



## ***Program Catalog | 2011 - 2012***

*Peace...In Your Hands*



***Florida School of Massage***

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***Florida School of Massage***

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# Thank You

for your interest in massage therapy. We look forward to being with you and sharing an experience in which awareness, sensitivity, knowledge and skills may help bring about greater health, happiness and peace.



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# Welcome

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## A Letter from the Director

### Dear Prospective Student,

We hope this catalog serves as a window into the experience of the Florida School of Massage that helps inform you as you choose your educational path.

Self-awareness and communication are foundational in our programs. When offered in a context of awareness, massage can be a vehicle for personal growth and transformation. Through touch we are invited to inquire into the process of our tension and when we attend to that process, we change. Massage can be an empowerment, opening the doors to greater clarity and creativity in our lives. Our charter as massage therapists is to provide a safe space for our clients to let go and reorganize themselves as happier, more functional beings. Our charter as a school is to provide the nurturance and guidance that facilitates our students in creating that space.

We learn to cultivate the sensitivity and skill to offer touch in a way that empowers, invites inquiry and is available without being intrusive. The way to develop this kind of skill is to touch and be touched with awareness and sensitivity, creating a safe space for personal awareness. Through the sense of community that arises out of mutual caring, you may discover your own potential for growth. If you come here, you may leave changed.

We are located on ten acres in the raised hammock area that surrounds the prairie. The hardwood canopy is the home for barred owls, bald eagles, red-tailed hawks, peacocks and armadillos. There are gardens, wooded walking paths, a fire pit, and picnic tables under live oaks draped with Spanish moss. The kitchen and counseling center are located in a little “cracker” house in the middle of it all. This is where we eat and play together. Dancing and drum circles around the fire, frisbee in the open field, introspection and meditation along the trails all nourish the sense of community that is the ground for awareness and transformation.

We’ve been helping people to change their lives through massage education for nearly 40 years. If you’d like to make us part of your personal path, we hope that you will join us as we continue in our process together as sensitive, caring and whole human beings subject to the magic that can occur when individuals agree to touch with healing intention and consciousness.



Best Wishes,

Paul and Josie Davenport

# About Florida School of Massage

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## **Mission Statement**

The mission of the Florida School of Massage is to enhance the quality of life through the vehicles of touch and awareness.

## **Purpose and Philosophy**

Over 2,000 years ago, Hippocrates, the Father of Medicine, used massage extensively in the treatment of pain and disease. The science and art of massage have continued to expand and be a valuable tool in human wellness. Massage promotes greater circulation, lymphatic flow and muscular relaxation, and can be valuable in reducing or eliminating musculoskeletal pain. Through the practice of massage we can also become aware of lifestyle and emotional patterns which may be causing or perpetuating painful or limiting ways of being. The Florida School of Massage (FSM) offers a variety of programs utilizing touch as a vehicle for awareness. At FSM, students learn to offer massage in a context of personal inquiry and empowerment. It is the exploration of this context on a variety of levels that is our major contribution to the field of massage. When we talk about massage as a vehicle for awareness, we mean this on many levels. The first level is the awareness of tension and where it exists in the body. Second, through touch we can communicate how to let go of these habitual patterns of tension. At the third level of awareness the client and therapist can challenge the belief system around which the tension is organized. The therapist provides a safe place for clients to explore potentially threatening parts of their bodies and their selves, so that they might choose to let go of unnecessary tension. Massage offers a unique possibility for personal empowerment seldom found

elsewhere in the field of health care. Clients may potentially leave a massage with more awareness and more control of their bodies and their lives. To provide a safe space for our clients, it is essential that our work be nonviolent in nature and that the goals be the client's rather than the therapist's. We respect our client's threshold of pain, both physical and emotional, exploring how we can be available as therapists without being intrusive. Massage therapists can be skillful facilitators, empowering and inviting clients to awareness. We strive to cultivate this context of awareness in all our basic and advanced programs, and to bring this perspective to the community-at-large through outreach programs that include working with such groups as cancer patients and their families, women recovering from domestic violence, the homeless, and the elders. We are happy that you are considering massage in your life. When offered in a caring, mutually respectful environment, we have found massage therapy to be a very nourishing practice that helps promote health, understanding, acceptance and peace.

## **History and Ownership**

FSM has nearly 40 years of experience providing massage education as a vehicle for personal growth and empowerment, cultivating compassionate touch in a nurturing community experience. The Florida School of Massage enrolled its first students in 1973. The American Institute of Natural Health, Inc. and the Florida School of Massage, Inc. merged their programs of massage therapy and allied holistic health training in September 1979. The merger of these two Gainesville schools produced a



vocational training center with outstanding instructional faculty and equipment resources for expanded and advanced programs of massage therapy and natural health care. The Florida Institute of Natural Health was formed in the summer of 1980 and during the next seven years a new and larger facility was developed and several new programs were added to the curriculum of the Florida School of Massage. In the spring of 1987 The Florida Institute of Somatic Health (FISH) was formed, becoming the owner-operator of the Florida School of Massage. In 2008, the corporate name of FISH was changed to Florida School of Massage. Paul D. Davenport is the owner of the Florida School of Massage, a chartered corporation.

### Licensing and Accreditation

The Florida School of Massage is:

- Licensed by the Commission for Independent Education, Florida Department of Education (License #446). Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines St., Suite 1414, Tallahassee, Florida 32399-0400, phone toll free (888) 224-6684;
- Approved by the Florida Board of Massage Therapy;
- Accredited by the Commission on Massage Therapy Accreditation (COMTA). 5335 Wisconsin Ave. NW, Suite 440, Washington, DC 20015, phone (202) 895-1518;
- Approved to offer Title IV Federal Financial Aid to eligible students;

- Approved as a vocational training school by the State Department of Vocational Rehabilitation, the Florida Department of Veteran's Affairs (for Veteran's Training), and the Division of Blind Services;
- Approved by the United States Immigration and Naturalization Service to enroll international students;
- A founding member of the Alliance for Massage Therapy Education (AFMTE), a school member of the Florida State Massage Therapy Association (FSMTA), the American Massage Therapy Association (AMTA), the Association of Bodywork and Massage Professionals (ABMP) and a member of the Academic Consortium for Complementary and Alternative Health Care (ACCAHC);
- Approved as a continuing education provider by the Florida Board of Massage Therapy and by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

### Educational Objectives

There are many ways in which learning and growth take place. We focus on three areas—development of knowledge and skills, professional preparation, and personal growth. Our intention is:

- To provide students with safe and supervised learning experiences which promote the health and well-being of themselves and their clients.
- To provide a thorough working knowledge of the structure and function of the human body, and the theory



and practice of therapeutic massage modalities.

- To prepare students to become qualified massage therapists.
- To help students develop professional work habits.
- To help students understand their scope of practice and to help them develop appropriate referral skills.
- To model a professional attitude with a commitment to ethical practices toward clients and fellow practitioners.

