



Academy Catalog/Handbook

FY 2025-2026

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1.0 Introduction

1.1 Address to Prospective Students

Dear Prospective Student,

Thank you for your interest in Body Wellness Massage Academy (BWMA). We are proud that you have chosen to pursue a career in massage therapy, and we also know that your choice of educational institutions is paramount in the foundation on the path to your career. At Body Wellness Massage Academy, we appreciate your interest and consideration in allowing us to be that institution. We are proud to provide our students with educational instruction and training toward your success.

Massage therapy is a profession that is in high demand in today's society, and your skills can be practiced in a number of fields including medical spas, medical rehabilitation/chiropractic clinics and fitness professions. Body Wellness Massage Academy endeavors to educate its students in the concept of their individual wholeness of mind, wellness of body, and completeness of spirit. They are encouraged to take these ideals, coupled with their technical education, into their profession to achieve the best possible results in their practices. The comprehensive curriculum and standard for ethics are designed to encourage healers and graduate massage therapists dedicated to the healing process of the whole person starting with themselves and extending to their clients, their families, and their community.

1.2 Mission

Body Wellness Massage Academy mission is to create the proper learning environment for developing exceptional and compassionate massage therapists with basic technical skills of massage and bodywork, professional ethics, and with the necessary business and entrepreneurial training to assist in the development of a successful career.

1.3 Core Values

All members of Body Wellness Massage Academy will embody the intention of improving lives exponentially by supporting health and well-being through our daily actions. We lead by example and practice the values of:

- Education
- Integrity
- Compassion
- Mindfulness
- Collaboration
- Critical Thinking

1.4 Educational Objectives

In support of Body Wellness Massage Academy's mission, we have adopted the following educational objectives:

- To provide students with the knowledge, skills, and professionalism to become highly qualified practitioners in Massage Therapy.
- To prepare students to be capable of passing the MBLEX Exam.
- To enable students to be fully capable of obtaining employment in the health care field.
- To develop in students a sense of ethical responsibility to clients and associates.

1.5 Keys to Success

- Be mindful and present for hands on learning with students. Student teacher ratio of 10:1
- Offer a product mix of day/night classes and both minimum/post-secondary curriculums.
- Financial aid assistance for students. *(Start date to be determined)*
- Participate in job placement programs.
- Offer student clinical and licensed therapist clinical massages on site.
- Partnered with CEU providers to bring CEU to students and local therapist.

Body Wellness Massage Academy will provide licensed therapists with the opportunity to continue their education. Body Wellness Academy will establish itself as a welcoming place of education free of discrimination of any kind. We look forward to educating future generations of massage professionals and developing the finest massage therapists in the region who value ethics, good business practices, and, most of all, the wellness of massage clients.

1.6 History

Body Wellness Massage Academy is dedicated to promoting excellence in massage therapy and to instilling confidence, competence, and professionalism in its graduates. Training at Body Wellness Massage Academy promotes a rich and rewarding experience in preparation for entering the professional massage therapy field.

Established in 1992, Body Wellness Massage Academy provides students with a unique learning environment that encourages excellent technical training as well as a warm personal setting. The founding roots of our heritage goes back to 1951, when Arkansas passed laws governing the practice of what was then called Therapy Technology. The Farmere's of Hot Springs were instrumental in the development of massage therapy in Arkansas, and skillfully instructed the founder of our academy, Donna McGriff, MTI. Body Wellness Massage Academy is one of the oldest massage therapy schools in the state of Arkansas. Donna was appointed three times by the Arkansas Governor to serve as a member of the Arkansas State Board of Massage Therapy. She continues her devotion to holistic education for Massage Therapist and Healers. Donna founded Body Wellness Massage Academy in 1992. She has been involved in assisting individuals with healing for 40 years and has been licensed as a therapist in Arkansas since 1991.

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In January 2019, the academy was purchased and moved to Conway by Michelle Christen, BBA, MMT, CMLDT. Michelle is a native of Conway and is a graduate of The University of Central Arkansas holding a bachelor's in business administration. She is a graduate of Touching America School of Massage and is licensed as a Massage Therapy Instructor by the Arkansas State Board of Massage Therapy. Michelle is a believer that education never stops; and therefore, she is in constant pursuit of continuing education opportunities in advancement of her practice.

The Academy retains the original Owner-Donna McGriff, MTI on consultant basis as the as Independent Advisor to Owner/Director. Michelle Christen, MIT, CMLDT (Owner, Director, & Instructor), and Robin Maynard, MMT (Instructor), Tricia Atkins, MMT (Instructor).

Body Wellness Academy teaches students of all backgrounds the basics of massage therapy through book learning, written materials, and real-world massage practice. There will be a classroom setting as well as a bodywork area where students practice their craft. Both settings are gender neutral. Our professional and personable staff strive to offer our students effective, kind, and useful education using quality tools and materials. We focus on making the most of each student's experience with Body Wellness Academy and equipping each student with the skills and knowledge they need to be a success in their chosen industry. Learning with Body Wellness Academy should be enjoyable, relaxing, and, most of all, effective.

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2.0 Academy Summary

2.1 Licensing & Accreditation

- Body Wellness Massage Academy, LLC is licensed by the Arkansas Department of Health – Massage Therapy Division, 4815 W. Markham, Slot 8, Little Rock, AR 72205.
- Body Wellness Massage Academy, LLC is also an approved educational vendor of Arkansas Rehabilitation Services.
- Body Wellness Massage Academy, LLC is a U.S. Department of Labor – Massage Therapy Apprenticeship Program
- *Accreditation by the Accrediting Commission of Career Schools & College is currently in application process and completion of the process and accreditation status is expected by end of 2026.*

2.2 Facility

The 1200 square foot Academy is located at 2501 Dave Ward Dr, #A14, Conway, AR 72034. The facility location is convenient to local shopping, dining, hotel accommodations, and interstate access. Our facility includes two clinical rooms, classroom, office, private bathroom, kitchenette, laundry services, office, and reception/study area.

Our facility is a registered and licensed facility that meets and follows the required educational standards established by § 17-86-306 and all pertinent rules established by the State Board of Health.

2.3 Operating Hours:

500 Hour Program

		DAY Class	NIGHT Class
Academy Hours	Mon-Wed.	8:30am – 3:00 pm <i>*includes 30m lunch</i>	4:30pm – 10:30pm <i>**no food breaks</i>
Student Clinical Hr.	Mon-Wed.	12:30pm – 2:45pm	5:00pm – 7:15pm

650 Hour Program**

Academy	Mon-Thurs.	8:30am – 3:00 pm <i>includes 30m lunch</i>	4:30pm – 10:30pm <i>**no food breaks</i>
Student Clinical Hr.	Mon-Thurs.	12:30pm – 2:30pm	5:00pm – 7:15pm

Therapist Continuing Education

Classes	Sat. – Sun	9:00am – 6:00pm	
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*****Body Wellness Massage Academy does have a 650-hr. program approved by the Arkansas Department of Health. The 650-hr. approved course is not currently offered but for accreditation will be used purposes in the future.***

2.4 Instructor Training

Instructors of Body Wellness Massage Academy are required to possess a current Master Massage Therapist or Massage Therapy Instructor license as issued by the Arkansas Health Department.

Guest Instructors are allowed on a limited basis; however, their level of education/expertise must rise to the level of the most current statute of ADH Massage Therapy – Rules and Regulations.

2.5 Methods of Use

Instruction methods used during the curriculum include the following:

- Lecturing / Testing
- Demonstration
- Hands-on Skill Supervision
- Student Clinicals & Client Evaluations

The Academy is equipped with audio-visual training aids (videos, PowerPoints,), posters/charts, and other visual aids (skeletons, etc.)

Students are given a calendar upon orientation to assist them with material readiness prior to reporting to class.

2.6 Means of Testing / Evaluation

The school uses written performance test, oral quizzing, and clinical evaluations. These are used to help determine what the student has learned at any given point in their course of training. Completion of each chapter in the required bookwork study are tested by written test which may be multiple choice, fill in the blank, or essay; and are recorded into record. The Instructors or Director will evaluate progress, academics, and attendance monthly. Refer to sections 6.1 - Qualitative Standard – CGPA, 6.4- Grading Structure, and 6.5 - Test Retake for additional information.

2.7 Academy Calendar

- Enrollment/Start: Students may enroll and begin on any Monday that does not fall on a National Holiday or Academy break. Enrolling students upon acceptance will begin the following Monday beginning with Student Orientation and followed by attendance in the classroom/bodywork room.
- Observed Holidays:
 - Christmas Eve & Day
 - New Year's Eve & Day
 - Memorial Day
 - Fourth of July
 - Labor Day
 - Thanksgiving Day
- Breaks:
 - Summer Break – last week of June and first week of July
 - Winter Break – Last week of December through New Year's Day

- Hours:
 - Academy hours are referenced in 2.3.
- Closures:
 - Weather related closures will be according to the Conway School District closures.
 - Unexpected closures due to extenuating circumstances will be communicated by school staff to students by calls/text and posting to social media account (Facebook).

2.8 Course Schedule

The Massage Therapy Programs are compiled of 500/650 classroom hours. One hour is given for each classroom hour (50min). A student will be qualified for licensing when he/she has completed 500 /650 classroom hours.

