



A Gathering Place

MASSAGE THERAPY SCHOOL

School Catalog

Massage Therapy Program

1648 Bryan Road
O'Fallon, MO 63368

636.339.2286

agpschoolofmassage@gmail.com
agpschoolofmassage.com

Class Schedule

“A Gathering Place” begins classes three times a year. Each term is 13 weeks long. Three terms are required to complete the Massage Therapy Program. The schedule is as follows:

January 8, 2024 – April 11, 2024

(Orientation is January 4, 2024; Classes will not be held from February 16, 2024 – February 25, 2024 in observance of Spring Break)

April 22, 2024 – July 29, 2024

(Orientation is April 18, 2024; time 9am-1:30pm; Classes will not be held from May 31, 2024 – June 9, 2024 in observance of Summer Break)

August 5, 2024 – November 11, 2023

(Orientation is August 1, 2024, time 9am-1:30pm; Classes will not be held from September 13, 2024 – September 22, 2024 in observance of Fall Break)

November 18, 2024 – February 27, 2025

(Orientation is November 14, 2024, time 9am-1:30pm; Classes will not be held from December 20, 2024 – January 5, 2025 in observance of Christmas / New Years)

March 10, 2025 – June 12, 2025

(Orientation is March 6, 2025, time 9am -1:30 pm; Classes will not be held from April 18, 2025 – April 27, 2025 in observance of Spring Break)

June 23, 2025 – September 25, 2025

(Orientation is June 19, 2025, time 9am-1:30pm; Classes will not be held from August 1, 2025 – August 10, 2025 in observance of Summer Break)

Highlights of A Gathering Place Massage Therapy School

- Certified to Operate by the Missouri Department of Education – Coordinating Board of Higher Education.
- Assigned School by the NCBTMB – National Certification Board for Therapeutic Massage and Bodywork.
- Small class sizes; family-like atmosphere
- Adult Learning principles; School certified to operate since 1999
- Over thirty (30) different Specialty Bodywork Treatments called ‘Allied Modalities’ are taught each year
- Prepares you for the National Board Exam - MBLEx
- Graduates of A Gathering Place have:
98% Pass Ratio cumulative;
100% Pass Ratio on MBLEx from 2015 – 2023, for our first time exam candidates
- Senior students can work with the public in treatment rooms just like their own office, practicing and gaining contact hours.
- Assistance with Job Placement, for students seeking help with employment services
- Community Service activities throughout the year, especially with cancer and pain patients and their families.
- Professional therapist affiliates offering Healing Therapies:
Ashiatsu, Thai Massage, Myofascial Release, Thai Reflexology, Trigger Point Therapy, Neuromuscular Therapy, Reiki, Crystal Singing Bowls, Hot Stone Therapy, CranioSacral Therapy, Deep Tissue Therapy, Yoga, Shiatsu, and Energywork Therapy.

A Gathering Place Massage Therapy School

The Vision -- Its Mission

A Gathering Place Massage Therapy School is a subsidiary of A Gathering Place-Wellness Education Center, LLC. Our School is a center of learning with educational activities to effect change in the mind, body, emotional and spiritual aspects of being. These learning activities promote wellness for the whole person.

A Gathering Place has as its outreach:

- Adults seeking to be licensed to practice massage therapy in Missouri or Illinois
- Health care practitioners looking for continuing education in massage therapy, related modalities and professional practices
- The community, offering programs in stress reduction and wellness education

The school facilitates the growth of its students on an emotional and social level with the loving and caring atmosphere which surrounds the center. It has been found that such a learning environment allows for self growth and long-term retention of the material taught. Our staff members work with the students, with a low instructor-to-student ratio, to enhance the personalized training process. The relationships which are created between the staff members and students, and among the students themselves, allow for life changing experiences as they promote self growth in a positive setting.

A Gathering Place finds its mission fulfilled when the students complete their training, successfully pass the national board exam and find jobs that fulfill their career purpose. We help satisfy these aspirations with our high pass ratio on Boards and with assisting students to find jobs they love.

The Center's Objectives

The goal of the wellness education center is to develop individuals who want to become massage therapists and to provide continuing education to current health care professionals in the area of touch therapy. The outreach of the center is to the Midwest to suggest healthier choices which will contribute to more fulfilling lives.

A graduate from the 'Massage Therapy Program' receives a certificate of completion acknowledging that 625 hours of coursework have been completed in massage therapy and its related modalities. The graduate is then eligible to take the national massage therapy examination, which is required for licensure by the state's Board of Therapeutic Massage.

Graduates from the following programs: 'Anatomy and Physiology,' 'Therapeutic Massage,' 'Allied Modalities,' and 'Related Modalities' 'Bodywork Specialization' receive certificates of completion for their participation in the programs.

Our graduates demonstrate a concern for the health and wellness of the clients they serve in their profession.

The Center's Philosophy

The Center's approach to wellness is one which strives to regain, maintain and enhance health. The training is based on the premise that we are a whole person and that our vitality is affected by what happens to the body, mind, emotions and spirit. The principles of natural health play a fundamental role in this dynamic assimilation of the whole person. A harmonious balance is sought in the integration of the aspects of the whole person. The student is taught how to assist clients in understanding and taking responsibility for their own wellness.

The student learns a set of techniques to facilitate the physical and emotional wellbeing of the client. As part of the learning process, self-help skills and therapy techniques are taught to enhance the student's physical and emotional health. The therapeutic aspect of massage and various touch therapies is taught in a nurturing and caring environment. The student learns how to carry this environment into the client-therapist setting. Facilitating such a caring atmosphere produces a greater feeling of wellbeing for client as well as therapist.

The scientific principles behind non-Western philosophies/belief systems (such as Chinese medicine, Japanese Shiatsu, Indian Yoga and Ayurvedic medicine) may be studied within the context of the classroom setting to understand the various disciplines of mind-body medicine. It is thought that objective study produces informed understanding and ultimately enhances the strength and conviction of one's own belief system.