### **Location and Facilities**

The Florida School of Massage is located in Gainesville. This growing city is a dynamic college town with two large hospitals, a college of health-related programs at Santa Fe Community College, and the University of Florida's Medical School and School of Veterinary Medicine. All possess extensive library facilities. Gainesville is a progressive city with many opportunities to explore spirituality, health and wellness. The city features many yoga, tai chi and meditation classes, two colleges of Oriental medicine, a traditional midwifery school, four health food stores, a community-funded food coop, several health clubs, and numerous massage therapists, psychotherapists, chiropractors and alternative health care practitioners. Gainesville also offers numerous churches and spiritual centers of every tradition. The city is close to the natural beauties of North Central Florida: state parks for hiking and camping, fresh cold water springs for tubing and canoeing, and even 'mountain' bike trails. The school's facilities occupy over 11,000 square feet of space, providing

lecture rooms, practicum and exercise areas, private massage treatment rooms, a library and multimedia collection, offices, advisor meeting rooms, a sauna and whirlpool, and a sun deck. The school is conveniently located just south of the University of Florida in a wooded and open setting within four miles of the heart of the city and adjacent to Payne's Prairie State Preserve, a 21,000-acre wildlife sanctuary.



# Our Program

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<b>Program Summary by Hours</b>	<b>Hours</b>
<b>MAS101: Massage Therapy Techniques</b>	
Foundations of Bodywork/Swedish Massage	61
Reflexology	12
Connective Tissue Therapy	52
Polarity Therapy	41
Neuromuscular Therapy	41
Sports Massage	21
Pathology - Massage Related	25
<b>Total</b>	<b>253</b>
<b>MAS102: Allied Modalities</b>	
Introduction/Orientation	18
Integrative Massage/Transitions	48
Research	6
Review/Final Exam	8
<b>Total</b>	<b>80</b>
<b>ANA101: Anatomy and Physiology, Kinesiology and Pathology</b>	
A & P	89
Kinesiology	74
Pathology	25
<b>Total</b>	<b>188</b>
<b>MAS103: Hydrotherapy</b>	<b>25</b>
<b>MAS104: Supervised Clinical Practicum</b>	<b>45</b>
<b>BUS101: Professional Development</b>	
Awareness and Communication Skills	24
Business	15
Florida Laws and Rules	10
Boundaries and Professional Ethics	10
<b>Total</b>	<b>59</b>
<b>HIV101: Living with AIDS</b>	<b>3</b>
<b>ME101: Medical Errors Prevention</b>	<b>2</b>
<b>CC101: Community Circle</b>	<b>15</b>
<b>TOTAL PROGRAM HOURS</b>	<b>670</b>



## **Therapeutic Massage and Hydrotherapy Program**

### **Program Calendar**

The six month program is offered three times per year starting in January, May, and September. Please see page 19 for more information about specific dates.

### **Program Hours**

FSM's Massage and Hydrotherapy Licensing Program consists of 670 clock hours of training. One hour is equal to 50 minutes in class and a ten minute break. The program integrates three areas of work: the development of knowledge and skills, professional preparation, and working with our own self-understanding. Please be aware that the course offerings and hours listed below are estimates based on the current program at the time of this printing, and are subject to revision.

### **Teacher/Student Ratio**

We accept approximately 70 students each class. To provide individualized attention and a quality educational experience, this group splits into two smaller groups of 35. These students then work in 17 pairs for the hands-on bodywork classes. The teacher/student ratio in these classes varies from 1:4 to 1:8. In lecture classes we usually utilize one or two instructors, making the teacher / student ratio 1:35 or 1:17. The Florida School of Massage sets a high standard for instructors. All teachers, in addition to meeting state requirements, have completed a teacher's assistant program through the school. Nearly all instructors at FSM are graduates of the program themselves and are thus uniquely able to embody the

philosophy of the program in all classes. All lead instructors are specialists in their teaching area and generally exceed 10 years experience as massage educators and therapists.

### **Class Times**

Class hours are from 8:00am to 2:30pm Monday through Friday, with a one-hour break for lunch at 10:45am (11:15am on Fridays). Each day consists of two classes. One class is a massage therapy technique class. The other half of the day will include classes in Anatomy, Kinesiology, Hydrotherapy, Awareness, Communication Skills, Ethics, Business, and other classes as required. Also covered are the uses, effects and chemical ingredients of powders, oils, and other products used in the practice of massage therapy, as well as the hygienic principles followed in the use of such treatments. Prerequisites: Must be complete in all previous class work, or with permission of instructor.

## **Course Descriptions**

### **Massage Therapy Techniques**

Massage classes follow a general format of lecture, demonstration, and paired practice. There are 17 pairs practicing at a given time with two or three instructors present for individual attention. Massage therapy training includes the following techniques: Foundations of Bodywork/Swedish Massage (61 hours), Reflexology (12 hours), Connective Tissue Therapy (52 hours), Polarity Therapy (41 hours), Neuromuscular Therapy (41 hours) and Sports Massage (21 hours). For related Allied Modalities see description below.



We begin with **Foundations of Bodywork/Swedish Massage**, a general flowing technique designed to move blood and lymph and to relieve aching muscles while increasing relaxation and general well-being. Body mechanics and the context of sensitivity and trust that continues throughout the program are introduced in Foundations of Bodywork/Swedish Massage. Prerequisites: None.

**Reflexology** is based on the theory that there are specific points on the feet that correspond to the internal structures and musculoskeletal system of the body. Proper manipulation of these reflex points helps the body to return to homeostasis. Prerequisites: Foundations of Bodywork/Swedish Massage, or with permission of instructor.

**Connective Tissue Therapy (CTT)** focuses on lengthening the fascial component of chronically shortened muscles allowing the muscles to return to a relaxed state. Chronic postural habits can also be addressed. Clients who receive CTT can enjoy greater range of motion along with increased ease when standing and moving. Prerequisites: Must be complete in all previous class work, or with permission of instructor.

**Polarity Therapy** is based on principles drawn from Chiropractic and Osteopathic medicine, as well as the healing arts of China and India. This unique synthesis addresses the concept and experience of life energy as it manifests at physical, emotional, and mental levels. Relatively light physical contacts are utilized with the intention of drawing the client's awareness to the patterns of life energy that form the body/mind continuum. Prerequisites: Must be complete in all previous class work, or with permission of instructor.

**Neuromuscular Therapy (NMT)** is a form of deep tissue massage that stimulates neurological reflexes related to chronic muscle contraction and pain patterns. Pressure is applied to specific trigger points in the bellies of muscles, causing them to relax, reducing pain and increasing body awareness. Prerequisites: Must be complete in all previous class work, or with permission of instructor.

**Sports Massage** integrates Swedish Massage, NMT, flexibility guidelines and other sports massage techniques in ways specifically appropriate to working with athletes. Prerequisites: Must be complete in all previous class work, or with permission of instructor.

### **Pathology - Massage Related**

See details under "Anatomy and Physiology."

