Welcome to the European Massage Therapy School!

*Thank you for your interest in the **European Massage Therapy School (EMTS)**. I hope this catalog will answer many of your questions and that you will feel free to contact the school for any additional information you may need.*

European Massage Therapy School is dedicated to assisting you in becoming a competent and successful massage therapist. Our goal is to provide you with the best possible education, which includes a healthy learning environment, a well-planned curriculum, and a professional and dedicated staff and faculty. EMTS is proud to be one of the most affordable accredited massage therapy schools in Nevada.

Massage therapy is one of the fastest growing health care professions today. Our graduates have many career opportunities: medical facilities, chiropractic offices, sports therapy and fitness clubs, salons and health spas, home-based practices, rehabilitation facilities, corporate on-site massages, cruise ships and many others. European Massage Therapy School will provide you with a solid foundation of massage training from which you can create your future.

We hope you will take advantage of this great opportunity to become a massage therapist. This catalog will answer your questions and assist you in making a very important decision regarding your future. If you wish to visit our school, please call us at 702-202-2455. You can also e-mail us at emtslv@gmail.com *or visit our website at www.school-for–massage.com.*

Thank you again for your interest in EMTS.

Sincerely,

John Teng
Director

About This Catalog

European Massage Therapy School certifies that the information contained in this publication is current and correct. The information contained in this catalog becomes effective on January 10, 2018. The purpose of this Catalog is to familiarize applicants and others with the programs and policies of the European Massage Therapy School (EMTS). If changes are made to the information in this Catalog, an update will be made available.

From time to time, it may be necessary or desirable for EMTS to make changes to this catalog due to the requirements and standards of the school's accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons.

European Massage Therapy School is not responsible for any statement of our policies, job placement activity, and references to our curriculum or the facility that is not directly discussed in this School Catalog.

EMTS reserves the right to add, delete or improve upon any class or program. An ensuing change in tuition rates will not affect students already enrolled in a program, and who have been continuously enrolled since signing an Enrollment Agreement.

The catalog version that is current at the time of the student's enrollment is the governing document for that student, providing enrollment has been continuous.

Accreditation

Accreditation is a voluntary process which may be undertaken by schools to demonstrate compliance with specific standards designed to indicate a level of education quality. European Massage Therapy School is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), a national accrediting agency recognized by the United States Department of Education. This indicates that European Massage Therapy School substantially meets or exceeds the stated criteria of education quality established by ABHES, and approved by the DOE. This recognition of institutional accreditation by ABHES entitles EMTS to offer Title IV Financial Assistance to students who qualify. ABHES can be contacted at 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043. Phone number (703) 917-9503.

Approvals and Memberships

- ***Commission of Postsecondary Education.*** EMTS has a Certificate of Approval to operate as a Private Business and Vocational School in the State of Nevada. This approval is renewed bi-annually.

- ***National Certification Board for Therapeutic Massage and Bodywork*** **(NCBTMB)**. EMTS is recognized by NCBTMB as a qualified school to teach massage therapy and EMTS graduates are qualified to take the NCBTMB exam for national certification.

- ***American Massage Therapy Association (AMTA), Council of Schools***. AMTA is the largest international organization serving the massage therapy profession, and is committed to providing quality education to future massage therapists in a caring, professional and ethical manner. EMTS is a member of AMTA.

- ***Associated Bodywork and Massage Professionals (ABMP).*** ABMP is a professional massage association representing massage, bodywork, somatic practitioners, and estheticians. EMTS is a member of ABMP.

History

The School first opened its doors in October of 1997 in Skokie, Illinois. EMTS started with just two instructors and the first class consisted of eight students. The School's commitment to excellence in education was immediately recognized by the community, and the school grew and became a thriving educational center. In 2006 EMTS opened a non-main campus in Las Vegas, Nevada. To create a well-rounded and collaborative administration, the campus in Las Vegas is now the main campus and the Skokie, IL campus is the non-main campus.

In the last 20 years the School graduated over 2400 massage professionals. Between the two campuses EMTS employs fourteen instructors and eight members of staff.

Ownership and Legal Control

European Massage Therapy School is a private company incorporated in Cook County, Illinois. The principal and controlling shareholder is Oleg Vologin, who serves as the Chairman of the Board and President of the School.

Officers

Mr. Oleg Vologin, LMT, President,
Secretary/Treasurer
Mr. John Teng, LMT, Director

Mission, Purpose and Objectives

European Massage Therapy School is a postsecondary institution dedicated to providing affordable career-focused training in Massage Therapy and complimentary healing arts. The School is committed to staying abreast of the changes and trends in the field of massage therapy, and offers instruction in various modalities to ensure that graduates have a wide range of occupational skills, techniques and knowledge with which to begin their careers. The School is intricately involved with creating an atmosphere conducive to the interchange of ideas while instilling a high degree of ethics and professionalism in the student. We are dedicated to advancing the art and science of massage therapy through excellence in education, personal and professional development of our students and community service by promoting health and wellness.

Objectives:

- To provide innovative and comprehensive training in the theory and practice of massage therapy designed to prepare students for professional excellence and success.
- To inspire students to be the best in their chosen field and develop the ethics, maturity and professionalism needed to establish a career in massage therapy.
- To prepare students for the Federation of State Massage Therapy Boards (FSMTB) Licensure Exam (MBLEx).
- To prepare students for massage therapy licensure in the State of Nevada.
- To hire highly qualified and experienced instructors.
- To foster educational growth and personal and professional development in a pleasant and safe environment; creating a sensitive and enthusiastic setting which inspires self-confidence and motivation to learn.

Philosophy and Goals

The ***European Massage Therapy School*** values the inherent worth of each individual, whether he/she is a student, an employee or a graduate. ***EMTS*** believes in intellectual freedom and respect for individual belief systems as well. We encourage self-expression and creativity, and assist students in their personal and professional growth. Our approach to massage therapy education reflects the physical, intellectual and spiritual components of holistic development.

School Highlights

- EMTS gained Institutional Accreditation from the Accrediting Bureau of Health Education Schools (ABHES) in December 2003.
- Graduates of the Professional Massage Therapy Program are qualified to take the National Certification Board for Therapeutic Massage and Bodywork Exam.
- Graduates of ***EMTS*** have entered into secure and unsubsidized employment.
- Since 1997, more than 2000 students have graduated from EMTS.
- The School provides job placement services to graduates with follow-up conducted at regular intervals for twelve months following

program completion. Graduate and Employer satisfaction is evaluated as part of the School's commitment to continuous improvement.

School Location, Facilities and Equipment

European Massage Therapy School (EMTS) is located at 9440 W Sahara Avenue, Suite 250, Las Vegas, NV 89117. Phone number is 702-202-2455. The school occupies a modern office space at the Village Square at Peccole Ranch, that is conveniently located just 3 miles from Summerlin Parkway and 3 miles from 215 Beltway. Free student parking is available.

EMTS provides student with modern, well-lit, climate-controlled and spacious classrooms conducive to learning. The school facility encompasses almost 6000 square feet of space. There are four large classrooms and 8 treatment rooms to accommodate both lecture, laboratory studies and clinical classes.

The School has 25 massage tables and 8 massage chairs for use by students. To facilitate learning, the School has a life size painted skeleton and numerous charts. An overhead projector, DLP projector, a TV and DVD player and VCR and whiteboards are also appropriately situated in the classrooms. Each classroom has a wireless speaker so that music can be heard in the background as students give and receive massages.

There is a student lounge, with a refrigerator, a water cooler, a coffee maker, and a microwave.

This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

Office Hours

European Massage Therapy School is open from 9:00 am to 10:00 pm, Monday through Thursday. Friday and Saturday hours are from 9:00 am to 5:00 pm. Sunday hours are from 10:00 am to 4:00 pm. The School is closed on all federal holidays.

Library

The EMTS library offers students the opportunity to do research for course assignments, investigate career opportunities, and keep abreast of current issues through the use of electronic resources and professional publications such as periodicals, books and newspapers. The library contains over 150 books, and a number of videotapes and DVDs on the subjects of massage therapy, anatomy and physiology, healthcare, and fitness and wellness. There are periodicals and references; and books are available for check out on a daily basis. A personal computer with broadband internet connection is available to students for research purposes.

Faculty

The faculty members are the keystone of European Massage Therapy School's quality. Members of the faculty have industry or professional experience, together with appropriate academic credentials. The faculty brings a high level of professionalism to the classroom and is recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries.

Faculty members are dedicated to academic achievement, to professional education, to individual attention, and to the preparation of students for their careers in massage therapy. In essence, the faculty practices what they teach. It is through personal attention that students reach their potential, and it is the dedicated faculty who provide the individual guidance necessary to assure every student that his/her time in class is well spent.

All of our instructors are licensed massage, chiropractic or medical professionals who continually update their skills to keep in step with the changing demands of the massage and bodywork field. A full listing of our faculty may be found in the addendum to this catalog.

The Entry Level Skills of a Professional Massage Therapist

Massage Therapists may find employment at medical or chiropractic offices, day spas, athletic clubs, wellness centers, hospitals, hotels, nursing homes and cruise ships. Many massage therapists become self-employed and run their own massage practices.

