

COURSE CATALOG



Your Future Begins Here
The Education You Want...
The Attention You Deserve

Effective as of:
February 2, 2024

(972) 234-4224
1000 E Campbell Rd, Suite 120
Richardson, TX 75081

hh.edu

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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's mission is to provide quality learning opportunities in the field of Massage Therapy.

Institutional Goals

Healing Hands has two primary goals

1. Train students to perform massage therapy to a professional level.
2. Reduce the barriers of entry to the practice of Massage Therapy.

School History

On February 21, 2018, Healing Hands Massage Institute opened its doors to the public. 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.

Program Advisory Committee

Healing Hands Program Advisory Committee (PAC) consists of members of faculty, local employers, and members of the public. The goal of the PAC is to conduct institutional assessments to ensure that students are getting the training needed to meet the growing needs of the industry. PAC meets at least yearly.

Location and Contact Information

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

Hours of Operation

Administrative Hours

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

Intern Clinic

Monday - Friday	10:00 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 Schedule

Mon - Thu	8:30am-6pm
Friday	8:30am-12:30pm

Morning Schedule

Mon - Thurs	8:30am-1pm
Friday	8:30am-12:30pm

Evening Schedule

Mon - Friday	6pm-10:30pm
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Facilities

The school location provides 2 classrooms, 1 intern clinic, 2 bathrooms, 2 administrative offices and a student break room, occupying a 3,115 square foot facility.

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.

The smaller classroom uses a large format display, the longer classroom uses whiteboard and projection equipment.

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.

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 institutionally accredited by COMTA.

Commission on Massage Therapy Accreditation (COMTA)
900 Commonwealth Place
Suite 200-331
Virginia Beach, VA 23464
(202) 888-6790 – office
info@comta.org
www.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>

National Certification Board for Therapeutic Massage & Bodywork (NCBTMB)

Healing Hands has been reviewed and granted a school code.

NCBTMB Headquarters
1333 Burr Ridge Parkway
Suite 200
Burr Ridge, IL 60527
Phone: 800.296.0664
<https://www.ncbtmb.org/>

US Department of Veteran Affairs (VA)

HHMI is approved for funding through the G.I. Bill ® for students that qualify for this benefit. Veteran's may find more information at <https://benefits.va.gov/gibill/>

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

US Department of Homeland Security (DHS)

HHMI has been inspected and approved for accepting international students. International students may find more information at <https://studyinthestates.dhs.gov/>

Texas Workforce Commission (TWC)

HHMI has been approved as an eligible training provider by Texas Commission. More information can be found at <https://www.twc.texas.gov/partners/eligible-training-providers>

Emergency and Safety Procedures

Medical Emergencies

In the event of an emergency every individual on campus is empowered to call 911. While most students are trained in first aid and CPR techniques, they are encouraged to seek out the Clinic Supervisor or a faculty member that is first aid/CPR trained.

For diabetic episodes, we keep juice in stock for students or internship clients.

If there were to be a medical emergency during a massage session in the internship clinic, students are directed to immediately seek out an instructor. Instructors are required to be readily available on campus while internship is being conducted. The instructor will then call 911.

Crime/Threats

Crimes in progress should be reported by calling 911. Students are encouraged to notify staff and faculty in the case of any dangerous or suspicious activity.

Evacuation/Fire

Exits are accessible in the front and in the back of the building. Students, staff, and faculty must immediately exit the building in the case of fire, or other danger that warrants evacuation.

Inclement weather

Healing Hands follows Richardson ISD closures due to inclement weather.

Tornados

In the event of a tornado, students are instructed to congregate in the middle of the building, away from any windows or outside walls.

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	

Additionally, Healing Hands does not schedule regular classes after the 20th of December. However, Internship may be available during this time.

Schedules allowing enrollment of International and degree granting programs are as follows

Day Terms:

January – April

May – August

August - December

Night Terms:
February – July
July – January

All other start dates for certificate programs are listed on <https://hh.edu> as they become available.

Exact schedules with class dates, including test schedules are available from the office. Prior to enrollment, students will receive a copy of this customized to their individual schedule selections.

Enrollment Periods

Enrollment begins 3 months prior to the scheduled start day of classes, or 6 months for night classes, and remains open until the class is full.

