Academy of Massage Therapy and Reflexology

Promoting Balance of Body, Mind, and Spirit

_____ Healing in the 21st Century _____

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Table of Contents

Introduction 3
Our Mission Statement 3
Owners & Administrators 4
Main Instructors 4
Courses 6
1. Massage Therapy and Bodywork Program (650 hours) 6
Program Format 6
Massage & Bodywork Techniques 8
Supervised Clinical Practicum 8
Cost 9
Payment Plans 9
2. Advanced Therapeutic Massage Program (125 hours) 10
Cost 10
3. Reflexology Therapy and Bodywork Program (210 hours) 11
Cost 11
Examination Schedule 12
Grading Scale and Grading and Assessment Policy 12
Non-Discrimination Statement 12
Refund Policy 13
OCTS Refund Fund 13
Student Complaint Process 15
I Am Interested 16

Academy of Massage Therapy and Reflexology

"The Academy"

6050 East 10th Street, Indianapolis, IN 46219-4609

317-515-5189 info@amtr.in www.amtr.in

Introduction

The Academy of Massage Therapy and Reflexology ("Academy") is a trade school for the Healing Arts, such as Massage Therapy, Reflexology and various Holistic Therapies.

OUR MISSION STATEMENT

This institution is regulated by:

Indiana Department of Workforce Development

Office for Career and Technical Schools

10 N. Senate Avenue, Suite SE 308

Indianapolis IN 46204

OCTS@dwd.in.gov

http://www.in.gov/dwd/2731.htm

To provide a holistic view of healing in every program we offer. Emphasis is placed on providing a curriculum which trains individuals in effective methods of health care and prepares them to be successful Health-Care Practitioners. This school provides special opportunities for students for personal growth. The Academy aims to be of service to community health by educating through self-help programs and inspiring a deep and lasting respect for the Healing Arts, Humanity, and the Earth.

The Academy was previously owned and operated by Christina Brown DeEstrada and James O'Donnell. It was the second oldest massage therapy school in the State of Indiana and was accredited by the State of Indiana in

1990. Since then, they have graduated many of the state's current massage therapists. We, as the school's new management team and original instructors, are proud to continue the work of the previous owners in offering quality education in the Holistic Therapy Field.

Owners & Administrators

Lijuan Wang: President

Theresa Adams: Chief Administrative Officer

Main Instructors

Theresa Adams: Is not only a Licensed/Certified Massage Therapist and Reflexologist, but also has her Indiana Board of Pharmacy License. She has her certification in several holistic therapies, which include Aromatherapy (she is a trained trainer), Medical Massage practitioner, Cupping Therapy, and Lypossage. She is a Reiki Master and is trained in numerous massage modalities, along with craniosacral, homeopathy, and Bach Flower. She is the owner of "Renew Body & Spirit, L.L.C." located in Shelbyville, Indiana. In addition to working with several organizations, she is a member of the Indiana Federation of Business and Professional Women. Teaching: massage techniques, reflexology, anatomy; assisting in the supervised clinical practicum.

Marlene Stork is a Nationally Board Certified (NCBTMB) Licensed Primary Massage Therapist, as well as an Advanced Digestive Health Professional through the Food Enzyme Institute, with a BA in Biology/Chemistry from Augsburg University. She owns and operates "Oasis Garden Wellness Center LLC" with locations in both Broad Ripple and Fishers, Indiana. Your Massage Session can integrate techniques drawn from Balance Work, Craniosacral, Essential Oils, Hot Stone, Lymphatic Work, Pfrimmer Deep Muscle Therapy, Prenatal, as well as the Raindrop Massage Technique. Teaching: anatomy and various massage techniques; assisting in the supervised clinical practicum.

Gina Duryea is a Licensed/Certified Massage Therapist and Reflexologist, and she is the owner of Holistic Healing on South Broad Ripple. She has 14 years of practical experience in the healing arts and is trained in several massage and

reflexology modalities, including myofascial release, cupping, prenatal massage, sports massage, mind and body connections, muscle testing and essential oils. She is a certified member of the Associated Bodywork and Massage Professionals. Teaching: anatomy, massage techniques, reflexology; assisting in the supervised clinical practicum.

Amy Barr is a graduate of the Academy of Massage Therapy and Reflexology and owns “The Healing Room” in Indianapolis. She is a certified Massage Therapist, Reflexologist, and Reiki master/teacher. Amy has over twelve years of experience and loves to help people grow and heal from the inside out. Teaching: massage techniques, reflexology; assisting in the supervised clinical practicum.

