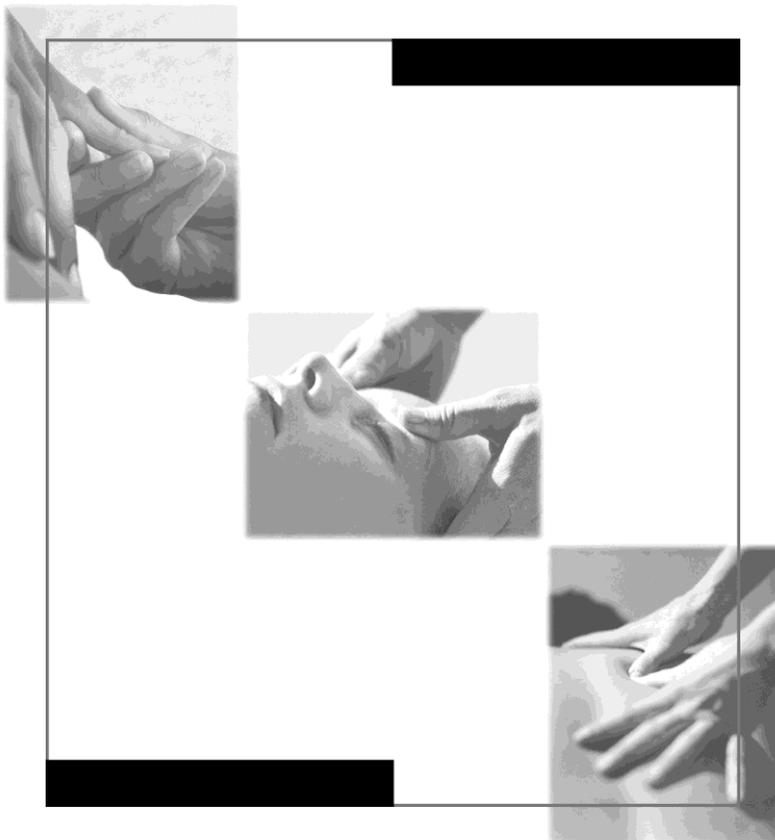




THE NEW SCHOOL FOR MASSAGESM
B O D Y W O R K & H E A L I N G



**Catalog & Handbook
School Year 2022-2023**

April 2023

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Chicago, IL 60654**

&

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888-461-0114

www.newschoollmassage.edu

**Certificate of Approval To Operate Issued By the Division of Private Business and
Vocational School of Illinois Board of Higher Education**

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The New School for Massage, Bodywork & Healing and **Chicago School of Massage Therapy** are assumed names of **Healing Matters, Inc**, an Illinois Corporation established in 1999, of which President and sole owner is Emmanuel Bistas

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WELCOME

Welcome to the New School for Massage, Bodywork & Healing.

This catalog and student handbook is intended to detail our policies and to explain the nature and scope of our Massage & Bodywork Diploma program.

Since 2002, the Massage & Bodywork Diploma program has been the flagship product of our school. Hundreds of students have taken this program and entered the massage therapy profession. They have landed jobs in spas, clinics, wellness centers, hospitals, and resorts. Some have taken the path of private practice, some have started their own businesses, and some have continued on to advanced degrees in acupuncture, chiropractic, physical therapy, and other healthcare professions. Some work locally, while others have taken their skills to other states and abroad.

Our most recent offering is an introductory program aimed to help people understand massage therapy and learn skills they can practice on friends and family.

In addition to our Massage & Bodywork Diploma and Introduction to Massage programs, The New School for Massage is a host of various Continuing Education class, offered at our Tinley Park location.

Our students come from different educational, ethnic, and professional backgrounds and age groups. Yet, they all have something in common: the desire to make a positive impact in their lives and the lives of the people around them while embarking in a profession that works with one of the most fundamental human needs: ethical, caring, compassionate touch. If you share that same desire, our school and programs have been created for you.

Please take the time to review the content of this booklet and to visit our website at www.newschoollmassage.com for answers to frequently asked questions. You may also call us at 888-461-0114 if you have questions about the profession or need additional information. We hope to be part of your journey.

In health and prosperity,

The Director and Faculty

A. THE NEW SCHOOL FOR MASSAGE, BODYWORK, AND HEALING

History and Founding Principles

The New School for Massage, Bodywork & Healing was founded in early 2002 by Emmanuel Bistas, B.S., M.B.A., L.M.T. based on his research on how massage therapists were trained and educated, and how schools prepared students for the future. Having received massage training in the oldest massage school in the country as well as smaller, skill-based massage programs, he saw a void in the skills most schools taught. Using his prior service sector experience, his entrepreneurial credentials and his passion for advancing the healing arts, he decided to create a new learning environment.

The school was a product of extensive massage industry analysis and reviews of massage therapy schools around the country. Discussions were held with massage therapy students from area schools to find “likes” and “dislikes”, and focus groups were conducted with practicing massage therapists and employers. The idea was simple: make the old “new”. Take the best that old schools had to offer and overlay it with new concepts, new ideas, and a new focus not only on massage skills, but also on long-term career success.

This new philosophy encompassed everything: the curriculum; the scheduling; the instructors; the academic and administrative policies. Furthermore, the facility had to be one that was consistent with alternative therapies: a warm, nurturing space with positive energy that brings out the best in students, instructors, and guests.

The vision brought to the school some amazing students and some of the country’s most talented instructors. It also drew to the school people who could contribute their time and resources to make the dream reality.

Since its inception, the school has continued to innovate and expand its curriculum and offerings. It has also kept abreast of industry and regulatory changes with its participation in various organizations and advocacy groups.

The key milestones below illustrate that the meaning of the word “New” in the school’s name implies a continuous evolution and renewal:

Late 2001: Market research conducted by Emmanuel Bistas showed a fragmented and inefficient massage education sector that is ready for a competitively priced, well-rounded, massage therapy program. Over a period of 6 months, the core faculty was appointed with instructors representing the three largest area schools at the time, proprietary computer systems were developed to support a lean and efficient administration, and the lease was signed at the 800 N. Wells location, a beautiful loft space with 22-ft ceilings and large windows right in the heart of the gallery district.

Early 2002: The New School for Massage became approved by the Illinois State Board of Education as private vocational school. The Massage and Bodywork Diploma Program became the first massage therapy program in the Chicago area to offer an extensive professional development component alongside massage and science coursework. The program was also the first in the area to be offered with all-inclusive pricing and small classes limited to twelve students.

The school joined the Associated Bodywork & Massage Professionals (ABMP), American Massage Therapy Association (AMTA), and AMTA Council of Schools, and received an assigned school code by the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) so that graduates can take the Board Certification Exam.

Late 2002: The school facilities expanded with the addition of the student and professional clinic, which has been featured in Chicago Tribune, and "Chicago's Best" as the "best that Chicago has to offer". The student clinic allows the students to polish their professional, business, client-interaction, and hands-on skills under the supervision of a skilled instructor. As of the time of this writing, over 60,000 treatments have been performed on 15,000 clients in the student clinic, offering students a solid experience of working with the public.

Early 2003: The school launched its community outreach program.

2004: The New School for Massage obtained the services of an accreditation consultant to become 'accreditation-ready' and to determine whether participation in federal financial aid would benefit the students. The decision was made that students would be best served by state approval, instead of private-agency accreditation. This decision has been pivotal in the school's ability to offer a market-focused program all these years.

2005: The state of Illinois started regulating massage therapy.

