



# SCHOOL CATALOG

EDUCATING HANDS SCHOOL OF MASSAGE

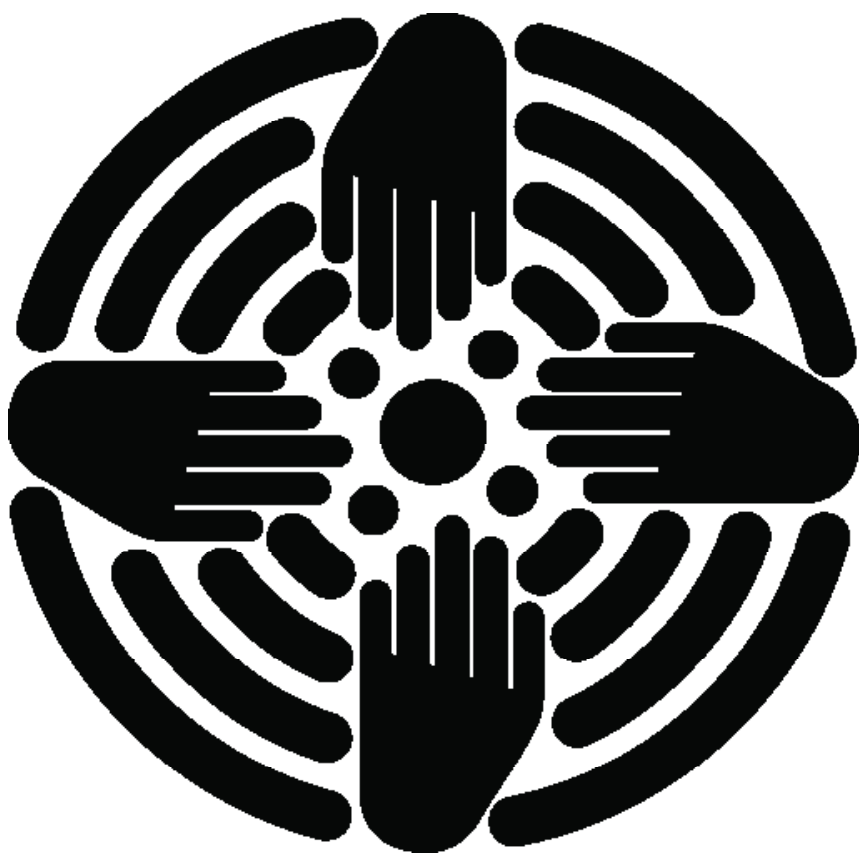
260 NE 17th Terrace, Miami, Florida 33132

(corner of 17th Terrace and Biscayne Blvd.)

School: 305-285-6991

Bookstore: 305-285-0651

[www.educatinghands.com](http://www.educatinghands.com)



{ “DEVELOPING KNOWLEDGEABLE, SENSITIVE, SKILLFUL,  
EXTRAORDINARY MASSAGE THERAPISTS WHO  
MAKE A POSITIVE DIFFERENCE IN THE WORLD.” }



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## ACCREDITATION, APPROVALS, MEMBERSHIPS & LICENSURE



Students at a Wednesday Clinic

A division created on March 28, 1983 by Educating Hands, Inc.  
Iris Burman is the sole officer of the business.

- Accredited by the **Commission on Massage Therapy Accreditation** (COMTA) 5335 Wisconsin Ave, NW, Suite 440, Washington, D.C. 20015 202-895-1518 (Not applicable to the skin care program)
- Licensed by the **Commission for Independent Education**, Florida Department of Education. Additional Information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, or toll free 888-224-6684.
- Approved for **Veteran's Training Benefits**
- Authorized **Under Federal Law to enroll non-immigrant students**
- Approved Continuing Education Provider for **National Certification Board for Therapeutic Massage and Bodywork** (NCBTMB)
- Approved Continuing Education Provider for the Florida Board of Massage
- Member of the **Alliance for Massage Therapy Education** (AFMTE)
- Member of **Florida State Massage Therapy Association** (FSMTA)