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.

Semester Credit Hour – The unit of measurement used for all programs that can lead to degrees.

Programs

Massage Therapy 500

Total Clock Hours: 500

Award: Certificate of Massage

Hour Breakdown: 450 Hours lab and classroom, 50 hours internship

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, 7th Edition

ISBN 978-0-323-87815-9, Author: Susan G Salvo

A Massage Therapist's Guide to Pathology, Critical Thinking and Practical Application, 7th Edition

ISBN 978-0-9982663-4-3, Author: Ruth Werner

Additional Recommended Books

Trail Guide to Movement, 2nd Edition

ISBN 978-0-9987850-5-9, Author: Andrew Biel

Trail Guide to the Body, 6th Edition

ISBN 978-0-9987850-6-6, Author: Andrew Biel

Program's Course Requirements:

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

Courses

AP1201 – Anatomy and Physiology: Muscles and Bones

Clock Hours: 30 SCH: 2

Delivery Method: Online

Anatomy and Physiology includes a study of tissue development from the cellular level to the organ systems level. This course covers the introduction to A&P, and then delves into the skeletal and muscular systems and the relationship between those systems. This course along with AP1302 are designed to fulfill the Texas requirements for Anatomy and Physiology for Massage Therapists.

AP1302 – Anatomy and Physiology: Other Systems

Clock Hours: 45 SCH: 3

Prerequisites: AP1201

Delivery Method: Online

This course continues the study of other systems within the body. The primary systems covered are skeletal, muscular, integumentary, nervous, cardiovascular, endocrine, respiratory, digestive, urinary, and reproductive 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 along with AP1201 are designed to fulfill the Texas requirements for Anatomy and Physiology for Massage Therapists.

BE102 – Business and Ethics

Clock Hours: 45 SCH: 3

Delivery Method: Online

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, 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 SCH: 1.25

Delivery Method: Online

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 SCH: 1.25

Delivery Method: Online

Hydrotherapy is the study of external use of water for therapeutic, palliative, recreational or hygienic purpose. This course will cover the theory of hydrotherapy including cryotherapy and thermotherapy techniques. Additionally, a high-level introduction will be made to the diverse types of baths, showers, and other hydrotherapy tools. This course is designed to fulfill the Texas requirements on Hydrotherapy for Massage Therapists.

IN105 - Internship 50

Clock Hours: 50* SCH: 1.5

Delivery Method: In-Person

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.

NOTE: Clock Hours for this course are measured in actual hands-on time with a patient. Additional time will be spent on prep, patient interviews, sanitation, writing session notes, meeting with the instructors for evaluation, and general down time.

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* SCH: 2.25

Prerequisites: IN105

Delivery Method: In-Person

NOTE: Clock Hours for this course are measured in actual hands-on time with a patient. Additional time will be spent on prep, patient interviews, sanitation, writing session notes, meeting with the instructors for evaluation, and general down time.

This course is a follow up to Internship 50. Students will gain an 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.

KN106 - Kinesiology I

Clock Hours: 50 SCH: 3.25

Prerequisite: AP1201 Exam

Delivery Method: In-Person

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 SCH: 2.5

Prerequisite: HH103

Delivery Method: Online

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 – Massage Techniques

Clock Hours: 200 SCH: 13

Delivery Method: In-Person

In Swedish massage students will study passive and active joint movements, nonspecific stretches, passive and active exercise or any combination of these and 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.

TA3120 – Teaching Adult Learners – Massage Focus

Clock Hours: 30 SCH: 1

Prerequisites: Massage Therapy License in good standing, permission of School Director

Delivery Method: In-Person

Award: Teaching Adult Learners – Massage Focus certificate

Fundamental principles of how to teach adult learners. This course is designed to meet the requirements of TDLR's massage therapy instructor license. This is an entry level instructional course.