## **Allied Modalities**

### **Intro to Awareness Based Massage/Orientation**

The intention of the first three days of the program is to introduce the students to awareness based bodywork through short talks and experiential processes. The students begin the program with sensitivity and perceptivity exercises which help form the base for contacting our clients with safety and respect. Students are introduced to communication and language skills that will be used throughout the program, as well as exercises for strengthening and stretching the legs, back, and hands as preparation for the physical nature of the massage program. Prerequisite: none.

### **Integrative Massage/Transitions**

Offered in the concluding weeks of the program, Integrative Massage/Transitions accentuates the highlights of the program and



helps the student integrate what they have learned. This is achieved through supervised bodywork sessions with students working in triads amongst their peers. A few days are also reserved for additional job preparation through the use of personal empowerment exercises and business classes. Good body mechanics, communication skills, and self-care techniques are also reinforced. Other subjects addressed through integrative classes include research, elderly massage, and chair massage. These classes are designed to help the student deepen theoretical understanding and application of massage techniques in various situations and client populations. Prerequisites: Must be complete in all previous class work, or with permission of instructor.

### Research

In this class, fundamental principles of research literacy are introduced. Students learn how to find, read and evaluate research that is relevant to massage therapy. Prerequisite: None.

### Review/Final Exam

The last part of the program reviews the topics we have covered in the previous six months. Students are given a review package that covers all the relevant areas for the licensure examination, practical information regarding test taking skills, and logistical information about the testing format. A final cumulative exam is given and students are able to evaluate their knowledge and skills in preparation for the Florida approved exam. Florida uses an exam that is the standard for licensure in Florida and many other states. Please contact a school administrator for more information about licensure in your state. Prerequisites: Must be complete in all previous class work, or with permission of instructor.

### Anatomy and Physiology, Kinesiology, and Pathology

This is a systemic **Anatomy and Physiology** program that seeks to establish an understanding of the human body as an internal experience rather than abstract data to be memorized. Discussions include the physiology of musculoskeletal pathology, maintenance of health through prevention, and an introduction to the principles of nutrition. Program material includes the development of tissues from a cellular level to organ systems with special emphasis on the relationship between muscle, nervous and connective tissues. Emphasis is also given to the physiology of emotional experience and the role of belief systems in the maintenance of chronic tension. A variety of innovative teaching tools are employed including visualization, prepared program notes, and noncompetitive testing to provide immediate feedback and to facilitate understanding.

**Kinesiology** classes help students gain a greater understanding of the relationship and functions of muscles. Students gain knowledge of the origins, insertions, and actions of over 100 muscles through the use of lecture, palpation, Maniken™ clay modeling, stretching, exercise, and body painting. Students also gain an understanding of muscle relationships and movement to specific pathologies and bodywork techniques.

**Pathology:** In both the massage-related modalities and linear classes, human pathology is introduced as it relates to the practice of massage therapy. Students will understand the cause, nature, and origin of diseases. Students will also gain the ability to notice any variant conditions or deviation from normal. Our



graduates will be able to adapt their massage techniques to a wide range of conditions they may see in their practices. Prerequisite: None.

### **Hydrotherapy**

Therapeutic applications of heat and cold, icepacks, saunas, whirlpools and other therapeutic tools and procedures are discussed and practiced. Also covered are the uses, effects and chemical ingredients of powders, oils, and other products used in the practice of massage therapy, as well as the hygienic principles followed in the use of such treatments. Prerequisites: Must be complete in all previous class work, or with permission of instructor.

### **Supervised Clinical Practicum**

Students are required to complete multiple massage sessions outside normal classroom hours. These massage experiences are recorded in massage journals provided to the student. Medical history and information about the client is recorded in the journal and the client is requested to give the student written feedback on their work. A credit of 1.5 clock hours is granted for each supervised massage. Currently, at least 45 hours are supervised and 30 hours are unsupervised. Prerequisites: Must be complete in all previous class work, or with permission of instructor.

Supervised massages are completed as follows: 25 must be given as supervised massages in the student clinic and three given as supervised massages at a retirement community and the Ronald McDonald House. Students also give and receive one massage from a staff member for individual instruction and feedback.

In addition, students will provide several unsupervised massage practice sessions. The intent of this unsupervised massage practice is to encourage students to promote themselves within the community and to develop communication skills. Students may satisfy the journal requirements by working more than the minimum requirement in the student clinic or by contacting different groups or agencies throughout the community and working with clients at their homes and offices. Students are not permitted to receive compensation for any massages provided. Note that unsupervised practice hours are in addition to the 670 in-class program hours and are not counted for transcript credit. Prerequisite: Foundations of Bodywork/Swedish Massage, Introduction to Clinic class, and/or with permission of instructors.

### **Professional Development**

#### **Awareness and Communication Skills:**

A variety of classes in communication give students therapeutic verbal skills to support them to be available for clients as sensitive, caring human beings without judging or advising. Classes in group dynamics, conflict resolution and personal awareness range from group play to the use of personal journals, art, movement, sound, stillness and silence. Prerequisite: Must be complete in all previous class work, or with permission of instructor.

**Business:** Instruction includes career planning and goal setting; obtaining employment; record keeping and tax strategies for the self-employed; marketing and promotional ideas for creating a successful massage practice; insurance billing and SOAP documentation. Prerequisites: Must be complete in all previous class work, or with permission of instructor.



**Florida Laws and Rules:** Discussions include Florida Statutes 456, 480 and Florida Administrative Code 64B7. Prerequisites: Must be complete in all previous class work, or with permission of instructor.

**Boundaries and Professional Ethics:** Students are introduced to some of the ethical issues regarding sexual boundaries and ethical conduct in the therapeutic relationship. Prerequisites: Must be complete in all previous class work, or with permission of instructor.

### **HIV/AIDS Education**

Discussions include defining and understanding the terms AIDS and HIV, understanding the pathogenesis and epidemiology of AIDS, exposure, control of spread, prevention of exposure, current treatments, and behavior and attitude changes surrounding HIV. Prerequisites: Must be complete in all previous class work, or with permission of instructor.

### **Medical Errors Prevention**

The intention of this class is to stimulate thought and discussion regarding information and procedures that will help massage therapists prevent medical errors. Discussion includes massage scope of practice, communication skills, workplace safety, documentation, and medical contraindications for massage. Prerequisites: Must be complete in all previous class work, or with permission of instructor.

### **Community Circle**

This class meets on Friday mornings, bringing both groups together to announce upcoming events or changes in the class schedule. This forum also provides an opportunity for dialogue and feedback about the program, or to give the

students an exercise in awareness such as a guided meditation, a communication exercise, or a Feldenkrais® lesson. Prerequisite: None.

### **Elective Classes**

#### **Optional - up to 100 Hours**

The elective classes are provided in addition to the massage therapy program and give students a brief introduction to a variety of topics. The elective program is entirely optional. Students may participate in a variety of classes ranging from Movement, Yoga, and Meditation, to Infant Massage, Thai Massage, and Self-care. Students can receive a maximum of 100 hours credit - 50 from the journal writing elective and 50 from the other elective offerings. Electives and optional classes are held in the afternoons and on weekends. Please note that most elective classes carry a nominal additional charge. Prerequisite: None.