Lijuan Wang: She was born and raised in China. In addition to completing her college education in China, she studied and graduated from the American Oriental Medical Massage College in California and the Chicago Massage School in Chicago. She is an Indiana State Certified Massage Therapist. Also, as a certified Reflexologist, she has worked in the field for nearly 10 years. She studied and was involved in various healing arts techniques during that period of time. Her expertise includes body balancing and pain reduction techniques, alongside specialized training in 'PaiSuan' (acid-release detoxification), moxibustion, and cupping. LiJuan is the co-founder of China Happy Feet, L.L.C., in Indianapolis, where she teaches massage techniques and reflexology.

Wei Cao: He was born and raised in China. In addition to completing his college education in China, he studied at the American Oriental Medical Massage College in California. He also studied holistic treatments under the founder, Mr. Yao Junhong, and learned bio-electrotherapy techniques through Mr. Zhang Wugong’s program. Also, as a reflexologist, he has worked in the field for nearly 10 years. In addition, during this time, he has studied and been involved in various healing art techniques. These include body balancing techniques, biological electrotherapy techniques, deep muscles, and pain reduction techniques. He is the co-founder of China Happy Feet, L.L.C., in Indianapolis. Auxiliary teacher. Teaching: anatomy, massage techniques, and reflexology.

COURSES

1. Massage Therapy and Bodywork Program:

This is a 650-hour certificate program. The Academy will issue a certificate to the student upon their successful completion of this program and the Academy has received full payment for all tuition and fees. This is NOT a Diploma Program.

This course consists of healing massage techniques and includes anatomy, pathology, and physiology—the building blocks of the body, along with skeletal and muscle structures, and their systems and functions. The program discusses the vital forces of the physical, mental, emotional, and spiritual components, as well as energy balancing and pain reduction techniques. It stresses the importance of touch and a positive attitude. It illustrates body mapping and the analysis of the body's physical and nutritional needs, including vitamins and minerals, along with the body's immune power. It outlines meridian therapy along with the lymph drainage system—circulation and elimination. It discusses chronic diseases through DNA, viruses, cancer, etc. It emphasizes the importance of ethics, business development, and clinical settings.

This is a hands-on program, which includes, but is not limited to, the following modalities: Swedish Western Massage, Corporate Chair Massage, Stone Massage, Sports Massage, Infant, Children, and Pregnancy Massage, Geriatric Massage, and Lymphatic Drainage Massage.

Program Format

The 650-hour Massage Therapy and Bodywork program consists of the following:

Anatomy & Physiology — 150 hours. Structure and function of the human body: cells, tissues, and all major body systems (integumentary, skeletal, muscular, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, endocrine, reproductive). Body planes, regions, and terminology.

Kinesiology — 50 hours. Study of human movement: muscle origins, insertions, and actions; types of muscle contraction; joint types and range of motion; posture and gait analysis; palpation skills.

Pathology, Contraindications & Special Populations — 45 hours. Common diseases and disorders by body system; how pathology affects massage treatment; three levels of contraindication (absolute, local, conditional); endangerment sites; special populations, including pregnancy, the elderly, infants/children, and clients with disabilities; HIV/AIDS, bloodborne pathogens, and universal precautions.

Ethics, Boundaries, Laws & Regulations — 25 hours. Professional ethics and standards of practice; therapeutic boundaries and dual relationships; scope of practice; Indiana massage therapy law and regulations; draping standards; client confidentiality (HIPAA basics); informed consent; prevention of medical errors.

Business Development & Professional Practice — 20 hours. Starting and managing a massage practice; marketing and client retention; professional communication; record keeping; career planning.

Client Assessment, Treatment Planning & S.O.A.P. Charting — 55 hours. Client intake and health history review; postural and palpatory assessment; range-of-motion testing; developing treatment plans; clinical reasoning; S.O.A.P. charting and documentation standards.

Hydrotherapy — 20 hours (8 theory + 12 hands-on). Therapeutic use of water in its various forms: hot and cold applications, contrast therapy, compresses, soaks, and showers; physiological effects; indications and contraindications; safety and sanitation.

Massage & Bodywork Techniques — 140 hours (Swedish massage ≥125 hours + 15 hours introduction to other modalities). See detailed description below.

Holistic Health & Wellness — 20 hours. Meridian therapy and energy balancing; Eastern wellness concepts; nutrition basics, including vitamins and minerals; stress management; the mind-body connection.

Supervised Clinical Practicum — 125 hours (hands-on, on campus). See detailed description below.