Testing will be performed every Wednesday of every week throughout the course. If a student misses class on a Wednesday, they must take the test on their next date of attendance. There must be 500/650 hours accumulated before a student receives his/her diploma.

Body Wellness Massage Academy offers a flexible course attendance, meaning that a student may enroll and start at any time throughout the year, (some exclusions may apply and availability permitting).

A student must have all the required hours in each of the curriculum areas. This means that if a student misses any week of Anatomy, he/she will have to make up that week of Anatomy at the completion of the course.

Body Wellness Massage Academy provides adequate schooling hours to complete a 500/650-hour programs in twenty-eight (28) weeks. It is highly recommended that students attend on a full-time basis to avoid breaks or gaps during his/her course.

A student may be terminated if course is not complete in the maximum time frame according to the student's enrollment status.

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3.0 School Policies

3.1 Enrollment/Admissions

Admissions Procedures

It is recommended that a student visit Body Wellness Massage Academy and meet with the Admissions Director prior to completing the admission paperwork. During the interview with the Admissions Director, the student will take a tour of the campus and ask any questions they may have. At this time, the student may complete an enrollment application if they are ready to start the admission process. They will be given a copy of the catalog and a list of all other admission requirements. The student is also encouraged to meet with the Financial Aid Director at this time at Body Wellness Massage Academy to receive any information about Financial Aid available.

Body Wellness Massage Academy allows students to start the massage therapy program on any Monday after receiving the required Arkansas Student Permit issues through the enrollment process; some exclusions apply, after enrollment has been approved.

Body Wellness Massage Academy does not admit students to the Massage Therapy Program until the potential student can show that all admissions requirements have been met and received by the Admissions office and Financial Aid office prior to enrollment.

In the rare instance when a student may not be able to provide documentation of a high school diploma which is required by a school's admissions criteria due to issues beyond their control, the applicant must submit proof of their attempt to obtain this documentation: including emails, letters, etc. Second, they must give a signed and dated statement that indicates that the applicant completed his or her secondary school education. The statement will include the name and address of the school and date of the diploma awarded. If a student is from another country, they must also have entry status documentation that identifies the applicant's current or prior status as a refugee, etc. Body Wellness Massage Academy does not admit students under Ability to Benefit criteria.

Requirements for Admissions

- 18 years of age or older
- High School diploma, GED, or college transcript
- A statement as to why you decided to pursue therapeutic massage training and why you feel you are suited for this field. Indicate any previous massage or related health training received.
- Two (2) professional reference letters attesting to your work ethics and professionalism.
- Physical from a medical Doctor stating the student poses no health risk to give and receive massage.
- Personal interview with the Director of Admissions completed with application.
- BWMA will not receive applicants who have been convicted of a felony. A criminal record will jeopardize an applicant's eligibility for licensure and employment.
- Enrollment Application and Non-refundable application fee of \$200.00 to cover student permitting requirements from Arkansas Department of Health – Massage Therapy Section as of 1/1/2024.

Requirements for Class

- Textbooks and/or workbooks issued the Academy.
 - Trail Guides by Biel
 - Massage Therapy by Salvo
- Clean linens (1 fitted, 1 flat twin sheets, and 1 pillowcases), student responsible for taking home and cleaning.
- Pens, pencil, colored pencils, highlighters, 3 ring binder.
- Backpack or Tote for carrying supplies and storing personal items.
- Hair clips and/or ponytail holders for pulling hair-up.

3.2 Equal Educational Opportunity

Body Wellness Massage Academy is committed to equal opportunity. It is our policy not to discriminate based on age, race, sex, color, ethnic origin, nationality, creed, sexual orientation, marital status, genetic information, religion, or handicap/disability to the extent of the law regarding its students, employees, or applicants for admission or employment.

3.3 Transfer Credit Policy / Previous Trainings

Credits can be transferred with the approval of the Academy Director and Executive Coordinator. No more than 40 clock hours will be given per 3 college semester credit hours. This will only be approved if the college hours are part of BWMA curriculum and student has college transcript. Body Wellness Massage Academy will accept anatomy, physiology, kinesiology, medical terminology, and some business classes. College credit hours must be passed with a minimum of 75%. BWMA will also accept transferred credits from another massage therapy program if the student is in good standing with the transferred school (this includes all debt has been paid and the student has transcript and passing grades of 75% or above).

- 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. If credit is granted, training time may be shortened, and tuition may be reduced proportionately.
- Arkansas Department of Health has given permission for massage therapy schools to give credit hours for cosmetology and aesthetician hours for massage therapy hours.
- A transfer student's tuition is based upon the total number of hours he/she needs to complete the chosen program. Students will be required to obtain equipment or supplies required to complete the program.

3.4 Privacy Rights to Students

The Family Education Rights and Privacy Act of 1974 (FERPA) affords the students the following rights: (1) to inspect and review his/her education records within 45 days of Body Wellness Massage Academy receipt of request for access. A written request, identifying the records to be inspected and reviewed should be submitted to the school director. The Director will arrange for access and notify the student of the time and place for record inspection and review; (2) to request an amendment of his/her education record(s) if the student believes the record(s) is inaccurate. If a record is believed to be inaccurate, students should submit a written statement to the Academy Director that clearly identifies the part of the record in question and specifies why it is believed to be inaccurate. The student will be notified of decisions to either amend or not amend the record. Should Body Wellness Massage Academy decide not to amend the record as requested by the student, the student will be informed of his/her right to a hearing regarding the request for amendment; (3) to consent to disclosures of personally identifiable information contained in the student's education records. Exceptions that permit disclosure without student consent are to the academy officials (personnel employed by Body Wellness Massage Academy in administrative, academic, or support staff positions); officials designated by the Department of Education, auditors, and those deemed to have a legitimate educational interest in the educational records; (4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by Body Wellness Massage Academy to comply with the requirements of FERPA. At its discretion, Body Wellness Massage Academy is legally permitted to disclose directory information without student's prior written consent. Body Wellness Massage Academy designates the following items as directory information: student's name, date of birth, dates of attendance, address (local and email), telephone number, program of study, participation in official recognized activities, enrollment status (i.e. enrolled, active future enrolled student, re-entry, leave of absence, etc.) The Academy may disclose any of these items without the students' prior written consent. Students may request that Body Wellness Massage Academy not disclose any or all their directory information. Requests for non-disclosure must be filed in writing with the Director.

4.0 Financial Information

4.1 Application Fee/Tuition Cost

A non-refundable application fee of \$200.00 is due with all student applications.

A 500 hour-Classroom course is required for state licensing as a Licensed Massage Therapist (LMT). Tuition for the 500-hour course is \$6,000.00. This includes all three (3) required textbooks, CPR class, student insurance, oil, oil bottle/holster, CPR certification, and any field trips taken.

A 650-Classroom course may be offered and has been approved for state licensing as a Licensed Massage Therapist (LMT). Tuition for the 650-hour course is \$7,800.00. This includes all required textbooks, CPR class, class insurance, oil, oil bottle/holster, CPR certification, and any field trips taken.

Tuition does not include licensing application, MBLEx test cost, Arkansas State licensing fee, law exam fee, background check, or massage equipment (table, chair, sheets, etc.) for graduates.

4.2 Payment Options

- An In-School financial plan is available with no interest. In-School financial plans require a minimum \$1,200.00 down payment and then a \$800.00 payment prior to the start of each month over the next six (6) months. In-house financing requires an executed and witnessed promissory note between student and the Academy.
- Body Wellness Massage Academy accepts all major credit cards; however, use of credit card will be subject to 3.25% fee on the amount charged.
- All students must have tuition paid in full at the completion of the program to receive a diploma and transcript.

4.3 Refunds

All monies paid by an applicant must be refunded if requested within three (3) days after signing a contract agreement and making an initial payment.

An applicant requesting cancellation after more than three (3) days after signing a contract agreement and making an initial payment, but prior to entering the school or within the first week of class, is entitled to a refund of all monies paid minus an administrative service fee of \$250.

- After the first week & up to 25% completion = 70% refund (prepaid students only)
- After 25% & up to 50% completion = 40% refund (prepaid students only)
- NO REFUND WILL BE GIVEN IF A STUDENT IS DISMISSED OR WITHDRAWS AFTER 50% OF CLASSROOM HOURS HAVE BEEN COMPLETED. THE STUDENT(S) WILL BE RESPONSIBLE FOR ANY BALANCE DUE.
- NO REFUND WILL BE GIVEN TO ANY STUDENT WHO IS UTILIZING THE IN-SCHOOL PAYMENT PLAN OPTION AFTER THE FIRST WEEK OF CLASS IS COMPLETE.
- NO REFUND WILL BE GIVEN ON TEXTBOOKS.

The following policies apply to all programs offered by Body Wellness Massage Academy:

- If for any reason an applicant is not accepted by Body Wellness Massage Academy, a full refund will be made of all monies paid.
 - For applicants who are accepted but fail to enroll, tuition is fully refunded.

- Students who withdrew 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.
- All refunds will be made within 45 days after the cancellation or termination.
- Cancellation by the student should be in writing by certified mail or in person.
- The 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.