Certification, Licenses and Approvals

- A Gathering Place is an Assigned School as designated by the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB).
- The State Board of Therapeutic Massage requires those seeking licensure as a Massage Therapist to complete their program from an approved and certified school. The Missouri Department of Higher Education has approved our school to operate in the state of Missouri. The school's certification number is DHE-78197.
- The student is introduced to national organizations, like Associated Bodywork & Massage Professionals, the American Massage Therapy Association, as they provide professional liability insurance to the students, along with a magazine, that keep the students informed about what is happening in the massage and spa industry.
- Our programs have been approved for persons eligible for Vocational Rehabilitation, and Workforce Investment Act. For further information regarding how to apply for funding, contact a school official or your local government agency representative.

The Center's Location, History and Learning Resources

'A Gathering Place' is located at 1648 Bryan Road, O'Fallon, Missouri. We are in the O'Fallon community in St. Charles County. Our school is close to parks, shopping centers and health care facilities. The school allows for easy access from Interstate 270, Page extension, Highway 70 and Highways N & K. Wellness and preventative health care are important for the St. Charles and St. Louis communities. A Gathering Place Massage Therapy School has been in St. Louis since 1998. It is privately owned and operated by Cindy Goodnetter.

The center includes classroom and massage lab practice space. The center provides massage tables, apps of anatomical models, on-line resources, reference books, charts, anatomical models and course books as learning tools. Other educational materials, DVDs and weblinks of noted speakers in the area of natural health are available. Adjunct instructors, masters in the field, are brought in to speak on their specialty in bodywork.

The school uses a Learning Management System (LMS) to provide lectures in a video format with online tools for assessment to further the learning process at the student's convenience. All hands-on coursework is done in the classroom, under the direction of a qualified instructor.

The Therapeutic Benefits of Massage and Touch Therapies

With the current focus on natural health and wellness, the touch therapies are recognized as important ways to reduce stress and facilitate wellbeing. Massage therapy is acknowledged as a fast growing profession for its efforts in preventative care and rehabilitative health maintenance. Therapeutic massage relaxes the muscles, relieves pain, helps to eliminate metabolic waste from the body, while improving muscle tone and circulation. It is an important combatant to a stress-filled lifestyle. Health care practitioners seek to learn more about massage and touch therapies to integrate these into their profession. Continuing education in Swedish massage and touch modalities complement traditional coursework for nurses, physical therapists and other health care providers. Adjunct instructors to A Gathering Place offer continuing education.

The benefits of massage and touch therapies are the subject of research by many scientific and medical institutions. The findings of these research groups are covered in the classroom setting.

Career Opportunities

There are many career opportunities for licensed massage therapists in major metropolitan and non-metropolitan areas alike. Massage therapists are found in chiropractors' offices, as part of sports therapy and hospital personnel, in day spas and hair salons, and on staff at massage centers. Many massage therapists run their own successful businesses, visiting clients' homes and corporate office settings. Massage therapists working for a health care facility or spa can expect to make \$17 - \$40 per hour, while massage therapists running their own business typically charge \$60 - \$85 per hour. The marketplace and modalities provided often determine the compensation received. Check with your local authorities about zoning ordinances and city codes affecting massage in your area.

PROGRAMS OFFERED AND THEIR OBJECTIVES

THE MASSAGE THERAPY PROGRAM

The Massage Therapy Program is designed to satisfy the 500 hour course requirement allowing eligibility to sit for the national exam. The curriculum satisfies the Missouri Board of Therapeutic Massage's educational requirements. Coursework is presented using various teaching methodologies: lecture, demonstration, hands-on experiences, role play, and small group discussion. For the lab work involving demonstration and hands-on experience, the students are expected to disrobe and follow proper draping techniques. The rigors of this curriculum prepare the student to take and pass the national exam.

At the completion of the Massage Therapy Program, the student receives a Certificate of Completion. The student is instructed how to apply for the national exam and state licensure.

CONTINUING EDUCATION WORKSHOPS

The Center offers continuing education courses for massage therapists, physical therapists and nurses and other health care professionals, covering selected topics in massage, allied modalities and business practices. Missouri state law requires massage therapists to complete 12 continuing education hours biennially (every two years). Courses, by adjunct instructors, are offered for credit in increments of 2 contact hours, with up to 16 contact hours available, depending on the topic. Certificates are given upon satisfactory completion of the course.

COMMUNITY EDUCATION WORKSHOPS

Current topics in wellness, touch therapy and massage education are offered to introduce the community to the therapeutic benefits of bodywork. The focus is on regaining and maintaining a lifestyle of wellness. Workshops are offered from 1 to 4 hours in length. Topics offered throughout the year include: Yoga, QiGong, Sound Healing and Reiki.

SPECIALIZED PROGRAMS OF CONCENTRATION

Massage therapists and health care professionals coming to 'A Gathering Place' with prior massage therapy education can supplement their background education by choosing to design a curriculum that packages together specific areas of study to meet their educational needs. The program is intended to round out the student's background and prepare the student to satisfy the state's requirements for licensure and to successfully complete the national board exam.

Allied Modality Classes

Within the Massage Therapy Program is a course segment called Allied Modalities.

Allied Modality Classes are subdivided into five areas:

Structural Bodywork,
Eastern / Energetic Bodywork,
Spa Treatments,
Medical Massage and
Specialty Bodywork.

Students may choose to specialize in one of these course areas or they may choose a generalist track. The purpose is to help the student design the curriculum plan which best suits them for the massage and bodywork industry. There is a broad range of choices in the industry and choosing a career path is often a challenge for the student.

A Gathering Place gives you the option to tailor a program to meet your needs or to take a wide variety of courses in the Allied Modality segment to gain an overview perspective of what the industry has to offer.

Adjunct Instructors

Instructors from the community that specialize in bodywork techniques are brought to the school to present their particular modality to the students. At the beginning of the new term, the instructors' names and backgrounds for the Allied Modalities are provided to the students. Each instructor has successfully completed their massage therapy/bodywork program and has completed advanced bodywork in their area of specialty. The instructor can produce a certificate acknowledging satisfactory completion of their massage therapy program or bodywork program and completion of advanced work in their area of specialty.

