

# COURSE CATALOG



**Your Future Begins Here**

*The Education You Want...  
The Attention You Deserve*

MAY 20, 2020

**(972) 234-4224**

1000 E Campbell Rd, Suite 120  
Richardson, TX 75081

**[www.myhhmi.com](http://www.myhhmi.com)**

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# General Information

## Disclaimer

This catalog contains policy regulations and procedures in existence at the time of the publication of this document. Healing Hands Massage Institute (HHMI) reserves the right to make changes at any time to reflect current school policies, regulations and procedures and applicable local, state and federal regulations. This catalog is for information purposes and does not constitute a contract, expressed or implied, between any applicant, student or faculty member at Healing Hands Massage Institute.

## Mission Statement

Healing Hands Massage Institute is dedicated to helping our students become industry leaders, preparing them to prosper and enhance their lives and the lives of those within their communities, through their professional work and service.

## School History

The school began operations as In't Health Center, on December 18<sup>th</sup>, 2012. On February 21, 2018 Healing Hands Massage Institute acquired the school to bring it to its current incarnation.

The school has been operating continuously since opening.

## Governance

Healing Hands Massage Institute LLC is a privately held limited liability company incorporated in the State of Texas. Andrew Alexander is the sole owner of HHMI.

Andrew directs all school operations, manages each department, and oversees its progress. He also manages the school's business, human relations, the faculty members, in addition to advertising and sales for both the school and clinic.

## Statement of Non-Discrimination

HHMI does not discriminate against anyone regarding political affiliation, sex/gender identity, sexual preference, religious/spiritual beliefs, age, race, physical handicap, creed and/or national origin.

## Location and Contact Information

Healing Hands Massage Institute  
1000 E Campbell Rd. Suite 120  
Richardson, TX 75081  
972-234-4224  
<https://myhhmi.com>

## Hours of Operation

### Administrative Hours

Monday - Friday	8:30 am to 6 pm
Saturday	CLOSED
Sunday	CLOSED

### Intern Clinic

Monday - Friday	11:00 am thru 9:00 pm
Saturday	10:00 am thru 7:00pm
Sunday	10:00 am thru 6:00 pm

### Course Hours

To meet the needs of students, Healing Hands Massage Institute offers classes that start at various times throughout the year.

#### *Full Time Program*

Mon - Thu	8:30am-6pm
Friday	8:30am-3pm

#### *Part Time Program*

Mon - Thurs	8:30am-1pm
Friday	8:30am-3pm (10 weeks)

#### *Night Time Program*

Mon - Thurs	6pm-10:30pm
Friday	6pm-9pm

## Facilities

The school location provides 3 classrooms, 1 intern clinic, 2 bathrooms an administrative office and a student break room.

2 classrooms are configurable classrooms designed for setup and teardown of tables and equipment. The maximum number of students for each classroom is 18 and 12 students respectively. Massage tables used in class are portable massage tables. Each classroom has whiteboards and projection equipment.

1 Smaller classroom is designed for small study groups, and can handle 6 students. This classroom has a large format display in place of whiteboards and projection.

The intern clinic is divided into 5 bays, with curtains that provide privacy while still allowing instructors to monitor. Massage tables in the clinic are professional grade Oakworks Electric tables, with heating equipment. A resupply station, with sheets and face cradle covers is also present.

## Class Size Ratio

To effectively teach both lecture and hands-on class sizes are limited to a student/teacher ratio of 1 teacher for every 18 students.

## Licensing and Accreditation

### Texas Department of Licensing and Regulation (TDLR)

HHMI is Licensed by Texas Department of Licensing and Regulation (TDLR) and approved to offer a training program in massage therapy under the following licenses:

Massage Therapy School: MS1060

Continuing Education: CE2023

TDLR

920 Colorado

Austin, Texas 78701

<https://www.tdlr.texas.gov/>

### The Commission on Massage Therapy Accreditation (COMTA)

HHMI is in the early stages of accreditation with COMTA.

COMTA

900 Commonwealth Place Suite 200-331

Virginia Beach, VA 23464

<https://comta.org>

### Federation of State Massage Therapy Boards (FSMTB)

HHMI is registered with the FSMTB and students that graduate from HHMI qualify to take the Massage Therapy Licensing Exam (MBLEx)

FSMTB Executive Office

7300 College Boulevard, Suite 650

Overland Park, KS 66210

Phone: 913.681.0380

<https://www.fsmtb.org>

### Department of Veteran Affairs (VA)

HHMI is approved for funding through the G.I. Bill<sup>®</sup> for students that qualify for this benefit.

# School Schedules

## Training Program Calendar

The school is closed in observance of the following holidays:

New Year's Day	Thanksgiving Day (and the day before)
Easter Sunday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve
Labor Day	

## Enrollment Periods

Once a schedule is published, enrollment begins immediately up until a maximum of 10% of the program has been completed, upon which time enrollment ends.