#### **Directed Independent Study Project**

##### **Optional - 200 Hours**

The independent study is a project, coordinated with a faculty member, relevant to the student's interest. Students may create a project that incorporates research and study of a particular massage therapy technique, personal growth work, life correlation studies, community service project, or design and development of a business plan. The intention of the directed independent project is to offer students another vehicle to explore a subject that excites and interests them. Prerequisite: None.

#### **Advanced Trainings**

The Florida School of Massage offers a wide variety of advanced trainings and continuing



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## Our Program

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education workshops throughout the year. Many of the courses are available to students in the Massage and Hydrotherapy program for an additional cost, and frequently at a discount. If you are planning to practice in a state that requires more than 670 hours, please contact the school to discuss how you may combine our massage therapy program with various advanced trainings to increase your hours and meet the requirements of your state. It is possible to meet the licensing requirements of most states in this way.

All advanced trainings and weekend workshops offered at FSM strive to further develop the awareness and personal growth potential of massage therapy brought forth in the 670-hour Massage and Hydrotherapy Program.

Offerings include comprehensive advanced trainings that provide students or Licensed Massage Therapists the opportunity to explore a modality of massage therapy in depth. Also offered are courses of shorter duration (generally a weekend) that focus on developing skills in a specific area of massage or a related topic.

Florida School of Massage is approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) as a continuing education Approved Provider (#450336-07). FSM is also approved as a CE provider by the Florida Board of Massage Therapy (#50-768). Most advanced offerings provide both Florida and National continuing education hours, either through the school's provider numbers or those of the individual instructors.



# About Massage Therapy

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## Career Opportunities

Massage therapy has become a recognized insurance-eligible member of mainstream healthcare. With the establishment of national certification and the development of licensing laws for massage therapy, the profession has moved toward recognition and credibility among healthcare providers and insurance companies. This means the massage therapy profession is one with many opportunities.

Employment areas for professional massage therapy services include: health service centers and athletic clubs, private spas, beauty and tanning salons, hotel and resort fitness facilities, cruise ships, private practices and clinics, medical and chiropractic practices and hospitals. Many practitioners do outcalls or set up their own clinics and many pursue more than one opportunity simultaneously. For example, a massage therapist may be employed at a spa or medical office and also provide an outcall service or rent space in a massage therapy clinic. The massage therapist has many choices.

In our business classes, students learn proven formulas for contacting related professionals for career opportunities as well as formulas for letter writing and phone follow up that will insure that they have a choice in the job market. Our intention is to empower our students to create their career on their own terms. Please note that while the school provides limited placement assistance, there can be no guarantee of employment.

## Placement Assistance

The school provides limited employment advising service. We keep a file of available positions sent to the school from all over the

country.

The advising service and career opportunities file is available to any graduate of the school at any time in their career. Job placement is approached from the angle of empowering students to create careers on their own terms. Our business classes emphasize how to find employment in any community; write winning resumes and effective proposals; build a massage practice and keep appropriate records; and how to access third party payment sources like insurance companies and public funding sources. Graduates use the skills they learn in business classes to effectively create employment and self-employment opportunities in the massage therapy profession. Please note that we cannot guarantee employment.

## Licensing Information

The completion of the 670-hour Massage and Hydrotherapy Program prepares participants to take any of the entry level exams provided by the Federation of State Massage Therapy Boards (FSMTB) or the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). Florida accepts the exams administered by these two exam authorities. If you are from out of state, we can assist you in familiarizing yourself with the requirements of the state in which you plan to practice before enrolling in the program. FSM is committed to meeting the increasing standards of massage education throughout the nation. We work with students to provide flexible course alternatives that will allow them to fulfill these increased state requirements. By creatively combining our 670-hour Massage and Hydrotherapy



Program with a variety of advanced trainings, graduates of FSM have met the licensing requirements of most states. Fulfilling state requirements in excess of our 670-hour Program may involve additional cost and time. We are happy to meet with prospective students to discuss the details of licensing.

### State Licensing Information Resources

The names and addresses of the appropriate state regulatory agencies and a list of the states regulating the practice of massage therapy and bodywork can be found through the following associations and/or related links. Please also understand that local municipal ordinances may apply in the absence of state law.

- ABMP.org or go to [www.massagetherapy.com/careers/stateboards.php](http://www.massagetherapy.com/careers/stateboards.php)
- AMTA.org or go to [www.amtamassage.org/findamassage/credential.html](http://www.amtamassage.org/findamassage/credential.html)
- FSMTB.org or go to [fsmtb.org/boards.html](http://fsmtb.org/boards.html)



# Admissions

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## Admission Requirements and Procedures

A prospective student applying for the Massage and Hydrotherapy Program must:

- Be 19 years of age (may be waived through a personal interview with the director).
- Submit an application (available in back of catalog) along with the following materials:
  - ◇ A brief biographical sketch explaining your motivation for training in massage and your philosophy of health care.
  - ◇ A brief biographical sketch explaining your motivation for training in massage and your philosophy of health care.
  - ◇ An identifiable, original and recent photograph of yourself.
  - ◇ Your High School or College transcripts or GED score report.
  - ◇ A copy of your valid driver's license.
  - ◇ A \$100 registration fee made payable to the Florida School of Massage.
- Participate in a tour of the school and an interview with an admissions facilitator.
- Complete and submit a Financial Planning Form.
- Receive at least three professional massages before the program begins. Satisfaction of requirement is on an honor system; documentation is not necessary.
- Submit a \$500 deposit within 15 days

after acceptance into the program. Students whose financial aid packages exceed tuition do not need to make a deposit.

- Submit a signed enrollment agreement as required by the Commission for Independent Education prior to the start of the program.

If there is still space available, a student may be accepted for admission to the program any time prior to the beginning of a new class. Please note that the program commonly fills and goes to a waiting list. By applying early, you will ensure your place in the program.

## Student Handbook

A downloadable copy of this catalog is available on our website at [www.floridaschoolofmassage.com/resources/download-center.php](http://www.floridaschoolofmassage.com/resources/download-center.php).

## Statement of Nondiscrimination

The Florida School of Massage does not discriminate on the basis of race, gender, religion, nationality, age, disability, sexual orientation, or any other status protected by law.

## Tour and Interview

A tour of the school and an interview an admissions facilitator are required for admission. Our intention in providing a tour and interview is to give you an opportunity to explore our program and to experience our community environment, facilities, and educational philosophy. Please contact the school to schedule a tour.



**Program Schedule and Tuition**

The six month (26 weeks) Therapeutic Massage and Hydrotherapy Program is offered three times per year with classes beginning January, May and September. Classes are scheduled from 8:00 am to 2:30 pm, Monday to Friday. Electives, student clinic, and required massages are scheduled after class hours. Tuition, fees, and all dates are subject to change. Please contact the school to confirm cost and dates.