2006: The Massage and Bodywork Licensing Exam (MBLEx) was created by the Federation of Massage Licensing Boards. The New School for Massage spearheaded a petition to the State of Illinois Licensing Board to accept MBLEx as a licensing exam and became the first Illinois massage school to include preparation for the MBLEx in the Diploma program's educational objectives. As of the time of this writing, 45 states, including the state of Illinois, require the MBLEx for the purpose of licensure.

2008: The New School for Massage expanded its Asian Bodywork curriculum and became the first massage school in the area to devote an equal number of hours to Eastern and Western foundation classes.

2009: The New School for Massage became a founding member of the Alliance for Massage Therapy Education (AFMTE), an independent organization involved in teaching standard initiatives.

2011: To better target its resources to the development of new educational offerings due out in early 2012, The New School for Massage span off management of its student clinic, outreach activities, and introductory workshops and started marketing those services as River North Massage Therapy Center.

Early 2012: The school's founder and Director, Emmanuel Bistas, was appointed to the Illinois Massage Licensing Board.

2012: The school relocated to 747 N. LaSalle St, Suite 300, Chicago, IL 60654.

2014-2019: The school's founder, Emmanuel Bistas, was appointed to the Professional Development Standards Task Force, MBLEx Examination Committee, and MBLEx Eligibility Committee by the Federation of State Massage Therapy Boards. Emmanuel Bistas also served as the Illinois State Delegate at the FSMTB Annual Meetings in years 2014 through 2018.

2017: The New School for Massage received COMTA-Endorsed Curriculum status by the Commission on Massage Therapy Accreditation (COMTA) upon review of the massage therapy program's length, content, competencies, faculty qualifications, and institutional and program eligibility. This recognition ensures that our program teaches the body of knowledge and skills to develop competent, successful therapists. We were the first school in the country to receive this designation by COMTA.

2021: The New School for Massage open its second location in Tinley Park, IL, where it will hold both core curriculum and continuing education courses.

2021: New School for Massage became COMTA accredited. This accreditation is the highest credential a massage therapy school can obtain. The reason the school sought accreditation was to maintain the highest standards by following the standards of a National accreditation body.

2022: The New School for Massage was accepted into the WIOA program to train people who have been displaced in the work force for a new career in massage therapy.

The New School for Massage has always stood ahead of the pack on every topic affecting the massage profession. From introducing a fast-track program at a time when everyone said it could not be done, to offering an all-inclusive pricing model and comprehensive curriculum, to promoting the cause of an advanced certification exam, to advocating the use of a new licensing exam, to teaching at the 625-hour level as baseline for state license reciprocity, the school has placed education and the student ahead of everyone else.

As of the time of this writing, the school has graduated over one hundred classes. In the last reporting period, as reported to the Illinois State Board of Education, 100% of graduates who were available for employment reported employment with an average starting rate of \$39.50 per hour.

The New School for Massage strives to use the most current learning techniques to supply students with the most comprehensive massage and bodywork training, and to prepare them to operate a successful business in today's marketplace.

With small classes, caring instructors, innovative curriculum, and professional development classes, The New School for Massage brings to bodywork education the one-on-one approach that the students will eventually bring to their practice. The results of this approach are reflected in the school's exceptional job placement and licensing exam statistics and the excellent reputation it has gained in the community.

The school treats the students just like they would want their students to treat the people they will one day serve: with compassion, respect, and a sense of personal responsibility.

To The New School for Massage, the word "New" is both a name and a commitment.

"The New School for Massage creates an environment in which the graduates not only have excellent knowledge and skill, but a kindness of heart and a respect for themselves and others rarely seen. For us, employers, this winning combination translates into huge benefits for our companies and the clients we serve..."

Massage Business Owner, Chicago, IL

Mission

The mission of the school is to create the proper learning environment for developing exceptional, compassionate massage therapists with a solid understanding of basic and advanced techniques of massage and bodywork, professional ethics, and with the necessary business and entrepreneurial training to assist in the development of a successful career.

Memberships and Accreditation

- Approved by the Illinois Board of Higher Education as a Private Vocational School
- ABMP Institutional member
- AMTA School Member
- Founding member of Alliance for Massage Therapy Education
- Institutional Accreditation by COMTA
- NCBTMB Code-Assigned School
- Approved by WIOA

The New School for Massage and its Diploma program meet or exceed the requirements set forth by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education, COMTA Endorsed-Curriculum requirements, the institutional membership requirements of Associated Bodywork and Massage Professionals (ABMP), the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) for the purpose of graduate eligibility to take the Board Certification Exam, the Federation of State Massage Therapy Boards (FSMTB) for the purpose of graduate eligibility to take the Massage & Bodywork Licensing Exam, and the Illinois Department of Financial and Professional Regulation (IDFPR) for graduate eligibility to apply for licensing. The New School for Massage is a founding member of the Alliance for Massage Therapy Education (AFMTE). The New School for Massage and the Diploma program meet or exceed the hourly and/or educational requirements of most states and jurisdictions regulating massage therapy. Prospective students interested in pursuing massage therapy in other states should research licensing requirements in those states by contacting the appropriate agency.

The New School for Massage is accredited by COMTA, a US Department of Education recognized accrediting body.

Faculty

Our faculty consists of some of the best and most talented massage and bodywork professionals who are committed to sharing their academic and professional expertise with our students.

To offer a truly well-rounded, comprehensive diploma program, the faculty brings to the classroom a wide range of knowledge, including Eastern and Western modalities, and spa and clinical experience.

In the course of the program, each student is exposed to five or six different instructors thus enhancing the learning experience and synthesizing a unique style and approach to bodywork.

The faculty list and biographical summaries appear on the school's website, at www.newschoolmassage.edu.

Location and Facilities

The New School for Massage classrooms and administrative offices are located in a spacious 4,700 square foot facility, at 747 N. LaSalle Dr, in Chicago.

A new location opened at 18440 Thompson Ct., in Tinley Park.

This convenient location can be easily accessed by automobile and public transportation.

Classrooms are fully equipped with massage tables and chairs, marker boards, charts, skeletal models, and audiovisual equipment.

“I want to thank you for the opportunity to study massage therapy at The New School for Massage. I feel I’ve been given a tremendous education and appreciate the breadth and range of the entire faculty. The individual strengths and varied backgrounds of [the instructors] have given me many, many ways to think about how to apply what I have learned and how to integrate them with the other experiences I have had.”

S.A. – Class 113D

B. THE MASSAGE AND BODYWORK DIPLOMA PROGRAM

Program Description

Our comprehensive, integrated Diploma curriculum is organized in three units: Human Sciences for Massage Therapists and Bodyworkers, Massage and Bodywork, and Professional Development. Material is presented in an innovative, integrated fashion intended to maximize students' retention of knowledge and technique. The curriculum is challenging, creative, and achievable, and empowers the students with confidence to achieve their goals of Board Certification, licensing, employment, or personal and professional enrichment.

The Diploma program is 625 clock hours long, above the 600 hours required by the State of Illinois Licensing Law and well above the 500 hours that are required by AMTA, ABMP, National Certification Board, and the Federation of Licensing Boards' Massage and Bodywork Licensing Exam (MBLEx).

The effectiveness of the Diploma program is illustrated by the school's statistics in completion rates, job placement, and National Certification results. Graduates are fully trained to find positions in spas, health clubs, health clinics, or to develop a private practice.

Vocational Objective

The objective of the Diploma program is threefold: a) to provide students with the necessary coursework and experience that will give them the skills to enter the field of massage therapy and bodywork, b) to provide students with the knowledge required for passing the Massage and Bodywork Licensing Exam (MBLEx) offered by the Federation of State Massage Therapy Boards which is prerequisite for licensing in most states regulating massage therapy, and c) to provide credentialed training that will allow graduates to pursue Board Certification offered by the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB).