## Program Beginning and Ending Dates

For exact the beginning and ending dates of the programs, please refer to the program schedule that is attached to this catalog or obtain one in the school office.

## Breaks and Attendance

Students are given a 10-minute break every hour. Morning and afternoon classes have 30-minute lunch break. Completion of the program is based upon the actual amount of time in the classroom. Internship completion is based on a "hands on" requirement. Students may not begin internship until they have each personally completed 250 hours of instruction with 100 of those hours being in massage therapy theory and techniques.

## Hours Definitions

The following words used in this catalog shall have the following meanings, unless the context clearly indicates otherwise

**Course** - class or series of classes containing the same subject matter, such as Deep Tissue Massage or Swedish Massage.

**Clock hour** - 50 minutes of instruction regarding a specific subject matter.

**Hands on Time** - Time counted when actual activity (such as a massage session) is being performed.



# Programs

## Basic Massage

Total Clock Hours: 500

Award: Certificate of Massage and Hydrotherapy

The Basic Massage Program is a 500 clock hour program designed to meet the basic requirements for the State of Texas. The Basic Massage program enables the student to perform entry-level massage therapy and qualifies him/her to take MBLEx (Massage & Bodywork Licensing Examination) and to become a licensed massage therapist in Texas. Completion time for this certificate is two and half months or six months plus an additional 50 hours of internship. Students are given 3 months to complete their internship.

### Minimum Required Books

Massage Therapy Practices and Principals, 6th Edition

ISBN 978-0-323-58128-8, Author: Susan G Salvo

Mosby's Pathology for Massage Therapists, 2nd Edition,

ISBN 978-0-323-05588-8, Author: Susan G Salvo

### Program's Course Requirements:

1. AP101
2. BE102
3. HH103
4. HY104
5. KN106
6. PA107
7. SM108
8. IN105

## Basic with Scholarship

Total Clock Hours: 570

Award: Certificate of Massage and Hydrotherapy

The Scholarship Massage Program is a 570 clock hours program, that adds an additional 70 hours of internship to enhance skills and career readiness. The Scholarship program enables the student to perform entry-level massage therapy and qualifies him/her to take MBLEx (Massage & Bodywork Licensing Examination) and to become licensed massage therapist in Texas. Completion time for this certificate is two and half months or six months plus an additional 120 hours of internship. Students are given 6 months to complete their internship.

### Minimum Required Books

Massage Therapy Practices and Principals, 6th Edition

ISBN 978-0-323-58128-8, Author: Susan G Salvo

Mosby's Pathology for Massage Therapists, 2nd Edition,

### **Program's Course Requirements:**

1. AP101
2. BE102
3. HH103
4. HY104
5. KN106
6. PA107
7. SM108
8. IN105
9. IN205

## **Massage Therapy 600**

Total Clock Hours: 600

Award: Certificate of Massage and Hydrotherapy

The Massage Therapy 600 is an advanced program designed to exceed the requirements of the State of Texas to provide a more comprehensive preparation for a career in massage as well as additional preparation for taking the MBLEx (Massage & Bodywork Licensing Examination). Completion time for this certificate will take between 2.5 and 6 months for the initial scheduled classes, followed by an additional 1-2 quarters for electives and internship.

### **Minimum Required Books**

Massage Therapy Practices and Principals, 6th Edition

ISBN 978-0-323-58128-8, Author: Susan G Salvo

Mosby's Pathology for Massage Therapists, 2nd Edition,

ISBN 978-0-323-05588-8, Author: Susan G Salvo

### **Additional Supplies**

Students must have at least 2 sets of school scrubs

### **Program's Course Requirements:**

1. AP101
2. BE102
3. HH103
4. HY104
5. KN106
6. PA107
7. SM108
8. IN105
9. 100 hours of electives

## Courses

### AP101 – Anatomy and Physiology

Clock Hours: 75

Anatomy and Physiology includes a study of tissue development from the cellular level to the organ systems level. The primary systems covered are: skeletal, muscular, integumentary, nervous, cardiovascular, endocrine, respiratory, digestive, urinary and reproductive systems. This course puts special emphasis on structures and functions of the skeletal, muscular and nervous systems and the relationship between these systems. This course also includes a brief introduction of the Fascial System. Emphasis is also given to the inflammatory response and its healing cycle, which includes the acute, sub-acute and the maturation stages involved in the healing processes. This course is designed to fulfill the Texas requirements for Anatomy and Physiology for Massage Therapists.

### BE102 – Business and Ethics

Clock Hours: 45

Business and Ethics focuses on instructing the students on how to handle therapeutic relationships appropriately and on how to build a business or create a successful career in Massage Therapy. In the Ethics part of this program, the student will learn about boundaries between the therapist and client and how to create them, transference, countertransference, and dual relationships, how to handle sexual misconduct and how to resolve conflicts. In the business part of this course, the student will be taught the basics of managing a business including communication skills, marketing, the intake process and the financial aspects of a Massage Therapy practice. This course is designed to fulfill the Texas requirements for Business and Ethics for Massage Therapists.