The Massage Therapy Program

625 Hours

39 Weeks; 3 Terms

| <u>Subject</u> | <u>Hours</u> |
|--|--------------|
| Therapeutic Massage | 325 |
| <i>Swedish Massage Theory & Bodywork:</i> 50 hrs Medical History Intake Procedures; Documentation; Chair Massage Massage Routines; Kinesiology Practical and Written Exams | |
| <i>Massage and Bodywork Practicum:</i> 225 hrs | |
| <i>Advanced Massage:</i> 50 hrs Pathology and Clinical Applications Practical and Written Exams | |
| Bodywork Specialization | 75 |
| Anatomy and Physiology | 125 |
| Related Modalities | 50 |
| <i>Health and Hygiene:</i> Cardio-Pulmonary Resuscitation (CPR) and First Aid certification; HIV Awareness; Eastern Health and Medical Perspectives | |
| <i>Business Practices:</i> Business Practices, Documentation & Record Keeping Communication Skills; Entrepreneurs & Employees Ethics, Roles and Boundaries Marketing, Resumes and Interviewing Skills Missouri Law and Local Ordinances | |
| Allied Modalities | 50 |
| Choose from classes in the following areas: Structural Bodywork Eastern /Energetic Bodywork Spa Treatments Medical Massage Specialty Bodywork | |
| Total: | 625 |

Allied Modality Courses

The five areas for the Allied Modality course segment allow the student to specialize in a particular type of bodywork or take classes from various areas, in a generalist track. The Program Administrator assists with course selection based on your career path.

The student selects at least 50 hours of Allied Modality classes. Each class is four hours in length. If the student chooses to specialize in a particular type of bodywork, an additional 75 hours may be taken in that specialty area from the school or from another Approved Provider, as designated by the School. The Program Administrator can best advise you on how to meet your educational goals.

Structural Bodywork (9)

Active Isolated Stretching
Structural Integration
Neuromuscular Therapy
Myofascial Release
Sports Massage
Trigger Point Therapy
CranioSacral Therapy
Vibrational Fascial Release
Deep Tissue Techniques

Eastern / Energetic Bodywork (8)

Healing Touch
Intro to Energywork
Reiki Energywork
Ayurvedic Treatments
Table Shiatsu
Traditional Thai Massage
Yoga / Thai Yoga Bodywork
Ashiatsu

Spa Treatments (6)

Dry Brushing and Salt Glows
LaStone Therapy
Aromatherapy
Spa & Wraps
Hydrotherapy
Spa Operations

Specialty Bodywork (6)

Breathwork
Pregnancy Massage
Geriatric Massage
Somatic Movement Education
Sound Healing
Reflexology

Medical Massage (7)

Cancer Patients
Manual Lymph Drainage
Fibromyalgia
Guided Imagery to Reduce Pain
Medical Massage Techniques
Chiropractic and Pain Center Care
Hospice / Palliative Care

Continuing Education Workshops

4 Contact Hours Per Course
(1 week)

Workshops will be provided for continuing education hours for massage therapists, and other health care practitioners. Courses will offer 4 contact hours of learning experience. Participants can register for one or more courses. In our Allied Modality Series, current topics affecting the industry are offered. Topic areas for Continuing Education include, but are not limited to: Ethics, Roles and Boundaries, Missouri Law, Eastern modalities, Bodywork for Pain Patients, Pre-natal / Pregnancy Massage, and Medical Massage.

A certificate of completion is provided to the participants at the end of each course by the individual instructor, for satisfactory participation in class activities.

The continuing education courses offered throughout the school year are provided by instructors who come into the School. They are masters in the field of the bodywork they share. These licensed massage therapists provide your certificate of completion as you finish the requirements for the class.

A sample of classes offered include:

Ethics for the Bodyworker & Roles and Boundaries (4-8 hours)

Ethical issues and case studies affecting the health care professional are presented in this 4 contact hour class. A second class in Roles and Boundaries (4 contact hours) is also offered for those seeking additional understanding of topics affecting our industry.

Allied Modality Series: Current Topics for Bodyworkers (4 hours)

Students may take this Current Topic class any number of times, allowing for different subject matter with each class setting. This popular class covers topics from areas such as: Fibromyalgia Patients, Pre-natal / Pregnancy Massage, and Medical Massage.

Outside instructors who are continuing education providers also offer classes at the school in subjects such as: CranioSacral Therapy, Eastern Modalities, the Spa World, Myofascial Release, Sound Healing, Sports Massage, Stretching and many more.

Community Education Workshops

1 - 4 Contact Hours

Community education programs will be offered for current topics in wellness. These workshops are geared at providing practical, hands-on learning experiences for people who want to experience optimum health and wellbeing. The overall theme is preventative care, recognizing that each person is responsible for his/her own wellness.

Among the most popular classes offered are: Yoga, Qigong, Tai Chi, Sound Healing, Meditation, and Reiki. Topics change throughout the year based on interest. Participants are able to come to one class or sign up for a series of classes. Contact the school for more details. These classes are offered by adjunct instructors from the community.

Specialized Programs of Concentration

In response to those coming to 'A Gathering Place' with less than 500 hours of massage therapy curriculum, Specialized Programs of Concentration was designed for those individuals who are seeking to intensify their program of study to satisfy state licensure and national certification requirements. The student can transfer in coursework that meets the state's requirements and, with the help of the Program Administrator, design a specialized curriculum to meet educational needs by packaging together one or more of the following programs. The result of this curriculum design is a certificate provided at the satisfactory completion of their chosen field of study. The programs include:

| | |
|-------------------------|-----------|
| Anatomy and Physiology | 125 hours |
| Therapeutic Massage | 325 hours |
| Allied Modalities | 50 hours |
| Related Modalities | 50 hours |
| Bodywork Specialization | 75 hours |

COURSE DESCRIPTIONS

Therapeutic Massage 325 hrs (3 terms; 39 weeks)

Swedish Massage Theory (6 hours)

The history of massage is introduced. The five basic strokes are explained: Effleurage, Petrissage, Friction, Tapotement, and Vibration. The effects of massage on the circulatory and nervous systems are discussed. Contraindications and indications for massage are given. A written exam is required to demonstrate the students' knowledge.

Massage Lab (44 hours)

The massage lab consists of a series of classes where students are taught basic Swedish massage routines for each body part. Routines will be taught for clients positioned on massage tables and massage chairs. Body mechanics, kinesiology, medical intake forms, SOAP notes/charting are covered. A practical exam is required.