"Happy to be one of your first grads. Nine years later and still working!"

J.H. – Class 118W

Program Content

General Requirement

INTRO - Introduction to Key Concepts and Medical Terminology - 10 clock hours

Introduction to key concepts surrounding massage therapy, professional development, and human sciences for bodywork. This class is a prerequisite for all other segments of the program. History and benefits of massage, career transitioning concepts, professional conduct, and medical terminology are discussed.

Prerequisite: None.

Human Sciences for Massage Therapists and Bodyworkers

HSHT – Musculoskeletal Anatomy and Kinesiology – Spine, Thorax, Head, and Neck - 35 clock hours

This is one of three segments integrating the study of musculoskeletal anatomy with the study of movement. Bones and bony landmarks, muscle origins, insertions, and actions, biomechanical principles, and mechanical considerations of injury are discussed. This segment focuses on the spine and thorax, head, neck and face.

Prerequisite or Concurrent: INTRO.

HSSAH – Musculoskeletal Anatomy and Kinesiology – Upper Extremities - 35 clock hours

This is the second of three segments integrating the study of musculoskeletal anatomy with the study of movement. This segment focuses on the shoulder, upper arm, forearm, and hand. Bones and bony landmarks, muscle origins, insertions, and actions, biomechanical principles, and mechanical considerations of injury are discussed.

Prerequisite or Concurrent: INTRO.

HSPLF – Musculoskeletal Anatomy and Kinesiology – Pelvis and Lower Extremities - 35 clock hours

This is the third of three segments integrating the study of musculoskeletal anatomy with the study of movement. Bones and bony landmarks, muscle origins, insertions, and actions, biomechanical principles, and mechanical considerations of injury are discussed. This segment focuses on the pelvis, thigh, leg, and foot.

Prerequisite or Concurrent: INTRO.

HSPHA - Physiopathology - Module A - 30 clock hours

This is one of three segments integrating the study of anatomy, physiology and pathology. The

structure, function and associated disorders of each human body system are discussed. Upon completion of this course, students will be able to use critical thinking skills to make informed decisions about the safety and applicability of massage for clients diagnosed with specific conditions. This segment focuses on the structures and systems that allow the human body to maintain boundaries and protect itself from environmental stressors. Topics covered: Cells and body tissues, and integumentary, lymphatic, immune systems, and related pathologies.

Prerequisite: INTRO.

HSPHB - Physiopathology - Module B - 30 clock hours

This is one of three segments integrating the study of anatomy, physiology and pathology. The structure, function, and associated disorders of each human body system are discussed. Upon completion of this course, students will be able to use critical thinking skills to make informed decisions about the safety and applicability of massage for clients diagnosed with specific conditions. This segment focuses on the structures and systems that allow the human body to move and respond to changes in the internal and external environment. Topics covered: Musculoskeletal, nervous, and endocrine systems, and related pathologies.

Prerequisite: HSPHA.

HSPHC - Physiopathology - Module C - 30 clock hours

This is one of three segments integrating the study of anatomy, physiology and pathology. The structure, function and associated disorders of each human body system are discussed. Upon completion of this course, students will be able to use critical thinking skills to make informed decisions about the safety and applicability of massage for clients diagnosed with specific conditions. This segment focuses on the structures and systems that regulate metabolism, excrete wastes and facilitate reproduction & development. Topics covered: Cardiovascular, respiratory, digestive, urinary, and reproductive systems, and related pathologies.

Prerequisite: HSPHA.

Massage & Bodywork

MBFND1 - Fundamentals of Therapeutic Massage 1 – 48 clock hours

In-depth study of the theory and hands-on techniques utilized in Western Therapeutic Massage. This class provides the foundation for the skills utilized throughout the program. Students will learn the science of massage, factors affecting quality of touch, communication and interviewing skills, treatment documentation, draping and positioning the client, use of lubricants and tools, proper body mechanics, client-therapist boundaries, benefits of and contraindications to massage, hydrotherapy, and massage techniques appropriate for a general, wellness massage treatment. By the end of the course, students will be able to perform an hour-long, full-body relaxation massage.

Prerequisite: INTRO.

MBFND2 - Fundamentals of Therapeutic Massage 1 – 24 clock hours

This is a continuation of MBFND1. This class covers stretching and mobilization techniques.

Prerequisite: MBFND1.

MBCND - Applications of Therapeutic Massage to Musculoskeletal Conditions - 52 clock hours

This segment builds on the skills students have gained in their Fundamentals of Therapeutic Massage course. Students will integrate their knowledge of anatomy, physiology and pathology and gain insight into common conditions, treatment protocols and interventions appropriate for a massage therapist. Students will learn posture analysis, muscle testing, trigger point theory and techniques, indications and contraindications, muscle specific techniques, and apply them throughout the body while focusing on balancing the body and addressing specific conditions and complaints.

Prerequisite: MBFND. Concurrent: HSHNT, HSPLF, HSSAH

MBSP - Applications of Therapeutic Massage to Specific Populations - 24 clock hours

This segment builds on the skills students have gained in their Fundamentals of Therapeutic Massage course. Students apply their knowledge to different populations: athletes, office workers, pregnant women, and the elderly.

- **Seated Massage.** Students will learn to apply massage techniques to a fully clothed, seated client. Development of an efficient and effective chair massage routine will be explored.
- **Sports Massage.** The role of massage therapy in sports will be explored in this course. Students will learn about pre-event and post-event treatments, indications and contraindications, specific conditions related to sporting events (e.g., thermal conditions, injuries, etc.), and how to apply appropriate techniques.
- **Pregnancy Massage.** Students will learn the physiology of pregnancy, labor, and postpartum recovery, as well as hands-on skills to perform a prenatal and postnatal massage.
- **Geriatric Massage.** Students will learn about the aging process, biopsychosocial effects of massage for the elderly, benefits and contraindications, appropriate positioning, and techniques.

Prerequisite: MBFND1

MBWM - Western Frameworks and Narratives - 36 clock hours

This course consists of several topics intended to educate the student in various bodywork modalities.

Topics include:

- **Cranial Sacral Therapy.** An introduction to the theory and practice of Cranial Sacral Therapy. Discussion will involve the craniosacral system, indications and contraindications, and treatment techniques. Students will learn introductory cranial sacral techniques and how to integrate them into their practice. The New School for Massage is a member of Upledger Institute's Registry of Schools. Upon completion of this class, students may enroll in Upledger's Craniosacral Therapy programs at significantly discounted prices.
- **Myofascial Release.** An introduction to the theory and practice of myofascial release techniques. Discussion will involve the anatomy and common pathology involving superficial

and deep fascia, indications and contraindications and treatment techniques. Students will learn introductory myofascial release techniques and how to integrate them into their practice.

- **Dermoneuromodulation.** An introduction to the pain neuroscience framework and its applications. Students will learn basic techniques and how to integrate them into their practice.

Prerequisite: MBFND1

MBEM - Eastern Frameworks and Narratives - 48 clock hours

An introduction to the theory and hands-on skills associated with various forms of Eastern therapies with the focus on traditional Asian bodywork techniques (Thai-Shiatsu). The course will cover a basic understanding of energy movement in the body, Yin Yang and 5 Element Theory, the classic 14 energy channels of the body (meridians) and acupressure points (tsubos) and how those can be incorporated into other forms of massage therapy. By the end of this course, students will be able to perform an hour-long, full-body Thai-Shiatsu massage.

Prerequisite: none.