Regulated by the Department of Health & Board of Massage



## EDUCATING HANDS SCHOOL OF MASSAGE HISTORY

Educating Hands School of Massage was developed from a learning center known as Educating Hands; a center for the sharing of massage skills established in the Fall of 1981 by Iris Burman and Eugene Donaldson in a strip-mall facility of less than 500 square feet near Douglas Park in Miami, Florida. After one year, the center outgrew the facility and moved to a large house north of downtown Miami that offered more room. In this space, Educating Hands School of Massage was born in March 1983. In 1984, the school relocated to 261 SW 8th Street in the Brickell area. For six years, one main building of 3,600 square feet supported the operation. The bookstore was established in this facility. In December of 1990 the building at 255 SW 8th Street was added offering over 6,000 additional square feet to serve our growing student body and staff. In 1996, the school was relocated to a more modern, 10,000 square foot building at 120 SW 8th Street in the Brickell financial district. In 2015 we decided to relocate from the Brickell Financial District to the more bohemian and eclectic Midtown District that lies north of downtown. This area has recently seen an exciting boom in art galleries, restaurants and artistic culture. Further, the building itself is truly gorgeous: 7,568 sq.ft. of spacious classrooms fully equipped with modern treatment tables, charts, hydrocollators, lamps, steamers, ovens, live-size models of the human body for study and much more! We also have a student lounge with a kitchen and a student library to encourage learning and a bookstore for supplies & equipment. Best of all, we enjoy an incredibly positive energy that runs throughout the entire school.

Since its founding, the school has maintained a commitment to provide a quality program as well as small class size, a friendly atmosphere and a focus on personal growth. The original program was 500-hrs long. Over the years our curriculum has expanded to 624 hours to allow for a more comprehensive program. In 1998, a fundamental paradigm shift occurred in the way we present basic skills. We implemented a 20-year development process by introducing TouchAbilities®, our signature course in foundational touch skills that form the basis of all BodyWork modalities.



## LIVING IN OUR CITY

Educating Hands is located in Miami's booming Downtown Arts District, with its eclectic atmosphere of theatres, art galleries, restaurants and historic neighborhoods. We can be easily accessed from Interstate 95 and 395, Miami Beach, Downtown Miami, Brickell, Midtown, Aventura and Broward county. Our 7,500 sq. ft. building is renovated and staffed by passionate teachers who support the joy of learning. 7 bus routes and 3 metro rail stations also connect students to our school via public transport, allowing easy access. We also offer disabled parking.



Clinic classroom

Miami, with its miles of tropical white sandy beaches, swaying palms and gentle ocean breezes, is one of America's premier international cities. Miami offers a modern, upbeat atmosphere, a thriving economy, youthful verve and a cosmopolitan flavor. The South Beach Art Deco District of Miami Beach, one of our oldest and most popular neighborhoods, offers quaint accommodations within blocks of the ocean. Our immediate area of Downtown, Wynwood and Midtown is bustling with new residential units, part of Miami's urban renewal trend. The beautiful cities of Coral Gables, Coconut Grove, North Miami, Aventura and South Miami are also nearby, all offering abundant, affordable housing.



Main Entrance

## OUR SCHOOL PHILOSOPHY

Touch, the most basic form of communication between humans, can provide nurturing and caring support, rehabilitation from illness and injury as well as a sense of personal esteem and value. Massage Therapy, by nature a “touch” profession, brings to our modern society a positive option to the distance and separateness inherent in its cultural framework.

Educating Hands views Massage Therapy as an essential component in the establishment and maintenance of a healthy existence. We further consider massage to be a catalyst for the personal growth of the student, practitioner and client, integrating the mind, body and spirit of the individual for optimum health.

As a learning center, we are dedicated to creating an environment that provides an opportunity to discover the power of touch while developing the skills of the profession.