**Additional Expenses:**

- Books and supplies will cost approximately \$600.
- Massage Table \$500-\$700.
- Florida Initial Licensure \$205.
- Exam fees \$195-\$225.
- Additional fees may apply for incomplection, tutoring, and make-up work.

**Program Dates and Holidays**

Course	Dates	Tuition
January 2012	January 11, 2012 - July 6, 2012	\$9900
May 2012	May 16, 2012 - November 9, 2012	\$9900
September 2012	September 12, 2012 - March 8, 2013	\$10,400

**2012 Breaks and Holidays:**

January 2012

MLK Day	January 16, 2012
Spring Break	March 24, 2012 - April 8, 2012
Memorial Day	May 28, 2012

May 2012

Memorial Day	May 28, 2012
Summer Break	July 28, 2012 - August 12, 2012
Labor Day	September 3, 2012

September 2012

Thanksgiving	November 22, 2012 - November 23, 2012
Holiday Break	December 22, 2012 - January 6, 2013
MLK Day	January 21, 2013



# Financial Aid

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## Tuition and Financing

It is preferred that tuition be paid in full at or before registration (held two weeks before the program starts) with check, money order, or credit card. The first step to becoming a professional massage therapist is to have a clear plan for meeting the financial requirements for the investment you are making. We strongly encourage you to explore all the possibilities for funding, including savings, employment, bank loans, gifts and loans from family, and low interest credit cards. Once you have a clear sense of how much of the expense you might be able to procure up front, call us to schedule an appointment (in person or by phone) with an administrator. FSM students may qualify for the following financial assistance opportunities and programs:

- Title IV Federal Financial Aid:
  - ◊ Pell Grants
  - ◊ Stafford Subsidized Loans
  - ◊ Stafford Unsubsidized Loans
  - ◊ PLUS Loans (For parents of dependent students)
- Private signature loans
- Florida Prepaid College Program \*
- Florida Workforce Investment Act Grants (WIA)
- FSM Payment and Prepayment Plans
- Work study through FSM
- Veteran's Educational Benefits
- Florida Department of Blind Services
- Florida Department of Vocational Rehabilitation

If you feel you may be qualified for any of these programs, please contact us toll-free at (877) 589-2713, and we would be happy to answer your questions.

Please see page 19 for a schedule of tuition costs and additional expenses. Fees are subject to change as reasonable fiscal requirements dictate.

\*While the benefits of the Florida Prepaid College contract may be used at this institution, the Florida Prepaid College Board does not endorse any particular educational institution.

## Applying for Federal Financial Aid

Financial Aid may be available to those students who qualify. To Apply for Federal Student Aid:

1. Contact the Financial Aid Administrator (FAA) at the school before beginning the Federal Student Aid process. The FAA can provide you with an overview of Federal Student Aid.
2. To apply for loans and grants, go to the Free Application for Federal Student Aid website at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
3. Fully complete the FAFSA and sign it electronically. The Florida School of Massage school code is 041299.
4. Once you have submitted an application for the Massage and Hydrotherapy Program, you will receive further instructions to go to our Virtual Financial Aid Office (VFAO) to complete an interview that will be used to package your financial aid.



5. Complete any verification requirements and complete a Master Promissory Note (if required).

Once all the above steps have been completed financial aid will be packaged by the VFAO and scheduled. All disbursements of Federal Aid will come to the school, provided the student is attending and continues to make Satisfactory Academic Progress, and will be applied toward current charges for tuition. FSM will then disburse any credit balance to the student or parent.

### Financial Assistance

The Florida School of Massage is accredited by the Commission on Massage Therapy Accreditation (COMTA), which is recognized by the US Department of Education as an approved accrediting agency. Title IV Federal Financial Aid is available to those who qualify. Grants are considered gift aid (no repayment required) and are awarded to students showing the greatest financial need. Loans, by definition, must be repaid.

### Scholarship Program

FSM offers two merit scholarships in the amount of \$1000 and \$500. Scholarships, unlike federal loans and grants, are funded and administered by the Florida School of Massage. Qualified students would demonstrate financial need and an exceptional commitment and potential to provide massage as a vehicle for personal growth and empowerment. Applications for the scholarship program are available online at: [www.floridaschoolofmassage.com/\\_downloads/fsm-massage-school-scholarship-application.pdf](http://www.floridaschoolofmassage.com/_downloads/fsm-massage-school-scholarship-application.pdf)

Children, partners or spouses of employees of the Florida School of Massage may qualify for a scholarship towards the Massage and Hydrotherapy Program tuition, upon approval of the Director. The scholarship amount will be 50% of the current tuition at time of enrollment.

### Grading Procedures

Student progress is evaluated by written examinations and practical observations. Massage and other experiential classes are graded on a Pass/Incomplete basis. Classes such as Anatomy and Physiology and Kinesiology are graded as follows: A=100-90% / B=89-80% / C=79-70%. Students must maintain a Passing grade in each modality, and a “C” average or better in all classes in which letter grades are given.

### Satisfactory Academic Progress

To be eligible for federal student aid and to maintain good academic standing at the Florida School of Massage, students must maintain satisfactory academic progress as outlined below.

To be making satisfactory progression students must:

- Maintain a minimum of a 70% average in each of the academic classes in which numeric grades are given.
- Achieve a Passing grade on each massage and experiential class graded on a Pass / Incomplete basis.

The maximum time frame in which students may receive federal student aid cannot exceed 150% of the approved program hours and



cannot exceed nine calendar months from initially starting the program.

For the purpose of determining satisfactory academic progress, each student's progress will be evaluated in increments coinciding with the payment periods. Each student's academic progress will be reviewed at the point when the student has attended the scheduled clock hours for the payment period. FSM has two payment periods of thirteen weeks each. In order to ensure completion of the program within the maximum timeframe, FSM requires program students to successfully complete 67% of the clock hours attempted in each payment period. In cases where students are incomplete in massage modalities these evaluations would happen earlier.

In addition, a student who misses 15% or more classes or material in a given modality is considered incomplete in that modality. Students that are late to class may be asked to attend the class as an observer and may be required to make-up missed material. It may be possible to make-up missed classes by reviewing videos and attending school question and answer sessions or by other means at the discretion of the instructor. All make-ups must be complete within two weeks after the end of the modality.

Students who receive a grade of incomplete in any massage modality or who fail to maintain a minimum 70% average in an academic class are placed on Academic Probation for a period of time to be determined by the Program Director. The student will be notified by the Program Director of the student's placement on Academic Probation and the student's required actions. A student

placed on Academic Probation will have their eligibility to receive Financial Aid suspended and no aid will be disbursed until the discrepancy is corrected. A student may become complete either by repeating the modality with a later class, if the calendar time limit is not exceeded, or by receiving private tutoring from an FSM instructor approved by the lead instructor in that modality. Private tutoring must be obtained at the expense of the student.

In cases where a student is incomplete in the first massage modality or in any two or more subsequent modalities, the student may be asked to withdraw from the course with appropriate tuition refund as described in the Return of Title IV Funds Policy. In cases where the student is not receiving Title IV financial aid, the student would receive a refund as described on page 24. In some cases, the student may be allowed to continue with another class in which case partial or total tuition may be applied to the later class at the discretion of the administration. An administrative restart fee of \$500 will also apply to these cases.