As a trained massage therapist, you will join other health professionals in the movement to increase the health and well being of those in your community. Occupational opportunities are both excellent and widespread for massage therapists, and entry-level skills will include:

- Have a fundamental understanding of human anatomy & physiology.
- Have a thorough understanding of the muscular system of the body.
- Have a basic understanding of pathologies of the human body, when and where to refer if needed, including understanding of indications and contraindications for massage therapy.
- Be able to perform the techniques of Swedish Massage and other massage modalities appropriately and effectively.
- Practice appropriate draping techniques, and client confidentiality.
- Have a fundamental understanding of medical terminology.
- Have a basic understanding of body mechanics.
- Be able to maintain client records
- Have a general understanding of business procedures.

Licensure for Massage Therapists:

The Nevada State Board of Massage Therapists (NSBMT), pursuant to legislation NRS 640C, began licensing Massage Therapists on January 1, 2007. Based on this legislation, EMTS recommends that all graduates take the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) exam. It is a nationally recognized certification that could enhance employment opportunities, and is required to practice in the state of Nevada and many other states. Certification requirements for taking and passing this examination are not controlled by EMTS but by outside agencies and are subject to change without notice.

In accordance with NRS 640C.400, the **Nevada State Board of Massage Therapists may refuse to** award a license to practice if the applicant is found to be:

- convicted of a felony or a misdemeanor, or any criminal behavior directly related to the practice of massage.
- engaging in immoral conduct, such as sexual abuse, sexual misconduct, or sexual exploitation;
- engaging in dishonorable, unethical, or unprofessional conduct of a character likely to deceive, defraud, or harm the public;
- having a habitual or excessive use of or addiction to alcohol, narcotics, or like substances that interferes with the performance of professional responsibilities;
- making any misrepresentation for the purpose of obtaining a license, including a material misstatement in furnishing information to the NSBMT;
- having a physical illness, including but not limited to deterioration through the aging process or loss of motor skills, that results in the inability to practice the profession with reasonable judgment, skill, or safety; or
- failing to file a tax return or pay the taxes or interest due, as required by the Nevada Department of Revenue.

Standards vary widely for massage regulation by state and municipal governments throughout the United States. Education undertaken in one state or municipality may or may not be applicable to the requirements of another.

Admissions Requirements

General Requirements

- Applicants must be at least 18 years of age.
- Candidate for enrollment in ***EMTS must be a graduate of high school or higher education,*** and possesses a Diploma or official transcript for such education; or the recognized equivalent of high school (i.e., a General Education Development "GED" Certificate) prior to enrollment.
- Candidates must satisfactorily ***complete all admissions requirements***, including submitting ***accurate and complete Application for Admission and other required documentation*** (i.e***. proof of high school or higher education graduation, or transcript, copy of valid driver's license or other form of identification, or a copy of Social Security Card***). Such records and documentation become the property of ***EMTS,*** and will not be returned to the applicant. Applicants, who fail to provide accurate information, may not be considered for admission.
- Specific requirements must be met for programs funded by the State or private industries.
- Prior to signing the application for Admission or Enrollment Agreement, each Candidate must meet with a representative of the Administration of ***EMTS***, and must ***tour the facility and view the textbooks before enrolling***.
- Due to the nature of the training, all applicants must be in good health, and capable of effectively meeting the physical demands of performing therapeutic massage. Upon acceptance and prior to beginning classes, the student is required to provide a signed ***Statement of General Health.***
- All applicants must successfully pass a Pre-Entrance Oral Interview, conducted by the Administration of ***EMTS***.
- Applicant must read and sign the Enrollment Agreement, which outlines the details and obligations of the student and the School, and acknowledges the applicant's understanding of the contents of the School's Catalog.
- Applicant must pay a $100.00 Registration Fee.
- A former student, who did not complete the program of study and/or has been terminated or withdrawn from the program, is required to reapply for admission. The readmission policy is included in this catalog. A readmitted student is governed by the catalog current at the time of the readmission.
- The applicant must display a genuine desire to become part of a learning atmosphere with the ability and aptitude to succeed in the classroom.

Admissions Process

The enrollment of applicants, who have satisfied the admission requirements, will be on a first come, first served basis. Should there be more applicants than space available, the remaining applicants will be placed on a waiting list for the next class.

Interested applicants must schedule an appointment for an interview with the Administration of the School, and a tour of the facility. The applicant must pass the interview by demonstrating that he/she has the maturity and ability to successfully complete the program and become employed in an entry-level position in massage therapy. Proof of high school graduation, and other documentation, as described in the Admissions Requirements, must be provided at the time of the oral interview, or before.

EMTS offers admission to its programs to applicants who qualify in accordance with published admission standards. Admission is contingent upon the evaluation of proof of high school graduation or equivalent, an interview with the Administration, and meeting all published admission standards.

The applicant must complete an Application for Admission, and submit it on or before the date of the scheduled interview with a representative of the School. The applicant may request an Application by contacting the School at the address listed in this Catalog.

Prior to signing the Enrollment Agreement, the applicant must read and be familiar with the contents of the School Catalog.

The following items must be submitted and satisfactorily completed prior to commencement:

1. Applicant must complete an ***Application for Admission***.
2. Applicant must provide ***evidence of high-school graduation*** or a copy of ***scores on General Education Development*** (GED) Test that demonstrate the exam was passed.
3. Applicant must sign an ***Enrollment Agreement***.
4. Applicant must pay a ***Registration Fee.***
5. Applicant must complete and sign a ***Statement of General Health***
6. Applicant must complete an ***Emergency Medical Care Form***.

The selection of students is based on satisfactory completion of all the admissions requirements. Students, who are accepted for enrollment, as well as those who are not accepted, will be notified prior to the commencement date.

Equal Opportunity Statement

European Massage Therapy School does not discriminate on any basis, including sex, age, race, national origin, creed, religion or disability. EMTS complies with the provisions of Title 1 of the Civil Rights Acts of 1964 and 1974, the Rehabilitation Act of 1973, the American Disabilities Act and all amendments therein.

Foreign Students

The School is approved by the Department of Homeland Security to issue student visas to international students at the Skokie, IL campus only.

Transfer of Credit

EMTS may accept credits from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). EMTS will consider the transfer of credits for completed coursework from such institutions, provided such credit is substantiated by an official transcript, and is submitted for evaluation at least five (5) days prior to the start of the program.

To be eligible for transfer of credit to the School, students must have successfully completed the coursework within the past 18 months, and have earned at least a grade of 'C' in each course being transferred. If the coursework of the completed credit is found to be obsolete, the applicant may be required to update the credit. Coursework content of the completed credit must be considered comparable to the level of the coursework of EMTS' programs. Some coursework at EMTS may have requirements that cannot be satisfied by examination or transfer credit.

No more than 25 percent of coursework from another institution may be transferred into EMTS. The Director has the final authority in determining which coursework can be satisfied by transfer of credit.

Transfer credit will be considered for related previous education completed in:

- Accredited vocational or licensed Therapeutic Massage Schools.
- Other related courses, e.g. Medical Terminology, Anatomy and Physiology.

Applying students may be required to take a written examination and/or perform specific procedures to demonstrate the required knowledge and skill, in order to be granted transfer credit. EMTS may grant the student advanced standing in his/her selected program as a result of acceptance of transfer credit.

Failure to comply with the transfer of credits requirements will not only cause the transfer of credits to be denied but the applying students will be ineligible to apply for VA educational benefits as well.

If course requirements are satisfied by transfer credit from another college, tuition will be adjusted accordingly, and advanced standing will be granted to the student.

The School does not award credit for experiential learning.

Challenge Credit

Prior to a student beginning a course, European Massage Therapy School will consider giving credit by examination, for certain courses, to those applicants that have relevant knowledge and/or skills acquired through prior training and education. Students may challenge a maximum of two courses.

Credit shall be determined by successful completion of a comprehensive written and/or practical examination. Successful passing of examinations requires a grade of 'B' or better, and demonstration of the requisite practical skills. Interested students should contact the Director for scheduling of examinations. The Director will determine applicability on an individual basis, and will evaluate prior coursework, and grades received. If course requirements are satisfied by an examination, a student will be entitled to a tuition credit.

Transfer of Credit from European Massage Therapy School

Transfer of credit from EMTS to another institution is entirely up to the receiving institution. EMTS does not guarantee that another school will accept any of its credits. EMTS will provide academic information, in the form of a transcript, to the receiving school at the written request of the student. Students wishing to transfer credits to another school should contact the school to determine its policy of accepting credits from the European Massage Therapy School.

Requirements for Graduation

EMTS' students will qualify to graduate when they meet the program requirements as listed in this catalog. Graduates will receive the appropriate Diploma if the following requirements have been met:

1. All required courses in the student's program have been satisfactorily completed and all program requirements have been satisfactorily fulfilled; and

2. A minimum grade of 70% (grade point average of 2.0) has been earned in all theory and clinical and laboratory coursework; and

3. Attendance of at least 85% has been attained in the program; and all required Clinical hours are completed.

4. All financial obligations due the School have been satisfied and tuition is paid in full. If a student's account is sent to collections for non-payment, the student will not be eligible to receive a Certificate, transcript or school completion form; and

5. All meetings and requirements with the various Administrative Departments (Financial Services, Placement) have been completed satisfactorily; and

6. All required course hours have been completed within the maximum time frame allowed: 150% of the normal program length, and the Standards of Satisfactory Academic Progress, as described in this catalog, have been met by student.