MBCLS - Clinic Skills – 16 clock hours

Discussion and hands-on preparation for entering the student clinic. Topics covered include guidelines, clinic forms, client interaction, and review of documentation. Students will need to demonstrate competency in the areas of client interviewing and communication, ethics, draping, body mechanics, and various techniques prior to entering the student clinic.

Prerequisite: MBFND1.

MBCL - Student Clinic – 125 clock hours

Hands-on practice of massage therapy focused on the general public. Students will have the opportunity to integrate all of their skills in providing appropriate therapeutic massage to clients in the student clinic under the supervision of our faculty.

Prerequisite: MBFND1, PDE1, MBCLS

Professional Development

PDE - Professional Ethics – 10 clock hours

This class covers the nature of professional ethics, practitioner/client relationship, professionalism, scope of practice, client interaction, sexuality and human relationships, informed consent, and ethical dilemma resolution. Case studies related to professional ethics and the law. Topics include but are not limited to scope of practice, professional boundaries, professional standards, psychological concepts applicable to therapeutic relationships, client communications, and advertising claims.

Prerequisite: INTRO.

PDC - Competing in the Marketplace – 27 clock hours

The focus of this class is on marketing, attracting and retaining clients, communication skills, professionalism, and developing a clear plan for a rewarding career as an employee, private practitioner, or business owner. This class also offers practical skills and advice about how to compete in the marketplace.

Prerequisite: INTRO

PDL - Preparation for Licensing – 4 clock hours

Discussion and practical exercises preparing the student to take the licensing exam. Topics discussed are: Difference between License and Certification, Path to licensure, State licensing law, MBLEx review and application process, test taking skills.

Prerequisite: INTRO

PDR – Research Literacy – 6 clock hours

This class explores the importance of research in massage therapy and guides students to critically evaluate available massage therapy research.

Prerequisite: INTRO.

Note: A clock hour is defined as 50 minutes of instruction followed by a 10-minute break.

“I recently graduated from this school. My experience here was great. The admin team really works with your schedule and are very helpful. The instructors are knowledgeable, entertaining, and encourage you to take the information you already have along with what you learn and make it your own. Everybody there seems to genuinely enjoy their job and enjoy helping people. Great atmosphere all around.”

C.M. – Class 20032

Class Schedule

The Diploma program is offered on a full-time (fast-track option) or part-time (extended-track option) basis and can be completed in 9 to 12 months, depending on the scheduling option selected.

Note: During the second term of the program, students must complete their clinic preparation and clinical practice. Clinical practice is in addition to the regularly scheduled classes, and typically consists of one four- or five-hour clinical shift on weekends.

Classes start every month. Each new group is limited to 14 students. Call 888-461-0114 to start your exciting journey or attend one of our information sessions.

The exact class schedule is available as a supplement to this catalog and is modified from time to time in response to market demand.

For the most current version of our class schedule, please visit our website, at www.newschoolformassage.edu.

Tuition and Fees

Enrollment takes place after a school tour after admissions criteria have been met.

Tuition is \$11,100. It includes application/registration fee, cost of instruction, ABMP membership, student liability insurance, access to the best MBLEx Study Guide-Exam Coach, Polo shirt for clinic use, lotions and creams for classroom and clinic use, sheets for clinic use, free transcripts for FSMTB and the Illinois Department of Professional Regulation. A massage table for personal use is recommended but not required.

Outside of tuition paid to the school, the student should expect:

- \$75-100 in required books; there may also be some recommended books but those are optional, as most students use our online learning platform and instructor notes for their studies.
- Licensing costs (exam: \$265, fingerprinting: approx. \$60, and licensing application: \$175). These are outside of the program and are not included in the tuition.

Tuition

If tuition is paid in full prior to the first day of classes a 15% discount applies.

Payment Plans

These plans are a great way to get the training you want with monthly payments that fit your budget. With these plans you can expect low interest, option to add a co-signer, and option to pay by credit, debit or check. Our extended payment plans are serviced by TFC Tuition Financing.

Major Credit Cards Accepted

The school accepts American Express, Mastercard, Visa, and Discover.

“I just wanted to let you all know that I got my first job in massage!! [...] The people that I interviewed with [...] were extremely interested in the program at The New School for Massage. They were impressed with what they heard and what I had to offer just being a graduate from the school. I was eager to tell them a lot of wonderful things and they responded well to what I had to share with them. [...] Thank you all again for the great experience.”

H.F., Class 114D

Notes: _____

C. INTRODUCTION TO MASSAGE THERAPY

Program Description

This is a 72 hour, standalone course integrating 4 segments of our licensing track program. This course is intended for those who are interested in massage therapy but do not wish to pursue a career as licensed massage therapists at this time.

The course teaches the fundamentals of massage therapy and ethics, and provides plenty of hands-on practice.

At the end of the class students will have a good understanding of massage therapy as a profession, and sufficient skills and knowledge to provide a basic therapeutic massage to friends and family.

The class does not lead to employment or licensing, however, it can be used as gateway to our licensing track program. Students must complete the entire 625 hour program and meet the licensing requirement prior to practicing legally in states that require licensure. In the event that students elect to enter our Massage & Bodywork Diploma Program, the hours, academic progress records, and tuition will be applied to that program.

Educational and Vocational Objective

The objective of the Introduction to Massage Therapy program to provide students with a good understanding of massage therapy as a profession, and sufficient skills and knowledge to provide a basic therapeutic massage to friends and family.

Program Content

INTRO - Introduction to Key Concepts and Medical Terminology - 10 clock hours

Introduction to key concepts surrounding massage therapy, professional development, and human sciences for bodywork. This class is a prerequisite for all other segments of the program. History and benefits of massage, career transitioning concepts, professional conduct, and medical terminology are discussed.

Prerequisite: None.

MBFND1 - Fundamentals of Therapeutic Massage 1 – 48 clock hours

In-depth study of the theory and hands-on techniques utilized in Western Therapeutic Massage. This class provides the foundation for the skills utilized throughout the program. Students will learn the science of massage, factors affecting quality of touch, communication and interviewing skills, treatment

documentation, draping and positioning the client, use of lubricants and tools, proper body mechanics, client-therapist boundaries, benefits of and contraindications to massage, hydrotherapy, and massage techniques appropriate for a general, wellness massage treatment. By the end of the course, students will be able to perform an hour-long, full-body relaxation massage.

Prerequisite: INTRO.

MBSP - Applications of Therapeutic Massage to Specific Populations - 4 clock hours

Seated Massage. Students will learn to apply massage techniques to a fully clothed, seated client. Development of an efficient and effective chair massage routine will be explored.

Prerequisite: MBFND1

Professional Development

PDE - Professional Ethics – 10 clock hours

This class covers the nature of professional ethics, practitioner/client relationship, professionalism, scope of practice, client interaction, sexuality and human relationships, informed consent, and ethical dilemma resolution. Case studies related to professional ethics and the law. Topics include but are not limited to scope of practice, professional boundaries, professional standards, psychological concepts applicable to therapeutic relationships, client communications, and advertising claims.

Prerequisite: INTRO.

Note: A clock hour is defined as 50 minutes of instruction followed by a 10-minute break.

Scheduling Options and Class Schedule

The Introduction to Massage Therapy Program is offered two mornings or two evenings per week. The duration of the program is approximately 9 weeks, depending on holidays.

Classes start every month. Each new group is limited to 14 students. Call 888-461-0114 to start your exciting journey or attend one of our information sessions.

The exact class schedule is available as a supplement to this catalog and is modified from time to time in response to market demand.