Advanced Massage: Pathology and Clinical Applications (50 hours)

Students learn through case assessments how to define pathological conditions and to determine which massage techniques to use to work on these conditions to help their clients.

Massage & Bodywork Practicum (225 hours)

Practicum time allows students to review the techniques learned, while practicing on other students, under the supervision of an instructor. During the second half of the program, students have an option to spend up to 20 hours participating in community service projects, working on non-student populations to gain confidence with their skills. These supervised, internship-style opportunities may be at a sporting event, hospital or other community service event organized by the school. Practicum hours can be gained through: muscle palpation in lab, case studies for integrating knowledge of pathology and massage techniques, practicing allied modalities and integrating the modality into a full hour massage session and MBLEx prep. The students are continually honing their skillset to prepare for their career and to successfully pass their Boards.

Bodywork Specialization (75 hours) (2 terms; 26 weeks)

With the assistance of the Program Administrator, the student will develop a program that declares a specialty within the five areas offered for Allied Modalities: Structural Bodywork, Eastern / Energetic Bodywork, Spa Treatments, Medical Massage and Specialty. The course selection is found on page 7 of this catalog.

Anatomy and Physiology (125 hours) (2 terms; 26 weeks)

Anatomy and Physiology & A&P Lab (125 hours)

Through lectures and practical application, students learn about the body's systems and functions. The muscular, skeletal, circulatory, respiratory, digestive, nervous and endocrine systems are studied. Participation in hands-on class activities is required to deepen the students' understanding of the muscular and skeletal systems.

Related Modalities (50 hours) (1 term; 13 weeks)

The Business, Health and Hygiene classes form the infrastructure of our massage career.

Western and Eastern Health and Hygiene 12 hours

CPR Training (2 hours)

Students learn how to administer CPR - cardiopulmonary resuscitation and rescue breathing. Students complete a certified CPR program offered in the community.

First Aid (2 hours)

Practical first aid is covered. Administering care to wounds and burns are discussed. Students complete a certified first aid program offered in the community.

HIV/AIDS Awareness (4 hours)

Students learn about HIV and Aids. Learning how to care for a client with HIV/Aids is covered along with what protection is necessary for the practitioner.

Eastern Health and Eastern Medicine (4 hours)

Western Medicine meets Eastern Medicine as we study the Five Element Theory and corresponding organ meridians of Oriental Medicine.

Business Practices, Professional Ethics and the Law 38 hours

Techniques in business building and marketing will be explored within the context of ethical behavior and compliance with the law. Areas to be covered include: communication skills, goal setting, business practices, documentation (SOAP notes and narrative style charting) and record keeping, professional ethics, roles and boundaries, insurance billing, marketing and advertising, resume writing and job interviewing, professional and business owner's liability insurance, networking, trade organizations, and the Missouri law and city ordinances.

Allied Modalities (50 hours) (1 term; 13 weeks)

Allied Modality Training (50 hours)

The students will become acquainted with various massage modalities and forms of bodywork. More than 30 different modalities are presented in a 12-month period. Students can choose the classes they are interested in, from a spa perspective, medical environment, deep tissue or light touch, these self-selected courses are wonderful to experience and learn tools to help with your clients in a massage session.

Classes are offered by adjunct instructors and by the permanent instructors. Some of the selected topics include: Acupressure, Aromatherapy, Ayurvedic and Eastern Modalities, CranioSacral Therapy, Geriatric Massage, Hot Stone Therapy, Lymphatic Drainage, Medical Massage, Myofascial Release, Neuromuscular Therapy, Pregnancy (Pre-natal) Massage, Reflexology, Shiatsu, Sonic Massage, Sports Massage, Stretching Techniques, Thai Massage, and Ashiastu.

INSTRUCTIONAL STAFF

| | |
|------------------------------|--|
| Cindy Goodnetter, LMT, BCTMB | Director, Owner |
| Stephanie Hofmeister RN, LMT | Branch Campus Administrator, Instructor |
| Jenn Webb DC, LMT | Anatomy & Physiology |
| Chrissi Wells, LMT | Therapeutic Massage |
| Lindsey Richardson, LMT | Related Modalities & Therapeutic Massage |
| Deidre Brown PT, LMT | Anatomy & Physiology & Therapeutic Massage |
| Adjunct Instructors | Allied Modalities, Specialization |

Cindy Goodnetter, LMT, BCTMB

The owner and director, Cindy Goodnetter, is an adult educator with more than 35 years of experience in providing training workshops and classes for business and academic settings. Cindy started her collegiate work in Pre-Pharmacy. She holds a Bachelor of Science in Adult Education with a minor in Science as well as a Masters in Business Administration. Cindy is nationally certified through the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), receiving her training in South Florida. Cindy Goodnetter has over 35 years in the field of massage and bodywork and over 25 years as owner and operator of 'A Gathering Place Massage School ' in the St. Louis metro area.

Stephanie Hofmeister RN, LMT

Steph Hofmeister is a passionate entrepreneur and an open-hearted bodyworker / massage therapist, inspiring all whom she meets with her "Can Do" attitude and desire to help others find their highest potential. Steph's background includes over 20 years in the nursing profession and 10 years in the massage industry, where she supported her work environments with training, management, and staff development. This has uniquely equipped her as Branch Administrator for the O'Fallon area campus of A Gathering Place. Steph graduated from our massage school in 2013 and moved into ownership of Cloud 9 Massage in 2016, which has two locations in O'Fallon and Maplewood. She is Excited to inspire students as they challenge themselves to grow and expand in their understanding of who they are and how they can help others body-mind-emotion-spirit.

Stephanie Hofmeister offers classes in Thai Massage and Ashiatsu, along with other modalities as she shares her passion to inspire more potential massage therapists to choose into this wonderful profession.

Jennifer Webb DC, LMT

Jennifer Webb is an amazing resource when it comes to her knowledge and skill set as a health care professional. She was trained at Palmer College of Chiropractic, receiving her Doctor of Chiropractic in 2002, while graduating with honors. She went on to specialize in helping prenatal and pediatric patients. Jennifer has advanced training in the Active Release Technique and is always learning new modalities to add to her tools which she uses to help her clients. Jennifer Webb graduated from A Gathering Place and is a member of the American Massage Therapy Association. Over the years, Jenn has held instructional roles, served in curriculum development

capacities, as well as having excelled in leadership and fundraising positions over her years as a professional. Jenn has a collaborative approach to building effective teams and helping others grow in their knowledge and skill set. We love having Jenn Webb on our Team at A Gathering Place Massage Therapy School.