Diploma Awarded Upon Graduation

When all requirements for graduation are successfully completed, and all financial obligations have been met, EMTS' graduates will be awarded a "Diploma" in their program of study.

Transcripts

Current or former students may request one free copy of their official transcript by submitting a written request to the School with the name and address where the transcript is to be mailed. A fee of $ 5.00 will be charged for additional copies and must be paid in advance before the transcript

request is processed. Transcripts sent directly to the student will be marked to indicate that they are unofficial copies. Official transcripts will not be released to students who have past due accounts with the School.

Student Responsibility

It is the student's responsibility to read and understand the provisions of this catalog. Any questions regarding the School's policies should be addressed and satisfied prior to starting class.

Retention of Student Records

It is the policy of EMTS to maintain all records at its primary administrative location for a minimum of five years. **Additionally, it is the policy of the School to maintain student transcripts indefinitely**. After five years, student transcripts may be retained on site or may be moved to another location, and may take a longer period to access.

Notice of Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives the request for access. Students should submit to the Director or other appropriate official, written requests that identify the record(s) they wish to inspect. The School official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the School Official for whom the request was submitted, that official shall advise the student of the appropriate official to whom the request should be addressed.

2. The right to request an amendment of the student's educational records that the student believes is inaccurate or misleading. Students may ask the School to amend a record that they believe is inaccurate or misleading. In such cases, the student should write the School Official responsible for the record, clearly identify the part of the record they are requesting be changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and will advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School as an administrative, supervisory, academic or research, or support staff person (including law enforcement unit, personnel and health staff); a person or company contracted (such as an attorney, auditor, funding agency, or collection agent); a person serving the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing his or her tasks.

4. School official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

5. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 252 of the Internal Revenue Code.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by European Massage Therapy School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

Dress Code and Personal Hygiene Policy

In order to prepare for a career in Massage Therapy, students are expected to maintain high standards of personal hygiene and cleanliness, both in the classroom and when working with clients.

Students should utilize good judgment in determining their dress and appearance. Neatness and cleanliness are absolutely necessary at all times. Clothing must be clean and in good repair. The students nails must be clean and trimmed short (no nail polish), and all hair that is shoulder length or longer must be pulled back off the shoulders. No perfume or cologne is permitted while at school.

The instructor will advise the student of inappropriate dress or appearance. When there is a difference of opinion related to appropriateness of dress, the final decision is the responsibility of the Director.

Failure to comply with the dress code will lead to progressive disciplinary action.

Housing

EMTS does not have on-campus housing nor does it assist students in finding housing. Students needing housing information should contact the Director.

Financial Aid

Financial Assistance

EMTS participates in a variety of financial aid programs for the benefit of students who qualify. Students must meet the eligibility requirements of these programs in order to participate. EMTS administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on an academic year basis; therefore it is necessary to re-apply for aid for each academic year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.

Federal Financial Aid General Eligibility:

Qualified students are able to receive loans and/or grants through federal student aid programs. To be eligible for any federal financial aid you must:

- Have a high school diploma or the equivalent
- Be a U.S. citizen or be a permanent resident alien (have a "green card")
- Not be in default or owe a refund on any federal loan or grant
- Have no disqualifying drug related convictions
- Be registered with Selective Service ("the draft") if required
- Be enrolled in an eligible program on at least a half-time basis (all EMTS programs meet this requirement**)**

Dependent and Independent Student Status:

Your dependency status determines which student loans you may borrow and whether you must submit your parent's financial information on your aid application. For purposes of qualifying for federal aid, you are a Dependent Student if all of the following apply to you (2017-18 school year):

- Your birth year is between 1994 and 2000 (inclusive)
- You are unmarried
- You are not a veteran of the U.S. Armed Forces
- You are not an orphan
- You have no children (or other dependents) who receive more than half of their support from you

If any of the above does not apply to you, you are considered an *Independent Student.*

How to Apply

Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available online or at the EMTS Financial Aid Office. FAFSA applications are processed through the Department of Education and all information is confidential. Students must be accepted at European Massage Therapy School before financial aid applications can be processed.

A student can choose to fill out a FAFSA application on-line. To complete the forms, you will need your 2015 and/or 2016 federal income tax return (and your parents' 2015 and/or 2016 tax forms if you are a Dependent Student.):

- Log on to www.FAFSA.ed.gov. It will take you to FAFSA-on-the-web
- Follow the on-screen instructions to complete your FAFSA-on-the-web
- Enter the appropriate EMTS school code: **038814**

IMPORTANT: print your Confirmation Page and bring it with you to your personal interview.

Financial Aid Programs

Federal Pell Grant

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard U.S. Department of Education formula, which uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Direct Stafford

Federal Stafford loans are low interest loans that are made to the student. The loan must be used to pay for direct (tuition and fees, books and supplies) and indirect (room, board, transportation and personal expenses) educational expenses. Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Federal Direct Parent-PLUS

The William D. Ford Federal Direct Parent-PLUS loan is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request deferment of payments while the student is attending at least half time.

Private Loans

Various lending institutions offer loans to help cover the gap between the cost of education and the amount of federal and state eligibility. A cosigner may be required to meet the loan program's credit criteria. Interest rates may vary and are typically based on the prime rate or the Treasury Bill rate. Contact the specific lender for more information.

Veterans' Educational Benefits

European Massage Therapy School is approved by the applicable State Approving Agency for Veterans Affairs and participates in Veterans' Educational Benefit programs. Students interested in Veterans' Educational Benefits should contact the Financial Aid Office. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at (800) 827-1000, or (888) GI Bill-1 [(888) 442-4551], or go to https://www.benefits.va.gov/gibill.
"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)."
Students applying for VA educational benefits must submit all postsecondary education transcripts including any military training transcripts and certificates to EMTS for credit transfer review.

Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans' Educational Benefits.

Agency Funding

EMTS is approved for participation in several educational programs offered by various agencies. These include Workforce Investment Act, Private Industry Council and several programs sponsored by state and county agencies for unemployed or under-employed workers.
Information can be obtained from the agencies themselves or from the school's Financial Aid Office.

Return of Title IV Funds

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during an academic year or period of enrollment in which the student began attendance will have the amount of Title IV funds he/she did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school (see *Withdrawal Date* policy), or the date of dismissal for a student who is dismissed by the institution. The period of time for which Title IV financial aid is earned for an academic year or period of enrollment is the number of calendar days the student has been enrolled for the academic year or period of enrollment up to the day the student withdrew divided by the total number of calendar days in the academic year or period of enrollment. That percentage is multiplied by the amount of the student's Title IV financial aid for the academic year or period of enrollment for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid that has been earned. The amount of Title IV financial aid that has not been earned for the academic year or period of enrollment, and which must be returned, is the complement of the amount earned. The amount of Title IV financial aid earned and the amount of Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the academic year or period of enrollment upon which the calculation was based. A student will have earned 100% of the Title IV financial aid disbursed for the academic year or period of enrollment if the student withdrew or was dismissed after completing more than 60% of the academic year or period of enrollment.
Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the academic year or period of enrollment and used for institutional costs in the following order:

1. Unsubsidized Direct Stafford Loans (other than PLUS loans)
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grants

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal PLUS Loan) will be notified of the amount that must be returned or repaid, as appropriate.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at European Massage Therapy School is the date indicated in written or telephone communication by the student to the Director's office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.
Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.

Last Day of Attendance

The last day of attendance for refund computation purposes is the last date of actual physical attendance by a student in classes.

ACADEMICS

EMTS has adopted the following academic standards for The Professional Massage Therapy Program, and these standards are applied to all full-time and part-time students enrolled in an educational program.

Academic Standards

Academic standards have been established which are to be met by the student for satisfactory progress throughout the educational program. Refer to the Satisfactory Academic Progress Evaluation paragraph in this catalog. Students are allowed up to 150% of the normal program length in which to satisfactorily meet the requirements; this is the ***maximum program length*** in which students are allowed to complete the program.

Students are evaluated at the 50%, 100% and 150% (the maximum program length) periods. For courses graded on the basis of Pass or Fail, the minimum standard is "Pass" at each evaluation point. In addition, a minimum grade of "C" is required to successfully pass each course. Students must repeat courses in which a grade of "D", "F", "I" or "W" are earned.

Attendance is vital to academic progress. Students are expected to attend all classes and clinical learning experiences. The student must adhere to the Attendance Policy, specifically as it relates to "Make-Up" of theory and/or clinical coursework. In order to earn a satisfactory grade in a course, the student must complete 85% of the hours of instruction offered in all theory, laboratory and clinical coursework. Refer to the Attendance Policy for additional information. Refer to the **Satisfactory Academic Progress Evaluation** paragraph, contained in this catalog, for additional information.

Academic Advising

The Director is available to provide academic advising as requested or needed to assist students in meeting satisfactory academic progress standards, and successfully completing graduation requirements. Contact the School Director for academic advising services.