Tuition and Fees

Enrollment takes place after a school tour after admissions criteria have been met. Tuition is \$1,295 and may be paid in installments.

Tuition includes application/registration fee, cost of instruction, ABMP membership and student liability insurance, and lotions for classroom use.

D. ADMISSION POLICY

The policy described below applies to both the Diploma Program and the introductory program. However, being admitted into the introductory program does not automatically qualify one to enter the Diploma program; the two processes are distinct and separate from each other.

Admission Requirements

The requirements for admission into the Massage and Bodywork Diploma program are:

- 18 years of age.
- High school completion or GED.
- State ID or driver's license.
- U.S. citizenship, permanent residency, or lawful admissions in the U.S.
- Completion of an Application for Admission including a short essay explaining why the applicant wants to pursue a career in massage therapy.
- An interview with an admission officer.
- Familiarity with massage therapy as a profession and must have a) received a professional massage, b) attended a school tour or monthly information session.
- Good physical and mental health, ensuring the candidate is capable of meeting the physical and emotional demands of performing therapeutic massage.
- Financial preparedness.
- Good moral character (*).

(*) In determining "good moral character", we consider conviction of any crime, whether felony or misdemeanor, or any crime that is directly related to the practice of the profession.

Admission Process

An online Application for Admission should be submitted by the applicant well in advance of the program start date. The applicant should clearly indicate the desired class. Submitting an Application for Admission does not guarantee admission or reserve a space in the class. There is no cost for submitting an Application for Admission.

Once the application is received, applicants are invited for a school tour and an interview with an admissions officer. If the student has already visited with an admissions officer or has attended any of the school's monthly information sessions, the interview can be conducted over the telephone.

To ensure objectivity in the admissions process, a scoring algorithm (rubric) is used to rank applicants in the following areas: academic aptitude, maturity, commitment, communication skills, professionalism, health, character, understanding of massage therapy as a profession, and financial preparation.

Acceptance is determined following this interview. Upon acceptance, applicants receive an Enrollment Agreement. To register for class, the student must return to the school the signed Enrollment Agreement along with the initial payment (see "Tuition, Fees and Expenses").

Once the enrollment agreement and initial deposit have been received, the student is added to the class roster. Classes are limited to 14 students, and enrollment is closed when classes are full. Applicants are strongly advised to complete the application process as soon as possible.

All applications and associated documents become the property of the school.

Transfer Students

Diploma Program

Applicants who, at the time of their admission into the program, have successfully completed relevant coursework at a state-approved institution are eligible to test out of one or more of the following components of the Diploma program: Human Sciences for Massage Therapists and Bodyworkers, and Foundation of Therapeutic Massage.

There is a \$35 fee for each examination. Applicants who pass the examination will be exempt from the particular coursework, a grade of "T" (transfer credit) will be assigned to their student record, and their tuition will be adjusted based on the number of hours being transferred into the program.

Applicants who have successfully completed our Introduction to Massage Therapy Program can transfer their grades and attendance to the Diploma program. The cost of the Introduction to Massage program is applied towards to the Diploma program

International Students

The New School for Massage accepts international students who are lawfully admitted in the U.S.

Non-Discrimination Policy

The New School for Massage does not discriminate on the basis of race, gender, religion, national origin, age, sexual orientation, disability, or marital status. This applies to the selection of students, vendors, faculty, and staff.

Students with Disabilities

The New School for Massage provides reasonable accommodations for students with documented disabilities, as required by applicable municipal, state, and federal law. Reasonable accommodations are determined on an individual basis. However, some physical or mental disabilities are not suitable for massage therapy and bodywork and may disqualify some students from entering the program.

Student Privacy and Student Records

The New School for Massage does not release student records, or information regarding a student, to anyone without the written consent of the student.

Admission documents and academic records are maintained by the school indefinitely. Attendance and grades are entered in an electronic database. Attendance and grade sheets are scanned into their electronic versions are safely stored offsite for a period of 5 years. Hard-copy exams and quizzes are kept for a period of 3 months after an individual's completion of the program. All electronic records are backed-up and stored safely off-site.

While enrolled at the school, students can monitor their progress records online by accessing a portion of the school's website. A unique, encrypted code is used to protect student confidentiality. Students are expected to safe-keep this code and bring it to the Director's attention immediately if this code is lost or misplaced.

Transcripts for the Illinois Department of Financial and Professional Regulations (IDFPR) for the purpose of licensure, FSMTB for the purpose of taking the MBLEx, or the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) for the purpose of certification must be requested by sending an email to support@newschoolmassage.com, or by submitting a written request to the school at: The New School for Massage, 747 North LaSalle Dr, Suite 300B, Chicago, IL 60654, Attention: Records. Transcripts for all other purposes must be requested online at www.newschoolmassage.com. The school will validate all emailed and online requests with a telephone call. There is no cost for transcripts issued to IDFPR, FSMTB, or NCBTMB; there is an administrative fee for all other transcripts (See "Other Fees" section).

Notes: _____

E. ACADEMIC AND ADMINISTRATIVE SCHOOL CALENDAR

Academic Holiday Schedule

Holiday observance does not affect the number of instruction hours. If a holiday falls on a class day, the program duration is increased so that students receive the correct number of instruction hours. As a result, holidays may increase the duration of the program by as much as two weeks. Classes are not held on the following days:

Martin Luther King Birthday
Memorial Day
Independence Day Holiday (July 3 and July 4)
Easter Holiday Weekend (Friday through Sunday)
Labor Day
Thanksgiving Weekend (Thursday through Sunday)
End of Year Break (Dec.24 - Jan.2)

Administrative Holiday Schedule

The administrative offices are open throughout the year, except on the following days:

Martin Luther King Birthday
Memorial Day
Independence Day Holiday (July 3 and July 4)
Labor Day
Thanksgiving Weekend
Christmas Day
New Year's Day

Notes: _____

F. FEES AND REFUND POLICY

Late Payments, Delinquency, Financial Hold, and Financial Default Status

Under the New School for Massage Payment Plan, payments are due as specified on the retail installment agreement and application/registration agreement. If the due date is an administrative holiday, payment is due on the next business day. If a payment has not been received by the due date, a late fee of 10% of the payment amount or \$50, whichever is greater, will be added.

Any account that carries a past due balance for 10 calendar days will be placed on “financial hold” status and the student’s name will be removed from the class roster. No attendance or grades can be credited to the student’s record if the student comes to class. At that point, the student has a ten calendar-day period during which the account must be brought up-to-date. After the end of this period (20 calendar days from the original due date), the account will be considered in default and the student may not attend classes again until any past due and remaining balance under the enrollment agreement is paid.

Graduates of the program who financed their education using The New School for Massage Payment Plan are expected to continue making payments after they have completed the program until the balance under the enrollment agreement is paid in full. No transcripts or diploma will be issued until tuition is paid in full. Any account that carries a past due balance for 10 calendar days will be placed on “financial hold” status and all services available to the graduates such as transcript release, job counseling, job postings, continuing education classes, etc... will become unavailable to the graduate. At that point, the graduate has a ten-day period during which the account must be brought up-to-date. After the end of this period (20 calendar days from the original due date), the account will be considered in default and will be forwarded to an outside agency for collection.

Other Fees

The following fees are to the student’s discretion and are not covered in the all-inclusive price.