Total — 650 hours.

The program is delivered through on-campus instruction under the direct supervision of qualified instructors. The program includes no distance learning and no online instruction.

Note: This program is approved by the State of Indiana (625-hour minimum). The 650-hour curriculum is designed to meet or exceed the educational requirements for massage therapy licensure in most U.S. states. Students seeking licensure in other states should verify hour requirements with that state's licensing board.

Massage & Bodywork Techniques (140 hours)

Students complete at least 125 hours of Swedish massage training: effleurage, petrissage, friction, tapotement, and vibration, practiced on fellow students under direct instructor supervision with real-time correction and feedback. The remaining 15 hours provide introductory instruction (theory, demonstration, and basic hands-on exposure, approximately 1–2 hours each) in deep tissue techniques, sports massage, chair massage, hot stone massage, lymph drainage, reflexology, pregnancy massage, infant/child massage, and polarity therapy. Body mechanics and proper draping are integrated throughout all technique instruction. Students further develop proficiency in these modalities during the 125-hour Supervised Clinical Practicum.

Supervised Clinical Practicum (125 hours)

Clinical practicum hours are completed on campus at the Academy under the direct supervision of qualified instructors. During practicum sessions, students perform complete massage sessions, including client intake and health-history review, bodywork assessment, S.O.A.P. Charting, proper draping, and hands-on technique application. The instructor directly observes, guides, and evaluates each session. Attendance and performance records are kept for every practicum hour.

Cost:

Payment options are available.

If a credit card is used, the student will be charged a 3% credit card fee.

Students must be at least 18 years of age to attend.

Registration:	$ 100.00
Tuition for Massage and Bodywork 650-hour program:	$ 7,700.00
Additional Costs:	
Books:	$ 200.00
Student Prof. & Gen'l Liability Insurance:	$ 50.00
Lotions and Supplies:	$ 25.00
Total Remittance:	**$ 8,075.00**

Payment Plans (Massage Therapy and Bodywork 650-hour Program)

• Early-payment discount: Students will receive a $500 discount if they can deposit the full amount of tuition ($7,575) into a designated school account ten days before the class starts. If the tuition is paid in full prior to the first day of class, then the Academy will refund the Student the sum of $500.00 upon the Student's completion of the course and receipt of their Certificate.

• Three-payment plan: The tuition may be paid in three payments of $2,691.67, $2,691.67, and $2,691.66, for a total of $8,075.00. A payment schedule will be provided prior to the start of class.

• Weekly payments or other payments can be discussed. A payment schedule will be provided prior to the start of class.

2. Advanced Therapeutic Massage Program

This is a 125-hour certificate program. The Academy will issue a certificate to the student upon their successful completion of this program and the Academy has received full payment for all tuition and fees. This is NOT a Diploma Program. Students wishing to take this course must have 1.) completed the previously mentioned Massage Therapy and Bodywork Program or 2.) completed a comparable course from another school or 3.) is a licensed or certified massage therapist.

This course covers advanced massage techniques. It is a guide to techniques to eliminate aches and pains of deep-seated lesions to restore freedom and mobility in those particular muscular areas. It illustrates methods to reduce inflammation and fibrosis that occur in the body. It illustrates how muscle fibers restrict movement. It assists in the restoration of mobility of muscles over time.

This is a hands-on program, which consists of deep tissue manipulation, palpating, and releasing of tension to restore elasticity. Potentially, Advanced Therapeutic Massage can help with eliminating headaches, pain reduction, and the restoration of mobility. It includes techniques for sciatica pain, carpal tunnel syndrome, neck, shoulder, and lower back pain. In-class student clinical practice is required under the supervision of an instructor. In addition, students will be required to perform clinical practice hours outside of the classroom. These clinical practice hours must be fully documented.

Cost:

Registration (waived if in course 1):	$ 100.00
Tuition:	$ 1,300.00
Additional Costs:	
Books:	$ 100.00
Student Liability Insurance (waived if in course 1):	$ 50.00
TOTAL ($1,400.00 if in course 1):	**$ 1,550.00**

3. Reflexology Therapy and Bodywork Program:

This is a 210-hour certificate program. The Academy will issue a certificate to the student upon their successful completion of this program and the Academy has received full payment for all tuition and fees. This is NOT a Diploma Program.