Definition of a Clock Hour

A "clock hour" is defined as 50 minutes of class, lecture, or studio session, with a ten minute break between sessions.

Grading System and Grading Scale

The school's grading scale is as follows:

Percentages	Letter Grade	G.P.A.	Description
90% - 100%	A	4.00	Excellent
80% - 89%	B	3.00	Good
70% - 79%	C	2.00	Average
* 65% - 69%	D	1.00	Unsatisfactory
* 64% - Below	F	0.00	Failure
	P		Pass
	I		Incomplete
	W		Withdrawal
	TC		Transfer Credit

**** Failed courses must be repeated***

For certain Clinical/Technique Performance Evaluations The following grading system is used: **Pass or Fail.**

A student who fails to achieve a passing grade in the clinical or laboratory course, cannot progress to the next course level of clinical or laboratory.

- ***Satisfactory (Pass) -*** The student has met the clinical objectives based on course requirements.
- ***Unsatisfactory (Fail) -*** The Student has not met clinical objectives based on course requirements. Students must demonstrate overall satisfactory performance during the clinical assignments for each content area. ***Students, who receive a marginal rating during the course, may be placed on probation during the clinical course.*** Failure to improve performance to Satisfactory will result in an **Unsatisfactory** rating. A student who fails a clinical course is subject to dismissal from the program.

The Instructor has the final authority for determining the student's grade for a course. Grades may not be changed by anyone other than the instructor. A student may appeal a final grade to his/her instructor. The scholastic progress of the student is reported at the end of each course and grades are recorded on the student's permanent record (transcript).
Performance evaluations, in Clinical and Laboratory courses are based on evidence of student achievement in meeting the competencies of the course. Clinical objectives will be measured, in part, through direct observation of actual performance. Students have the opportunity to practice clinical skills and behaviors prior to being evaluated.

The ***Competency Checklist,*** used in assessment of student achievement of the course's clinical

objectives, evaluates a composite of skills, which must be satisfactorily demonstrated in order for the student to receive credit. Regular evaluations are conducted and deficiencies will be reviewed with the student.

Satisfactory Academic Progress

EMTS has specific standards, which students are expected to achieve in order to maintain Satisfactory Progress in their program of study. These standards are based on grades and the completion of program requirements within a maximum time frame.

At EMTS, satisfactory progress for ALL students is defined by the following criteria:

1. Students are allowed up to 150% of the normal program length in which to satisfactorily meet the requirements. This is considered the ***Maximum Program Length.***
2. Students must successfully complete 66.7% of hours attempted at each evaluation period. This is considered the minimum completion requirement.
3. Students must successfully meet or exceed the minimum Cumulative Grade Point Average (CGPA) of course completion standards set forth below. The evaluation points are based on the percentage of clock hours attempted.

All students must meet the following minimum standards of academic achievement and successful course completion while enrolled at EMTS. The student's progress will be reviewed at the end of each period. Students must meet or exceed the minimum CGPA and course completion standards set forth below.

Evaluation Periods

Students' compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

- At the end of the first payment period (the point at which 50% of the course is scheduled to be completed)
- At the end of the second payment period (The point at which 100% of the course is scheduled to be completed)
- At the end of the Maximum Program Length.

Example: For the 610 clock hour Massage Therapy Program, a student will be evaluated at the increments in which the student is scheduled to reach 305, 610 and 915 clock hours, if applicable.

CGPA Requirements

Students must meet minimum CGPA requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These will be reviewed at the end of each evaluation period after grades have been posted to determine if the student's CGPA is in compliance. EMTS students must achieve a Cumulative Grade Point Average (CGPA) of at least 2.0 at each evaluation point.

Academic Probation

Students, who do not maintain satisfactory progress for any evaluation period, will be placed on probation for the next evaluation period. If the student fails a course while on probation, the student may be withdrawn at the Director's discretion, even though the next evaluation point may not have been reached. The student's progress will be evaluated at the end of the probationary period, and if the student's CGPA meets or exceeds a 2.0, the student will be allowed to continue, and the probationary status will be removed. Students who are on academic probation are not permitted to take a leave of absence. Students will be allowed only one period of academic probation.
If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student will be dismissed from the School.
Notification of academic dismissal will be in writing. The **Student Conduct** section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.
As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy.
During the Probation period students are considered to be making satisfactory academic progress and remain eligible for financial aid.

EMTS maintains the right to place a student on probation or to terminate the student from his/her program. The student's actions or behaviors that will cause probation or termination from school are explained throughout this catalog. Following is a non-inclusive summary of actions or behaviors that are among those which will cause probation or termination from School:

- Excessive Absences
- Failure to maintain a grade point average above 2.0
- Failure to comply with the academic policies described herein.
- Conduct which is deemed detrimental to the student and classmates, staff and faculty, community or School property.
- Slandering of the School name and reputation.
- Immoral behavior, which would bring discredit to the student and classmates, staff and faculty, community or School in general.
- Physically injuring another individual on the premises.
- Destruction or theft of school property.
- Use of, or being under the influence of, intoxicating substances on campus.
- Cheating or plagiarism.
- Unsatisfactory clinical performance, including:
  - Does not meet specified course objectives.
  - Is unable to correctly apply learned processes.
  - Is unable to demonstrate cognitive or motor skills needed for safe care to clients.
  - Fails to demonstrate consistency in clinical performance and/or pattern of therapeutic communication.
  - Fails to achieve a Satisfactory Clinical Performance Evaluation in two consecutive clinical applications within the same course.
  - Fails to satisfy conditions for an incomplete grade in a course within the time specified, not exceeding two weeks following the end of the course.

Appeal

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Director within 10 calendar days of receiving notification of his/her dismissal.
The student should explain what type of circumstances contributed to the academic problem and what plans the student has to eliminate those potential problems in the future. The decision of the Director is final and may not be further appealed. Students may appeal academic dismissals no more than two (2) times.

Reinstatement

A student who has been academically dismissed may appeal for reinstatement after one term has passed following withdrawal. Students who are allowed to reinstate will be placed on academic probation for at least one evaluation period. All grades previously earned will remain on the transcript, and the maximum time for program completion will apply based on the original start date of the first enrollment.

Incomplete grades

An "I" Incomplete grade is awarded if the student has failed to complete the required course work. Students receiving a grade of Incomplete ("I") will be allowed two weeks in which to complete the required work and submit it to the instructor of the course in which the grade was earned. The student will be allowed to continue attending while completing the required coursework of an Incomplete grade. If an Evaluation Point occurs during the time a grade of "I" is issued, the student's progress will be evaluated at the required evaluation point and again at the end of the two-week period in which the student was allowed to complete the coursework. If, at the end of the two-week period allowed to complete the coursework, the student has not completed the required work, a final grade of "F" will be recorded and posted to the transcript and will affect the student's CGPA. EMTS reserves the right to extend the time needed to fulfill the Incomplete.

If the coursework is completed, a final grade will be computed and posted to the transcript. The total course hours scheduled will be used in academic progress determination.

Course Repeats (Failing Grades)

Students must repeat any course in which a grade of 'D' or 'F' is earned. Failed courses may cause delays in training and may result in withdrawal from the program. If the failed course is a prerequisite, the student's training may be interrupted until the course is offered again. If the student's training is interrupted, the student will be required to withdraw until the course is offered again. At a minimum, the student will not graduate as originally scheduled. The failing grade will be posted to the transcript, and all scheduled course hours will be used in the student's academic progress determination.

Course Withdrawals

A student may voluntarily withdraw from a course if he/she has not yet exceeded the attendance policy contained in this catalog. If a student voluntarily withdraws, according to the attendance policy, a grade of 'W' is posted to the transcript. If a student has been absent for more than 15% of the hours in the course, the student has exceeded the attendance policy and will be withdrawn from the course and the final grade will be 'F'. The total hours in the course are used in the student's academic progress determination for 'W' and 'F' grades. However, a grade of 'W' is not used in the determination of the Cumulative Grade Point Average.

Pass/Fail Courses

Courses graded with Pass/Fail are not used in the determination of the Cumulative Grade Point Average; however, if the student receives a failing grade (Fail), the course must be repeated. The total course hours will be used in the student's academic progress determination.

Remedial Courses

There are no remedial or developmental courses offered at EMTS. Students needing developmental education are referred to other educational facilities.

Non-Punitive Grades

Grades of Pass, Fail, and Withdrawal are not used in the calculation of the grade point average. However, all hours attended are used in the student's academic progress determination.

Make-up Policy

Any class work, assignments or exams missed as a result of any excused or unexcused absence must be made up. The following policies apply:

Written Tests

1. A student who misses a regularly scheduled test may make arrangements for a make-up test. Pop quizzes may not be made up. The grading policy on make-up tests is as follows:
    A. If the student receives a grade on a make-up, which is higher than the class mean (average), the student shall receive a make-up grade no higher than the class mean (average). If it is lower, the student will receive the grade earned
2. The student must contact the instructor on the student's first day returning to school to request a make-up test. The instructor will schedule the time for the test to be made up. If the student does not keep the make-up appointment as scheduled, the student will receive a zero score and failing grade for the test.
3. A student, who is aware, in advance, that an absence will occur on a scheduled test day, must notify the instructor and take the exam on the date assigned. In some cases, the date assigned may be prior to the scheduled test day
4. Any student who does not take a test in accordance with the terms of this policy shall receive a score of zero (failing grade) on the test.