NSF Checks - \$25

Transcripts - \$20 per transcript (transcripts to FSMTB, NCBTMB, and IDFP are provided free of charge)

Instructor-led Tutoring (1 student) - \$50/hour

Instructor-led Tutoring (multiple students)- \$40/hour per student

Class Audits - \$40

Sheet rental - \$20

Make-up written exams – 1 hour - \$50

Make-up written exams – 1/2 hour - \$25

Make-up Palpation Exam - \$50

Make-Up Hands-On Exam - \$50

Transfer Students

For students who transfer credit into The New School for Massage, tuition is prorated based on the number of hours transferred into the program (see “Transfer Students”).

Refund Policy

Withdrawing from school has both academic and financial consequences. The school earns its tuition over the course of the program. If a student cancels enrollment or withdraws from the program prior to completing 50% of the duration of the program (measured in number of weeks from start date to end date above), the student may be entitled to a refund. The following rules pertain to tuition and refunds:

- Deposits or down payments are part of tuition.
- Interest paid that is part of a loan agreement is not considered part of tuition.
- The school will provide the student with a written acknowledgement of a student’s cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
- All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student’s cancellation.
- A student may give notice of cancellation to the school in writing. The unexplained absence of a student from the school for more than 15 days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance. If the student is absent for longer than 15 days but has expressed to the school that they will return at a later day, the student’s is considered active.
- Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days of determination of non-acceptance is made.
- The school shall refund all monies paid to it in any of the following circumstances:
 - The school did not provide the prospective student with a copy of the student’s valid enrollment agreement and a current catalog or bulletin;
 - The school cancels or discontinues the course of instruction in which the student has enrolled;
 - The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

In the event of cancellation or withdrawal, the following refund schedules apply:

REFUND SCHEDULE - CANCELLATION PRIOR TO FIRST DAY OF CLASS

<u>When cancellation notice is ...</u>	<u>School has earned</u>	<u>Refund to paying party</u>
...before the fifth business day after the date of enrollment but prior to the first day of class	\$0	All funds paid as of the time of cancellation
... after midnight of the fifth business day following acceptance but prior to the close of business on the student’s first day of class attendance	\$25	All funds in excess of amount in “school earned column”. Interest paid under a payment plan is not considered in this calculation.

REFUND SCHEDULE - WITHDRAWAL AFTER FIRST DAY OF CLASS

<u>When withdrawal date is ...</u>	<u>School has earned</u>	<u>Refund to paying party</u>
...after the student's completion of the first day of class, but prior to the students completion of 5% of the program duration expressed in weeks	\$325, plus the cost of any books or table which have been provided by the school	Any funds paid to the school less amount in "school earned column" that have been paid to the school.
...after 5% of the course of instruction, but prior to the student's completion of 50% of the program duration expressed in weeks	Prorated Tuition + fees under enrollment agreement Plus Penalty of 10% of Tuition Plus cost of any books and tables which have been provided by the school	All funds paid to the school less amount earned by the school, less any interest paid under a payment plan under this agreement.
Cancellation notice is given after 50% of the program duration as shown by start and end date above, calculated in number of weeks	All tuition and fees, plus cost of any books and table which have been provided by the school	No refund.

G. ACADEMIC AND ADMINISTRATIVE POLICIES

Academic Integrity

Students are expected to adhere to the school's standards of attendance and learning and to succeed on their own merit.

Plagiarism, falsification of information, copying from others, and methods intended to increase one's academic standing without doing the required work will not be tolerated and will result in disciplinary procedures, which may include probation and/or dismissal from the school.

Professional Conduct

Students are expected to value their classmates, instructors, and clinic clients for the unique individuals that they are; respect and protect their own and others' confidentiality; respect and protect their classmates' and clients' boundaries, *as well as their own*; adhere to the principles of academic integrity outlined by the school; adhere to school policies; and promote a safe learning environment.

Students of The New School for Massage are expected to adhere to the following code of ethics:

Code of Ethics

- I will value myself, my classmates, faculty and staff, and clients for the unique individuals that we all are, and for the diversity of backgrounds and experiences that we all bring to the classroom
- I will maintain clear and honest communication with my classmates, faculty and staff, and clients. I will not engage in gossiping nor will I talk about others in a demeaning or disapproving manner
- I will respect and protect my classmates' and clients' confidentiality, except as required by law or when one's boundaries have been violated or when intervention is required
- I will respect and protect my own and others' boundaries in all my interactions with students, faculty and staff, and clients
- I will not utilize any form of sexual suggestiveness or language in the classroom that will conflict with the non-sexual nature of massage and bodywork
- I will not utilize language or engage in behavior in the classroom or school facilities which will cause some students to feel isolated or threatened
- I will support the concept of academic integrity and will succeed on my own merit
- I will dress in a professional manner and consistent with school policy

- I will refrain from using any mind altering drugs, alcohol, or intoxicants prior to or during class
- I will respect and protect the school resources and intellectual property
- I will acknowledge the limitation of my skills and knowledge when viewed in light of the vast array of bodywork modalities and disciplines and will always seek to attain new knowledge and understanding.
- I will adhere to school policies
- I will not falsely claim to be a massage therapist or bodyworker and will not perform treatments in exchange for money unless I am licensed or legally allowed to do so
- I understand that who I am in the classroom and in my treatment room is who I am “inside”; for this reason, I will strive to apply the principles of this Code of Ethics in my everyday life

Satisfactory Academic Progress

Students enrolled in the Diploma program at The New School for Massage must be making satisfactory progress toward the completion of the program.

Satisfactory academic progress is defined by the following parameters:

- Completion of all courses with a minimum grade of 70%.
- Attendance of at least 80% of clock hours for all courses.
- A student may repeat a failed course once.
- Completion of the program in a maximum timeframe of 15 months.

Academic Probation and Dismissal

A student who has fallen below the 70% grade mark or below the 80% attendance mark in any of the segments of the Diploma program is said to be in probationary status. The probationary period starts at the time the grade and/or attendance dropped below the threshold and can last up to two months for the extended-track schedule and up to one month for the fast-track schedule. A student who does not bring the grade and attendance levels above the required threshold during that period will be dismissed from the program.

Other causes for dismissal from the program include failing a class twice, taking longer than 15 months to complete the program (except for students on an extended-track schedule) excessive absenteeism, unprofessional behavior, violation of the policy on draping, cheating on quizzes or exams, failure to meet financial obligations to the school, and falsification or omission of pertinent information from the application and/or admissions interview which if accurate or present would had led to denial of admission.

Students who are absent from attending school for 15 consecutive days and who has provided no notice of his/her absence will be automatically dismissed from the program.

The school is not required to offer a verbal or written warning prior to dismissal.

Grades and Attendance

Attendance requirements

Because of the extensive hands-on component of the massage therapy training and the integrated nature of the program, regular attendance is expected and required.

Attendance is taken in 15 minute increments, that is, a student who is absent for longer than 15 minutes during a clock hour will be marked absent for the entire hour.

Students can miss up to 20% of class hours in each program course with the exception of student clinic, which has a 100% attendance requirement. Students must keep in mind that if they miss classes within the allowable limits, they are still responsible for taking any quizzes or exams that were part of those classes or their grade will be impacted.

Making-Up Missed Classes

Regardless of reason of absence, students are responsible for all class material covered, including handouts and announcements. A student with a number of absences within the allowable limits may elect to make-up a missed class; a student whose absences exceed the allowable limit or who is on academic probation due to absenteeism must make-up missed classes to ensure that the attendance requirements are met.