### HH103 - Health and Hygiene

Clock Hours: 20

Earnable Certificate: American Red Cross First Aid & CPR

Health and Hygiene focuses on the standard precaution in healthcare settings, including sterilization and sanitation. Throughout the course, the student will be instructed on how to develop a personal prevention burnout plan and to promote optimal wellness for both themselves and their clients. First Aid and Cardiopulmonary Resuscitation will be taught as well, by instructors who are certified by the American Red Cross. This course is designed to fulfill the Texas requirements for Health and Hygiene for Massage Therapists.

### HY104 - Hydrotherapy

Clock Hours: 20

Hydrotherapy is the study of external use of water for therapeutic, palliative, recreational or hygienic purpose. This course will instruct the student on the techniques involved in using heat and cold in its

many different forms, inform them on the different types of baths and showers, and how to complete an exfoliation procedure or a body wrap. A brief introduction to Aromatherapy will also be presented to the students. This course is designed to fulfill the Texas requirements on Hydrotherapy for Massage Therapists.

### **IN105 - Internship 50**

Clock Hours: 50

Prerequisites: 250 academic clock hours, including 100 hours of Swedish or other massage techniques courses, the completion of all makeup work and approval from both the Massage Instructor and the Program office.

During the internship, students perform as Massage Therapists, in the facility under the supervision and direction of a Licensed Massage Therapy Instructor (LMI), giving the student the opportunity to gain hands-on experience. The student will interview clients, perform massage therapy, review client evaluations with the course instructor and perform other tasks necessary for the successful operation of a massage therapy business. This course is designed to fulfill the Texas requirements for Swedish and other Massage techniques for Massage Therapists.

### **IN205 - Internship 70**

Clock Hours: 70

Prerequisites: IN105

This course is a follow up to Internship 50. Students will gain additional 70 hours of experience working in the clinic on actual patients. Focus will be on refining the practical skills of massage therapy. This course was an approved addition by the State of Texas for enhanced skill building.

### **KY106 - Kinesiology I**

Clock Hours: 50

This course explores the discipline of kinesiology, the study of muscle, bone and their combined effort to create movement in the human body. Movement, in this course, is taught using anatomical and mechanical principles. Students learn the major muscles of the body and the actions of each muscle. Class will be a combination of lecture, demonstration, group and individual activities. During the group and individual activities, the course puts emphasis on developing palpation skills. This course is designed to fulfill the Texas requirements for Kinesiology for Massage Therapists.

### **PA107 - Pathology I**

Clock Hours: 40

Pathology is the scientific study of the nature of disease, its development, causes, processes and consequences. Students will learn common diseases in each body system and the implications of massage for the individuals with certain disorders. A brief introduction of cancer and massage modification

techniques for individuals who have a specific pathology will be given to the students. This course is designed to fulfill the Texas requirements for Pathology for Massage Therapists.

## **SM108 - Swedish Massage**

Clock Hours: 200

In Swedish massage students will study passive and active joint movements, nonspecific stretches, passive and active exercise or any combination of these and also the manipulation of soft tissue. The class includes demonstration of techniques and supervised practice of Swedish massage, along with supporting lecture. The emphasis is placed on proper body mechanics and becoming proficient with therapeutic touch. This course is broken into 125 hours of Swedish massage, and will end with an introduction to a wide variety of other massage techniques commonly in demand in the marketplace, including Deep Tissue and Sports massage. This course is designed to fulfill the Texas requirements for Swedish and other Massage techniques for Massage Therapists.

## **TP110 – MBLEx Test Prep I**

Clock Hours: 30

Prerequisites: Completion of at least 450 hours of instruction, not including Internship.

This course is designed to help prepare students for the Massage and Bodywork Licensing Examination. Course focuses on general test taking skills, the specific subjects in the examination as well as repetitive practice testing.

## **TP110z – MBLEx Test Prep for Chinese speakers**

Clock Hours: 100

Prerequisites: Completion of at least 450 hours of instruction, not including Internship.

This course is to prepare Chinese speaking students for the MBLEx. The focus will be put on improving their reading ability and the understanding English as used on the examination. Key objectives are understanding the basic test taking skills required for American English tests, mapping Chinese medical terminology and language to English and Latin counterparts, brushing up on the material covered in other subjects and training test taking skills by using practice exams. This course also features a comprehensive review of the material according to MBLEx exam content outline.

# Admissions

## Admission Requirements

While HHMI is a multi-cultural institution that believes firmly in equal opportunity for all candidates, it reserves the right to deny admission to anyone deemed in the opinion of HHMI to be unfit or inappropriate for the classes, the program, or the profession.