### VISION STATEMENT

*TO DEVELOP KNOWLEDGEABLE, SENSITIVE, SKILLFUL,  
EXTRAORDINARY THERAPISTS WHO  
MAKE A POSITIVE DIFFERENCE IN THE WORLD.*

### OUR SCHOOL MISSION

To **SUPPORT THE PERSONAL AND PROFESSIONAL GROWTH** and wellness of each person who chooses massage or other natural healing options to benefit themselves and/or others.

To **TEACH THE KNOWLEDGE, SKILLS AND ABILITIES** to successfully enter the massage profession while providing an atmosphere that supports the personal development of each student.

To **INCREASE PUBLIC AWARENESS OF MASSAGE** as a profession and as a wellness-promoting therapy.

To **ACTIVELY PARTICIPATE IN AND SUPPORT** humanitarian causes through community service and volunteer efforts.



## FACULTY PHILOSOPHY

We believe that we offer a unique experience that supports the transformation of individuals and the development of skilled therapists.

We recognize that each student comes to us with potential. We further recognize that our job is to stir this potential, awaken students to their inner talents and skills, connect them to their centers, nurture their transformation and attune them to the power and skills of our profession.

## FACULTY MISSION

### MISSION STATEMENT

We, the faculty of Educating Hands School of Massage are dedicated to:

**CREATING A CLASSROOM ENVIRONMENT** conducive to learning and acquiring new skills, that invites relevant questions in the pursuit of knowledge and understanding, and allows for the differences that make each student unique.

**PROVIDING A SUPPORTIVE ENVIRONMENT** for personal growth, recognizing that every person has the potential for transformation, personally and professionally.

**SUPPORTING STUDENTS** to perform bodywork skills with excellence, grace, ease, and sensitivity through a program that encourages strength, flexibility and fluidity along with creativity, intuitiveness and sensitivity in the mind.

**FURTHERING OUR OWN DEVELOPMENT** as teachers and therapists through workshops, self exploration, and networking with other professionals and associations focused on teaching skills, wellness and human potential.

**SEEKING OUT, EXPERIENCING, AND SHARING** with students and fellow faculty new developments that impact massage, bodywork and the teaching of massage.

**FOSTERING COMMUNICATION AND EXCHANGING IDEAS AS A TEAM** of educators working towards a common goal.

**NETWORKING IN THE COMMUNITY** for the purpose of increasing public awareness of massage and bodywork as wellness-promoting modalities and a possible career.



## ABOUT OUR FACULTY & STAFF

The diversity of our faculty offers the student a great variety of approaches to touch communication. Our teachers present the student with a broad range of therapeutic methods from energy-based to deep tissue, from a relaxation focus to specific clinical work and from eclectic to focused specialty practices. Each of our faculty members is a successful Licensed Massage Therapist actively engaged in the field.

### MEET THE FOUNDER



#### **Iris Burman, L.M.T., C.N.M.T.**

Iris is the co-founder and Director of Educating Hands and has been practicing Massage Therapy since 1976. She has attained certifications in Swedish Massage, Sports Massage, Trager, Neuromuscular Therapy and has studied numerous other Modalities. Iris' background includes Gestalt Therapy and Psychology. She has, over the years, taught every element of the program. Currently, Iris serves as the Director and concentrates on curriculum development and teaching. She is the co-author of TouchAbilities®, our core massage text.

### CORE FACULTY



#### **Nestor Alvarez, LMT**

Following his service in the US Military, Nestor changed his career path and attended Educating Hands with a VA Scholarship. As a graduate of our program, Nestor has not only become a successful licensed massage therapist, but also teaches Kinesiology and Palpation's part of our program.

#### **Lesly Duran, Licensed Esthetician**

A Miami native, Lesly studied Interior Design at Miami Dade College prior to entering the world of esthetics and becoming licensed in cosmetology and body wrapping. She is the head instructor of the skin-care program.



