 98504-7868

Washington, DC - 625 hours

**Department of Health
Health Professional Licensing
Administration**
Board of Massage Therapy
825 North Capitol Street, NE, 2nd Floor
Washington, DC 20002

West Virginia - 500 hours

Massage Therapy Licensure Board
Peoples Building
179 Summers Street, Suite 711 Charleston, WV 25301

Wisconsin - 600 hours

Department of Regulation & Licensure
1400 E. Washington Avenue
PO Box 8935 Madison, WI 53708

Wyoming

There is no state regulation. Contact your City Clerk to
find local requirements.