In order to be considered for School Admission, the Applicant must meet the following criteria:

1. Applicants should be free of any contagious diseases. Any question regarding this requirement should be discussed with the Director at the time the application is made.
2. Applicants must be physically able to perform work related to massage.
3. Must have a high school diploma or its equivalent, be beyond the age of compulsory school attendance or concurrently enrolled in a secondary school (age 19 in Texas - 25.085)
4. Male U. S. Citizens or resident aliens living in the U. S. born after 1960 are required to have registered for the Selective Services between the ages of 18 and 25

Special Note: Any applicant who is concerned that a previous criminal history may make him or her ineligible for licensure as a massage therapist may submit a Request for Criminal History Evaluation Letter to the Department along with a \$25 fee. The Department will evaluate the applicant's criminal history report and provide a written determination as to the applicant's current eligibility for licensure. More information may be found on the Department's website at <https://www.tdlr.texas.gov/crimHistoryEval.htm>.

## Admission Procedures

Applicants must have thoroughly read our catalog

Applicants, who are accepted, must submit the following:

1. Completed admission form. If applicant is younger than 18, his/her parent or guardian must sign all admission forms.
2. Photo identification, or a copy of current driver's license and social security number card.
3. Application fee, listed in the Fee Schedule.

## Tuition and Fee Schedule

### Tuition

Tuition does not include application or any other fees such as enrollment fees, books, or supplies. Any discounts to tuition for scholarship or other purposes are applied upon graduation.

#### *Basic Massage Program (500 hours)*

Tuition for the Basic Massage Program is \$10 per hour for all courses except internship. The total tuition is \$4,500. HHMI does not charge for the internship portion of the program.

#### *Basic with Scholarship Program (570 hours)*

Tuition for the Scholarship Program is \$10 per hour for all courses except internship. A \$1600 scholarship being applied upon graduation for a total tuition of \$2,900. HHMI does not charge for the internship portion of the program.

#### *Massage Therapy 600 (600 hours)*

The total tuition for the Massage Therapy 600 program is \$6,900. The tuition is based upon a \$11.50 hourly rate for all courses.

### Books and Supplies

Required books and supplies may be conveniently purchased at the school store, by contacting the business office at any time during normal business hours. Students also have the option to purchase required books and supplies on their own from local businesses or on-line.

Uniforms must be obtained from the school.

Students are responsible for purchasing required books and supplies. In addition, students will need to bring a binder and proper note taking supplies to school each day, including pen, paper, and highlighters. A bag or backpack is recommended.

### Liability Insurance

HHMI will work with the student to obtain Student Liability Insurance by having them become a member of Associated Bodywork & Massage Professionals (ABMP) and the student will be given all information of liability insurance from ABMP.

### Make-up Fees

\$10 (per day) to attend an alternate section of the missed class.

\$35 (per day) to attend a group study hall/makeup session on published dates.

\$35 (per hour) for private makeup time with an instructor (may be split between students).

## Other Fees

Application/Enrollment fee - \$80  
Termination Fee - \$80  
Transcript Fee - \$20 each (First copy is Free)  
Transfer Fee - \$45  
Payment Processing Fee - \$5 per payment  
Late Fee - \$25 per payment, per month  
NSF Fee - \$25 per returned check  
Credit Card Processing Fee - 3%

Student Uniform - \$80

TUTORING FEE - If the student requires extra help in any course, most instructors are available outside of class for tutoring for a fee (fees are negotiated between instructors and students)

## Tuition payments and Payment Plans

Tuition may be paid by Cash, Money Order, Master Card, or Visa. Tuition may be paid in full, or with monthly or weekly installments. A late fee will be assessed for any monthly installments not received on or before the due date. **An account delinquent is grounds for termination.** Students who have paid their application fee, but have not attended any classes will have their application fee honored for re-admission up to six (6) months from the date of registration. A student who is terminated for non-payment may re-enroll into the program only after paying their balance off prior to re-enrollment.

**Note: A transcript and/or Certificate may not be released to the Texas Department of Licensing and Regulation or the student until the student meets all financial obligations to HHMI. All personal checks will have a ten (10) days waiting period to clear.**

### Payment in Full

Payment in full can be made in advance by Check, Cash, Money Order, Debit Card or Credit Card. Discounts may be available for payment in full

### Payment Installments

Minimum deposit is \$290.00 and does not include books and supplies After initial deposit, the balance is divided by the number months or weeks, not to exceed 10 months. A \$5.00 processing fee is assessed for each payment.

## Financial Responsibility

Student account balances must be paid before transcripts or certificates are issued or any future registration can be completed.