**\* Sarianna Elo, L.M.T., PhD, P.T.**

Sarianna, a native of Finland, graduated from Helsinki IV College for Health Care Professionals with a degree in Physical Therapy and Massage Therapy (1990). She holds a B.Sc. in Professional Sciences with a minor concentration in Education from St. Joseph's College of Maine (2004), and a PhD in Psychology from California Coast University (2009). Sarianna comes to Educating Hands with over 20 years of experience in the field. Sarianna teaches Kinesiology, Pathology, Swedish Massage, Ethics, Supportive Touch, and supervises student clinic.



**\*Sandy Friedland, L.M.T.**

Sandy obtained her B.S. in Cultural Anthropology at the University of Miami (1962). Her Approach is spiritual, holistic and eclectic with a special focus on energetic flow, vibratory frequency and dynamic balancing. She 'plays' using sound, light, oil, color, crystals, essences, magnets, intention, movement, verbalization and visualization. Her work and teachings explore the mystery of the 'body' and reflect her background in anthropology, philosophy, psychology Craniosacral Therapy, Polarity, Reflexology, and more. She is co-author of TouchAbilities®, our core massage text.



**\*Paula Garcia Di Niro, L.M.T., N.C.T.M.B.**

Born and raised in Argentina, Paula earned a Master's degree in Public Relations from Universidad Argentina de la Empresa. She taught English for 12+ years. Since graduating from Educating Hands in 2005, Paula has worked as an LMT with a private practice focused on Swedish Massage, Neuromuscular and Reiki healing. She teaches Kinesiology and Palpation, Pathology, Anatomy and Physiology, and Massage.



**Natalia Guida-Pometti, L.M.T.**

Born and raised in Argentina, Natalia teaches TouchAbilities®, Hydrotherapy and Heliotherapy in our English & Spanish Programs. Natalia also supervises our Student Clinics. Natalias's style is both holistic and practical, allowing her to provide some of the most nurturing and constructive advice She has a thriving private practice in Miami.



**\* Teba Orueta-Blanco, L.M.T.**

Originally from Madrid, Spain and with a degree in Marketing from the University of Stirling (1998), Teba graduated from Educating Hands in 2011 and has Directed the Continuing Education Department since. Teba is a certified Thai Massage Therapy instructor (Thailand 2008) and Hatha Yoga Instructor (India 2010). She teaches an array of classes and seminars including Asian Studies, traditional Thai Massage, Thai-style Foot Reflexology, Hot Stones and TouchAbilities®.



**\* Monica Resillez, L.M.T.**

Originally from NYC and with degrees in Theatrical Arts and Architecture, Monica graduated from Educating Hands in 2010. She loves sharing her down to earth and fun personality, as well as her knowledge and experience in her Kinesiology, Palpation and Massage classes. Monica combines technical skills with a heightened energetic sensitivity, focusing her teaching style on the therapeutic as well as the holistic benefits of touch therapy.



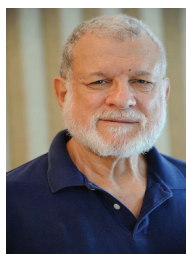
**\* Dr. Amine Sarabia, L.M.T.**

Brought up between New York and Colombia, Amine practiced as a Medical Doctor in Colombia for 20 years. She has been passionate about energy therapies since she began her career and has obtained diplomas in bio-energetic, homo-toxicologic and sintergetic medicine which she incorporated into her practice. Her passion for helping others led her to pursue massage and graduate from Educating Hands in 2011. Amine teaches Anatomy & Physiology.



**Gilad Schafman, MSc.D., L.M.T.**

With a Doctorate in metaphysics Science from California (2003) and experience in yoga and Roling (structural integration), Gilad brings 18+ years of teaching experience. He was the Head of the Massage Department at a complimentary medicine college in Israel, as well as the Founder and President for 7 years of the Israeli Bodywork Association. Gilad's work combines massage therapy, emotional release bodywork and spiritual growth.