This is taught in apprenticeship style with the following steps

- Initial meetings and lessons with the instructor to cover expectations and theory
- Shadowing of classes as a 'Teachers Assistant'
- Prepare 2 lessons for instruction (lecture and lab must be included)

- Mock Teach the lessons to the instructor
- Revise lessons based on feedback from instructor
- Teach the lessons to a class, with the instructor shadowing

Learning Outcomes

- Understand classroom control
- Identity the needed focus of lessons to meet learning objectives
- Develop lesson plans to meet requirements of course curriculum
- Ability to explain concepts to beginners related to subject matter
- Ability to analyze and evaluate a student's work in a lab setting and provide personalized instruction to provide improvement to the student's skills.

TP110 – MBLEx Preparation I

Clock Hours: 30 SCH: 2

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

Delivery Method: Online

Additional Required Resources: Practice Exam Kit for the MBLEx 2020 Edition, by Tests.com LLC

This course pushes the students' knowledge of Kinesiology, Pathology, Client Relationship and Anatomy & Physiology. It is designed to further 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 Preparation for Chinese Speakers

Clock Hours: 100 SCH: 6.5

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

Delivery Method: In-Person

Additional Required Resources: Practice Exam Kit for the MBLEx 2020 Edition, by Tests.com LLC

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 US 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 to be unfit or inappropriate for the classes, the program, or the profession.

To be considered for School Admission, the Applicant must meet the following criteria:

1. Applicants must 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 be 18 years or older.
4. 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)
5. 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
6. Applicants must have thoroughly read this catalog.

Applicants must also submit the following:

1. A copy of valid driver's license
2. Social security number card or a copy of TDLR's "Occupational license application claiming to have no social security number"
3. Application fee, listed in the Fee Schedule.

Additional Admissions requirements for degree programs

Applicants must demonstrate proof of graduating high school, a GED or equivalent. Applicants must also have graduated from a Healing Hands Certificate program, be concurrently enrolled in one, or be a licensed massage therapist in the state of Texas. Graduates from other schools are subject to credit transferability requirements.

Additional Admission Requirements for International Students

(Does not apply to green card holders)

Beyond the requirements set in standard admissions International Students wishing to attend Healing Hands Massage Institute must also submit the following.

1. Copy of the ID pages of your valid passport, expiring more than 6 months in the future.
2. Healing Hands International Students Affidavit Form (Financial and Language)
3. Supporting Financial Documents
 - a. Documents Must be
 - i. in English
 - ii. Include Date of Issuance
 - iii. Be Liquid Funds
 - iv. Be less than 6 months old
 - b. Examples
 - i. Bank Statements
 - ii. Sponsor Salary Statements

- iii. Investment Accounts
- iv. Healing Hands Scholarship or Assistance Letters

Upon arrival in the US, students must report to Healing Hands to provide a copy of their Immigration documents.

Criminal Background Checks

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>.

Injury, Disability and Accommodations Policy

Healing Hands will take steps to accommodate requests from otherwise qualified candidates with diagnosed disabilities, if the request is reasonable, properly documented and does not fundamentally alter the classroom dynamics or ability to learn. This process largely mirrors the process FSMTB uses when administering the MBLEx examination to ensure a smoother transition.

Additionally, Healing Hands is obligated to ensure that students can safely participate in classes and have an ability to benefit from the classes offered. To accomplish this, Healing Hands may restrict course loads or require skills tests to ensure a successful education at Healing Hands. These decisions will be made by school director or student coordinator based primarily on preset rules and are generally available without additional fee.

This also applies to injury and changes in health that occur while enrolled which may impact the student's ability to successfully complete and benefit from the course.

Class Size

To effectively teach both lecture and hands-on class sizes are limited to a student/teacher ratio of 1 teacher for every 18 students. Additionally, classes require a minimum number of students, classes not reaching the minimum will be cancelled and a refund issued.

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.

All programs measured in Semester Credit Hours

Tuition for Degree granting programs is \$200 per semester credit hour.

Texas Massage Therapy 500 Hour (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.

Books and Fee Schedule

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, including those listed for individual courses. In addition, students will need to bring proper note taking supplies to school each day. 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.

Other Fees

Application/Enrollment fee - \$50

Texas Student Permit - \$25

Other Potential Fees

Transcript Fee - \$20 each (First copy is Free)

Transfer Fee - \$45

Payment Processing Fee - \$5 per payment

Late Fee - \$25 per payment, per month

Credit Card Processing Fee - 3%

Student Uniform - \$80 (First is free)

Tuition payments and Payment Plans

Tuition may be paid on our online portal at <https://my.hh.edu>. Tuition may be paid in full, or in monthly 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. 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 until the student meets all financial obligations to HHMI.