## Cancelation, Termination and Refund Policy

Healing Hands follows the refund policy required by the state of Texas. Shown below:

Healing Hands Massage Institute will issue a full refund of all monies paid by a student if the student cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student. If, after expiration of the 72-hour cancellation privilege the student fails to enter, withdraws from, or is terminated from the program at any time, then the refund to the student will be the unused portion of tuition, fees, and other charges. The unused portion of the refund will be based on the program time expressed in clock hours. If tuition is collected in advance of the first day of the program, and if, after expiration of the 72-hour cancellation privilege, the student is terminated or withdraws, the minimum refund of the tuition will be:

- (A) During the first week or one-tenth of the program, whichever is less, 90% of the remaining tuition.
- (B) after the first week or one-tenth of the program, whichever is less, but within the first three weeks of the program, 80% of the remaining tuition.
- (C) after the first three weeks of the program, but within the first quarter of the program, 75% of the remaining tuition.
- (D) during the second quarter of the program, 50% of the remaining tuition.
- (E) during the third quarter of the program, 10% of the remaining tuition.
- (F) during the last quarter of the program. the student may be considered obligated for the full tuition.

If a student does not cancel the enrollment agreement within 72 hours of signing, and the student fails to enter the program, not more than \$200 will be retained by the school.

Refunds for items of extra expense to the student, such as instructional supplies, books, student activities, laboratory fees, service charges, rentals, deposits, and all other such ancillary miscellaneous charges, purchased and paid for by students, will be made in a reasonable manner. If a program is discontinued and this prevents the student from completing the program:

- (a) all tuition, fees and other charges paid shall be refunded if the student is not provided with a transcript of all successfully completed hours within thirty (30) days of discontinuance of the program; or
- (b) in the event an additional or changed location is ten (10) miles or more from the previously approved location of instruction and an enrolled student is unable to complete the program at the additional or changed location as determined by the department:
  - (i) all tuition, fees and other charges paid shall be refunded if the student is not provided with a transcript of all successfully completed hours within thirty (30) days of the change of location; or
  - (ii) all unused tuition, fees, and other charges shall be refunded if a transcript of all successfully completed hours is provided within thirty (30) days of the change of location. If a student is terminated because they did not meet the admission requirements of a program and the student did not complete the program for any reason, all tuition and fees shall be refunded. Leaves of absence, suspensions, school holidays, days when classes are not offered, and any vacations shall not be counted as part of the elapsed time for purpose of calculating a student's refund.

Refunds will be made within 30 days after the earliest of:

- (A) the effective date of termination if the student is terminated.
- (B) the date of receipt of written notice from the student of withdrawal; or
- (C) 10 instructional days following the first day of the program if the student fails to enter.

Healing Hands Massage Institute reserves the right to cancel a class or a program due to lack of students enrolled. In this case all monies paid will be refunded.

## Special Rules for Veterans and the G.I. Bill®

No rules or policies stated in this catalog are intended to override additional requirements or benefits offered to any individual who is entitled to the educational assistance of the G.I. Bill®

### *Additional requirements for Individuals covered under chapter 31, or Chapter 33 (Post-9/11)*

1. Student must submit certificate of eligibility for entitlement to educational assistance no later than the first day of a course.
2. Submit a written request to use such entitlement
3. Provide any additional information needed to properly certify the enrollment

Students may attend courses immediately after providing this information, and will be entitled to attend classes for 90 days following the date of certification.

Healing Hands will not impose any penalty, including late fees or denial of access to class due to the delayed disbursement of funding from the VA under chapter 31 or 33

## Student Services

### Kitchen and Breakroom

Students may use the kitchen area and bring food from home, and are responsible for picking up and cleaning after themselves. The school clears out the refrigerator on a weekly basis.

### Job Placement

HHMI makes every effort to advise students who have completed the program, and are eligible for employment of any known job openings. Postings are kept on the notice boards in the school. HHMI does not guarantee employment upon completion of the program. Our bulletin board displays employment information and equipment sales information.

### Student Parking

Student parking has been designated along the east side of the building at the main location.

# Academic Information

## Attendance Policy

Each student is required to attend all classes as scheduled. The faculty maintains a record of attendance, indicating the number of scheduled hours for each class session, and the hours present/absent for each student. An absence shall be charged for a full day when the student attends none of the scheduled classes on that day.

### **STUDENTS MUST ATTEND ALL THE HOURS IN THEIR PROGRAM TO GRADUATE**

A student will be terminated from the Massage Therapy Program if the student accumulates absences greater than ten (10) consecutive class days. The termination date will be the last date of absence as stated above. A student whose enrollment is terminated for violation of the attendance policy may not re-enter the Massage Therapy Program before the start of the next grading period.

A student may not start a program after ten percent (10%) of the program has been taught except in those cases where appropriate credit for previous education has been given as outlined under **PREVIOUS EDUCATION AND TRAINING**.

## Tardiness and Make-Up work

Attendance is tracked in 15-minute increments. A partial day of absence shall be charged for any period of absence during the day and shall be tracked in 15-minute increments. All absences are subject to the make-up rules.

All absences must be made up to achieve the required hours. Work with your instruction team on scheduling makeup, and fees.