4.4 Financial Aid

Tuition may be covered by State programs, providing the student meets eligibility requirements.

- Arkansas Rehabilitation Services
 - Veteran's Affairs VA Funding
 - Arkansas Dept of Education /US Dept of Labor Apprenticeship – Program Sponsors
 - Upon the Academy's accreditation and acceptance status*, student financial aid will be available for those who qualify. All financial aid applicants will be required to complete a FAFSA (Free Application for Federal Student Aid) and submit all necessary supporting sources of financial assistance known and/or possibly available.
- For additional information on student loans go to: www.studentloans.gov
 - For additional information on Student Loan Repayment Plans and Calculators go to: www.studentaid.ed.gov.
 - To complete the FAFSA go to: www.fafsa.ed.gov

**Prospective students will be informed of Accreditation and Financial Aid status prior to enrollment.*

4.5 Return of Title IV Funds Policy

The Body Wellness Massage Academy 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 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 Body Wellness Massage Academy determined that the student withdrew. If a student attends Body Wellness Massage Academy and withdraws officially using the withdrawal form, the date the student completed the form will be used as the date of determination. If a student fails to return from a Leave of Absence, the student's last date of attendance will be used as the date the student withdrew. If a student fails to attend class for 10 consecutive days, resulting in BWMA's use of the Conditions of Dismissal policy, the 11th missed day will be used as the date of determination.

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.

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Funds are returned to the appropriate federal program within 45 days from the determination of withdrawal 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 aid earned) 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, Body Wellness Massage Academy 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 Body Wellness Massage Academy.

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

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5.0 Attendance Policy

5.1 Day and Night Class Schedules

- If a student wishes to attend the night class in addition to the day class, they must be preapproved by the School Director or Director of Education. The student must put into writing their special circumstance as to why they should be able to attend both classes or substitute a class for one day for a specific reason, (i.e., doctor's appointments, missed school days, childcare, work schedule change, or other circumstances deemed relevant by the Director).
- Students will not be allowed to pick which time fits their schedule better daily. Students will not be allowed to go from day to night or vice versa without written approval from the school Director.
- Students may not attend both classes to complete the program early. Students cannot complete the massage therapy course in fewer than 6 months unless hours have been taken off for previous credit.
- Unless a student gets behind in their regularly scheduled hours, the student will not be able to attend the other class available.
- **The maximum number of students allowed in class at Body Wellness Massage Academy is 12.**

5.2 Student Clinicals

Each student is required to have a minimum of 10 and a maximum of 50 student clinical massages before graduation. The student is required to complete 200 hours combined study in anatomy, pathology, contraindications, and practical application hours to begin student clinicals.

5.3 Attendance

The Massage Therapy Program course syllabus is designed to be completed in seven (7) months. This time is more than sufficient for achieving the required knowledge, skills, and competencies to complete the course and be qualified to take the test that is recognized by the Arkansas Department of Health Massage Therapy Section. Students must finish within the maximum time frame according to the student's enrollment status unless a leave of absence is granted by the school. Students may make up work if their leave of absence is approved.

Body Wellness Massage Academy allows each student to be absent 5% for the 500 Hour (25 hours) or 650 (32.5 hours) hour course of Massage Therapy. If a student misses more than the allowed time the student will be charged \$15.00 per hour more after 25 hours that they miss.

- For example, if a student misses 35 hours total by the end of the course the student would be charged an extra \$150.00. This fee must be paid before the school would release the hours to the student for the course.

5.4 Tardiness

A student's punctuality in class and their willingness to participate in class until the class is dismissed reflects a dedicated attitude. This attitude establishes a record of attendance and performance that the student can present along with his/her academic qualifications to future employers. Tardiness and leaving early also presents a disruption to the entire class.

Students who exhibit problems with tardiness may be advised by the Director of Education and may be placed on attendance probation. Consistent tardiness will not be tolerated.

Classes will begin promptly at 8:30am and 4:30pm. If you have to be late, please notify staff at least one hour prior to class by calling the land line at 501.328.5557. If there is no answer, leave a message for the staff.

5.5 Leave of Absence

The faculty of Body Wellness Massage Academy in its concern for the welfare and progress of each massage student has through careful thought and consideration, developed a leave of absence policy along with the following guidelines:

- A leave of absence will be granted to students in good standing. *(A student with a grade less than passing, in any course, or with poor attendance is not considered in good standing.)*
- Requests for leave of absence will be considered individually by Michelle Christen, Academy Director
- All leave of absence extending for more than 3 days must be requested in writing and approved by the Director.
- The student must submit in writing, a leave of absence request form. This form must be approved and signed by the Director, before the leave of absence can begin.
- When a student has been granted a leave of absence they are required to make up the course work they missed.
- A leave of absence should not exceed 30 consecutive days or 60 cumulative days within 12 months.
- If the student does not resume attendance at the school on or before the end of a leave of absence, the school treats the student as a withdrawal.

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 so being done. In cases where the student was not able to request the LOA in advance, the written request must be submitted as soon as possible. Body Wellness Massage Academy will determine based upon the information provided whether a LOA will be granted and the date the student will return. Any LOA approved together with any other leaves of absence will not exceed a total of 60 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.

- The process to have a leave of absence approved:
 - Must complete the request for leave of absence form and turn into Michelle Christen Director. Leave of absence must include military orders, jury duty orders, or medical note from doctor.
- The consequences of a student's failure to return from an approved leave of absence:
 - *The school will withdrawal the student and apply the school's refund policy in accordance with applicable and published requirements.*
- May grant more than one leave of absence in the event of unforeseen circumstances arise provided that the combined leaves of absence do not exceed 60 days within a 12-month period medical reasons affecting the student or a member of student's immediate family military service requirements.

5.6 Disciplinary Actions

- The first infraction of the Academy policies will result in advising and verbal warning.
- Second, infraction of the Academy policies will result in suspension not to exceed (3) days.
- Third infraction of the Academy policies will result in the student being subject to dismissal.

5.7 Conditions for Dismissal

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

- Unsatisfactory attendance progress
 - Not attending the number of hours required to complete the course in the time allotted.
- Unsatisfactory academic progress
 - Not making 75% or higher
- Unprofessional behavior
- Any infraction of school policy
- Delinquent satisfaction of financial obligations to the school
 - Not making payments in a timely manner
- Possession of firearms or weapons
- Attending class or any BWMA event while under the influence of drugs or alcohol
- Theft of any kind
- Sexual misconduct
- Falsification of school records
- Cheating on test or assignments
- Behaving in any manner that may be harmful to the learning environment or reputation of the school.

5.8 Withdrawal

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. A student is considered withdrawn if he/she has had said interview, signed a withdrawal form, and has paid and outstanding debts to Body Wellness Massage Academy. Body Wellness Massage Academy does not assume responsibility for lost or reduced refunds, loss of financial aid or other entitlements.

The student understands that his/her withdrawal from the Massage Therapy program is effective the date the withdrawal form is processed and his/her partial refund to Title 4, if any, will be calculated based on the effective date and in accordance with the published refund schedule.

Any student that stops attending the program, after 5 days of nonattendance, 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 10 days of non-attendance.

5.9 Re-Admission Policy.

Students who voluntarily withdraw for any reason, with the intent to reenter 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.

Students who have withdrawn from the program may re-apply for admission by doing the following:

- Wait thirty days from the last date of attendance.
- Request for re-admission in writing to the director.
- Interview with the director.
- Upon approval, the student will be advised at what point of the program he/she may re-enter.

**Admissions reserves the right to accept or reject an application for re-enrollment at its own discretion*

6.0 Satisfactory Progress Policy

Body Wellness Massage Academy offers a part-time enrollment to all students for the 500-hour massage therapy program; and the 650-hour program.

6.1 Qualitative Standard – GPA

Grades will be available weekly. All assignments are to be completed in a timely manner as determined by the instructor. Students will be evaluated monthly to determine his/her academic status. If the student is below 75% then they will be given an academic warning for a period of one month at a time. The student will be notified by the Director of the student's placement on academic warning and the students' required actions.

Grades will also be evaluated at the end of the payment period. Passing grades for the Massage Therapy Program are determined by the individual grades and are based on the curriculum laid out in the syllabus given to each student at the beginning of the course.

6.2 Quantitative Standard – Pace

In addition to the CGPA requirements, a student must successfully complete a minimum percentage of the clock hours and weeks attempted at specific points in the program to maintain satisfactory academic progress. These rates of progress are outlined, along with the CGPA requirements. As with the CGPA requirements, the quantitative standard (Pace) will be reviewed monthly and at the end of each payment period.

A student given an attendance warning must meet with the Director and determine a schedule to get the student back on track to complete it in the maximum time frame. The student has one month of probation to make satisfactory attendance progress. All training must be completed no more than 1.5 times the length of the program. For example,

- 500 hours = 21 hours/week = 28 weeks
At 14 weeks (halfway through the course) a student should be at 250 hours

Student receiving financial aid have two (2) payment periods throughout the Massage Therapy Program. Should the student not meet SAP in the said time frame, the student will be ineligible for the second disbursement of financial aid. To make sure the student is eligible for the 2nd payment period, they must meet the SAP requirements for CGPA and attendance. In cases where a student is not meeting SAP requirements, the student may be asked to withdraw from the course with an appropriate tuition refund as described in the Return to Title IV Funds Policy.