Payment in Full

Payment in full can be made in advance using any of the methods accepted for tuition. Discounts may be available for payment in full

Payment Installments

Installment payments are for tuition only.

Financial Responsibility

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

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

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

Credit Transfer Policies

General Credits

All transferred courses are subject to the requirements and approval of the State of Texas. Approval can be obtained through the Texas Department of Licensing and Regulations (TDLR) transcript evaluation process. The current fee for this is \$25. Applicants must submit this form directly to TDLR. Students must take at least 25% of their courses at Healing Hands in order to earn a certificate or degree from Healing Hands.

CLEP - Degree Programs Only

Healing Hands is a melting pot of diversity, as such we welcome students from a wide variety of backgrounds and learning experiences. To facilitate this, we recognize their prior learning by accepting certain College-Level Examination Program® (CLEP®) exams, which measure mastery of college-level, introductory course content.

For CLEP Credit to be certified by Healing Hands, the student must be currently enrolled and have results sent to the school. Healing Hands CLEP Code is 8172.

Course	Examination	Credit Hours
ENGL1301	College Composition Modular with Essay	3SCH
HUMA1301	Humanities	3SCH
PSYC2301	Introductory Psychology	3SCH
BIOL1406-1407	Biology	8SCH
MATH1314	College Algebra	3SCH
HIST1301	History of the United States I	3SCH
HIST1302	History of the United States II	3SCH
GOVT2305	American Government	3SCH

Transfer of Credits to Degree Granting Institutions

Each Institution sets their own policies for credit acceptance, so transfer of credits is never guaranteed. However, Healing Hands frequently works with other institutions and multiple state boards to ensure the transferability of credits, especially for the purpose of professional licensure.

Transfer of Degree Credits from Collin County Community College District

Some credits are automatically accepted from Collin College, as part of an educational articulation agreement. Contact Admissions for a specific list of acceptable courses.

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.

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 every Friday night.

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.

Additionally, HHMI maintains relationships with massage establishments in the area. If you are seeking employment after licensure, do not hesitate to reach out to the Admissions Assistant or Student Coordinator.

Student Parking

Student parking has been designated along the east side of the building at the main location. Students should avoid parking in the spots marked with a white curb.

Tutoring

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

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.

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**.

Students that do not attend school for more than 30 days will be terminated, except for a documented and approved leave of absence.

Breaks and Attendance

Students are given a 10-minute break every hour. Full-time classes have a 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.

Tardiness and Make-Up work

Students are expected to show up on time. Any student more than 15 minutes late will not be permitted to class and will be counted absent for the entire class. Attendance is tracked in 1-hour increments. Any student arriving less than 15 minutes late will be expected to make-up one hour of class time.

All absences are subject to the make-up rules. All absences must be made up to achieve the required hours. Work with the student coordinator on scheduling make-up and paying any fees.

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

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 the current catalogue.

Satisfactory Academic Progress Guidelines

- 1) Students must earn a minimum of 70% on each completed course.

- 2) Students must attend or make up all hours of a course.
- 3) Students must complete the course within 150% of the normally allotted time period.
- 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


Satisfactory Academic Progress is assessed at least monthly.

Failure to meet SAP will result in a review for termination or other administrative action. Students with financial assistance such as GI Bill or Federal Student Loans not meeting SAP may lose benefits.

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:

 GRADING SYSTEM	
<p>A student is graded on both written and practical examinations.</p> <p>To successfully complete each course, a student must achieve a satisfactory grade of 70% or higher</p>	
A 90% - 100%	B 80% - 89%
C 70% - 79%	F BELOW 70 FAIL

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, including re-paying for the course.
- 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

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 paperwork needed to replace incomplete grades and/or make-up work.
- Met all financial obligations to HHMI.

Transcript Release

Upon successful completion and full payment of all tuition due, certificates and official transcript may be issued. Partial transcripts for incomplete or failed courses will be released upon official termination and payment of outstanding balance. Transcripts will only be released in response to a student request or as required by law.