**Scheduling make-up work is the responsibility of the student**

## Tutoring

Tutoring is available at a rate per hour to be determined by the instructor. The school does not log tutoring time. The time can be scheduled with the instructor. If tutoring sessions are to take place on school grounds, then the student and/or the instructor must consult with the school office to confirm room availability.

## Repeating a Course

If a student receives a failing grade, he/she must retake the course (within any massage program) at an added expense. A student may repeat the Massage Therapy Program and depending on circumstances may be charged a reduced rate.

## Leave of Absence

A leave of absence, for reasonable purposes as determined by the Director of the School, shall not exceed the lesser of thirty (30) massage therapy program days or sixty (60) calendar days. A student shall be granted only one (1) leave of absence for a twelve (12) month period. Attendance records will clearly show the dates for which the leave of absence was granted. A written request from the student, for the leave of absence must be approved by the Director of the school and must be signed by both the student and the Director. The request shall then be placed in the student's permanent record. If the student fails to return from leave, the student will automatically be terminated from the program and a refund will be made under the **cancellation and refund policy**.

## Satisfactory Academic Progress (SAP)

In line with the US Department of Education and the Statutes of Texas, all students are required to maintain Satisfactory Academic Progress throughout the program. The following SAP Guidelines have been established to help ensure student success. HHMI is committed to our students' success, as such the SAP guidelines are based on reasonable expectations that should not be difficult for students to maintain. These guidelines are both qualitative and quantitative in nature. Guidelines may change at any time to meet changes in State and Federal Regulations. These changes will be reflected in a current catalog.

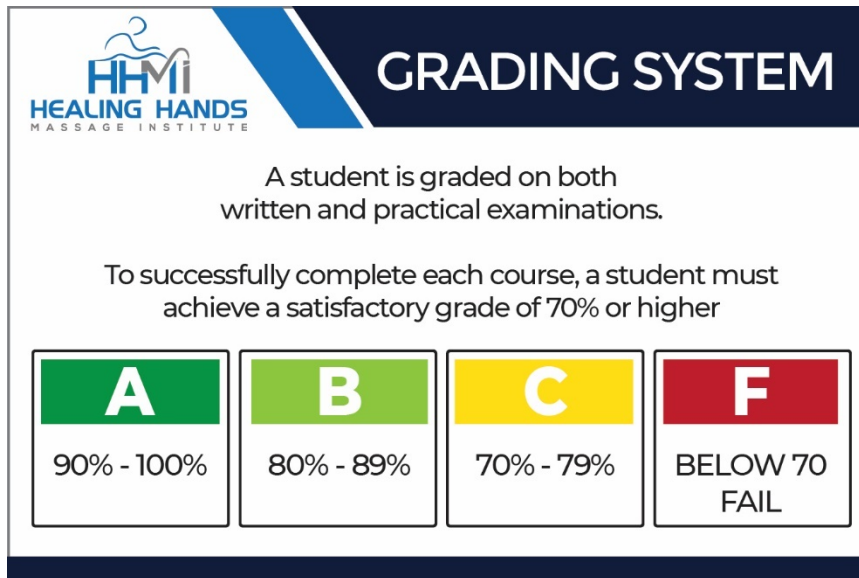
### Satisfactory Academic Progress Guidelines

- 1) Students must earn a minimum of 70% on each completed course.
- 2) Students must attend or makeup all hours of a course.
- 3) Students must complete the course within 150% of the normally allotted timeframe.
- 4) Students may not miss more than 10 consecutive days without an authorized leave of absence.
- 5) Students must complete at least 70% of hours scheduled in their first term
- 6) Students must maintain a cumulative average of at least 70% hours for each term afterwards

## Grading System

A student is graded on both written and practical examinations. To successfully complete each course, a student must achieve a satisfactory grade of 70% or higher.

The following grades contribute to your grade point average:



**HHMI**  
HEALING HANDS  
MESSAGE INSTITUTE

## GRADING SYSTEM

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To successfully complete each course, a student must achieve a satisfactory grade of 70% or higher

<b>A</b> 90% - 100%	<b>B</b> 80% - 89%	<b>C</b> 70% - 79%	<b>F</b> BELOW 70 FAIL
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The following are not counted in a grade point average:

- Any courses that receive an Incomplete (I), Withdraw (W)
- Any Courses that receive a Pass/No Pass(P/NP)
- Any Continuing Education Courses
- Any Course that is audited

All transferred courses are subject to the requirements and approval of the State of Texas and will be counted in Grade Point Average Calculations

## Grading Policy

- A student will have up to three attempts to pass a Final Exam. Any retake will occur only after working with the instructor on deficiencies. On the first two attempts the actual score is taken. On the third attempt any passing grade will be marked as a 70%. A failure on the third attempt results the student failing the course.
- Students that fail a course must retake the course, must pay for the course, and be put on probation until the course is complete.
- Any withdrawal that results in an incomplete grade must be retaken entirely.
- The student must complete all coursework and attendance within 30 calendar days from the last day of course, unless a course specifies a different timeline. Failure to do so will result in the student being placed on probation to get the student back on track.