This course consists of physiology and the building blocks of the body, including amino acids, minerals, and vitamins. It accentuates the vital force of our physical, mental, emotional, and spiritual bodies, Indigo children, and pain control. It includes Meridian therapy—understanding the disease pathway of the twelve Meridians, which penetrate major organs and their energy flow. It discusses the philosophy of muscle testing through body reflex aggregation necessary to understand the body's imbalance and nutritional needs. It highlights acupressure points on the head, arms, legs, and body to eliminate pain and toxins.

This is a hands-on program with practical applications. It illustrates the reflexology points in the feet, ears, hands, and body, and how they correspond to various body points. It stresses energy balancing techniques, body realignment, metamorphosis, and neuromuscular re-education.

In-class student clinical practice is required under the supervision of an instructor. In addition, students will be required to perform clinical practice hours outside of the classroom. These clinical practice hours must be fully documented.

Cost:

Payment options are available. If a credit card is used, the student will be charged a 3% credit card fee. Students must be at least 18 years of age to attend.

Registration:	$ 100.00
Tuition:	$ 3,200.00
Books:	$ 100.00
Student Liability Insurance:	$ 50.00
TOTAL:	**$ 3,450.00**

Examination Schedule

Each subject is examined at the end of that subject. Theory subjects are assessed by written examination; hands-on subjects are assessed by practical evaluation; Client Assessment, Treatment Planning & S.O.A.P. Charting is assessed through written work and S.O.A.P. charting exercises; the Supervised Clinical Practicum is assessed by instructor observation using the Academy's practical evaluation form. All required tests and quizzes must be completed, and a passing grade must be earned in each subject, before the student may graduate and receive a certificate. Grades recorded on the student's official transcript reflect the results of these subject examinations.

GRADING AND ASSESSMENT POLICY

Grading Scale. The Academy uses the following letter-grade scale: A = 90–100%, B = 80–89%, C = 70–79%, F = below 70%. A grade of C or above is required to pass a subject.

NON-DISCRIMINATION STATEMENT

The Academy practices non-discriminatory policies in its admissions, instruction, and certification on the basis of age, gender, race, creed, financial, or social status.

REFUND POLICY

REFUND POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of its recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:

   (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.

   (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.

   (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

   (d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

4. A student withdrawing from an instructional program after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

6. A student withdrawing from an institutional program after attending more than sixty percent (60%) of the duration of the instructional program is not entitled to a refund.

Student Protection Fund

IC 22-4.1-21-15 and IC 22-4.1-21-18 require each educational institution authorized by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund, which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of authorization by an institution. To file a claim, each student must submit a completed "Student Complaint Form."

OCTS Refund Policy

Revised May 2023

STUDENT COMPLAINT PROCESS

OCTS is responsible for reviewing and responding to student claims for monetary reimbursement against post-secondary proprietary schools that are

non-credit bearing and non-degree granting. OCTS adjudicates only claims for monetary reimbursement and cannot adjudicate claims involving programmatic content. Monetary claims for reimbursement are limited to tuition and fees paid out of pocket by the student.

Students filing claims must meet these requirements:

1. Be a current or former student in a program at a school regulated by OCTS (see List of Accredited Institutions).

2. Follow and exhaust the school's complaint resolution process with the school directly; or provide a detailed explanation as to why the school's complaint process was not completed.

3. File a formal claim with OCTS by completing the online Student Complaint Form and attaching the following documents: (a) a statement of the facts supporting the claim and outlining the problem; (b) a copy of the enrollment agreement signed by the student; (c) copies of all receipts for tuition paid by cash, check, money order, or credit card; and (d) any other material which substantiates the claim.

OCTS will review the claim and contact the claimant if additional information or clarification is needed. When the student's initial claim is determined valid by OCTS, OCTS will forward a copy of the claim to the school, and the school will have three (3) weeks to respond. Upon receipt of the school's response, OCTS will adjudicate the claim and issue a final determination. Both the student and the school will receive notification of the OCTS final determination.

NOTE: If you believe a school has acted in a discriminatory manner, you may wish to contact the Indiana Civil Rights Commission using the ICRC's complaint form.

I AM INTERESTED

I am interested in setting up an appointment to view the Academy and discuss the classes offered. I am interested in the following program:

_____ Massage Therapy and Bodywork Program

_____ Advanced Therapeutic Massage Program

_____ Reflexology Therapy and Bodywork Program

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

EMAIL: _____

Please mail to:

ACADEMY OF MASSAGE THERAPY AND REFLEXOLOGY

6050 EAST 10TH STREET

INDIANAPOLIS, IN 46219

or call 317-515-5189 to set up an appointment

or send an e-mail to info@amtr.in

www.amtr.in