6.3 Appeal Policy

Students may appeal a determination of probation or termination due to unsatisfactory progress or any other academic policy mentioned herein within 14 days from the date of determination. All appeals shall be submitted in writing and outline the grounds for appeal to the Director of Body Wellness Massage Academy. All appeals will receive a written response that shall remain final.

The school will send a letter as notification to students of the results of an evaluation that impacts the student's eligibility for Title IV, HEA program funds.

6.4 Grading Scale

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 50-59%

6.5 Test Retakes

If a student receives below a 75% on a test, that student has the option to retake the test. Each student is allowed to retake 3 tests in each book. Only one retake is allowed per test including the final. The retake test score will be the one that is recorded on the student's progress report. If a student retakes the test, they must wait until the next school day. The test missed will be subject to a penalty of \$25.00.

6.6 Make-up work Policy:

Students will be allowed to make up missed work if he/she has an approved absence. This will be done on his/her own time. If a student misses class the day of a test, the student will take the test on the next day of attendance.

6.7 Graduation Requirements

- Completion of 100 percent (100%) of the total hours of the applicable program declared at admissions. (BMTCP or AMTCP)
- Passing of Academy's final written exam and a bodywork practical with a minimum score of 75%.
- Payment in full of tuition and other charges which may be incurred.

Upon completion of the declared course of study, each student is awarded a diploma certifying that the said student has complied with the Academy's requirements.

6.8 Licensing Requirements

Body Wellness Massage Academy will advise students how to register for MBLEx examination as required for licensure in the state of Arkansas. The Academy will upload the students' transcript and diploma to the authorities having jurisdiction (AHJ) for both testing and licensure. Payment of fees required for licensure testing and application are the responsibility of the student, as they occur after graduation.

- Students must pass the licensing examination as required by the Arkansas Department of Health – Massage Therapy Board. A passing score is 70% or better.
- Students are required to apply for licensure with Arkansas Department of Health – Massage Therapy Board in accordance with the current published Arkansas Massage Therapy Laws.

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7.0 Veterans Policy

7.1 Standards of Progress for VA Students

Evaluation of progress of VA students will be conducted by the school's evaluation policy schedule. Students with a minimum of **70%** academic average and **95%** attendance will be considered making satisfactory progress until the next scheduled evaluation.

In order for a student to be considered making satisfactory progress the student must meet both attendance and academic minimum requirements. Students receiving VA benefits who fail to meet minimum progress and attendance requirements will be placed on **probation** for 30 days. At the end of the probationary period, the student's progress (academic and attendance) will be re-evaluated. If the student meets minimum requirements, the student will be determined to make satisfactory progress and will be considered off of Probation.

7.2 Suspension

If the student fails to meet minimum requirements in either academics or attendance, the school's certifying official submitting a 22-1999b effective on the last day of probation.

7.3 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.

7.4 Reinstatement of VA student's educational benefits:

Once VA student's educational benefits have been suspended, after 30 days, and the students are meeting the minimum standards of progress, the school's certifying official by submitting a 22-1999.

The school may terminate you from school attendance, but you must meet the minimum standards discussed above to receive payment for your VA benefits.

7.5 Veterans Re-entrance 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.

If a student has been dismissed from Body Wellness Massage Academy due to military service, may be reinstated with documentation. Such documentation must consist of oral or written notice of military service as far in advance as is reasonable under the circumstances. This notice does not have to state

the students' intent to return to the school. When the student wants to return to the school, he/she must submit an attestation of military service that necessitated the student's absence from the school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.

The intent to return to school must be oral or written notice within three years after the completion of the period of service. A student who is hospitalized or convalesced due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to the school's established leave of absence policy and general practices. The student must contact the admissions office to provide notification of service and notification of intent to return.

7.6 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 rate 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.

Refunds will be made based on the chart below within 40 days of withdrawal.

STUDENT ENTITLED UPON WITHDRAWAL/TERMINATION	REFUND
10% of program completed	90%Refund
20% of program completed	80% Refund
30% of program completed	70% Refund
40% of program completed	60% Refund
50% of program completed	50% Refund
60% of program completed	40% Refund
70% of program completed	30% Refund
80% of program completed	20% Refund
90% of program completed	10% Refund

7.7 Veterans Tuition Policy

Body Wellness Massage Academy does not charge active-duty military more than the total tuition. Active-duty military, spouses and dependents will pay the same tuition as every other student of Body Wellness Massage Academy.

7.8 Prior Credit

It is the policy of this institution that an evaluation of previous education and training will be conducted, appropriate credit granted, if applicable, the institution's duration in the course will be shortened proportionately, and that the Veteran's Administration and the student will be so notified. VA credit will be given for prior training for veterans and eligible programs.

Authority 38 CFR 21.4253 and 38 CFR 21.4254

7.9 Veterans Disability Services

Total and Permanent Disability Discharge and Veterans Disability Discharge)

- The U.S. Department of Education (the Department) has one contact point, the Nelnet Total and Permanent Disability Servicer, for loan holders seeking assistance with all total and permanent disability (TPD) discharge questions.

Phone: 888/303-7818

Fax: 303/696-5250

Web site: www.disabilitydischarge.com

E-mail: disabilityinformation@nelnet.net

Office Hours: 8:00am – 8:00pm (ET), Monday - Sunday

Mailing Address:

U.S. Department of Education

P.O. Box 87130

Lincoln, NE 68501

For overnight delivery:

U.S. Department of Education

121 South 13th Street, Suite 201

Lincoln, NE 68508

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8.0 BWMA STUDENT SERVICES

BWMA provides a 500-hour Basic Massage Therapy Certification Program (BMTCP) and a 650-hour Advanced Massage Therapy Certification Program (AMTCP) to help prepare our students for the state licensing exam (Mblex).

As a new student at BWMA, a school administrator will familiarize you with the facilities, services, and protocol for admissions, grading policies, graduation requirements, etc. Our mission is to ensure that you, the student, are made aware of the many services that are available to you. Student Services offers both internal and external resources for our students that are in need of professional services. The following is a partial list of services that BWMA offers. For a full list of Student Services available, please ask the Financial Aid Director.

8.1 Advising Services

If a student has personal concerns that are affecting his/ her participation in the Massage Therapy Program, he/she is encouraged to speak directly with the faculty or staff member most directly involved. If the concern is not resolved, the student should request a meeting with the Director, who is responsible for seeing that each student's concern is heard and acted upon. Referrals for psychological or counseling services are available when personal challenges are affecting performance.

8.2 Housing/Child Care Arrangements

Body Wellness Massage Academy does not provide dormitories or housing facilities and students commute daily to school. Childcare arrangements are the responsibility of each parent or caregiver enrolled in Body Wellness Massage Academy since we do not maintain childcare facilities. The Financial Aid Director can give a list of day care facilities that are available in the area.

8.3 Educational Records

Body Wellness Massage Academy maintains student records in a fireproof filing cabinet located in a secure area. These records are confidential and are kept permanently on a flash drive and physically for 5 years. A student's records are available to the student for review during regular business hours. Student records are not made available to any third party without express written permission from the student, except under rare extenuating circumstances, such as the existence of a public safety risk, or a legal order. Body Wellness Massage Academy may also give permission to Arkansas Department of Health Massage Therapy Section, Accrediting Commission of Career Schools, and Colleges (ACCSC), U.S. Department of Education, and Veterans Affairs (Veterans' files only) without prior consent from the student. Each student is provided with one official student transcript free of charge when they receive their diploma upon successful completion of the massage therapy program.

Additional official transcripts are available to a student upon receipt of a written request and a \$25.00 transcript fee. A student may receive a duplicate diploma by submitting a written request to the school with a \$25.00 fee. Again, records are confidential and will not be released to a third party without written permission from the student except under rare extenuating circumstances mandated by law.

8.4 Tutoring Services

Both peer and professional tutoring programs are available at \$35.00 per hour. To truly benefit from this type of assistance, students must have a genuine desire to become competent massage therapists and must apply themselves diligently to their course work and clinical experience

8.5 Library

Body Wellness Massage Academy maintains a modest reading, video, and audio library for use by students and faculty. Library hours vary depending on student and faculty needs.

8.6 Graduation & Job Placement

A list of employers will be posted on the BWMA bulletin board as they are available. Although these services are available, the faculty and staff do not guarantee employment or salary. We will strive to help students with job placement.

If a student needs a job while they are attending the Massage Therapy Program, BWMA staff and faculty will do their best to help the student find employment not related to the educational objective.

8.7 Bookstore

Body Wellness Massage Academy's Bookstore stocks:

- Textbooks
- Massage oils and lotions
- Clothing
- Anatomical charts
- Other supplies important to the profession

Bookstore hours are from 9:00am to 5:00pm and can be extended upon request. Massage tables and chairs can be ordered by BWMA from the school's vendors for discounted prices.

8.8 Continuing Education

CEU's are ongoing at BWMA. Contact the school for current classes. Information is also available at www.bodywellnessar.com. New CEU's are also being added continuously.