There are two methods for making-up missed classes:

a) Class Audit. A student may make-up the missed topic by auditing a regularly scheduled class (i.e. morning, evening, weekend) with a different cohort, preferably by the same instructor. A student who audits a class receives attendance credit for the class but cannot receive a grade for any exams or other graded activities taking place in the class being audited. Students must sign up for class audits at the web portal, www.newschoollmassage.net. There is a fee to audit a class (See "Other fees" section).

b) Instructor-led Tutoring. A student may make-up the missed topic in a tutoring session led by an instructor. All tutoring sessions must be scheduled through the web portal, www.newschoollmassage.net, and are subject to instructor and classroom availability. Scheduling tutoring sessions directly with an instructor creates dual relationship and conflict of interest scenarios and is against the school's policy. There is a fee for instructor-led tutoring (See "Other fees" section).

A 24-hour advanced notice is needed to schedule a class audit or tutoring session. A 48-hour notice is required to cancel a class audit or tutoring session request; in the event that the 48-hour cancellation policy is not observed, the student forfeits the administrative fee.

Grade Requirements and Grading System

Students receive a grade for each segment in the Diploma program. The grade for each segment is calculated based on the grading structure of that segment as outlined in the segment's syllabus.

The New School for Massage uses the following system for grading student performance:

- A Excellent (Range: 93-100)
- B Good (Range: 85-92.9)
- C Satisfactory (Range: 75-84.9)
- D Poor (Range: 70-74.9)
- F Failure to meet minimum requirements
- T Transfer
- I Incomplete
- W Withdrawal

Making-Up Missed Exams

There are two methods for making-up missed exams:

a) By scheduling an “exam make-up” session. Make-up sessions may be scheduled through the web portal, www.newschoollmassage.net, Monday through Friday, from 8AM to 6PM, subject to instructor and classroom availability. An administrative fee is charged (see “Other Fees”) to cover the costs of scheduling the exam, printing it, grading it and entering into the system.

B) During an instructor-led tutoring session, as shown under “Making-Up Missed Classes”.

A 24-hour advanced notice is needed to schedule a make-up or tutoring session. In case of a ‘hands-on’ exam the student must bring someone to practice on. A 48-hour notice is required to cancel a make-up or tutoring session; in the event that the 48-hour cancellation policy is not observed, the student forfeits the administrative fee.

Graduation Requirements

To graduate from The New School for Massage and Bodywork Diploma Program, students must meet the criteria outlined in section ‘satisfactory academic progress and be current on their financial obligations toward the school.

Credential Awarded

The New School for Massage awards its graduates a Diploma in Therapeutic Massage and Bodywork. The diploma indicates that a graduate has mastered all the elements of the academic program and that he/she is fully qualified to enter the expanding field of complementary health care.

Incomplete Work

No credit will be granted for incomplete work. Students unable to complete a course and who do not meet attendance and grading requirements within two weeks from the last day of class of that course, will receive an "F" for the course.

Withdrawal/Leave of Absence

A student may give notice of withdrawal to the school in writing. The unexplained absence of a student from a school for more than 15 days shall constitute constructive notice of withdrawal to the school. If the student is absent for longer than 15 days but has expressed to the school that they will return at a later day, the student's is considered active.

A leave of absence is a temporary break in a student's attendance during which she or he is considered to be continuously enrolled. The leave must be no greater than six months and the student must specify the intent to return on a specific date.

Reinstatement/Re-enrollment Policy

A student who has been dismissed or has withdrawn from the program for any reason other than transfer to another cohort may re-apply for admission by submitting a new Application for Admission no sooner than two months and no later than six months from the time of dismissal or withdrawal.

The Application for Admission must include a statement indicating the problems and situations that led to the dismissal or withdrawal and a statement explaining why the former student is better qualified to enter the program at this time.

The process of re-entering the program is similar to that of new students, that is, a personal interview is required and a new enrollment agreement must be completed. In the case the student is re-admitted into the program, any coursework already completed successfully will be carried over to the current enrolment.

Transferring to another cohort

Because of the small size of the classes, students are encouraged to stay with the group with which they started. If it is necessary for a student to transfer to another cohort, the transfer is handled as a withdrawal and re-enrollment, except that a two-month waiting period is not required. The student must provide a written statement explaining the reasons for the transfer request.

In the case the student transfers to another cohort, any coursework already completed successfully will be carried over to the current enrolment. A new enrollment agreement must be completed for the new cohort.

Anti-Harassment Policy

It is the policy of the New School for Massage to maintain a learning environment that is free from harassment because of an individual's actual or perceived race, religion (creed), color, sex, sexual orientation, national origin or disability.

Harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates, or belittles any individual because of any of the characteristics described above. Such conduct includes,

but is not limited to unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures. These apply to all of the characteristics listed above.

It is also a violation of school policy for any teacher, administrator or other school personnel of this school to tolerate harassment, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including events and other extracurricular activities, under the auspices of the school.

The school will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

Sexual harassment

Sexual Harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education.

Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

The conduct has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.

This applies whether the harassment is between people of the same or different gender. Sexual harassment can include unwelcome verbal, written or physical conduct, directed at or related to a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive, touching, pinching, grabbing, kissing or hugging or restraining someone's movement in a sexual way.

Harassment because of race or color

Racial or color harassment can include unwelcome verbal, written or physical conduct, directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs.

Harassment based on Religion (Creed)

Harassment on the basis of religion or creed is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs, or graffiti.

Harassment based upon National Origin or Ethnicity

Harassment on the basis of national origin is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.

Harassment based on Marital Status

Harassment on the basis of marital status is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

Harassment based on Sexual Orientation

Harassment on the basis of sexual orientation is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's sexual orientation, such as negative name calling and imitating mannerisms.

Harassment because of Disability

Disability harassment includes harassment based on a person's disabling mental or physical condition and includes any unwelcome verbal, written or physical conduct, directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interference with necessary equipment.

Retaliation

It is a separate and distinct violation of this policy for any member of the school community to retaliate against any person who reports alleged harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. It is possible that an alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy.

Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be readdressed through application of the same reporting, investigation, and enforcement procedures as for harassment.

Consequences

Any school employee or student that is found to have violated this policy may be subject to action including, but not limited to, warning, remedial training, education or counseling, suspension, exclusion, expulsion, transfer, termination or discharge.

Reporting

Any school employee who observes, overhears or otherwise witnesses harassment, which may be unlawful, or to whom such harassment is reported, must take prompt and appropriate action to stop the harassment and to prevent its recurrence. A written report of the incident and the action taken by

the school employee in response to it must also be given to the School Director. In the event that the school employee is unable to personally take prompt and appropriate action, the employee must report the incident or complaint in writing to the Director.

Any student or other person who believes that unlawful harassment of a student has occurred may inform any school employee or the Director. Any student who believes that they have been the target of unlawful harassment as defined in this policy may bring their complaint to the attention of any school employee or the Director. Any student who believes that any corrective action taken by a school employee was ineffective may bring their complaint to the attention of the Director. The complaint may be made either orally or in writing.

Student Grievance Procedure and Timeline

Students who have a complaint or wish to register a grievance against another student, instructor, school official or staff, or school policy, must do so in writing with factual, accurate description of time, circumstance, names of people involved and occurrence. The following protocol should be followed in registering a complaint:

- If the complaint involves another student, it should be communicated *in writing* to the class instructor or the Director.
- If the complaint involves an instructor or staff, it should be communicated *in writing* to the Director.
- If the complaint is related to school policy, it should be communicated *in writing* to the class instructor or the Director.

The Director and/or, depending on the nature of the complaint, a faculty committee will review the complaint and respond within 7 days of notification of the situation. In the event the complaint involves harassment, the school may elect to temporarily suspend the party accused of harassment pending investigation of the complaint. No adverse action will be taken against any student for filing a complaint.

Complaints which cannot be resolved by direct negotiation with the school in accordance to the written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at www.ibhe.org.