Christine “Chrissi” Wells, LMT

Chrissi Wells completed her massage training at the Chicago School of Massage Therapy in 2005. She loves her role as Lead Therapist and Trainer at Cloud 9 Massage. Chrissi’s Deep Tissue bodywork and Body Mobilization Technique are sought after by all her clients. She focuses on the individual needs of each of her clients offering modalities such as Sports massage, Hot Stone Therapy, Prenatal massage, and Ashiatsu. Chrissi has had over 5 years of experience in the Spa world as well and has a background as an athlete, so she knows how to relieve tight muscles using Deep Tissue therapies such as Myofascial Release and Trigger Point Therapy. Chrissi is a Team Player and inspires the students to their greatest potential!

Lindsey Richardson, LMT

Lindsey Richardson began her massage journey in Austin, TX. After finishing her master’s degree in health psychology, she immediately fell in love with massage as a hands-on way to bring others to a place of healing and connection. Lindsey is fascinated by the body, how it is structured and works as a whole, so she gravitated to Medical Massage and its associated modalities. Whether helping clients recover from an injury or post-op procedure, Lindsey loves helping others find relief through massage. Prenatal Massage is sacred to Lindsey as she helps both mom-to-be and baby find harmony and balance.

Lindsey is a natural teacher. Her students feel her care and compassion as she passes on her knowledge of the body and as she inspires the students to practice modalities which become the tools of their trade. Whether in business classes or modalities instruction, Lindsey encourages her students to bring all the facets of what they are learning to treat each individual as a “whole” to promote their wellbeing in body-mind and spirit.

Deidre Brown PT, LMT

As a licensed Physical Therapist, with 3 decades in the profession, Deidre Brown has had a passion for helping patients with chronic pain. She graduated from Maryville University in 1994 with her degree in Physical Therapy. She went on to take Continuing Ed classes in manual therapy, postural / core stabilization and functional movement analysis. Deidre completed her 800 hour Massage Therapy Program at Elements of Wellness School of Massage. With her Massage Therapy License, she can help more patients directly with the strong skill set she has.

Deidre Brown offers a custom therapeutic massage session to her clients as she blends her background in physical therapy and massage therapy. Her specializations and areas of interest include: Myofascial release, Trigger point therapy, Craniosacral therapy, Prenatal massage, Cupping, Stretching, Muscle energy technique, Mobilization with movement, and IASTM (Instrument-Assisted Soft Tissue Mobilization). Deidre’s students love her teaching style as she brings real world therapeutic lessons into the classroom.

SCHOOL POLICIES FOR THE MASSAGE THERAPY PROGRAM

Administrative Hours:

The Administrative office hours are Monday through Thursday 9:00am to 4:30pm. If office personnel are assisting others, a voicemail service will take your message. Calls are returned within 24 hours.

School Hours:

The school offers Daytime classes, Mondays, Wednesdays, and Thursdays 9:00am to 3:30pm, with a 30-minute break for lunch. Evening classes are offered on Monday 5:30-7:30pm, Tuesday 5:30-9:30pm, and Wednesday 5:30pm – 7:30pm. Full and part-time participation is available. Open lab or clinical hours are to be scheduled during school hours when the student is not in a scheduled class. This time is used to satisfy the required practicum hours. Practicum time can be scheduled on weekdays or weeknights. Students expecting to complete their program of study in less than nine months will be required to put in time during the unstructured lab time to complete the practicum requirements. Seminars for community and continuing education workshops are scheduled in the evenings and on Saturdays and Sundays at the school. Students may take part in these activities to supplement their practicum experience.

School Term:

Students are enrolled two times a year to the Massage Therapy Program. The Massage Therapy Program is designed to be completed in nine months. A student can take up to one year to complete the program. Part-time participation is also available. The part time program is completed in 18 months. A request for an extension can be discussed with the Program Administrator. The schedule of start dates and completion dates is found on the page following the cover of this catalog. The course schedule for each student is developed with the Program Administrator, based on the specific needs of each individual.

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length. Time spent on Leave of Absence is not included in this maximum time frame.

A Gathering Place will not be open for the holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas.

Class Size:

To maximize the learning process, A Gathering Place maintains small class sizes. Our massage lab will have a student / teacher ratio of 5:1, where five students are practicing massage under the direction of an individual instructor on campus. Our Anatomy and Physiology, and Related Modalities classes have an average of a 10:1 student to teacher ratio. This has been a key success factor in helping our students achieve success in the learning environment.

Audit Status:

Students who feel excessively challenged by a class may opt to take the class on an audit basis. See the Program Administrator to determine your eligibility.

Dress Code:

Students participating in the Massage Therapy Programs are required to wear plain, black tops, black pants which cover the knees and black tennis shoes. Students who are out of uniform will be asked to comply with the dress code. Clothing which is unacceptable includes the following: shorts, T-shirts with graphic writing, and open-toed shoes in Massage Lab. The policy on open-toed shoes is one of guidance as this has been a safety and hygiene issue. Fingernails are to be clean and trimmed. Jewelry is to be kept to a minimum or not worn. Lost articles are not the responsibility of the school.

Satisfactory Academic Progress – Attendance Policy:

School policies reflect an attitude of professionalism that the students are expected to uphold. Due to the rigors of the program, attendance is mandatory at all required classes (see calendar of required classes). Satisfactory Academic Progress (SAP) quantitative measure is defined as the contact hours achieved divided by the contact hours attempted. To achieve SAP and qualify a student for graduation, the student's quantitative progress must be at least 80%. After three consecutive absences or a total of five unexcused absences, the student will be placed on probation. The student is given written notice of their Probationary Status with the requirement of 30 days to demonstrate no lateness and no absences. Students are given 30 days to correct the attendance issue at which point, they will resume regular student status. If the student is unable to meet the requirements, the student is withdrawn from the program. After that time, continued participation in the program will be at the discretion of the Program Administrator.