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9.0 Student Complaint Procedure

Every effort should be made to resolve an issue by communicating with the instructor/student before a formal complaint. If a complaint is not resolved with the instructor/student, the complaint should be in written form and given to the Director. The written complaint should contain the name of the person filing, the instructor/student the complaint is about. The formal complaint must be signed by the person complaining. The Financial Aid Director will handle the complaint how he/she sees fit. All complaints will be resolved in a timely manner. There will not be any unresolved complaints.

Complaints against a person, a clinic/spa, or a massage therapy school or postsecondary massage therapy school.

- Any person may file a complaint against any of the following: a person, clinic/spa, massage therapy school or postsecondary massage therapy school licensed by the Board on any of the grounds for disciplinary action provided in 17-86-311(a) of the massage therapy Act.
- Official complaints must be made in writing within ninety (90) days from the date of infraction. The accusations must be in writing, signed by the accuser, and verified under oath.
- Complaints will be investigated by one (1) member of the MTTAC with assistance of the Department and its staff.
- If findings are made against a licensee, clinic/spa, or massage therapy school or postsecondary massage therapy school, a hearing shall be held by the MTTAC
- The MTTAC will hold any necessary hearings at the regular quarterly meetings.
- Appeals of MTTAC findings may be heard by the State Board of Health. For the purpose of adjudicative hearings on complaints the Department shall comply with the Arkansas Administrative Procedures Act, 25-15-201 et. seq.
- The Department has the authority and obligation to investigate all such written complaints, investigate and refer to the MTTAC any information that comes to their attention constituting reasonable belief that a violation of law or rule has occurred.

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10.0 Rules and Regulations:

General

- Students and staff must conduct themselves in a mature and business-like manner.
- Students are required to maintain a high standard of personal hygiene.
- Each student will be held responsible for his/her own equipment, books, supplies, and other personality.
- No food or drink is allowed in the clinical massage rooms.
- Smoking is not permitted inside the building or outside in common walk-way areas.
- Use of cell phones during classroom hours is not prohibited.
- Students are required to "clock in" and "clock out" by use of the sign-in notebook in the classroom. Time will not be adjusted if a student fails to record their "clock in" and "clock out".
- Missed exams are to be taken the following class day. In the event a make-up exam must be scheduled outside regular classroom hours; a \$25.00 fee will be charged for each make-up exam.
- Make -up hours for bodywork, the missed day and test, or special projects will be at the discretion of the Director.
- Comments or actions which are disruptive to the class are unacceptable and may be deemed grounds for dismissal and include but not limited to the following:
 - Disruptive behavior in the classroom, including use of cell phones and loud talking.
 - Degradation of other students or staff including racial, religious, sexual orientation, nationality, or sexually suggestive remarks
- Weapons of any kind are not permitted on the premises.
- Any student found stealing supplies, equipment, or money from either the Academy, staff, or other students will be expelled immediately with reason documented in the students' file.
- Any refusal to perform a student clinical massage will be subject to disciplinary action as outlined in this catalog.
- Working areas must always be kept clean. Any equipment used must be returned to their proper place. Students are responsible for changing sheets, cleaning, and sanitizing after every client.
- No drugs or alcohol are allowed on the premises. Students found under the influence of drugs/alcohol will not be allowed to remain in the facility or at the functions for that day and may be subject to immediate dismissal. Student belongings including backpacks, purses, and vehicles are subject to random search by staff or local law enforcement and their K-9 unit.
- BWMA reserves the right to withhold certification of hours acquired by a student who has not paid tuition in full upon completion of the course. Hours will not be certified until all tuition and fees are paid in full.
- If at any time the student believes/suspects that there is a possibility that he/she may have a communicable or infectious disease, it must be reported immediately to the instructor and refrain from participating in hands-on activities.
- All books and belongings will be taken home daily by the student.
- Class participation is required to receive credit for hours and is necessary for your education.
- Students are to arrive fully prepared for all classes including books and linens. Failure to bring your own linens may result in a rental charge at a rate of \$5.00 per day.

Draping and Sexual Misconduct

- All students and all clients shall be fully draped with a sheet except when a specific area is being worked.
 - Males shall be fully draped or un-draped to the waist.
 - Females shall be fully draped to shoulders. If abdomen work is performed, breast draping is required with a towel or pillowcase.

- Any perceived or actual sexual misconduct by student, staff, or clinical client will be addressed immediately with the offending individual in the following matter:
 - Inform the individual that you interpret their actions or comments in a sexual manner.
 - End the session immediately.
 - Report to the instructor or Director for disciplinary action.

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11.0 500-Hour Course Descriptions – Basic Massage Therapy Certification Program (BMTCP)

50 Hours - AP-101 Systems Anatomy, Physiology and Pathology

The study of the human body and the function of each body system are invaluable in massage therapy. Understanding the anatomy, physiological functions, and pathology of the body is essential in the development of a successful therapeutic practice. This course is designed to give an understanding of the basic structure, function and pathological conditions of the body.

50 Hours - AP-102 Gross Anatomy, Physiology and Pathology

This course details the skeletal and muscular systems. The gross anatomy and physiology course lay the foundation for structural kinesiology that is critical in your massage practice. Pathological conditions related to the skeletal and muscular systems are also a part of this course.

75 Hours - AP-201 Structural Kinesiology

Understanding how the muscles work together to create movement is essential for massage therapist. This course will enable you to know where your clients will hold muscle tension based on their jobs, hobbies and/or other activities. An anatomical and physiological analysis of body movements with relation to the muscles, articulations, and nerve tissues involved. The primary focus is with muscle movement causing a client discomfort and techniques to help reduce their discomfort.

25 Hours - EL-101 Hydrotherapy/Electrotherapy/Heliotherapy

This course is a study of therapeutic applications of water, electricity, and light. Concentration is given to hydrotherapy (Spa Services), electrical muscle stimulation, light therapy, color therapy, and sound (vibrational) therapy.

25 Hours - HM-101 Health Service Management

Ethical standards and scope of practice, licensing laws in other states, national certification, and Arkansas State Law will be discussed. SOAP Charting is a standard system of gathering and processing information relating to the clients' health commonly accepted by health care professionals. Business development, marketing, business structures, management, and policy statements will also be explored.

25 Hours - HY-101 Hygiene

Students will learn to identify good health and personal hygiene practices, methods of prevention and control of disease, implementing universal precautions, information regarding treating clients with HIV, AIDS, hepatitis and development of a safe and hazard-free massage environment. Proper diet and nutrition have become an increasingly realistic concern in recent years. This class demonstrates how science and tradition can come together to provide practical understanding to students regarding how nutrition affects themselves and their client's health.

60 Hours - TH-101 Introduction to Swedish Massage

This course is an introduction to the history of massage, particularly Swedish techniques. The student will be able to complete a basic Swedish massage at the end of this course. The basic Swedish

massage technique is the foundation on which students will learn to build their future skills. Correct body mechanics and posture are taught in order to create healthy habits that will be utilized throughout one's career.

10 Hours – TH-201 Eastern Modalities

This course focuses on integrating Eastern techniques into the massage setting. Traditional Chinese Medicine, Acupressure, Ayurveda Therapies, and Japanese Techniques will be discussed.

Information is provided solely for the purpose of passing the required exam for licensing in Arkansas. This is not an indicator of acceptable practices by the Arkansas Department of Health.

24 Hours - TH-250 Compression Techniques

Students will learn basic application of Trigger Point Therapy, Reflexology, and Chair Massage sessions. This course includes history, zone theory, meridians, basic foot and ankle anatomy, terminology, assessment, contraindications, therapeutic relaxation and self-help techniques.

24 Hours - TH-260 Aromatherapy Techniques

An introduction to chemistry of Essential Oils, application, and precautions provides a foundation for the use of oils therapeutically. We will look for the research substantiating the effects of Essential Oils. Techniques and/or treatments beneficial for addition, attention, depression, calming, pain. Use of Essential Oils is a very holistic treatment process.

32 Hours - TH-300 Adaptive Massage for Common Pathology

Knowing the modifications for clients is always critical for successful treatment when common Pathological Conditions are present. Subjects include Fibromyalgia, headaches, nerve compression syndromes, stress, fasciitis, diabetes, and arthritis.

50 Hours - TH-315 Integrated Therapy

This course focus is developing and applying a reliable therapeutic approach. The course will focus on integrating different styles and techniques based on clients' needs. Massage for chronic holding patterns and injury release is stressed. During this course students receive supervised guidance and practice in a clinical setting working with the general public.

50 Hours - TH-400 Student Clinical

Course focus will be working with clients, client intake, documentation and office procedures. This is the time that students put it all together for the client. Focus will be on integrating different techniques and styles to better address each client's needs.

12.0 650-Hour Course Descriptions – Advanced Massage Therapy Certification Program (AMTCP)**50 Hours - AP-101 Systems Anatomy, Physiology and Pathology**

The study of the human body and the function of each body system are invaluable in massage therapy. Understanding the anatomy, physiological functions, and pathology of the body is essential in the development of a successful therapeutic practice. This course is designed to give an understanding of the basic structure, function and pathological conditions of the body.