Clinical/Technique Objectives

1. Achievement of clinical or technique objectives may be demonstrated by successfully performing, under supervision, those objectives missed in the clinical training, and must be documented by the instructor.
2. Students must make up missed clinical objectives in the clinical and/or skills lab as outlined by the instructor.

3. Students will not be given credit for hours of make-up time and/or work

Add/Drop Policy

Students may drop from or be added to the program without academic penalty within the first two weeks following the beginning date of the program if the student has not attended the course. All schedule changes must be processed by the Student Affairs Coordinator.

Attendance Policy

Purpose

1. To establish acceptable standards of attendance and punctuality for all students attending EMTS.
2. To encourage students to pre-schedule absences in order to maintain adequate operations and minimize disruptions within the classroom.
3. To enable the student to meet required program objectives.

Policy

1. All students are expected to adhere to the standards for attendance and tardiness.
2. Students are expected to attend theory, clinical and laboratory classes as scheduled.
3. Students should call the School at least 30 minutes before class to report an absence.
4. Tardiness is defined as any time a student is not at his/her seat and ready to study as scheduled. Students are expected to be ready to commence and end school on schedule. Accordingly, arriving late or leaving early in connection with starting, ending, meal and break times is tardiness. Incidents of tardiness, which exceed the School's standards, will result in disciplinary action.

A. Tardiness Policy:

1. Students arriving late for a class or leaving early are considered tardy. Tardiness disrupts the learning environment and is discouraged. Continued excessive tardiness or absences in any class could lead to disciplinary action up to and including expulsion.
2. Students may not enter or exit class except during break without express permission from the instructor.
3. Students who arrive late for an exam, may be admitted at the instructor's discretion, but the grade earned on the exam may be marked down up to 10%.
4. Students who arrive more than 15 minutes late to a scheduled clinical or laboratory assignment will not be admitted, and will be marked absent.

B. Attendance Standard

1. Each student is expected to maintain a level of attendance, which is at or above 85% for the whole program.
2. When a student is at 10% absence (unscheduled time off) a written warning will be issued. Continued absence above the 15% level will result in progressive disciplinary action up to and including termination.
3. Students absent from theory or clinical classes, are responsible for obtaining missed materials and information, and for meeting the course objectives.
4. Student may schedule an appointment with an instructor to get missed lecture materials or handouts, and receive a remediation plan.
5. Homework must be completed and turned in on the first day the student returns to school. Credit may be given at the instructor's discretion with the approval from the Director.
6. Excessive absences can result in the student being unable to satisfactorily demonstrate required achievement of the course objectives; if such a result occurs, the student will not be allowed to advance to a higher level in the program. The student may petition to retake the course according to policy, and on a space available basis.
7. The school may require medical clearance for any communicable

disease, health condition and pregnancy.

8. Students who are absent for seven (7) consecutive days may be dropped from the program, at the Director's discretion.
9. **Clinical Practices: Students are required to complete 100% of their clinical hours**. If students miss any clinical time, arrangements for make-up time must be made with the clinical supervisor. Students will not be considered to have completed their clinical practices until the site supervisor has certified all required attendance hours and documentation has been received.
10. Termination from the program will occur for any student with absences in excess of 20% in each course the student is currently enrolled.
11. For students who are receiving Veterans benefits, the Department of Veterans Affairs will be notified whenever students are placed on attendance probation or are terminated for failure to meet attendance requirements. The Department of Veterans Affairs will also be notified if a student re-enters following such termination.
12. Students who do not complete all graduation requirements on their scheduled graduation date as stated in their enrollment agreements will incur an overtime fee of $5.00 per day until they complete all requirements to graduate. The overtime fee needs to be paid in full for students to receive their diplomas and transcripts.

Leave of Absence (LOA)

An approved Leave of Absence (LOA) is a temporary interruption in an active student's program of study. LOA refers to the limited time period during a program when a student is not in attendance. The following conditions may be considered:

• Medical (including pregnancy)
• Family Care (childcare issues, loss of family member or unexpected medical care of family)
• Military Duty
• Jury Duty

A student may be granted a Leave of Absence (LOA) if LOA request is submitted in writing, which includes the reason for the request, prior to the leave of absence. If unforeseen circumstances prevent the student from providing a prior written request, the institution may grant the student's request if the institution documents its decision and collects the written request within 35 days of the student's last date of attendance. The total time requested off must not exceed 180 days (cumulative) in a consecutive 12-month period.

Failure to return from an approved leave of absence may have an impact on loan repayment, including exhaustion of some or all of the grace period. The Financial Aid Office will provide an explanation of the possible impact on loan repayment if an approval for an LOA is issued. Students receiving an LOA may not receive further financial aid disbursements until returning to active status.

Withdrawal and Readmission

Withdrawal

A student has the right to withdraw from the program at any time. When a student withdraws from any program, the student must give written notification of withdrawal. The student is required to clear all obligations in order to receive a withdrawal in good standing.

Failure to comply with this policy means that EMTS may not honor any request for transcripts, letters of recommendation, request for information, and/or readmission.

Readmission

A student, who has withdrawn from a program, and is interested in returning, may apply for readmission. Readmission is dependent upon fulfillment of all conditions set forth at time of withdrawal. Applications are reviewed and the student is informed in writing of readmission eligibility. Readmission will be on a space available basis.

A student who has been terminated from a program for unsatisfactory academic progress and/or violation of the attendance or conduct policy may apply for re-admittance. A fee of $100.00 will be charged for readmission. If

readmitted, the student's satisfactory progress status will be the same as it was upon leaving the School. Therefore, if a student was on probation, he/she would continue on probation when readmitted.

Student Services

Student Guidance

EMTS' staff and faculty members strive to maintain close communication with our students. As deemed appropriate, a staff or faculty member may refer the student to the Director.
Student Guidance is considered one of the School's most important and valuable services. Vocational and personal guidance begins at the time a prospective student indicates an interest in attending EMTS, and continues throughout and beyond the completion of the program. The goal of the School is to support and guide students, and assist them in reducing or eliminating barriers that may interfere with their studies and ultimately their success.
Should the student become aware of a drug or alcohol problem, or experience emotional or personal challenges affecting performance, the school will attempt to provide referrals to appropriate community services.

Orientation

Prior to beginning classes at the European Massage Therapy School, all new students attend an orientation program. Orientation facilitates a successful transition into EMTS. New students are required to attend regardless of their prior college experience. At orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers. The director and the administrators explain the ways in which they assist students and clarify students' rights and responsibilities. Student Catalogs are distributed and explained at this session. Students are introduced to the educational system, services, policies and procedures.

Student Activities

EMTS plans for and encourages student participation in a variety of activities including the following:

- Community Health Fairs
- Social & Cultural Events
- Job Fairs
- Activities relating to graduation

Job Placement and Career Services

European Massage Therapy School offers lifetime placement services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the "Graduation Requirements" section of the enrollment agreement. Many students desire self-employment, and establish an independent practice.
The School's Placement Services Department will assist students in their job search. Placement services include assistance with resume writing, interviewing techniques, identifying job openings, and other job search activities. In addition, students are provided guidance in completing licensure applications.

It should be understood that placement services offered by the School do not represent a guarantee of employment. Graduates requesting placement services will be required to attend scheduled interviews, participate in workshops, develop a professional resume, and comply with the placement policies in order to receive services. School cannot guarantee a job upon completion of the program. The School does not make any claims of salaries available in this field. Each student acknowledges that EMTS, its agents and/or employees, make no representations or warranties that successfully completing our classes or programs will make the student eligible for employment or any municipal, county, state or other government license which may be required for employment.
Each student acknowledges that he or she is aware that some municipalities, counties or states require that their own testing procedures and other requirements be completed to their satisfaction as a prerequisite to obtaining a license to be employed in massage and related fields in their jurisdiction. Please note that massage therapy is a licensed profession in the State of Nevada and it requires additional examinations and/or certification for employment.

Student Conduct

The Conduct Guidelines are designed to protect the interests of EMTS, its students, on-site clinics,

clients, faculty and staff. All students at EMTS are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter. Students must act in a manner that is non-disruptive and is conducive to their learning and the learning of others.