**\*Richard Schekter, L.M.T., N.C.T.M.B.**

Richard comes to Educating Hands with a background as a scientist - a Marine Biologist and Biological Oceanographer from the University of Miami. As a Licensed Massage Therapist, Richard maintains a private practice and is one of the core therapists at Educating Hand. Richard teaches Anatomy and Physiology, Pathology, Lymphatic Drainage and Massage.

## GUEST TEACHERS

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>* <b>Nick Chitty</b>, L.M.T., C.N.M.T.</li> <li><b>Christopher Crespo</b>, EMT, FF/PMD</li> <li><b>David R. González</b>, L.M.T., CSCS.</li> <li>* <b>Sharon Gossett</b>, L.M.T.</li> <li><b>Lineth Leon</b>, L.M.T.</li> <li><b>Celia R. Maluf</b>, L.M.T., N.C.T.M.B.</li> <li>* <b>Angel Orozco</b>, L.M.T.</li> <li>* <b>Aimee Rado</b>, L.M.T.</li> <li>* <b>Alex Somoano</b>, LMT,</li> <li>* <b>Moshe Sussman</b>, J.D., L.M.T.</li> </ul> | <ul style="list-style-type: none"> <li>- Neuromuscular Therapy</li> <li>- CPR and First Aid</li> <li>- Sports Massage</li> <li>- HIV-AIDS</li> <li>- In spiring Intuition</li> <li>- The Trager Method®</li> <li>- Asian Studies</li> <li>- Massage</li> <li>- Reflexology</li> <li>- Cranio-Sacral Therapy</li> </ul> |
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## ADMINISTRATIVE STAFF

- |  |   |
|--|---|
| <p><b>Iris Burman</b>, L.M.T., C.N.M.T.</p> <p><b>Sheenah Singh</b></p> <ul style="list-style-type: none"> <li>* <b>Karen Mobilia</b>, LMT</li> <li><b>Mercedes Ortega</b></li> <li>* <b>Lidia Santiago</b></li> <li><b>Philip Sherman</b>, B.A.</li> <li>* <b>Maria T. Victoriano</b>, LMT</li> </ul> | <ul style="list-style-type: none"> <li>- Owner, Director and Administrator</li> <li>- Clinic Manager &amp; Store Manager</li> <li>- Director of Continuing Education</li> <li>- Feng Shui Manager</li> <li>- Reception</li> <li>- Director of Admissions</li> <li>- Student Services</li> </ul> |
|--|---|

### KEY:

- \* Graduate of Educating Hands
- L.M.T. Licensed Massage Therapist
- N.C.T.M.B. Nationally Certified in Therapeutic Massage and Bodywork
- C.N.M.T. Certified Neuromuscular Therapist



Kinsiology class with Monica Resillez

## STUDENT TEACHER RATIO

# 18:1

In order to assure a high quality education, our classes have one teacher to a maximum of 18 students. In some cases, or for larger classes a second teacher or a teacher assistant will be present. In some lectures, two classes may be united. Student Clinic hours will have one instructor to a maximum of 13 students. One clock hour constitutes 50-minutes of supervised, directed instruction.

## STUDENT SERVICES & BENEFITS

### • Student counseling

The school has a mentoring system. The class mentor meets with students on an individual basis at the beginning of the course and whenever necessary over the course of the program. The class mentor is responsible for addressing academic, attendance, attitudinal and vocational concerns that may arise.