If the student takes a Leave of Absence or repeats a class, the student is to maintain a passing GPA and maintain SAP in terms of the maximum time frame, which is 150% of the contracted length of the program.

Students are expected to be present and prepared for participation at the beginning of each class. Late arrival does not support the professional standards of the school. Lateness is defined as coming to class more than 10 minutes after the designated time. An early departure from class has similar consequences, where the student is only given contact hours based on the time, they were present in class. Arriving late or leaving early from a class is validated by the instructor. The students are only given hours based on the time they were present in class, in 30-minute increments. Therefore, a late arrival of 15 minutes gives the student 3.5 hours of class credit, instead of the usual 4 hours. Students with unique circumstances are encouraged to discuss their needs with the Program Administrator. Continual patterns (five unexcused occurrences) of late arrival or early departure may subject the student to probation.

Satisfactory Academic Progress - Grading Policy:

Evaluation of student progress in each core area is assessed by examination at the end of each learning unit. SAP qualitative measures are cumulative, including all terms of attendance at the school. The policies are applied consistently to all students attending the school. The school uses a grade point average GPA to measure the qualitative component. A ten-point scale gives the breakdown of grade levels. It is expected that all students have a minimum of a "C" grade point average at graduation, which is a minimum of a 70% of 100%. When practical or written exams are taken by the student, immediate feedback is given.

Grades adhere to the following scale:

| | |
|---|----------------|
| A | 90% - 100% |
| B | 80% - 89% |
| C | 70% - 79% |
| W | Withdrawn |
| S | Satisfactory |
| U | Unsatisfactory |
| I | Incomplete |

Less than 70% is Unsatisfactory and Does Not constitute a passing grade.

At the end of each term, an Interim Progress Report is given to each student and copies are maintained in the students' files.

For Continuing Education Programs offered by adjunct instructors, a 'Satisfactory' or 'Unsatisfactory' grade is assigned. The student is to demonstrate 70% competency in the program's activities to pass the class. A student who fails to secure a passing grade is required to retake the exam or to re-demonstrate the skills taught until a passing grade can be obtained.

Massage Therapy Program students who do not maintain a "C" average in their coursework will be put on probation. Grades are to return to an acceptable level within 30 days or the student is withdrawn from the program. The final decision will be determined by the Program Administrator and Instructor.

Academic and Attendance Probation:

Students who are not able to maintain the minimum grade point average (GPA) and students who do not satisfy the attendance requirements are placed on probation. Written notification is provided to the student when they are placed on probation, along with the reason for probation and the time allowed for remediation. Their status is reassessed after 30 days, within which time all outstanding material is to be completed and turned in, tests are to be taken, and improvement is to be made in GPA and attendance to the 80% level, to continue as a student in "good standing" with the school. Students who continue to miss classes (two or more) and are unable to maintain the minimum GPA during their probation or after the 30-day probationary period will be subject to dismissal, at the discretion of the Program Administrator.

Re-Admission and the Appeal Process:

There are exceptions where students who have been dismissed can be considered for readmission. The decision is made after a written appeal request is received by the Program Administrator, including substantiating documentation to support the request. Consideration will be given to the request and the student is notified in writing of the decision by the Program Administrator within two weeks of the receipt of the request. Once readmitted, the student's progress is scrutinized closely during the term to assure that behavior patterns have been remediated.

Interim Progress Reports:

After each term, an Interim Progress Report is provided to the student so they can see their academic performance and hours completed for each course. They may meet with the Program Administrator to determine if they are on track for graduation.

Leave of Absence:

Leave of Absence is granted in rare circumstances. Students are encouraged to discuss their needs with the Program Administrator and put their request in writing.

A Leave of Absence from the school is granted for no more than one half of the program. See the Addendum to the Catalog for the Procedures for Requesting a Leave of Absence.

Make-up Work:

Students who have missed coursework and exams are to contact the instructor for makeup material. The work must be completed within two weeks of the absence. If the makeup work is not completed, a grade of "Incomplete" is assigned. Incomplete grades must be remedied within 30 days, or the student is withdrawn from that segment.

Cancellation and Withdrawal:

Students may choose to withdraw from or repeat a course segment. The student should discuss their needs with the Program Administrator.

Students desiring to withdraw from the program are to submit their request verbally or in writing to the Program Administrator. The date of determination of the withdrawal is the date the request to withdraw is received. A letter, confirming withdrawal and providing any refund, is mailed within 30 days.

Classroom Hours:

The Massage Therapy Program satisfies the state's requirements for class hours and qualifies the student to sit for the national board exam. An "hour" is considered no less than a 50-minute block of time.

Transfer Credits:

The Program Administrator is to be contacted to determine if transfer credit can be given for coursework completed at another school or program. Students are to provide a transcript from the previous school indicating a passing grade and a course description indicating similar course content may be required. The final decision on allowing transfer credit will be that of the Program

Administrator. Examinations to support the transfer-in material are required. A student may transfer-in up to 75% of the program content, as deemed eligible by the Program Administrator. The student is to maintain a passing GPA and maintain SAP in terms of the maximum time frame, which is 150% of the contracted length of the program. A detailed policy of the requirements for Transfer Credit is found in the Addendum of this catalog.

Graduation Requirements for the Massage Therapy Programs:

To receive a Certificate of Completion at graduation, the student is required to attend classes with at least a 80% attendance rate, have completed all required classes with at least a 70% grade, satisfactorily pass all written and practical exams and all clinical evaluations, and the student's tuition is to be paid in full. Each student is to meet with the Program Administrator at least one month before graduation to review the status of all the graduation requirements. The Massage Therapy Programs can be completed in a nine-month time frame; however, students can take up to 150% of the contracted length of the program to complete the Massage Therapy Program. A request for an extension can be discussed with the Director if there are extenuating circumstances.

Conduct:

The school holds high standards of professionalism. All students are expected to uphold these standards. Students are to demonstrate respect for the staff, faculty, and their peers. Respectful behavior includes following the rules of the school, listening to instructors, and refraining from disruptive behavior. Students who cannot abide by the school rules will be dismissed.