EMTS reserves the right to suspend or dismiss any student whose conduct, in the opinion of the Administration, is disruptive or in any way interferes with the learning process of other students. The School further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or as set forth in writing by the School. Since there are a wide variety of unpredictable and individual situations, the following is a list of examples of unacceptable conduct. This list is not meant to be all-inclusive:

- Insubordination
- Willful abuse of the clinical site's building, equipment or other property.
- Smoking in unauthorized areas.
- Excessive absenteeism or tardiness.
- Absence without proper notification or adequate explanation.
- Leaving assigned work without permission.
- Violation of the clinical site's safety rules.
- Engaging in horseplay.
- Failure to report an accident involving a client, visitor, student or self.
- Theft, regardless of value.
- Dishonesty in dealing with EMTS or clinical site.
- Reporting to the School under the influence of alcohol.
- Possessing or using alcohol while at the School or clinical site.
- Use, sale, solicitation, unauthorized possession of, or being under the influence of illegal drugs, including narcotics and/or controlled substances, on EMTS', clinical site property, or anywhere on the School campus.
- Falsification of information on the Application for Admission or other records.
- Discourteous treatment or abusiveness toward fellow students, faculty, staff, client, visitor or guest of clinical site.
- Physical violence or threats toward any students, faculty, staff, client, visitor or guest of the clinical site.
- Unauthorized possession of firearms, explosives, knives or other lethal weapons on EMTS' or clinical site property.
- Indecent conduct on School or clinical site's premises.
- Conviction of any crime which renders a student unsuitable for employment.
- Gambling on School, clinical site property.
- Violation of the no-solicitation rule.
- Failure to conform to dress and appearance standards.
- Failure to notify the School when absent from either clinical or theory.
- Removal of School, clinical site's equipment for personal use without approval.
- Violation of the EMTS' sexual harassment policy. Sexual advances, repeated innuendoes, or sexual activity on school premises or any massage therapy setting regardless of location.
- Refusal to cooperate in an investigation of suspected wrongdoing when cooperation is requested and the request is a reasonable one.
- Misusing the availability of, or the access to confidential information.
- Cheating on any given examination.
- Disruptive, boisterous, vulgar or obscene behavior, or any behavior inconsistent with the Code of Ethics set forth by the NCBTMB or professional conduct standards of Nevada State Law.
- Violation of EMTS' safety regulations.
- Violation of draping standards or violation of appropriate touch as taught in class.

The following are some examples of actions which constitute cause for immediate termination:

- Endangering life, safety or health of others.
- Deliberate damage to client, other students, faculty, staff, school or clinical site's materials and/or property.
- Conduct unbecoming a student of the clinical site, i.e., discourteous treatment of a client or fellow student, sexual harassment.
- Falsifying, altering, removing, destroying or the unauthorized disclosure of

confidential records or information pertaining to a client or clinical site.
- Falsifying personal or clinical site records, including School application and physical or examination questionnaire.
- Unauthorized possession of EMTS' property.
- Failure to maintain satisfactory academic progress as outline in the Standards of Satisfactory Academic Progress.
- Unauthorized possession, use, or being under the influence of liquor, narcotics, hypnotics, hallucinogens or other chemical agents while on the premises of EMTS or clinical site.
- Unauthorized possession of any firearms or weapons (pistol, revolver, rifle, shotgun, ammunition, explosives, incendiary devices, knife, etc.) on School or clinical site, including the parking areas.
- Conviction of a criminal offense committed on School property.
- Willful or repeated violation of School or clinical site's policies and procedures.
- Willful disregard of the School's or clinical site's welfare; interference with operations or relationships with clients or staff.
- Unauthorized disposition of School or clinical site's assets or equipment.
- Failure to comply with the Attendance Policy.
- Sexual Harassment.
- Fighting or use of foul language.
- Violation of any conditions as set forth in the Enrollment Agreement.
- Failure to meet all financial obligations.

Disciplinary Action and Termination

It is the policy of ***EMTS*** to engage all of its representatives in the process of monitoring student conduct. This combined effort is designed to provide continuous, consistent and supportive services that are intended to inform and guide the student in all aspects of their educational experience.
Through well-established professional standards of conduct for its representatives, ***EMTS*** holds equally high expectations of its students.
Procedures regarding Disciplinary Action and Termination are uniformly administered based on the degree of seriousness and nature of the misconduct.
In all cases, the Director will participate in the review and decision making process of all incidents of unacceptable conduct, and will take the appropriate action.
Students who engage in misconduct are subject to a verbal warning with a memo placed in their academic file. The student may be placed on disciplinary probation for the second offense which will require the student to be monitored for the remainder of his/her academic career at the school. The Director reserves the right to terminate the student immediately if the offense is severe. Based on the severity of the misconduct, the student may not receive a written warning. If, after receiving a third written warning, student's behavior is not corrected (misconduct is repeated), the student will be terminated.

Important: Multiple infractions (misconduct) of differing School or Clinical site policies may also constitute grounds for termination. In such instances, the student may be terminated immediately or will be advised of his/her immediate suspension pending investigation.

Grievance Procedures

It is the policy of ***EMTS*** to have a procedure and operational plan for handling student complaints, including decisions regarding suspension and termination.
A Student Complaint Procedure is available to any student who has not had a complaint resolved.
The purpose of this procedure is to provide a prompt and equitable process of resolving student complaints.

Informal Complaint Process

1. Students with grievances should first meet with the Instructor. If the complaint is not related to the educational program, the instructor will advise the student to contact the appropriate School representative.
2. After meeting with the instructor, if the student believes that the concern has not been appropriately resolved, the student should then contact the School Director. If the School director is the instructor for

the course, the student can contact the School Owner.

Formal Complaint Process

If, after following the above policy, the student still has concerns, he/she is directed to continue the Grievance Procedure:

1. Prepare a written statement of complaint, that is signed, dated, and includes a clear and concise statement of the facts including pertinent dates.
2. Submit the written statement of complaint to the Director within 10 working days of the incident.
3. The student may be required to meet with School representatives to discuss the grievance.

The student may appeal a grievance decision, made by the School if he/she believes it is unsatisfactory.

1. The student must request an appeal in writing, and submit it to the Director.
2. The Director may consult with the School Representatives and the student, and a decision will be made within 30 days.
3. The Director will inform the student of the appeal decision within 30 days of receipt of appeal. Notice will be in writing.

If the dispute is not solved by the Director, the student has the right to file a complaint with the Nevada Commission on Postsecondary Education.

Nevada Commission on Postsecondary Education
8778 S Maryland Pkwy, Suite 115
Las Vegas, NV 89123
Phone: (702) 486-7330

Students may also contact:
Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 N.
Falls Church, Virginia 22043
701-917-9503

Notice of the Right to Cancel

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been accepted into the program (i.e., the date the school has co-signed the enrollment agreement). The Notice of the Right to Cancel" information is stated in the enrollment agreement.

To cancel the contract (Enrollment Agreement) with *EMTS*, mail or deliver a signed and dated written notice, to European Massage Therapy School, 9440 W Sahara Avenue, Suite 250, Las Vegas, NV 89117, or call the Director at 702-202-2455.

If ***Notice of the Right to Cancel*** is not given to the applicant at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within ten days of cancellation.

A Cancellation will become effective on the date the **written notice** is postmarked, or, if hand delivered, on the date of receipt by the School. A student has an option of notifying the school by telephone of his/her intention to withdraw from the school. A refund of all tuition, fees, and costs will be made if:

a. Student is not accepted by the School;
b. Student is enrolled in a course which is cancelled or discontinued;
c. Student does not receive a copy of the enrollment agreement;
d. Student cancels within five calendar days after acceptance of the Enrollment Agreement prior to the first day of class.

Cancellation Policy

Any applicant who is not accepted by the school shall be entitled to a refund of the entire $100.00 Registration Fee.

Upon registering at the European Massage Therapy School, the student and the School enter a contractual arrangement, which is known as the ***Enrollment Agreement.*** The Enrollment Agreement incorporates the assurances and conditions listed throughout this catalog, as well as the following:

REFUND POLICY:

1. **If the institution has substantially failed to furnish the training program agreed upon in this enrollment agreement, the institution shall refund to a student all the money he or she has paid.**
2. **If a student cancels his or her enrollment before the start of the training program, the School shall refund to the student all the money he has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or $100, whichever is less.**
3. **If a student withdraws or is expelled by the School after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, plus 10 percent of the tuition agreed upon in the enrollment agreement or $100, whichever is less.**
4. **If a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.**

If a refund is owed, EMTS shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

(a) Date of cancellation by a student of his enrollment;

(b) Date of termination by the institution of the enrollment of a student;

(c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

(d) Last day of attendance of a student, whichever is applicable.

Under Nevada State Law and pursuant to NRS 394.449, students who: cancel, withdraw, or who are terminated from EMTS will be subject to the following institutional refund policy.

• If European Massage Therapy School has substantially failed to furnish the training agreed upon in the student enrollment agreement, EMTS will refund to a student all money they have paid to European Massage Therapy School. If the payments have been made in the form of Title IV funds or agency money, European Massage Therapy School will return all funds back to the respective agencies from which they came.

• If a student cancels his/her enrollment prior to the start of the program, European Massage Therapy School will refund all money paid by the student, minus ten percent (10%) of the stated tuition in the enrollment agreement or $100, whichever is less.

• If a student withdraws or is terminated after the start of the training program but prior to completing more than sixty percent (60%), European Massage Therapy School will retain a pro rata amount of the tuition that is stated in the students enrollment agreement, plus ten percent (10%) of the tuition or $100, whichever is less.

• If a student is withdrawn or terminated after completing more than sixty percent (60%) of the program, European Massage Therapy School will retain the full amount of the tuition agreed upon in the enrollment agreement.