### • Student records

Student's records are maintained permanently in the administrative office. They are kept locked in a separate room in fireproof cabinets. Contents of student records are confidential and available only to authorized administrative staff, the student (during office hours) and agencies identified in the Family Educational Rights and Privacy Act (FERPA). In accordance with (FERPA) the student has the right to inspect and review their records and request correction for records which they believe to be inaccurate or misleading. The student has control over the disclosure of information from his or her educational records as outlined in the FERPA documents signed during enrollment. At the time of graduation, students will be given a Diploma and a copy of their final academic report. For official copies of transcripts bearing the school seal, and reproduction of Diplomas, the graduate must make a request either in writing or in person. A fee of \$25.00 per transcript or Diploma reproduction will be charged.

### • Student Lounge

A spacious and comfortable student lounge with sofas, ovens, refrigerator & refreshment facilities allows our students to relax, socialize and bring food from home for their break time.



- **Student library**

The school maintains a student library made available for both day and evening students by posted schedule. It is also accessible by special appointment through the class mentor or a faculty member. The materials available in our library are focused on Massage, Skincare, Anatomy & Physiology, Kinesiology, personal growth, allied modalities and holistic health. These materials support the students as additional resources for understanding the subjects they study in class, in the creation of their reports, and in their professional development.

- **Bookstore**

The bookstore is located on the second floor. It makes available all the textbooks required for the course as well as a large selection of oils, treatment tables, tools, pertinent BodyWork publications and a wide array of books for personal and professional enhancement. 10% student discounts are available for most of the items.

- **Career night**

Twice a year, the school assembles a panel of employers from various professions who hire Massage Therapists. These include representatives from spas, health clubs, private offices, medical practices, etc. They each describe their businesses and share their policies regarding interview questions, hiring practices, pay scales, benefits offered, etc.



## STUDENTS & GRADUATE SERVICES & BENEFITS

### • Graduate Clinic

Over the years, the school has developed a reputation in the community for graduating quality Massage Therapists. This reputation generates many visits from local clients looking for quality massage in our clinic and numerous calls from potential employers.

Our graduate clinic is open to graduates of Educating Hands who have recently obtained their State Licensure and graduated top of their class. This is a great opportunity to launch their career upon graduation and gives them continued practice with real life clients.

### • Alumni Association Job Book

The Alumni Association provides a way for our graduates to keep connected, attend our Alumni Exchanges, join our community events and have access to our sought-after job book.

Employers looking to hire our graduates contact us regularly. Their job requirements and job postings are logged into our electronic Alumni Association Job Book. These openings are monitored and updated by our staff regularly and are available only to Educating Hands graduates who join the Alumni Association after obtaining their State Licensure.

We provide counseling in business and employment opportunities, however we do not guarantee employment for our graduates.

### • Professional Clinic

Upon graduation and licensure, our graduates have access to our 2 beautifully appointed professional clinic rooms located in the school. Rental per hour allows our graduates to see their private clients or service the school's clients in a professional setting. With natural light, dimmers, music, hydrocollater, towel cabbies and hydraulic tables, our Professional Clinic is a wonderful way to kick start a private practice.





# WHY CHOOSE MASSAGE & SKINCARE PROFESSIONS

## Massage

Our professions have grown exponentially over the last 20+ years. Over the years practices from various cultures around the world and our own Native American traditions have merged with the classical western-style Swedish approach to create larger, more encompassing skills and knowledge known as BodyWork, a larger umbrella term that also includes other techniques like Acupressure and Aromatherapy to Lymphatic Drainage and Emotional Release techniques. In this catalog, we use the term BodyWork and massage interchangeably.

## Skincare

Over the past few years there has been a proliferation of SPAs and medical clinics offering not just traditional facials and hair removal, but also meeting the growing demand for more avant-garde, holistic and/or natural approaches to skin disorders, while maintaining the strictest standards of sanitation and hygiene. The growing demand for both licensed massage therapists and licensed skincare therapists provides the ideal setting to become a dual-licensed therapist in today's world.

## The Holistic Approach

The holistic approach addresses more than just the physical body. It integrates the body, mind, emotion and spirit in an effort to understand the client experience as a whole. Being a Holistic Massage Therapist or Skincare Specialist provides an opportunity to experience personal connection with others through self-awareness, presence, compassion and love and allows for a better understanding of the origin of different pathologies and how to address them competently and effectively.