### **Federal Student Aid Termination/Denial**

Students who have been on probation and fail to correct the deficiencies by the end of the probationary period will be terminated from federal student aid. Students will be ineligible for aid during the federal student aid termination period.

### **Federal Student Aid Reinstatement**

A student whose aid eligibility has been



terminated may request reinstatement of financial aid eligibility after reapplying for admission in the next program. If the student is accepted in the program, the student must attend one month without financial aid. The student's academic records will be evaluated after one month of program attendance in order to determine if the student is meeting Satisfactory Academic Progress, including the requirement to complete the program within the maximum time frame of 150% of the program's clock hours and within the calendar limit of nine months. If Satisfactory Academic Progress requirements are met, the student will once again be eligible for Title IV funds at that time.

If it is not possible for the student to attain Satisfactory Academic Progress, the student will be allowed to enroll only if alternative financing can be arranged, as the student will no longer be eligible for any Title IV financial aid.

After having federal financial aid reinstated, the student must, thereafter, maintain a 70 average and complete each modality as it is offered. Not meeting the standard after reinstatement results in loss of eligibility for Title IV federal financial aid.

## **Appeals**

Students may appeal a determination of probation or termination due to unsatisfactory progress or any other academic policy mentioned herein within fourteen days from the date of determination. All appeals shall be submitted in writing and outline the grounds for appeal to the Director of the Florida School of Massage. All appeals will receive a written response that shall remain final.

## **Return of Title IV Funds Policy**

The Florida School of Massage Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or fail to return from an approved leave of absence agreed upon date prior to completing 60% of a payment period. The federal Title IV financial aid programs must be recalculated in these situations. The calculation must be performed even if the student has completed 60% of the payment period to show that FSM determined that the student withdrew. The date of determination for the calculation shall be the last date of attendance prior to the leave of absence.

If a student leaves the program prior to completing 60% of a payment period, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period completed =  
the number of clock hours scheduled to be completed on the withdrawal date divided by the number of total clock hours in the payment period.

Funds are returned to the appropriate federal program based upon the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period.

If the student earned less aid than was disbursed, FSM would be required to return a



portion of the funds and the student may be required to return a portion of the unearned funds. Keep in mind that when Title IV funds are returned, the borrower may owe a debit balance to FSM.

If a student earned more aid than was disbursed to the student, FSM would owe the student a post-withdrawal disbursement. From the date FSM determined the student withdrew, grant funds must be paid within 45 days and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order, as they apply:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant

### **Leave of Absence**

All requests for a leave of absence (LOA) from the program must be submitted in writing, include the reason for the request, be signed and dated. This request must be submitted in advance unless unforeseen circumstances prevent doing so. In cases where the student was not able to request the LOA in advance, the written request must be submitted as soon as possible. The school will determine based upon the information provided whether a LOA will be granted and the date the student will return. For students using financial aid, any LOA approved together with any other leaves of absence will not exceed a total of 180 days. A student who is granted an approved LOA is required to return by the approved return date. If the student does not return by that date, the student will be withdrawn effective the last date of attendance prior to the start of the LOA.

### **Withdrawal and Re-Entry Policy and Fees**

Students withdrawing from the program are asked to have an interview with a school administrator and sign a statement documenting the date of the withdrawal for their academic records. Students who voluntarily withdraw for any reason, with the intent to re-enter with a later program, will pay a \$500 Administrative Restart Fee. Restarting students will only be admitted to the next preferred class if there is space available and at the discretion of the administration. Any student that stops attending the program, after five days of non-attendance, will undergo a status determination. Administration will contact the student to determine the student's reason for non-attendance. Administrative withdrawal will occur after administration has exhausted all resources for contacting the student and not more than ten days of non-attendance.

### **Refund Policies**

The following policies apply to all programs offered by the Florida School of Massage:

- If for any reason an applicant is not accepted by the Florida School of Massage, a full refund will be made of all monies paid;
- For applicants who cancel within three business days after signing an enrollment agreement and making initial payment, all monies will be fully refunded except the registration fee;
- For applicants who are accepted but fail to enroll, tuition is fully refunded.
- Students who cancel, or who are



terminated after beginning instruction, but prior to 50% of course completion, shall receive a prorated refund based upon the number of clock hours completed to the number of total course clock hours and the amount of monies paid minus the registration fee. Withdrawing students receiving Federal Student Aid are entitled to refunds only after the Return of Title IV Funds Policy has been satisfied;

- No refunds will be made after 50% of the program is completed;
- All refunds will be made within 30 days after the cancellation or termination;
- Cancellation by the student should be in writing by certified mail or in person;
- Official date of withdrawal from the program is the last date of attendance unless the school receives written notification indicating earlier withdrawal from the program;

No textbook will be accepted for refund that has been written in or is returned for refund more than two weeks after original purchase date. All book returns will be refunded within 30 days after books are returned to the school.



# Community

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## **The FSM Staff Community**

The FSM community employs over 40 dynamic and unique individuals to fulfill administrative and teaching functions. All staff are licensed massage therapists and nearly all are graduates of FSM's massage and hydrotherapy program. Our lead teachers have extensive experience practicing and teaching massage therapy - ranging from 10 to 25 years - and all teaching staff must complete our comprehensive Teacher's Assistant Program prior to teaching at the school. All staff are committed to a path of personal growth and community development and support the same self-empowerment process for our students.

## **Administrators**

With the exception of the Financial Aid Director, all staff work part-time.

## **Faculty credentials**

All of our instructors received either a certificate of completion or a diploma in Massage and Hydrotherapy from the Florida School of Massage, with the exception of Cate Miller, who graduated with a certificate of completion from Educating Hands School of Massage in Miami.

## **Administrative Staff**

### **Sarah Abruscato, LMT**

*Administrative Assistant*

AA Business, Front Range Community College

### **LeAnn Averell, LMT**

*Admissions Facilitator*

BA Interdisciplinary Studies in Romantic Languages, University of Central Florida



**Valerie Broas, LMT**

*Bookstore Supervisor*  
High School Diploma

**Darren Burgess, LMT**

*Director of Admissions*  
BA Psychology, Rutgers University

**Paul Davenport, LMT**

*Academic Director, Owner*  
BS Psychology, University of Florida

**Amy Deen Vandesteeg, LMT**

*Administrative Assistant, Reception*  
High School Diploma

**Jennifer Greenwood, LMT**

*Administrative Assistant, Reception*  
BA Political Science, University of Florida