If it is determined that a refund is due, European Massage Therapy School will pay that refund to the student or agency within fifteen (15) calendar days after the:

• date of enrollment cancellation by the student;

• date of students withdrawal or termination by European Massage Therapy School;

• last day of attendance during an authorized leave of absence, if the students fail to return after the period of authorized leave; or

• last day of attendance of a student, in any given situation.

Returns on Materials **– Students are able to return items within 20 days of their withdrawal. The European Massage Therapy School does not repurchase equipment, books, or supplies from students who have completed in excess of 60% of the quarter.**

• Books and manuals are returnable if they are in new condition and students will receive a 100% refund for the cost of each book or manual. There will be no refund on books or manuals that contain writing or have been obviously damaged.

• If a massage table was ordered but not yet received by the student, a $50 restocking fee will be charged.

• If a massage table and/or bolster is returned in new condition, the student will receive a refund of 85% of the amount paid; if the table/bolster shows signs of use, the student will receive a 50% refund, and if the

table/bolster is damaged by rips or dents, no refund will be made.
• Massage cream is returnable if never opened and the student will receive a 100% refund. If opened, no refund will be made.

For the purposes of this agreement:
(a) The period of a student's attendance is measured from the first day of instruction as set forth in this enrollment agreement through the student's last day of actual attendance, regardless of absences.
(b) The period of time for a training program is the period set forth in this enrollment agreement.
(c) Tuition is calculated using the tuition and fees set forth in this enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

To cancel the contract (Enrollment Agreement) with *EMTS*, mail or deliver a signed and dated written notice, to European Massage Therapy School, 9440 W. Sahara Avenue, Suite 250 Las Vegas, NV 89117.

If *Notice of the Right to Cancel* is not given to the applicant at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within ten days of cancellation.
A Cancellation will become effective on the date the written notice is postmarked, or, if hand delivered, on the date of receipt by the School. A refund of all tuition, fees, and costs will be made if:
a. Student is not accepted by the School;
b. Student is enrolled in a course which is cancelled or discontinued;
c. Student does not receive a copy of the enrollment agreement;
d. Student cancels within five calendar days after acceptance of the Enrollment Agreement prior to the first day of class.

All refunded monies will be returned within 15 days following ***European Massage Therapy School*** receipt of your (the student's) cancellation notice.

Note: Fees for books and supplies, which were received by the student, and liability insurance will be charged as incurred and will not be refunded.

Account for Student Indemnification

Per Commission on Postsecondary Education
General Provisions NRS 394.553:

1. The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission.
2. Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:
(a) The discontinuance of operation of a postsecondary educational institution licensed in this state; or
(b) The violation by such an institution of any provision of NRS 394.383 to 394.560, inclusive, or the regulations adopted pursuant thereto.
3. If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480, the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.
4. In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or $10,000, whichever is less.
5. No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below $10,000.
6. Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.
7. The money in the Account does not lapse to the State General Fund at the end of any fiscal year.

School's Right to Cancel

The School has the right to cancel/terminate the enrollment agreement upon grounds of misrepresentation, prior convictions, failure to perform according to the School's Satisfactory Academic Policies and Standards, and/or violations of student policies as specifically detailed in this Catalog. The cancellation procedures initiated by the student for refunds are also applicable to the refund procedures initiated by the cancellation/termination by the School.

Health, Safety & Controlled Substance Policies

The European Massage Therapy School makes every effort to provide a secure and safe learning environment. Classrooms, labs and clinical sites comply with all requirements of federal, state and local safety codes, and Fire Marshall and OSHA regulations. A Safety Program is in effect at EMTS. Please seek the assistance from a faculty member or the Administration if you wish to report a hazard or accident. All students and others are directed to immediately notify a school employee of any crimes that are witnessed, or that the student has been made aware of. Statistics regarding crimes on campus may be obtained through the Director.

Students must take responsibility for their own security and safety. Consideration of the security and safety of others is also expected. The School is not responsible for personal belongings, which are lost, stolen or damaged on campus or during an off-campus activity.

Students must notify a School employee of an injury or illness either experienced or witnessed. In addition, students are to advise a faculty member or other School employee, if they have seen or are aware of any compromises in security matters.

In case of an emergency, students are directed to immediately notify a School employee. Employees have been instructed in how to obtain the services of the appropriate professional help in the most expedient manner.

Controlled Substance Abuse and Awareness Policy

As a matter of policy, European Massage Therapy School prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. Any violation of these policies will result in appropriate disciplinary action up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

EMTS supports the "Drug-Free Schools and Communities Act" of the U.S. Congress. On request, the School will provide students with information on the facts of substance abuse. Information may include facts about drug awareness programs, penalties for violations, and references to local resources. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program is available through the admissions office during regular business hours.

Sexual Harassment Policy

It is the intent of EMTS to provide an environment that is free from sexual harassment and from the fear that it may occur. Sexual harassment in this organization will not be allowed and is against state and federal law. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

Should a student feel that he/she has been sexually harassed; the student should immediately inform the Director or Students Affairs Coordinator. Any complaint of sexual harassment will be taken seriously, promptly and fairly investigated, and appropriate action taken if warranted. Corrective action may involve probation and/or termination, depending upon the seriousness of the offense.

Crime Awareness and Campus Security

The School distributes to all current and prospective students and employees, upon request, the School policies and procedures for maintaining campus security. This information provides the student with details of measures for preventing crime, instructions for reporting crimes or suspected crimes, and a record of crimes that have occurred on campus.

Prior to enrolling, prospective students may contact the School's admissions office to request a copy of the Campus Safety Plan, which includes crime statistics.

Infectious Conditions Policy

The School strongly advises anyone with an infectious condition to consult with the School Director and/or with a physician for the purpose of clarifying the personal risk(s) and special precautions to assess the risk to the school community.

Other Information

Class Size

The size of classes at EMTS will be a maximum of 16 students per clinical/technique class, and 20 for a theory/lecture class. Generally, one instructor will be assigned to each class.

School Closure Statement

In case of inclement weather EMTS will be closed if the Clark County Public Schools are closed. This information is broadcast on major radio stations. If there is any doubt, students may call the school.

Licensing Examination administered by Federation of State Massage Therapy Boards (FSMTB)

Students are encouraged to take the Massage and Bodywork Licensing Examination (MBLEx) administered by FSMTB (www.fsmtb.org) and be eligible for licensure in the state of Nevada.

In order to be eligible for licensure in Nevada, you must:

1. Graduate from a 550 Hour (or more) school/program that is recognized by the Nevada State Board for Massage Therapists (NSBMT).
2. Pass MBLEx.
3. Pass background check.
4. Sit for the exam. Pass the exam

Catalog Statement

This catalog is not a contract in itself. It is part of the contractual agreement made at ***EMTS*** with students in the form of an Enrollment Contract. This catalog is published once a year, with updated supplements as necessary.

Academic Program:

Professional Massage Therapy Program

Program Description:

The Professional Massage Therapy Program is a 610-clock-hour program designed to give the students the essential skills required to become successful and competent massage therapists. The Program takes approximately 34 weeks (Evening or Daytime Schedule) or 42 weeks (Weekend Schedule) to complete, and includes lectures, demonstrations and practical lessons, as well as clinical practices. Upon successful completion of the program, graduates of the Professional Massage Therapy Program will receive a diploma. All of the courses in the program are delivered residentially at the EMTS facility.

Program Objectives:

- Prepare students for entry-level positions in the field of massage therapy
- Lecture and techniques are integrated to increase or maximize learning
- Students practice their newly learned skills during clinical practices, where professionalism and ethics are reinforced
- Graduates will understand the scope of practice, based on the training received
- The training is designed for the mature, adult student, and graduates have the entry-level skills needed for employment in a variety of settings such as spas, rehabilitation centers, resorts, and private practice.
- The training requires that students gain the necessary theoretical knowledge in anatomy and physiology, pathology and kinesiology, and develop the skills needed to successfully perform Swedish Massage, Sports Massage, Deep Tissue Massage, Chair Massage, Trigger Point Therapy, basic Reflexology and Shiatsu, and PNF stretching.
- Graduates qualify to take the Massage and Bodywork Licensing Examination (MBLEx).
- Students learn and understand how to use safe, acceptable hygiene and business ethics
- Students develop the values, skills and attitudes needed for successful completion of the program and entry into the field of massage therapy.

Professional Massage Therapy Program

Course No.	Course Title	Hours
BUS 111	Ethics and Business Practices	16
SCI 101	Anatomy and Physiology I	32
SCI 102	Anatomy and Physiology II	56
SCI 103	Anatomy and Physiology III	32
SCI 104	Kinesiology	28
SCI 105	Pathology	40
MAS 101	Swedish Massage I	68
MAS 102	Swedish Massage II	52
MAS 121	Chair Massage	20
MAS 106	Clinical Practices I	28
MAS 107	Clinical Practices II	66
MAS 115	BMT and Therapeutic Massage	24
MAS 122	PNF Stretching/MET	24
MAS 125	Introduction to Affiliated Therapies	84
MAS 131	Oriental Massage Techniques	16
NEC 101	National Exam Preparation	24
	Program Total:	**610**

Course Descriptions

BUSINESS COURSES

BUS 111
Ethics, Legal Issues and Business Practices
16 Lecture Hours
In this course students learn of the ethical issues associated with massage therapy, such as client confidentiality, boundaries, scope of practice and appropriate behavior as well as ethical business practices. This course also introduces students to accounting, management, marketing and finance. Topics such as business planning, protection, and operation are discusses as well. At the end of the course, students will achieve a better understanding of ethical issues and business practices.
Prerequisites: None.
Instructor: Arkady Khazin, Penelope Lohr, John Teng

SCIENCE COURSES

The Science courses taught at EMTS provide the intellectual knowledge required with an emphasis on how science relates to the theory and practice of massage therapy.