50 Hours - AP-102 Gross Anatomy, Physiology and Pathology

This course details the skeletal and muscular systems. The gross anatomy and physiology course lays the foundation for structural kinesiology that is critical in your massage practice. Pathological conditions related to the skeletal and muscular systems are also a part of this course.

50 Hours - AP-102 Pathology for the Massage Therapist

Pathological conditions will be explored from the standpoint of a Massage Therapist. Subject matter includes pathology of every system of the body, safe practice procedures, Treatment Planning, Pharmacology, Dermatological Pathology, Infections, Cancer, mental disorders, and aging.

75 Hours - AP-201 Structural Kinesiology

Understanding how the muscles work together to create movement is essential for massage therapist. This course will enable you to know where your clients will hold muscle tension based on their jobs, hobbies and/or other activities. An anatomical and physiological analysis of body movements with relation to the muscles, articulations, and nerve tissues involved. The primary focus is with muscle movement causing a client discomfort and techniques to help reduce their discomfort.

35 Hours - EL-101 Hydrotherapy/Electrotherapy/Heliotherapy

This course is a study of therapeutic applications of water, electricity, and light. Concentration is given to hydrotherapy (Spa Services), electrical muscle stimulation, light therapy, color therapy, and sound (vibrational) therapy.

45 Hours - HM-101 Health Service Management

Ethical standards and scope of practice, licensing laws in other states, national certification, and Arkansas State Law will be discussed. SOAP Charting is a standard system of gathering and processing information relating to the clients' health commonly accepted by health care professionals. Business development, marketing, business structures, management, and policy statements will also be explored.

25 Hours - HY-101 Hygiene

Students will learn to identify good health and personal hygiene practices, methods of prevention and control of disease, implementing universal precautions, information regarding treating clients with HIV, AIDS, hepatitis and development of a safe and hazard-free massage environment. Proper diet and nutrition have become an increasingly realistic concern in recent years. This class demonstrates how

science and tradition can come together to provide practical understanding to students regarding how nutrition affects themselves and their client's health.

60 Hours - TH-101 Introduction to Swedish Massage

This course is an introduction to the history of massage, particularly Swedish techniques. The student will be able to complete a basic Swedish massage at the end of this course. The basic Swedish massage technique is the foundation on which students will learn to build their future skills. Correct body mechanics and posture are taught in order to create healthy habits that will be utilized throughout one's career.

10 Hours – TH-201 Eastern Modalities

This course focuses on integrating Eastern techniques into the massage setting. Traditional Chinese Medicine, Acupressure, Ayurveda Therapies, and Japanese Techniques will be discussed.

36 Hours - TH-250 Compression Techniques

Students will learn basic application of Neuromuscular Therapy, Trigger Point Therapy, Reflexology, and Chair Massage sessions. This course includes history, zone theory, meridians, basic foot and ankle anatomy, terminology, assessment, contraindications, therapeutic relaxation and self-help techniques.

24 Hours - TH-260 Aromatherapy Techniques

An introduction to chemistry of Essential Oils, application, and precautions provides a foundation for the use of oils therapeutically. We will look for the research substantiating the effects of Essential Oils. Techniques and/or treatments beneficial for addition, attention, depression, calming, pain. Use of Essential Oils is a very holistic treatment process.

30 Hours - TH-275 Energetic Techniques

This course looks at more subtle techniques such as Polarity, Reiki, sound and other vibrational Therapies. Vibrational Medicine is quickly evolving in the medical community. With recent research findings, we know how important that vibrational frequencies matter.

60 Hours - TH-300 Adaptive Massage for Common Pathology

Knowing the modifications for clients is always critical for successful treatment when common Pathological Conditions are present. Subjects include Fibromyalgia, headaches, nerve compression syndromes, stress, fasciitis, diabetes, and arthritis. Consideration will also address massage therapy precautions in special populations, senior citizens, children, athletes and end of care.

50 Hours - TH-315 Integrated Therapy

This course focus is developing and applying a reliable therapeutic approach. Course will focus on integrating different styles and techniques based on clients' needs. Massage for chronic holding patterns and injury release is stressed. During this course students receive supervised guidance and practice in a clinical setting working with the general public.

50 Hours - TH-400 Student Clinical

Course focus will be working with clients, client intake, documentation and office procedures. This is the time that students put it all together for the client. Focus will be on integrating different techniques and styles to better address each client's needs.

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BODY WELLNESS MASSAGE ACADEMY

Addendum 1 to Catalog: 123020

Effective Date: 04-10-21

VA Pending Payment Compliance

Educational Institution Name/Address: *Body Wellness Massage Academy, LLC*
VA Facility Code: 25803504
Person Completing Addendum: Michelle Christen
Title of Person Completing Addendum: Owner/Instructor

In accordance with Title 38 US Code 3679(c), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation & Employment (Ch.31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certification of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

I, R. Michelle Christen, BBA, MMT, CMLDT do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, effective April 10, 2021, and will incorporate this policy into the next revision of our catalog.

R. Michelle Christen

Signature

Date 4/11/2021

BODY WELLNESS MASSAGE ACADEMY

Addendum 2 to Catalog: 123020

Effective Date: ~~04-11-21~~ / ~~Revised 05-08-2023~~ / Rev 01/25/2025

VA Pending Payment Compliance

Educational Institution Name/Address: *Body Wellness Massage Academy, LLC*

VA Facility Code: **25803504**

Person Completing Addendum: Michelle Christen

Title of Person Completing Addendum: Owner/Instructor

Instructor Classifications/Qualifications:

R. Michelle Christen, BBA, MMT, CMLDT - Owner/Instructor

Michelle is a native of Conway, and is a graduate of The University of Central Arkansas holding a bachelor's in business administration. She is a graduate of Touching America School of Massage and is licensed as a Master Massage Therapist by the Arkansas State Board of Massage Therapy. Michelle is a believer that education never stops; and therefore, she is in constant pursuit of continuing education opportunities in advancement of her practice. As such, she has also obtained her national CMLDT (Certified Manual Lymphatic Drainage Therapist) in the Vodder technique through Klose Training. This certification along with continuing education in oncology massage allows her to assist those suffering from cancer, effectively reduce traumatic and post-surgical edema, and can provide symptomatic relief of migraine headaches, fibromyalgia, rheumatoid arthritis, scleroderma, reflex sympathetic dystrophy (RSD), stress, fatigue, .

As a therapist, Michelle is empathetic to those dealing with the management of chronic pain syndromes and providing assistance in this area. Her neck and shoulder work have helped many of her clients with persistent headaches. She enjoys using several modalities of massage and believes that benefits of massages are far greater than relaxation alone. Michelle is an integrative bodyworker who intuitively uses a combination of modalities of massage to deliver very effective therapeutic massage. Some of her favorite practices are trigger point therapy, thai massage, sacred lomi lomi, ashatsu, KT tape, and hot bamboo. She also enjoys the use of deep tissue, reflexology, hydrotherapy, cupping, kinesiology tapping, gua sha, tuning forks, reiki, and aromatherapy.

Michelle is also the Owner and an Instructor of Body Wellness Massage Academy in Conway. She is the primary instructor under the subcontract supervision of the former owner Donna McGriff, MTI. Michelle carries over 400 hours of continuing education and 9years practical experience having performed approximately 15, 000 massages in that time frame, and is nationally certified in Manual Lymphatic Drainage Therapist – Klose Training Vodder Technique

Educational Background:

- Intro to Manual Lymphatic Drainage - Body Wellness Center
- Advanced Anatomy & Physiology: Lymphatic System & Drainage – Body Wellness Center
- Introduction to Myofascial Massage – Body Wellness Center
- Rain Drop Therapy – Body Wellness Center
- Introduction to Cupping – Body Wellness Center
- Massage Cupping/Medi cupping – ACE Medi Cupping
- Fijian Barefoot Massage – Tiffany Diaz, MMT, RN

- Lomi Supine – Greg Benefiel, MTI
- Lomi Prone – Greg Benefiel, MTI
- Pathologies for Massage Therapist – Tiffany Diaz, MMT
- Ashiatsu – Tiffany Diaz, MMT
- Hot Bamboo Massage – Tiffany Diaz, MMT
- Thai Massage – Robert Garner Wellness
- Table Thai Massage – Robert Garner Wellness
- Essential Oils; The Chemistry – Body Wellness Center
- Muscle Stim – David Clarke
- Reiki I & II- Body Wellness Center
- Tuning Fork Therapy – Body Wellness Center
- Rock Tape: FMT Basic & Advanced – Rock Tape
- Prenatal Massage, Pathology & Pregnancy – Krista Moore, MMT
- Fibromyalgia/Chronic Fatigue and Essential Oils – Body Wellness Center
- Intro to Polarity – Body Wellness Center
- Intro to Acupressure – Body Wellness Center
- Acupressure Techniques for Cupping Massage- Body Wellness Center
- Targeted Muscle Testing & Quick Self Fix Techniques – Ray of Light Massage Training
- Targeted Muscle QSF Cross Reference with Connective Tissue Stretches – Ray of Light Massage Training
- Basic Oncology & Lymph Drainage – Johnnie Minor, MTI
- CORE 1 Intensive (Fascial Release Bodywork) – Noah Karrasch, MTI & Roxanne Portman, MTI
- Reflexology & Related Modalities – Stephanie A Cooke, MTI
- Working with HIV/AIDS – Body Wellness Center
- Soft Tissue Release of Neck & Shoulders – Body Wellness Center
- A Study in Lymphatic Drainage Massage – Stephanie A. Cooke, MTI
- TET- Therapeutic Evaluation & Techniques Shoulder – Body Wellness Center
- Back to Basics: Swedish Review – Body Wellness Center
- Medical Massage (NCBTMB approved) Dr. Bryan Hawley, DC
- Aromatherapy for Massage Therapist – Massage CE Learning Tree
- Business Practices for the Massage Therapist - Massage CE Learning Tree
- Immune System and Massage Therapy - Massage CE Learning Tree
- Massage Techniques from Around the World - Massage CE Learning Tree
- Professional Ethics, Roles, & Boundaries - Massage CE Learning Tree