School Rules and Expectations of Behavior:

- Students are to achieve passing grades.
- Students are to adhere to the dress code.
- Students are to be on time for class and refrain from excessive absences.
- Students are to meet their financial obligations by the agreed dates.
- Students are to attend class free of the influence of drugs or alcohol.
- Students are to properly document their sources; plagiarism and the unauthorized distribution of material is in violation of the law.
- Students are to behave in a manner that upholds the school and those present.
- Students are not permitted to fraternize with the staff. This leads to unclear boundaries, affecting the hierarchical nature of staff/student relations.
- The following behavior is grounds for expulsion: theft, lying, cheating, misrepresentation, copyright infringement, physical or verbal harm. Legal action (civil and criminal) will be taken as deemed necessary.

Learning Management System (LMS):

The school utilizes a hybrid education approach to its Massage Therapy Program. The lecture-based classes offer content in the LMS format with video, written content, and assessments to further the learning experience. Veteran Education beneficiaries are required to take the hybrid courses in the classroom with an instructor present.

Attendance is recorded for this learning experience.

STUDENT SERVICES

Academic Records:

Student records are maintained on a permanent basis. Copies of the student's transcripts can be secured for a fee of \$5.00. The original transcript given upon graduation is provided at no charge. Requests for copies of records must be made to the Program Administrator. Student records and files are confidential. Release of information is not made without request from the student.

Career Placement:

The school provides employment counseling to assist the students in seeking employment. Students are encouraged to check the job book and referral board for employment opportunities. Employment is not guaranteed by the school.

MBLEx Board Exam:

The School helps to prepare the student to take the Massage Board Licensing Examination (MBLEx) offered by the FSMTB, upon completion of the Massage Therapy Program. The cost of this exam is covered by the student. The exam is \$265.00.

Handling Grievances:

Students should address any concerns pertaining to a school policy or behavior demonstrated by a teacher or student with the Program Administrator. Grievances may be communicated verbally or filed in writing. Each grievance is handled promptly with follow-up made to all affected parties. Students who wish to appeal how the grievance was handled may contact the Missouri Department of Education at 573-751-2361. The school will advise you of the Complaint procedure for this agency.

Seminars and Workshops:

Throughout the year, continuing education workshops and seminars are offered in natural health, wellness, and allied modalities. Adjunct instructors are brought in as resources for these events. Students can participate in these workshops and seminars to supplement their course of study. These hours count for practicum time.

Tutoring:

Students may request help from a tutor to pass their classroom work. There may be a cost incurred for the tutor's efforts. This cost is determined by the individual tutor and is paid for by the student.

EQUIPMENT AND SUPPLIES

Linens and Oils:

Students are to bring linens and towels to every class held in the lab. Pastel and solid-colored linens are preferred. Oils, creams, and lotions are the responsibility of the student. The names of local suppliers will be provided by your instructor if you desire assistance in securing these supplies. Students can expect to pay approximately \$65.00 for linens, oils, and similar supplies.

Tables:

Massage tables are available in the lab for clinical use and practice. Massage tables can be purchased through the school for personal use. The expected cost is around \$650.00 for a massage table. A package consisting of massage table, head rest, bolster and carrying case can be purchased for around \$800.00. Additional equipment, including a massage chair, Body Cushion, videos/DVDs, and reference books can be purchased. Consult the Program Administrator for details.

Textbooks:

The textbooks for the Massage Therapy Program are \$800.00. The texts are purchased at the School. There are no refunds for the texts once purchased.

Clothing to Satisfy the Dress Code:

Uniforms may be purchased from local medical uniform stores. To keep costs down, students may wear black clothing (non-medical) and shoes suitable for the classroom setting. Plan on approximately \$80.00 for clothing needs.

TUITION AND PAYMENT PLANS

MASSAGE THERAPY PROGRAM (625 Hours)

| | | |
|-----------------------|-------------|--------------------------------------|
| Registration Fee: | \$100.00* | |
| Book Fee: | \$800.00 | *Processing fee, Student Insurance & |
| Tuition: | \$13,350.00 | Student Licensing Fees |
| Total Tuition & Fees: | \$14,250.00 | |

Payment Options:

Multi-Payment Plans (with a \$10.00 fee per payment) are acceptable on a monthly and quarterly basis. Methods of payment include cash, check or money order. Student Loans and Government funding are available.

CONTINUING EDUCATION AND SPECIALIZED PROGRAMS OF CONCENTRATION

Fees for registration, books and tuition are determined by the content and course length. There may be an additional charge for workbooks and materials. Consult the Program Administrator or instructor for assistance.

PAYMENT PLANS FOR PROGRAMS OF 52 HOURS OR MORE

Payment plans for the Massage Therapy Program are available to the student:

1. Tuition is paid in full by the first day of class.
2. Tuition is divided into multiple payments, with an administrative fee of \$10.00 per payment. The student's tuition is to be paid according to the contract plan.
 - a. Examples:
 - i. 12 monthly payments at \$1122.50 per month
 - ii. 20 monthly payments at \$677.50 per month
3. Place a down payment of \$2,000.00 and schedule monthly payments for the balance.
 - a. Examples:
 - i. 12 monthly payments at \$955.83 per month
 - ii. 20 monthly payments at \$577.50 per month
4. Other payment plan options are available upon approval of the Administrator.

Students may choose to finance their tuition through their local bank, or a loan program affiliated with the school. The loan is paid while the student attends the Program.

Students with special circumstances, who find they will not be able to meet the agreed payment plan, should contact the Program Administrator to make special arrangements. Delinquent tuition payments could subject the student to Probation or Withdrawal from the Program. A late payment fee of \$15.00 is assessed after the 5th day. The student is responsible for payment of tuition based on the number of class hours they have attended. The school reserves the right to pursue delinquent tuition with the assistance of third-party vendors. A student who has two months of nonpayment of tuition or five late payments is subject to Probation and Withdrawal from the Program if the payment schedule is not resumed within 30 days. See your Loan Contract for further definitions of Late Charges, Default and Pre-Payment. There is no Pre-Payment Penalty if the principal of the School Loan is paid in full before the term of the loan is completed. Once the principal is paid, the interest stops, and the loan is satisfied.

Government Financial Assistance

Government financial assistance is available for eligible students. The school is approved for Vocational Rehabilitation and Workforce Investment Act. Please consult the Program Administrator for details.