Transfer Policy and Previous Education

Students wishing to have a transcript evaluated from a college, university, junior or community college, or out of state massage schools must have their transcripts evaluated by the Texas Department of Licensing and Regulation (TDLR). TDLR will provide the student with an evaluation summary of approved credit. Students wishing credit for this time, must provide a copy of this report to Healing Hands, for addition to the student's file. This process is required by State of Texas (117.61).

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). However, HHMI secures student records to the same level, as permitted by law.

Code of Conduct

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.

HHMI has a zero-tolerance policy regarding discrimination among students.

Student 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.

Student Dress Code

Students are encouraged to dress in scrubs during in person classes, other clothing must be appropriate for use in a professional massage setting. Students will be required to wear school uniform during internship. Shoes should be quiet. Any student who chooses not to follow the dress code will not be permitted to attend class.

Student 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 are 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.

Sexual Harassment and Sexual Misconduct

Healing Hands prohibits both sexual harassment and sexual misconduct as well as any form of discrimination based on gender including sex stereotyping, verbal or nonverbal harassment, intimidation or hostility based on sex or gender identity. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or any verbal or physical harassment of a sexual nature.

HHMI student massage therapists and staff members are prohibited from any behavior or language which is sexual in nature while on campus and/or while representing him or herself as associated with Healing Hands.

Any student or staff member that violates this policy may be placed on probation, suspended, or dismissed. Healing Hands maintains positive relationships with local law enforcement and will not hesitate to report any crimes to the proper authorities.

Healing Hands encourages all students, staff, and patients to report any complaints or concerns of sexual misconduct. Faculty are required to immediately report any concerns or complaints of sexual misconduct to School Director.

During internship, students must follow the protocol whenever they feel psychologically uncomfortable working on a patient or, if the patient demonstrates sexual inappropriateness (either physically or verbally):

1. Excuse yourself from the massage
2. Immediately notify the Internship Instructor on Duty
3. Work with the Internship Instructor on Duty to determine the next steps in compliance with HHMI policy

Healing Hands is extremely aggressive in rooting out sexual harassment and misconduct. Any actionable offense will result in the Student, Faculty or Patient being reported to law enforcement.

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 Grievance Policy

A student may submit a formal grievance by filling out the Formal Grievance form available online and notifying the director. This form can be found on <https://hh.edu>.

The Director will attempt to resolve disputes between students, including current and former students, the school, or an instructor. Student complaints will be responded to within a reasonable amount of time.

Students may also contact COMTA for any complaints at the address listed under "Licensing and Accreditation"

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. Submit your application to the State of Texas (\$100)
4. Pass either
 - a. Massage and Bodywork Licensing Examination (MBLEX) (\$265 as of 6/17/2022)
 - i. Must also complete the Jurisprudence Exam (approximately \$35)
 - b. TDLR Texas Massage Therapist Examination (\$60 as of 6/1/2023)
5. Successfully pass a criminal history background check (including fingerprints) (approximately \$35)

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

Ron Allen, LMT, MTI (MI3250)

Ron Allen has practiced massage therapy since 2004, earning his initial license here in Texas before going on to study at both East-West College in Portland, Oregon, and Thai Massage at the TMC Thai Massage school in Chiang Mai, Thailand. Ron Allen has degrees from California State University / Los Angeles as well as Dallas Seminary, including a doctorate in Hebrew studies. Ron is an author of one dozen books and has taught in over 30 countries around the world. Ron teaches Health and Science related courses.

Alec Davis, LMT, LMI (MI3100)

Alec Davis began working in bodywork in 2009. During this time Alec has worked alongside medical doctors, chiropractors, private clients and aestheticians. He is formally trained in Swedish Massage, Myofascial Release, Trigger Point, Sports Massage, Reflexology, Osteopathic, Lymphatic and Prenatal techniques. Alec graduated from Parker University.

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.

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.

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 a certificate from the American Red Cross as a CPR/First Aid Instructor.

Staff members

Andrew Alexander

Director

Jian Zhou

Student Coordinator and Academic Developer

Ashley Lawson

Admissions Assistant

Maribel Duran

Admissions Assistant