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Donna McGriff, MTI – Independent Advisor to Owner/Director

Donna has devoted her life to assisting individuals in healing. As a Massage Therapy Instructor, she has studied many techniques and modalities from traditional massage to energy work. Donna is a Licensed Massage Therapy Instructor, Reiki Master-Teacher, Advanced IET Practitioner, Therapeutic Essential Oils Practitioner, Vibrational Therapist and Gem & Crystal Therapist. She has been appointed as a member of the Arkansas State Board of Massage by the Governor three times. Donna continues her devotion to holistic education for Massage Therapist and Healers. Donna founded Body Wellness Center, Inc. in 1992 and The Center for Wholeness and Health in 2004. Donna has been involved with assisting individuals in healing for 30 years and has been an Arkansas Licensed Massage Therapist for 22 years. Donna currently maintains a private practice, teaches and facilitates educational seminars.

Educational Background:

- Pain in the Neck - Robert King Seminar
- Introduction to Acupressure Therapy - Mara Lindstram
- Myofascial Release Techniques - Hot Springs School of Therapy Technology
- Advanced Massage Training - Hot Springs School of Therapy Technology
- Advanced Techniques-Fibromyalgia Massage - Jean's School of Therapy Technology
- Spa Services Training - Aveda Spa Services
- Structural Kinesiology - Barbara Morris - Body Wellness
- Compassionate Care - Kathy Findley - Body Wellness
- Body Mobilization and Stretching - Donna Burr -Body Wellness
- Advanced Anatomy and Physiology - Donna Burr - Body Wellness
- Reiki Level I - Andrea Mikana-Pinkham - Body Wellness
- Sports Massage - Barbara Morris - Body Wellness
- Integrated Therapy - Dana Lockwood - Body Wellness
- Nutrition - Cherry Nichols - Body Wellness
- Reiki I and Reiki II - Catherine Crews -Body Wellness
- Advanced Reiki - Catherine Crews - Body Wellness
- Reiki Master - Catherine Crews - Body Wellness
- Reiki Master/Teacher - Catherine Crews - Body Wellness
- Introduction to Five Element Theory- Catherine Crews - Body Wellness
- Integrated Energy Therapy – Basic Level – Ann Heath - Body Wellness
- Integrated Energy Therapy – Intermediate Level – Ann Heath - Body Wellness
- Integrated Energy Therapy – Advanced Level – Ann Heath - Body Wellness
- Young Living Essential Oils - Hands on Training – Denver
- Advanced Applications of Essential Oils - Judy DeRuvo
- The Aromatic Mind– Turner Bourne - Body Wellness
- Aromatherapy 101 - West Coast Institute of Aromatherapy, Inc.
- Introduction to Cranial Sacral Therapy - Mya Breeman - Upledger Institute
- Process Acupressure I: Essence – Catherine Crews - Process Acupressure Unlimited
- Aromatic Archeology: Working with Ancient Oils – Turner Bourne - Integrated BodyMind
- BodyMind for the Massage Therapist – Turner Bourne - Integrated BodyMind Therapy
- The LMT in a Clinical Setting– Dr. Beverly Foster, DC - American University
- Whiplash & Thoracic Outlet -Judith Hankins, MTI - Valley of Vapors School of Massage
- Problems of the Upper Back-Judith Hankins, MTI - Valley of Vapors School of Massage
- Trigger Points Plus - Susie Byrd, MTI - The Edge School of Massage Therapy
- Mechanical Vibratory Massage - Lin Long, MTI - Body Wellness
- Soft Tissue Release for the client with Fibromyalgia - Susie Byrd, MTI -Edge School of MT
- Defrosting a Frozen Shoulder - Antonio Woodall - American University of Healing Arts
- Chair Massage 101 - Susie Byrd, MTI - The Edge School of Massage Therapy

- Neck and Shoulders - Susie Byrd, MTI - The Edge School of Massage Therapy
- Electro Stimulation - Michael Clark - The Edge School of Massage Therapy
- SI Joint Disfunction & Low Back Pain - Gary Jones-Arkansas Medical Massage
- Soma (Body) Tuner Course - Dr. Karen Kelly - Soma Energetics
- Whiplash & Thoracic Outlet - Valley of Vapors School of Massage
- Problems of the Upper Back - Valley of Vapors School of Massage
- Soma (Body) Tuner Course - Soma Energetics - Dr. Karen Kelly
- The 42-pound Head and Cervical Neck Pain - Arkansas Medical Massage - Gary Jones
- Conditions of the Lower Arm and Hand - Arkansas Medical Massage - Gary Jones
- Shoulder Impingement - Arkansas Medical Massage - Gary Jones
- Instructors on the Front Lines - ABMP
- Ethics: Roles and Boundaries through the Chakras - Charlene Gaffney / NCTMB

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Robin Maynard, MMT – Instructor

Robin is a native of Sherwood, Arkansas, where – in 2013 - she began, and currently maintains, her personal massage practice. Robin graduated from Touching America School of Massage in Maumelle, Arkansas, and immediately completed additional continuing education hours in oncology massage and ashiatsu. Working with clients during their cancer journey is some of her most beloved work, as her son is a brain tumor survivor. She feels a distinct connection with this community and knows the importance of relaxation and maintaining stress levels during treatments and recovery. Robin is a firm believer that massage therapy is so much more than a relaxing spa day but truly a pursuit of wellness for living your best life. Her approach is a blended mix of massage modalities which provides a therapeutic massage with a layer of love. She cares about her clients and students – what they do, their families, and building relationships that will positively propel them into the days ahead. Robin added a new adventure to her massage career when she began teaching in 2021. Her student's success as they begin their own careers is what motivates her to pass along not only textbook learning but also business knowledge garnered over the years in her personal practice....and life. Teaching others to build relationships within their community and client base is one of her top priorities.

Robin currently holds an Arkansas massage therapy license as a Master Massage Therapist.

Educational Background

- Oncology Massage: Compassionate Touch – Sarasota, Florida – Jennifer Funk
- Ashiatsu Bar Basic – Fort Smith, Arkansas – Tiffany Diaz Linam
- Direct-Indirect Techniques: Upper back, Lower Back, Leg, Knee, Foot – Fayetteville, Arkansas – Ray of Light Massage, John Ray
- Massage Cupping – Fayetteville, Arkansas – Michael Clark
- Scar Therapy, including cupping – Little Rock, Arkansas – Jessica Tolliver
- Prenatal Massage – Conway, Arkansas – Krista Moore
- Advanced Ashiatsu – Fort Smith, Arkansas – Tiffany Diaz Linam
- Body Wrap Basics – Fayetteville, Arkansas – Patricia Kulish
- Intro to the Masso Facial – Fayetteville, Arkansas – Patricia Kulish
- Business Building for the Massage Therapist – Fayetteville, Arkansas – Patricia Kulish
- Total Rejuvenation Therapy – Sherwood, Arkansas – Chad Bolding
- Fijian Barefoot Massage – Fort Smith, Arkansas – Tiffany Diaz Linam
- Structural Kinesiology, Spine – Conway, Arkansas – Donna McGriff
- Sequential Orthopedic Release Technique, TMJ & Migraines – Calico Rock, Arkansas – Kimberley Yutsus

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Patricia Atkins, MMT - Instructor

Patricia (Trish) Atkins has been a massage therapist since 2016, after graduating from Milan Institute in Reno, Nevada. She is originally from California and has a bachelor's degree in animal science from the University of Nevada, Reno. She decided to change careers and become a massage therapist after a car accident left her in chronic pain and the only thing that helped her was massage. After graduation she started my career working with the Reno Aces baseball team. They are the AAA team for the Arizona Diamondbacks. This is when she discovered that she prefers to work with athletes, and people with chronic injury and pain. Now she works as the massage therapist for two Brazilian Jiu Jitsu gyms and works exclusively on people with injury and pain management. She has taken courses in:

Educational Background:

- Table Thai-Robert Gardner
- Cupping for scar therapy-Jessica Tolliver
- Understanding the diagnosis golfers' elbow-Miranda Cox
- Understanding the diagnosis tennis elbow-Miranda Cox
- Massage for Conditions of the Hips and Thighs-Joesph Bell
- Conditions of the leg and knee- Gary Jones
- Orthopedic/Medical Massage for the Neck- Shamaya Chah
- Orthopedic/Medical Massage for the Back- Shamaya Chah
- Assessment of Posture and Pain- Tamlynn Cameron
- Orthopedic/Medical Massage for the Lower Extremity- Tamlynn Cameron
- Insurance Billing- Tamlynn Cameron
- Orthopedic/Medical Massage for the Upper Extremities – Tamlynn Cameron
- Fijian barefoot massage- Tiffany Diaz
- total rejuvenation therapy- Chad Bolding
- Ashi stretch- Tiffany Diaz
- 15 min Neck and Shoulder Blast- Angie Dubis
- A Detailed Approach to General Neck Pain- Allison Denney
- A Detailed Approach to Low-Back Pain- Allison Denney
- Active Isolated Stretching- Bruce Baltz
- Advanced Deep Tissue Muscular Therapy Techniques: Shoulder and Knee- Ben Benjamin PhD
- Assessing and Treating Tennis and Golfers Elbow-Joe Muscolino
- Balancing the Shoulder: Practical Clinical- Tom Meyers
- Fascia Fundamentals: What Every Massage Therapist Needs to Know- Rachel's Claudia, David Kesondak
- Fascial Anatomy: How Microscopic Images of Fascia Inform our Understanding- Gil Hedley
- Myofascial Techniques: Hands on for the Hands- Til Luchau
- Myofascial Techniques: Sciatica, a New Look- Til Luchau
- Palpating the Psoas Major- Joe Muscolino
- Ethics: Create a Zero-tolerance Practice-Joyce Gauthier

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Jamie Moody, MMT, CMLDT

Jamie is a native Arkansan, having lived in Conway for 25+ years. She graduated from the [University of Central Arkansas](#) in May 2001 with a Masters in Speech Pathology. As a lifelong learner, Jamie returned to school in 2021 to become a Licensed Massage Therapist. She completed her program right here at [Body Wellness Massage Academy](#), earning Licensed massage Therapist certification in Sept of 2021 and immediately began taking continuing education courses to add to her knowledge of bodywork. She set her sights on upgrading her massage license to Master Massage Therapist, in order to train future Massage Therapist for a rewarding career. Jamie's teaching background includes Speech Therapy and Math in Public schools, Supervisor in the Speech and Communications Disorders Department at UCA, 13 years volunteering with the [AWANA](#) program, and 8 years with [Boy Scouts](#).

As a Massage Therapist, Jamie enjoys working with a variety of clients. She has studied several modalities and works with the client to find the best way to meet their goals. Neck and shoulders are her favorite area of the body to work. Jamie understands the restorative value of relaxation massage, while being skilled in many techniques to meet more specific needs of the client.

Educational Background:

- Working with Low Back Pain - Donna McGriff, MTI
- Tuning Fork- A Vibrational therapy -Donna McGriff, MTI
- Thai Massage: With Adaptations for American Therapist -Wendy Finn
- Medical Massage - Bryan K Hawley
- Ethics Part 1 and 2 - Bryan K Hawley
- Table Thai Yoga Massage – Robert Gardner
- Direct-Indirect Technique for treating Shoulder, Arm, and Hand Conditions – Ray of Light Training
- Direct-Indirect Technique for Treating Neck Pain, Hypertonicity and Related Conditions – Ray of Light Training
- Direct-Indirect Technique for TMJ Dysfunction, Jaw Pain, and Related Conditions — Ray of Light Training
- Manual Lymphatic Drainage – Klose Training
- Acupressure Techniques for Cupping Massage - Donna McGriff, MTI
- Upper Back and Neck Secrets – Donna McGriff, MTI
- Thai Style Foot Massage – Robert Gardner
- Medical Terminology for the Massage Therapist - Donna McGriff, MTI
- Client Documentation and SOAP charting - Donna McGriff, MTI

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BODY WELLNESS MASSAGE ACADEMY

Executive Coordinator -

T. Nicole Sanders, LMT

Administrative Assistant -

Madi Barton

I, Michelle Christen, BBA, MMT, CMLDT do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, effective April 10, 2021, and will incorporate this policy into the next revision of our catalog.

Signature

R. Michelle Christen

DATE: 4/11/2021 / ~~REVISED 05/08/2023/~~ **Revised 01/25/**

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BODY WELLNESS MESSAGE ACADEMY

Addendum 3 to Catalog: 123020

Effective Date: 05/26/2021

VA Pending Payment Compliance

Educational Institution Name/Address: **Body Wellness Massage Academy, LLC**

VA Facility Code: **2503504**

Person Completing Addendum: Michelle Christen

Title of Person Completing Addendum: Owner/Instructor

1. Body Wellness Massage Academy, LLC observes a summer break and a winter break annually. The breaks for years 2021 & 2022 as set forth as follows:

Year	Summer Break	Winter Break
2021	6/21/2021 - 7/4/2021	12/20/2021 – 1/2/2022
2022	6/20/2021 – 7/3/2021	12/18/2022 -1/1/2022

2. Instructor's Qualifications Clarifications:

- R. Michelle Christen, BBA, MMT, CMLDT
 - BBA - Bachelor of Business Administration
 - MMT - Master Massage Therapist
 - CMLDT - Certified Manual Lymph Drainage therapist
 - Michelle is a graduate from the University of Central Arkansas in December of 1991. She graduated from Touching America School of Massage in August 2014 and upgraded to Master Massage Therapist in September of 2018. She will also level up to MTI (Massage Therapy Instructor) in September of 2021. Michelle has been teaching massage since January of 2019.
- Donna McGriff, MTI
 - MTI – Massage Therapy Instructor
 - Donna has been teaching massage since the Body Wellness Massage Academy, LLC was opened in 1992.
- Hannah Elliott, B.S., MMT, CMLDT, OMT
 - B.S - Bachelor of Science
 - MMT - Master Massage Therapist
 - CMLDT - Certified Manual Lymph Drainage Therapist
 - OMT – Oncology Massage Therapist
 - Hannah is a 2014 graduate of Touching America School of Massage. She has been teaching massage since January of 2019.

3. Tuition Inclusions:

Textbooks (2 and workbook)	\$ 150.00
Oil/Holster/Belt	\$ 165.00
Online CPR Certification	\$ 15.00
Student Professional Liability Insurance	\$ 20.00

BODY WELLNESS MASSAGE ACADEMY

Total Inclusions to Tuition	\$ 350.00
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4. Enrollment Agreement: (attached)

5. Attendance:

- Tardiness
 - A student absent for any reason must call in by 15 minutes prior to class. If a student fails to call in after 3 absences, the student is subject to dismissal.
- Class Cuts
 - The established curriculum is based on 500 hours of in-class participation by Arkansas massage therapy law. Therefore, any time missed from the classroom will have to be made up.
 - Students who cut class on the first offense will receive a verbal warning, the absent hours documented as "class cut" and the time missed will be made at the end of their program.
 - Students who cut class on the second offense will receive a written warning of an unexcused absence, and the time missed will be made up at the end of their program.
 - Students exceeding three days' unexcused absences in a calendar month will be terminated for unsatisfactory attendance.
- Interruptions for Unsatisfactory Attendance
 - Interruptions:
 - Comments or actions that are disruptive to the class, classroom moral, individual students or instructors, including racial, religious, sexually suggestive comments, comments regarding sexual orientation, age, or national origin are unacceptable and are grounds for disciplinary process. Any infraction must be reported to the instructor immediately.
 - A student will be dismissed for a disrespectful attitude toward any instructor, loud talking, and uncomplimentary remarks to fellow students or patron concerning other instructor or their training.
 - Unsatisfactory Attendance
 - 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.

I, Michelle Christen, BBA, MMT, CMLDT do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, effective May 26, 2021, and will incorporate this policy into the next revision of our catalog.

Signature

R. Michelle Christen

5/26/2021

Date

BODY WELLNESS MESSAGE ACADEMY

Addendum 4 Revised 1/25/25 to Catalog:

FY 2025-2026

Effective Date: 1/1/25

VA Pending Payment Compliance

School Calendar / Class Schedule

School Calendar:

School Closings	FY 2025	FY 2026
New Year's Day	1/3/2025	n/a
Memorial Day	5/26/2025	5/25/26
Summer Break	6/23/25-7/6/25	6/22/26- 7/5/26
Labor Day	9/1/2025	9/7/2026
Winter Break	12/22/25-1/4/25	12/17/26-1/3/27

- Body Wellness Massage Academy is an open enrollment school. Students may start school on any Monday, agreed after acceptance to the program. Students will undergo a one-hour orientation prior to entering the classroom.

Class Schedule:

	Day Class			Night Class		
	Open	Lunch	Close	Open	Lunch	Close
Monday	8:30am	11:45am - 12:15pm	3:00pm	4:30am	n/a	10:30pm
Tuesday	8:30am	11:45am - 12:15pm	3:00pm	4:30am	n/a	10:30pm
Wednesday	8:30am	11:45am - 12:15pm	3:00pm	4:30am	n/a	10:30pm
Thursday	Closed			Closed		
Friday	Closed			Closed		
Saturday	Closed			Closed		
Sunday	Closed			Closed		

I, Michelle Christen, BBA, MTI, CMLDT do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, effective January 1, 2025, and will incorporate this policy into the next revision of our catalog.

Signature

R. Michelle Christen

Date: 1/25/2025