## Graduation Requirements

In order to graduate, a student must have met the following requirements.

- Completed all required hours of training program with a satisfactory grade of 70% (C) or better
- Completed all assignments and/or paper work needed to replace incomplete grades and/or make-up work;
- Met all financial obligations to HHMI.

Upon successful completion and full payment of all tuition due, certificates and official transcript will be issued.

## Transfer Policy and Previous Education

Per State of Texas Requirements, students who have attended a college, university, junior or community college, or out of state massage school must have a transcript evaluation performed by the Texas Department of Licensing and Regulation to determine how many hours they will be credited with. These students may submit a request for a transcript evaluation, the transcript, and the course and catalog descriptions of the classes to the Texas Department of Licensing and Regulation. The Texas Department of Licensing and Regulation will provide a written evaluation of the transcript to the student, who will then supply this information to the school. Students who attended a Texas massage school licensed by the Texas Department of Licensing and Regulation may receive credit for hours successfully completed without a transcript evaluation. Written confirmation of approval from the Texas Department of Licensing and Regulation will be placed in the student's permanent record. If approval is granted for previous training, the length of the program may be shortened and the cost reduced accordingly.

## Student Records

The school maintains all official student records including academic transcripts and other pertinent information. Any change of address and/or other relevant information must be submitted in writing to the registrar. A permanent student record includes, at a minimum, records of the dates of entry and departure, program of study, credits, and grades. To obtain an official academic transcript, students must send \$20 with a written request. The student's account must be paid in full prior to the release of the transcript. The school protects the privacy of our students' records, in accordance with State and National statutes and regulations, regarding access to and disclosure of student information and records.

HHMI does not currently accept funds from the U.S. Department of Education, so is not covered by the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99.1).

## Student Conduct

### In Class Participation

An essential part of massage school is participating in giving and receiving massages, Students are expected to participate fully in giving and receiving massages, group activities, and all classroom assignments.

Students are expected to disrobe to receive massage. Private changing facilities are available and proper draping techniques will be taught to protect student's modesty, genitals, gluteus, cleavage, and women's breasts are never to be exposed in class or internship.

### **Dress Code**

Students will be required to dress in scrubs when they are in internship. Any student who chooses not to follow the dress code will be asked to leave internship for the day and will be marked absent for that day.

### **Dismissal, Suspension & Termination**

HHMI reserves the right to dismiss, suspend, or place on probation or terminate students prior to graduation as determined by the Director for the following reasons:

1. Violations of school policies and rules.
2. Engaging in disruptive behavior.
3. Any conduct that might endanger the health or safety of any other person while on the school's premises
4. Failure to meet financial obligations to the school.
5. Recurring attendance problems
6. Failure to meet Satisfactory Academic Progress
7. Cheating
8. Attending class under the influence of illegal drugs or alcohol or consuming illegal drugs or alcohol while on school property
9. Displaying inappropriate sexual behavior including public indecency
10. Carrying firearms or other weapons
11. Working as a massage therapist for hire prior to State License.
12. Soliciting non-school products, workshops or services on campus without the expressed written approval of the Director
13. Behaving in a manner that may be harmful to the reputation of the school or the profession.
14. Theft of school property or the property of other students, staff, or clients.
15. Tampering with or removing school documents/records.
16. Failure to participate in all classroom activities including giving or receiving massage.
17. Failing to show up for an appointment or showing up late to internship,
18. Smoking on campus, except as allowed by the student rules.

### **Special note for internship**

Internship, is treated like a job. Students are expected to show up on time, and be ready for their first appointment before it is scheduled. Behavior such as arriving late, coming without proper equipment, or in scrubs are considered very severe offense. Students may be taken off internship until a discussion is had with administrative staff on resolving these issues.

Our student's safety and comfort is important. As in a work setting, a student may refuse to work on any patient without fear of discipline. They may also leave a session anytime they feel uncomfortable with the patient. We will make notes in the patients record to prevent future scheduling, or ban them as a patient.

Clock hours are counted differently than normal classes. Hours are only counted when the student performs massage on a patient, or when assigned other duties. A student may not be given credit for merely staffing the clinic.

See the Intern handbook for further rules and guidelines.

## Disciplinary Probation

The School Director may place a student on disciplinary probation. Disciplinary probation is defined as follows, and subject to the conditions outlined below:

1. Disciplinary probation is a probationary period for violation of the school rules, regulations, code of conduct and/or any legitimate cause as determined by the school director.
2. The involved student may attend regular classes and participate in school activities available to other students providing the same criteria for participation are met.
3. Disciplinary probation shall commence at the time of issuance and shall be in force for the remainder of the probation period.
4. The school director will immediately terminate a student on disciplinary probation if he or she violates any school rule.

A student dismissed while on disciplinary probation is only eligible for re-enrollment with written approval by the Director.