SCI 101
Anatomy & Physiology I
32 Lecture Hours
This course introduces the skeletal system and joints to the beginning student. Names, locations and movements of all the bones and major articulations of the body are taught from a practical, hands-on perspective**.**
Prerequisites: None
Instructors: *Penelope Lohr, Judith Salermo, Michel Herskovitz*

SCI 102
Anatomy & Physiology II
56 Lecture Hours
This course will introduce students to the Muscular system. Students will learn the structure and functions of all major muscle groups, such as back, trunk, upper and lower extremities. A lot of attention will be dedicated to palpation.
Prerequisites: SCI 101 Anatomy & Physiology I.
Instructors: *Penelope Lohr, Judith Salermo, Michel Herskovitz*

SCI 103
Anatomy & Physiology III
32 Lecture Hours
In this course students will be introduced to all major systems of the human body: nervous, sensory, respiratory, digestive, reproductive, endocrine, cardiovascular, and lymphatic. Some advanced topics will be included, such as microbiology and genetics.
Prerequisites: SCI 101/102
Instructors: *Penelope Lohr, Judith Salermo, Michel Herskovitz*

SCI 104
Kinesiology
28 Lecture Hours
The discipline of Kinesiology involves the study of human movement from many theoretical and applied perspectives, including structural, functional, mechanical, historical, psychological and sociological. A basic understanding of these different perspectives is necessary to appreciate the complexity of the various interactions within the human body**.**
Prerequisites: SCI 101/102
Instructor: Penelope Lohr, Judith Salermo

SCI 105
Pathology
40 Lecture Hours
In Pathology students study common injuries and diseases and their relationship to massage therapy. Students learn how to recognize the major diseases and the indications and contradictions for massage.
Prerequisites: SCI 101/102/103
Instructors: Penelope Lohr, Judith Salermo

MASSAGE COURSES – PRINCIPLES OF THERAPEUTIC MASSAGE

Massage courses that are taught at EMTS prepare students to become successful massage therapists. Massage techniques are introduced gradually, with consideration of emotional issues that may be associated with touch. Students develop their sensitivity, acquire the necessary hands-on technical skill and gain a clear understanding of the concepts of massage theory and practice.

MAS 101
Swedish Massage I
45 Lecture Hours/23 Lab Hours
In this beginning massage class students learn basic Swedish massage strokes, with emphasis on body mechanics and self-care. Focus is on the seven basic Swedish massage strokes and the purposes. Effects, cautions and variations associated with these massage techniques. Also taught are concepts of draping, client confidentiality, sexual issues, modesty and vulnerability. There is an overview of the many options of massage modalities and techniques.
Prerequisites: None
Instructors: *John Teng, Suzanne Sugden*

MAS 102
Swedish Massage II
32 Lecture Hours/20 Lab Hours
This course builds upon techniques learned in Massage I and applies them to the muscles learned in Anatomy. Topics included in this course are: body parts routines: back, shoulders, neck, arm, leg, chest and abdominal area, foot, and, and head. Also discussed are contraindications for massage and sequence of massage strokes. Massage for special populations including: pre-natal, children and geriatrics is discussed as well.
Prerequisites: MAS101 Swedish Massage I, SCI 101 Anatomy & Physiology I
Instructors: *John Teng, Suzanne Sugden*

MAS 106
Clinical Practices I
28 Clinical Hours
The course provides the student with practical experience in a supervised, professional clinical setting. Students develop expertise in massage protocols, interview and observations, and the application of the massage techniques they have been learning. Students will be able to experience hands-on practices at the EMTS student clinic under supervision of licensed clinical supervisors.
Prerequisites: MAS101/102 Swedish Massage I and II, SCI 101/102 Anatomy & Physiology I and II.
Instructors: ***John Teng, Penelope Lohr,*** *Suzanne Sugden*

MAS 107
Clinical Practices II
66 Clinical Hours
Second Part of the Clinical Practices course. Students continue to develop expertise in massage protocols, interview and observations, and the application of the massage techniques they have been learning. Students will be able to experience hands-on practices at the EMTS student clinic under supervision of licensed clinical supervisors.
Prerequisites: MAS101/102 Swedish Massage I and II, SCI 101/102 Anatomy & Physiology I and II. MAS106 Clinical Practices I.
Instructors: *John Teng, Penelope Lohr, Suzanne Sugden*

MAS 115
BMT and Therapeutic Massage
12 Lecture Hours/12 lab hours
The focus will be on a more advanced level of Swedish Massage and BMT. Here, students will continue their study with various joint movements, full body one-hour massage routine, and application of Stress Reduction Massage. Stretching and ROM will also be discussed. Students will also learn to conduct proper and productive interviews with clients, as well as note taking for future sessions.
Prerequisites: MAS101/102 Swedish Massage I and II, SCI 101/102 Anatomy & Physiology I, Anatomy & Physiology II
Instructors: *John Teng, Judith Salermo*

AFFILIATED THERAPIES

MAS 121
Chair Massage
10 Lecture Hours/10 Lab Hours
Chair massage is a growing branch of professional massage. This course offers training in regular and therapeutic chair massage. Training will concentrate on upper body, arms and legs. Treatment of Carpal Tunnel Syndrome will be included as well as stretching techniques for upper extremities.
Prerequisites: MAS 101, SCI 101;
Instructors: *John Teng, Penelope Lohr, Suzanne Sugden*

MAS 122
PNF Stretching
12 Lecture Hours/12 Lab Hours
This course will give students the ability to stretch all major muscle groups of the human body to gain and maintain flexibility. Students will learn body positions and stretching techniques using PNF stretching in Sport Massage.
Prerequisites: MAS 101, SCI 101
Instructors: *John Teng, Penelope Lohr, Suzanne Sugden*

MAS 125

Introduction to Affiliated Therapies

42 Lecture Hours/42 Lab Hours

This course will provide students with the basic knowledge of affiliated therapies and includes topics such as:

- Trigger Point Techniques: Students will be introduced to trigger point science, its symptoms, and causes. The progression of the course will train students how locate the points throughout the body and treat them.
- Lymphatic Massage: In this course, students will learn how to apply a system of massage that helps move waste matter through the body through the lymphatic system, thus speeding up the natural detoxification process of the system.
- Deep Tissue Massage: This course centers on identifying and releasing structural tension and Deep postural muscles and fascial structures are accessed through slow, penetrating contact of the hands and forearms. Body mechanics, breath, movement self-care are highlighted to support efficient and effective techniques. Emotional and energetic aspects of deep tissue will also be addressed.
- Sport Massage: This course is an introduction to the world of sport massage. Students will learn pre-event and post-event athletic massage. This type of massage combines anatomical and physiological knowledge plus specific massage skills to enhance athletic performance including stretches for lower extremities and body.
- Myofascial Release: Students will be introduced to myofascial release, a form of connective tissue massage. The focus for this type of massage is normalization and redirection of the deeper fascial components of muscles and fascial sheaths.
- Spa and Hydrotherapy Techniques: In this course, students will learn how to apply various spa treatments. Students will learn how to use algae treatments to effectively cleanse and revitalize the skin, use various types of body wraps to help improve circulation and elimination, to detoxify, or to temporarily re-contour the body. Students will also be introduced to aromatherapy oils and their applications. Additionally, students will learn elements of Hydrotherapy where they will learn about the characteristics and usage of water treatments. Other topics that will be included in this section are: hot stone massage, application of hot and ice packs, understanding of contraindications, and contrast treatment.

Prerequisites: MAS 101/102, SCI 101/102
Instructors: *John Teng, Penelope Lohr, Judith Salermo*

MAS 131

Oriental Massage Techniques

8 Lecture Hours/8 Lab Hours

This course gives students the basic understanding of traditional Chinese medical theory and Shiatsu and reflexology techniques. Students will learn basic concepts, including Qi energy, Yin/Yang theory, major energy meridians and the philosophical principles of Shiatsu Techniques including how to locate major points on the body and apply appropriate stretches to influence the twelve meridians. Reflexology is the art of stimulating the body's own healing forces by stimulating certain points on the hands and feet that affect organs or distant parts of the body. Students will learn how to correctly apply pressure to correct blockages and to rebalance the energy system.

Prerequisites: MAS 101/102, SCI 101/102
Instructors: *John Teng, Suzanne Sugden*

NCE 101

National Exam Review Class

24 Lecture Hours

In this course the students review the information required to take and pass the Massage and Bodywork Licensing Exam (MBLEx). Students review all the academic coursework given in the program and are required to take and pass practice exams.

Prerequisites: Completion of EMTS program
Instructor: Penelope Lohr