Scholarships and Private Assistance

The School receives notices of Scholarships offered in the industry and makes this information available to all students. Scholarship requirements are determined by each agency / institution offering them. Contact the Program Administrator for more information.

Program Cancellation and Tuition Refund Policy

Notification of withdrawal is to be given verbally or in written form with signature to the Program Administrator. The date of the notice is the withdrawal date given on all student records. Refunds will be made directly to the student unless the student or financial source designate differently. Refunds are processed within thirty days of cancellation notice by the student.

The Center's refund policy includes:

1. If the applicant is not accepted after enrolling, signing the application form and submitting the registration fee, all funds will be returned.
2. If the applicant is accepted but chooses not to enter the program, the applicant may, within three days of registration (exclusive of Saturdays, Sundays, and holidays), cancel from the program and all fees and tuition will be refunded in full.
3. If the student withdraws from a program whose course length exceeds two weeks, the unearned tuition is refunded up to one half of the length of the program based on the number of hours of attendance. A withdrawal administrative fee of \$75.00 is retained.
 - a. Example: The student is enrolled in a 625 hour program and withdraws after 100 hours. A refund is permitted for up to 300 hours. The school will retain tuition funds to cover the cost of the 100 hours of education and withdrawal administrative fee of \$75.00. The remainder of the tuition is refunded. There will be no refund for registration fees or book fees.

4. For students who have commenced programs whose course length is less than two weeks, a refund is made pro rata up to one half of the length of the program.
5. If the program is cancelled by the institution, all fees/tuition are refunded in full.
6. Students who fail to start training and do not respond to the school, their registration fee and tuition are refunded in full.

ADMISSION PROCEDURES

Applications are taken up to the fifth day of class. Applications received after this date are processed with the student being placed on a waiting list or admitted for the next term. The application process includes the following:

- Completion of the application in full.
- Provide two (2"x2") photos.
- Submit proof of completed educational programs: high school diploma (or HISET) or college transcripts; certificates from massage and bodywork programs.
- Submit a letter of recommendation from an individual who knows your strengths. Complete the health history form provided by the school.
- Participate in and satisfactorily complete a personal interview with the Director.
- Telephone interviews are accepted by those coming from out of state.
- Provide the required registration fee.

Once the application packet has been reviewed and approved, the prospective student will receive a confirmation letter and an enrollment agreement. The enrollment agreement includes the policies, procedures, tuition, and fees for the chosen program. Together, the signed enrollment agreement and the application make up the official school contract. This contract is maintained in the student's file.

All applicants to the program must be at least 18 years old as of the beginning date of classes. A Gathering Place Massage Therapy School accepts students of any ethnic origin, race, creed, sex, age, marital status or handicap and does not discriminate on the basis of any of these characteristics. Students with special needs are to bring these needs to the attention of the Program Administrator so adjustments can be made to the program requirements.

Students are required to complete a criminal background check (state and federal) as part of the Student Licensure process in the first term of the Massage Therapy Program. The cost for fingerprinting is incurred by the student.

Transfer students are to meet with the Program Administrator to discuss any adjustments to the payment schedule and to receive confirmation of accepted coursework from another institution. To allow for individualized attention and a low instructor-to-student ratio, class sizes are limited. Applications are processed as received. Plan ahead so you will be included in the program term of your choosing.

ADDENDUM TO CATALOG
POLICIES AND PROCEDURES

Leave of Absence Policy

A Leave of Absence is a temporary break in a student's attendance during which the student is considered to be continuously enrolled. To be considered for a Leave of Absence, please consult the Program Administrator, and provide the following:

1. A student must request the leave of absence in writing in advance of the beginning date of the leave of absence unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the school's consecutive absence policy, the student is withdrawn.
2. The leave of absence is limited to 19 weeks or 262 class days. Multiple leaves of absence may be permitted provided the total does not exceed this limit.
3. The student must sign the leave of absence request and specify the reason for the leave. The reason must be specified for the school to have reasonable expectation of the student's return in the timeframe of the request.
4. The student must attest to understanding the procedures and implications for returning to the course of study after the leave is completed.
5. The school must document its approval of the leave of absence for it to be granted.
6. No additional fees are assessed to the student as a result of the leave of absence.
7. An extension of the leave of absence may be approved as long as the request meets all of the above requirements, and the total length does not exceed the specified limit.

Transfer of Credit

The school has a policy of allowing transfer of credit from other educational institutions provided that the institution is approved by the U.S. Department of Education or by the National Certification Board of Therapeutic Massage and Bodywork.

The following information is evaluated for Transfer Credit to be granted:

1. A minimal grade of 70% or a 'C' for the course.
2. Up to 75% of the course work can be transferred-in, allowing that examinations are completed to ascertain competence in the respective areas: Anatomy and Physiology, Pathology, Oriental Medicine, Therapeutic Massage, Allied Modalities and Business.
3. Documentation required to determine eligibility: transcript, catalog, syllabi, or course outline or any combination of these.
4. The student is to set up a meeting with the Program Administrator.
 - a. The documentation is reviewed for eligibility.
 - b. Testing dates are set for written and practical exams, as required for the respective course. The Therapeutic Massage and Allied Modality coursework requires a practical exam to demonstrate techniques learned.
 - c. Once tests are successfully completed, a letter from the school is sent to the student authorizing the transfer of credit and the applicable segments of the Program which are affected. A copy of this letter is retained in the student's file. Any adjustments in tuition are referenced in this letter.
 - d. A transfer fee of \$250.00 covers the administrative costs of review and testing.
5. If the student is denied transfer credit, the student may appeal the decision and retest after demonstrating how deficiencies were remedied. It is strongly suggested that the student take that portion of the Program to gain strength in knowledge which they will need to pass the National Board Exam.
6. Adjustments are made to the tuition for each segment of the program the student can satisfy through the transfer of credit. Although partial credit may be given to a particular course segment, such as the Therapeutic Massage and Anatomy and Physiology course segments, no monetary consideration is provided unless the entire segment is satisfied. Book fees are adjusted to allow for the cost of only the books required to complete the Program.
7. For students funded by a government agency, reduction in tuition is communicated to the agency once the examinations warrant the transfer of credit.
8. Students requesting to transfer-out to another institution are offered guidance counseling, a course syllabus, a catalog and an official transcript, as requested.