**Charlotte Loomis, LMT**

*Bookkeeper*  
BA English, Regis College

**Chrissy Martinez, LMT**

*A/V Library & Media Services Specialist*  
AA Art, Santa Fe Community College

**Dar Mikula, LMT**

*Director*  
BFA Creative Writing, Roger Williams  
College

**Polly Podmore**

*Bookkeeping Assistant*  
High School Diploma

**Mindy Rohrbacher, LMT**

*Administrative Assistant*  
BS Health Science, University of Florida

**Cathy Snyder, LMT**

*Bookstore Administrator*  
BA Elementary Education, University of  
Florida

**Gordon Tanner, LMT**

*Grounds and Maintenance*  
High School Diploma

**Donn Wilson, LMT**

*Director of Financial Aid*  
BA Anthropology, University of Florida

**Teaching Staff**

**Christian Arroyo, LMT**

High School Diploma

**Karen Ball, LMT**

High School Diploma

**Maura Brady, LMT**

AA Liberal Arts, University of Florida

**Michael Broas, LMT**

High School Diploma

**Valerie Broas, LMT**

Diploma, Miami Beach Senior High School

**Vincent A. Cambrea, LMT**

High School Diploma

**Joseph Cosenza, LMT**

BA Sociology, State University of New York  
at New Paltz

**Kirsten Engstrom, LMT**

BA Math & English, MA Art & Education,  
University of South Florida

**Jacqueline Landis Ferber, LMT**

BS Education and Leisure Services, Florida  
State University

**Kathleen “Gift” Fox, LMT**

High School Diploma

**Scott Greenwell, LMT**

MD, University of Kentucky Medical  
School



**Michael Hooker, LMT**

High School Diploma, Crystal River High School Health Academy

**Bob Lee, LMT**

AA General Studies, Valencia Community College

**Paul Linn, LMT, LMHC**

BA Psychology, University of Massachusetts; MA Psychology, California Institute of Integral Studies

**Doug Loeb, LMT**

BA Broadcast Communications  
BA Computer Science, State University of New York at Oswego

**Anne Marshall, LMT**

BA Psychology, University of Florida

**Frank Merillat, LMT**

BA English, Elementary Teaching Credential, Sonoma State College

**Cate Miller, LMT**

BA Philosophy and Education, State University of New York at Buffalo

**Dr. Annie Morien, LMT**

PhD Physiology, Texas A&M University;  
MS Physician Assistant Program, University of Florida; MA Physical Education/Exercise Science, University of Northern Iowa

**Mary Reis, LMT**

BA Psychology, University of California at Davis

**Tonya Strong, LMT**

BA Psychology, Saint Leo University

**Laura Tehennepe, LMT**

BA Philosophy, Carleton College

**Stephen Towler, LMT**

BS Psychology, MS Clinical and Health Psychology, University of Florida

**Pete Whitridge, LMT**

BA History/Political Science, Florida State University

**Professional Advisory Committee**

**Ben E. Benjamin**

BPS (Bachelor of Professional Sciences), Empire State College; PhD Education and Sports Medicine, Union Institute and University

**Josie Davenport, LMT, LCSW**

MSW Social Work, Florida State University

**Debi Pais, LCSW, C-ASWCM**

BS Psychology, University of Florida; MSW Social Work, Florida State University

**Christina Polnyj, LMT**

BA Sociology and German, Rutgers University

**Leslie Sahler, LCSW, MSW**

MSW Social Work, Florida State University

**Lee Whitridge, LMT**

MS Counseling and Human Systems, Florida State University



# Policy and Procedures

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## School Hours

The Florida School of Massage is open Monday through Friday from 8 AM to 5 PM. Administrative staff are available from 10 AM to 5 PM weekdays and reception staff are available from 9 AM to 5 PM weekdays and 10 AM to 2 PM on Saturday. Regular classes for the Massage and Hydrotherapy program run from 8 AM to 2:30 PM, Monday through Friday. Additional time is scheduled for special presentations, massage practice, electives, outreach and directed independent studies. Optional seminars and weekend workshops are scheduled throughout the length of the program.

## Enrollment Policy: Statement of Intent

It is the intention of the enrollment department to fill the class with students who are able to participate in such a way that a safe and productive learning environment can be maintained. We are professional massage teachers who teach massage in the context of compassion and awareness. While we encourage individuals to set their own standards, this can be a tricky process where an individual has to learn to make their standards compatible with the community and conducive to a learning environment. A program where people are touched and they touch other people on a daily basis can be challenging and evocative on many levels. We do everything we can to create a safe environment. When students continually draw attention to themselves and away from the subject material in the classroom, we consider that an unworkable situation. It is neither our intention nor our purpose to provide a

rehabilitation program or milieu therapy. To this end, we have established an enrollment policy in which we try to address the readiness and willingness of prospective students to participate fully in our program.

The following situations raise questions about the appropriateness or readiness of the prospective student to participate in our program. We look closely at past records for possible problems that may reflect potential harm to staff, other students, and/or the profession of massage therapy. This may include, but are not limited to, the following:

- Drug or alcohol problems - past or current
- Incarceration - criminal background
- Past poor academic history
- Learning disabilities
- Attention difficulties
- History of abuse - Physical or sexual or perpetrator
- Post-traumatic stress

We look at the student's current state/situation:

- Physical limitations/impairment
- Current or recent illness
- Financial capability to pay for the program
- Financial capability to meet living expenses while in school
- Transportation problems
- Antagonistic or unmotivated attitude
- List of all medications student is taking and reason for medication
- Medical concerns or conditions (previous, current, or forthcoming)



At the discretion of the enrollment department, a student's circumstances could call for an interview with the Director.

Lateness, absences, or any disruptive behavior could, at the discretion of the teaching staff, also be the basis for an interview with the Academic Director.

The purpose of the above interview is to discuss the student's circumstances and determine whether or not participation or continuation in the program is in the best interests of the school or the student. We recognize that students with the greatest potential for change may have difficult histories or have problems with their participation. The primary intention, therefore, is to help the student make changes to support their best interests as well as those of their fellow students and the teaching staff. In any case, students will be required to make a signed agreement of changes to be made during a short (2-3 week) probation period. If the student is unable to make the necessary changes, he or she may be required to leave the program.

### **Conditions for Dismissal**

A student may be dismissed for any of the following reasons:

- Failure to fulfill the requirements of academic probation;
- Failure to keep tuition payments up to date;
- Attending classes under the influence of alcohol or drugs;
- Having three unexcused absences within a one month period;
- Having four days of unexcused lateness within a one month period;

- Behaving in any manner that may be harmful to the learning environment or reputation of the school.

### **Confidentiality of Student Records**

Student records are confidential and are accessible only to the individual student, administrative and teaching staff, or to state or federal officials when appropriate. Release of records for any other purpose must be requested by the student in writing along with the required fee. The school permanently maintains records of academic progress.

### **Student Guidance**

Personal Growth and Professional Development Counseling is available after school from Josie Davenport and Michael Broas. This service is provided at no additional cost to students. Other arrangements may be made if ongoing counseling is needed.

### **Sexual Harassment Policy**

The context of this policy is one of compassion. We believe that a person who is not able to respect sexual boundaries may not be able to successfully practice massage, may bring psychological or emotional harm to another human, or may themselves be held legally accountable for their actions. It is our hope that any of these outcomes might be prevented by the implementation of this policy.