Dress Code

The dress code for all classes is casual, unless otherwise defined in a course syllabus. The dress code for the clinic is discussed in the clinic manual.

Guidelines have been established and must be followed for dressing and undressing in the classroom during hands-on classes.

Draping

Proper draping protects the client and stresses the non-sexual nature of massage therapy and is, therefore, required during the massage treatment. Failure to adhere to proper draping can lead to

probation and/or dismissal from the program.

Class Size

New cohorts are limited to 14 students. Classes may be shared by multiple cohorts up to a maximum of 18 students per class. Student to instructor ratio is 18:1, and 8:1 in clinic.

Drug and Alcohol Policy

The possession, transfer, sale, use or solicitation of illegal drugs or alcohol on school premises, or being under the influence while on school premises, is prohibited and can lead to probation and/or dismissal from the program. This policy also prohibits students from being under the influence of any legal drug, including legally prescribed drugs, while on school premises to the extent that such use or influence interferes with the school's commitment to promote a safe learning environment.

Clean Air Policy

The Chicago Clean Indoor Air Act prohibits smoking as well as "vaping" or the use of an e-cigarette, vape pen, or e-hookah in virtually all enclosed public places and enclosed places of employment. The ordinance also prohibits smoking, including vaping, within 15 feet of entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. As a business that operates in the City of Chicago, we are required to abide by city ordinances. Students found to be smoking or vaping on the school/clinic premises, or anywhere else in the building including stairways and fire escapes, or within a 15ft perimeter of our building are subject to probation and dismissal from the program.

Weapon Policy

With the exception of military or law enforcement personnel engaging in security activities, students are prohibited from carrying guns, stunt guns, knives, or other weapons, on their person or in their belongings while on school premises. Violation of this policy will lead to immediate dismissal from the program.

Use of School Resources

Use of school resources is limited to the use of classroom and common areas of the school during class times. Students are not allowed to use the school's telephones, computers, copier, electronic equipment. Students may not use the school's classrooms outside of class times.

Distribution of books and materials

Books, if purchased through the school, will be distributed throughout the program on the first day of the course utilizing them. The clinic shirt is distributed prior to entering clinic.

Use of Mobile Phones

Mobile phones have become an indispensable part of one's life, however, they cannot be allowed to disrupt the learning environment. Please turn your mobile off while in class and during exams and quizzes. Students who need to use their phone must do in the downstairs lobby.

Access to Email and Online Resources

The New School for Massage uses email and the internet extensively for the purpose of communication with students. Some classes may require use of online material, such as e-textbooks or other reference. Class schedules, syllabi and homework assignments, grades and attendance, job postings, and miscellaneous notices are posted online. Additionally, the school maintains a list of many free, online resources that can help students learn better and become part of the large massage and bodywork community. Students are required to maintain access to email and the internet throughout enrollment and to check their email accounts and monitor academic progress frequently. Students are not required to own a computer; free email and internet access can be obtained at a local library.

Student Services

To contribute to the students' quality of learning experience and academic success, The New School for Massage offers a comprehensive support framework for students.

Academic Tutoring – free and paid tutoring is available on request

Learning Management System – Our online learning management system allows students to review the material covered in class

Exam Coach – MBLEx preparation software

Class Audits – Class audits are available to students (see "Fees" section)

Clinic Discounts – students and graduates in good standing receive 30% off massage services at River North Massage Therapy Center

Verification of Enrollment – the school provides enrollment verification to parties that request it; such verification is provided only per student's approval and only for matriculated students in good standing

Transcripts – transcripts are provided free of charge for IDFPR, NCBTMB, and FSMTB; a fee is charged for transcripts sent to other organizations

Assistance with Out of State Licensing – the school will assist students in securing a license in another state

Career Placement

As a vocational school, a career in massage therapy is the ultimate outcome of the massage therapy program. Career options, resume preparation, self employment, and marketing concepts are covered extensively in the PDC class (Competing in the Marketplace). Additionally, the school offers the following types of career placement assistance:

- Job Board
- Assistance with Resume preparation and job search

H. SCHOOL STATISTICS (7/1/2021-6/30/2022)

	Diploma	Introduction to MT
1) Number of students who were admitted in the program or course of instruction as of July 1 of this reporting period.	21	0
2) Number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:		
a) New starts	75	5
b) Re-enrollments	0	0
c) Transfers into the program from other programs at the school	0	0
3) Total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	96	5
4) Number of students enrolled in the program or course of instruction during the 12-month reporting period who:		
a) Transferred out of the program or course and into another program or course at the school	0	0
b) Completed or graduated from a program or course of instruction	19	0
c) Withdrew from the school	14	0
d) Are still enrolled	63	5
5) Number of students enrolled in the program or course of instruction who were:		
a) Placed in their field of study	6	n/a
b) Placed in a related field	0	n/a
c) Placed out of the field	0	n/a
d) Not available for placement due to personal reasons	4	n/a
e) Not employed	0	n/a
B1) Number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	15	n/a
B2) Number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	14	n/a
C) Number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	9	n/a
D) Average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	\$39.5/hr	n/a

I. MISCELLANEOUS

Licensing and Certification Information

The State of Illinois regulates massage therapy practice and requires licensing for all practicing massage therapists. Licenses are issued by the Illinois Department of Financial and Professional Regulations, 320 West Washington, 3rd floor, Springfield, IL 62786, (217) 785-0820.

Other states and jurisdictions may have different licensing requirements or may have no licensing requirements at all. In states with no licensing requirements a local massage license may apply. Information on regulation in other states may be found at: <https://www.abmp.com/practitioners/state-requirements>

The Massage and Bodywork Diploma program from The New School for Massage, Bodywork, and Healing satisfies Illinois educational requirements for licensing, as a State-approved vocational program with a “minimum of 600 clock hours or its equivalent in credit hours of supervised classroom and supervised hands-on instruction”. The program and training provide students with the education that is necessary to take the Massage & Bodywork Licensing Exam which is accepted for licensing in Illinois. The school is a code-assigned school by the National Certification Board for Therapeutic Massage & Bodywork, which allows graduates to pursue Board Certification.

The New School for Massage Bodywork & Healing makes no representation that a student who completes the Diploma program will receive a license by the State of Illinois or any other state. Prospective students are encouraged to discuss licensing requirements with an admissions representative prior to entering the Diploma program.

The “Introduction to Massage Therapy” program does not have a vocational or licensing objective.

Transferability of credit

Students or graduates of The New School for Massage who wish to transfer credit to another institution of higher education should be aware that it is completely at the discretion of the other institution whether to accept credits from The New School for Massage. Students are advised to consult with the institutions they wish to transfer to determine whether coursework can be transferred.

Complaints

Complaints against the school may be registered with the Illinois Board of Higher Education by sending a letter to either of the following addresses:

Illinois Board of Higher Education
Private Business and Vocational Schools
1 N. Old State Capitol Plaza, Suite 333
Springfield, IL 62701
(217) 782-2551

J. COPYRIGHT INFORMATION

The contents of this catalog and any other accompanying information are considered intellectual property of The New School for Massage, and may not be duplicated, copied, or used for any purpose except as authorized by The New School for Massage, Bodywork & Healing.

DATE OF PUBLICATION AND STATEMENT OF ACCURACY

All information published in this catalog is current as of April 30, 2023. The New School for Massage reserves the right to change course content, tuition and fees, schedules, admission standards, and school policies without notice subject to approval by the Illinois Board of Higher Education.

*“Never doubt that a small group of committed people can change the world. Indeed, it’s the only thing that ever has.”
- Margaret Meade*