## Grievance Procedure

HHMI published a list of school rules. Violation of these rules, the term of the enrollment agreement, or the laws and regulations of the State of Texas may end up with disciplinary action, up to and including termination. Violations will be added to the student record.

If a student is terminated for violations, they may re-enroll upon resolution of the issue and permission from the director.

## Student Complaints

A student may submit an official grievance by submitting one in writing to the Director. Grievances will be added to the students record. The Director will attempt to resolve disputes between students, including current and former students, the school, or an instructor.

For unofficial concerns, students are always welcome to come and talk unofficially with their instructors, other instructors, or the Director.

Students are always able to file a grievance with the TDLR, without fear of retaliation.



# Graduate Licensing

## Massage Therapist Licensing in Texas

To become a massage therapist in Texas, you must meet the following minimum requirements.

1. Be at least 18 years of age.
2. Complete at least 500 hours of study, such as our 500-hour program, including 50 hours of internship.
3. Complete the Jurisprudence Exam (approximately \$35)
4. Successfully pass a criminal history background check (including fingerprints) (approximately \$35)
5. Pass the Massage and Bodywork Licensing Examination (MBLEX) administered by the Federation of State Massage Therapy Boards (FSMTB)
6. Submit your application to the State of Texas (\$100)

## Licensing in Other States

For a complete list of licensing requirements and regulatory agencies in all states, contact:

American Massage Therapy Association  
500 Davis Street Suite 900  
Evanston, IL 60201  
Phone: 877-905-2700  
<https://www.amtamassage.org/>

Associated Bodywork & Massage Professionals  
25188 Genesee Trail Road Suite 200  
Golden, CO 80401  
Phone: 800-458-2267  
<https://www.abmp.com/>

Local ordinances may apply in the absence of state law. The student is responsible for knowing the licensing requirements for the state and local municipalities that they desire to work in.

## Ineligibility for License

Note that the state of Texas completes a background check as part of granting a Massage Therapist License. You may be ineligible for licensure if you have been convicted a felony or misdemeanor if the crime directly relates to the duties and responsibilities of a massage therapist.

A person is ineligible for licensure as a massage therapist in the state of Texas if that person has a) been convicted of, pled guilty or no contest to, or received deferred adjudication for prostitution or another sexual offense; b) until the fifth anniversary from the date of conviction for a misdemeanor of moral

turpitude or a felony; or c) until the fifth anniversary from the date of conviction for a violation of the Massage Therapy Act.

PENAL CODE TITLE 5. OFFENSES AGAINST THE PERSON can be found at:  
<https://statutes.capitol.texas.gov/Docs/PE/htm/PE.20A.htm>

If you have a concern about your criminal history, the State of Texas will perform a criminal history evaluation upon request. You may submit a Request for Criminal History Evaluation Letter to the Department along with a \$25 fee. The Department will evaluate the applicant's criminal history report and provide a written determination as to the applicant's current eligibility for licensure. More information may be found on the Department's website at <https://www.tdlr.texas.gov/crimHistoryEval.htm>.

**Special Note: Students may find a copy of the rules and law governing massage Therapy by accessing them through TDLR's website at <https://www.tdlr.texas.gov/mas/masrules.htm>.**

## Faculty

### **Andrew Alexander**

Mr. Alexander.

### **Glen Killoran, LMT, LMI (MI0699)**

Glen Killoran has a B.A. in Health Care management and an A.A in Applied Science Massage Therapy. Glen is a dedicated Massage Therapy Instructor who has over 10-year experience in this field and has consistently maintained a retention rate of over 90% from his students. He teaches Kinesiology, Pathology, Anatomy and Physiology and CEU classes.

### **Enedina "Nina" C DeLee, LMT, LMI (MI2393)**

Nina DeLee has a B.A. in Music and Spanish and an M.A. in Bi-Lingual/Bi-Cultural Studies (Spanish). Nina has been practicing Massage Therapy since 1992 and has been an Instructor since 2003. In addition to practicing Swedish Massage, Nina has specialized training in Manual Lymph Drainage, Sports Massage, Trigger Point Therapy, Pregnancy & Infant Massage, Deep Tissue and several other modalities of massage. She teaches Kinesiology, Business and Ethics, Pathology, Anatomy and Physiology and Swedish Massage.

### **Jian Zhou, MS (ARC 11TP2R)**

Jian Zhou graduated from the University of Texas at Dallas. He holds Master of Science in Molecular and Cell Biology. Jian also holds the certificate the American Red Cross as a CPR/First Aid Instructor.

I, Andrew Alexander as the owner of Healing Hands Massage Institute duly sworn, depose and say that the information in this school catalog is true and correct to the best of my knowledge and belief. Further, the training program will be operated in compliance with all legal requirements. Any deficiencies will be corrected and changes in the operation will not be made until written approval from the Texas Department of Licensing and Regulation is received if required by the rules.