#### **What is sexual harassment?**

Sexual harassment is often defined as any kind of sexual behavior that is unwelcome and/or inappropriate for the workplace or environment. Sexual harassment includes verbal harassment, such as derogatory



comments or dirty jokes; visual harassment, such as derogatory or embarrassing posters or cartoons, provocative looks or gestures; physical harassment such as inappropriate touching; and sexual favors, such as sexual advances or confrontation with sexual demands.

Sexual harassment also includes animosity that is gender-based, and a sexually charged work environment. Any conduct that is unwanted by the offended person may constitute sexual harassment.

### **What does NOT constitute sexual harassment?**

The law does not prohibit all sexual behavior or relationships. For example isolated and trivial behavior does not rise to the level of sexual harassment and consensual conduct is not harassment. Consensual conduct is equally desired, mutually agreed-on, and willingly permitted by both parties.

The fact that a person has “voluntarily” submitted to certain conduct; does not inform the other party that the conduct is offensive or undesirable; or, may have benefited from it does not necessarily mean that it is consensual.

### **What to do if you think you are the victim of sexual harassment:**

As a staff person or student at FSM, if you feel a member of the FSM staff or student population has sexually harassed you, you are encouraged to:

- Report the incident to the Director, or any staff member who will assist you in contacting the Director.
- Determine with the Director whether or not the complaint is formal and requires

documentation.

- If the complaint is determined to be a formal complaint, the Director will meet with the employee or student who is being accused. This is also documented for the employee’s or student’s file.
- The behavior must stop.
- If the behavior is not stopped, the accused will be suspended (in the case of a staff member, this would be without pay).
- Arbitration by a Human Resources Person (NOT the Director) will then be mandatory.
- If the accused individual is unwilling to enter into Arbitration, or if resolution is not established, the person may be asked to terminate their relationship with the school based on the observation of the arbitrator.

## **Drug and Alcohol Abuse Prevention Policy**

It is not the intention of Florida School of Massage (FSM) to dictate anyone’s lifestyle or interfere with anyone’s freedom of choice. It is our belief that entering into a therapeutic relationship with someone under the influence of mind-altering substances is a breach of trust and compromises the learning experience for students in the role of both therapist and client.

FSM is committed to providing an environment free of the abuse of alcohol and the illegal use of alcohol and other drugs. FSM has adopted and implemented programs that seek to prevent the illicit use of drugs and the abuse of alcohol by FSM community members.

Standard of Conduct: The unlawful pos-



session, use, or distribution of drugs and alcohol is prohibited on property owned and controlled by FSM. No employee or student is to report to work or class while under the influence of illegal drugs or alcohol.

The complete Drug and Alcohol Abuse Prevention Policy is a part of the FSM Campus Security Policy available online at [www.floridaschoolofmassage.com/downloads](http://www.floridaschoolofmassage.com/downloads)

### **Campus Security Policy**

The Florida School of Massage wants to provide a safe environment for all students, staff, and visitors to the campus. We encourage everyone to be vigilant and to report all suspicious or criminal activity immediately by dialing 911 or reporting the activity to the front desk, administrative office or to any faculty member. When notified of the activity, the FSM employee will immediately report the activity to the local law enforcement agency, if not already reported.

For more information on the Campus Security Policy and the Annual Report of Crime Statistics at the Florida School of Massage, go to [www.floridaschoolofmassage.com/downloads](http://www.floridaschoolofmassage.com/downloads).

This report includes a log of all crimes that have occurred at Florida School of Massage and the surrounding public lands over the prior three years. In addition, the report includes the full Campus Security Policy, the Drug and Alcohol Abuse Prevention Policy, and the Sexual Assault Prevention Policy.

### **Complaint Procedure**

Should a student develop a complaint concerning the massage program they will have the opportunity to express that complaint

to those involved. Students are encouraged to resolve their grievances on an individual basis when possible. In addition, a variety of options are available for problem resolution:

- The student may speak individually with the student(s) or staff member(s) involved;
- The student may seek guidance with an advisory staff member. This guidance is available on a regular basis at no cost to the student;
- Should the student and advisor deem it necessary to meet with the affected parties, there may be a third party observer present to assist in facilitating discussion and clarifying issues;
- The student may choose to meet with the Director should all available options fail to provide a resolution;
- If none of the above options are feasible, there is also a complaint form available for those who prefer to express their concerns in writing.
- If a student complaint is not resolved through the above administrative procedures, a student may file a complaint directly to the Commission on Massage Therapy Accreditation, 5335 Wisconsin Ave NW, Suite 440, Washington, DC, 20015, (202) 895-1518. Contact the administrative office for a copy of the COMTA complaint procedure and form.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the



privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest

- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school • Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:  
Family Policy Compliance Office U.S.



Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920

### **Credit for Previous Training/ Transfer Credit Policy**

Transfer Credit is not awarded for previous education unless the candidate has completed a program of study more stringent than or equivalent to the 670-hour Massage and Hydrotherapy Program. Candidates for transfer credit must provide documentation that includes: official transcripts, a copy of the diploma, and a school catalog or statement providing the course descriptions of each class completed. Students requesting transfer credit must take and pass an exam to qualify for transfer credit. The maximum number of hours transferred is 50 hours. If credit is granted, training time will be shortened and tuition may be reduced proportionately.

### **Credit Transfer to Another Institution**

Transferability of credit earned at FSM is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not another institution of the student's choice will accept credits earned at FSM.

### **Graduation Requirements**

Students must have completed all programs of study and have all tuition and fees paid in full to be eligible for graduation. Upon graduation, a diploma will be granted. An Administrative Incompletion Fee of \$250 will be assessed for all students incomplete at graduation. This fee will be added to the student's account balance and will need to be paid prior to the release of his or her transcript and diploma.

### **International Students**

FSM is approved by the US Immigration and Naturalization Service to accept and enroll international students. After an international student applies for our program, we send them the required paperwork (the I-20M form) that they then take to the US embassy in their country. A student visa will be issued on approval from the US embassy. International students pay an additional \$120 to apply for a student visa. Please contact the school for more information on requirements for international students.

### **Veterans Policy**

#### **Veterans Standards of Progress**

Students falling below a "C" average on class work will be put on academic probation for one month. At the end of the month, the VA will be notified to terminate benefits if the student has not attained a "C" average.

#### **Veterans Attendance Policy**

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in a student's file. Early departures, class cuts, tardiness, etc., for any portion of an hour will be counted as a full hour of absence. Students exceeding three days unexcused absences in a calendar month will be terminated for unsatisfactory attendance.

#### **Veterans Reentrance Policy**

After one month's time, students who have been dismissed for unsatisfactory progress may be reinstated only after an interview with an administrator. Reinstatement is up to the discretion of the administration.



**Veterans Refund Policy**

The refund of the unused portion of tuition, fees and other charges for veterans or the eligible persons who fail to enter a program, or withdraw or discontinue prior to completion, will be made for all amounts paid which exceed the pro rata portion of the total charges for the length of the program. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the program.





***Florida School of Massage***

*Peace...In Your Hands*

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