## Job Opportunities

Massage Therapy and Skincare are among the fastest growing health care fields in the country. Job opportunities exist in health spas, fitness centers, hospitals, private practice and associations with other health professionals such as Plastic Surgeons, Chiropractors, Orthopedists, Physical Therapists and Acupuncturists. While no guarantee of employment is made, a list of job opportunities is available to graduates in our newsletters or upon request. Holistic Massage Therapy and Skincare are heart-centered careers with the potential to powerfully shift your life and the lives of others.

## BECOMING LICENSED / NATIONALLY CERTIFIED

### Licensed Massage Therapist

Massage therapy is a licensed profession in the State of Florida. A candidate for licensure must graduate from an approved school and pass the MBLEX Exam (Massage & Bodywork License Exam) put forth by the Federation of State Massage Therapy Boards. The program at Educating Hands fulfills the educational requirements for eligibility for Florida Licensure and serves as a foundation for National Certification.

### Licensed Facial Specialist

Skincare is a licensed profession in the State of Florida. A candidate for licensure must graduate from an approved school, and pass the school exam. Upon completion of the graduation requirement, Educating Hands will apply for your State license as a Licensed Florida Facial Specialist.

Please note, massage therapy and skincare regulations differ from state to state and local municipal ordinances may apply in the absence of state law. Our program fulfills the requirements set by the State of Florida.

### Resources

FL State Licensing: [Florida Board of Massage Therapy  
www.floridasmassagetherapy.gov](http://www.floridasmassagetherapy.gov)  
For Exam application: [Federation of State Massage Therapy Boards  
www.fsmtb.org](http://www.fsmtb.org)

To discover the requirements for massage licensure in other states, check updated listings available through these organizations and publications.

American Massage Therapy Association (AMTA) [www.amtamassage.org](http://www.amtamassage.org)  
American Bodywork & Massage Professionals (ABMP) [www.abmp.com](http://www.abmp.com)  
Massage Magazine [www.massagemagazine.com](http://www.massagemagazine.com)  
[www.massagetherapy.com/careers/stateboards.php](http://www.massagetherapy.com/careers/stateboards.php)





# HOLISTIC THERAPEUTIC MASSAGE & SKINCARE

## PROGRAM DETAILS

# HOLISTIC MASSAGE THERAPY & SKINCARE PROGRAMS

## PHILOSOPHY

Our philosophical foundation is one of holism, the sense that we are greater than the sum of our parts. We are body, mind and spirit and in this way we engage from and connect with our whole being to the whole being of others.

We are committed to the personal growth of the student; specifically the development of self-awareness and the tactile, visual, emotional and energetic sensitivity inherent in BodyWork. We emphasize the body's physical elements of strength, flexibility and fluidity and the mental and energetic elements of creativity, intuitiveness and receptivity. The design of our curriculum reflects the premise that the inner wisdom of the practitioner is key to success in Massage Therapy and Skincare.

## OBJECTIVE

Our goal is to train the student to perform Massage and Skincare skills with excellence, grace, sensitivity and ease based on in-depth knowledge of the human body and understanding the role and importance of the body-mind connection. We believe this distinguishes outstanding quality therapists from routine technicians. The key to effective quality training is a relaxed, supportive environment that is conducive to learning and the development of the individual. This is the atmosphere that we provide. An Educating Hands graduate is more than adequately prepared to successfully pass the Florida State approved exams and become a Licensed Massage Therapist or Skincare Specialists in the State of Florida.

The elements of our programs are presented in an integrated and logically sequential fashion. This promotes continuity and easier understanding of the material. Curriculum design, emphasis on personal growth and small class size promote a sense of community and support a dynamic, interactive learning environment. Each group journeys together through the entire program from start to graduation.

## COURSE NUMBERING SYSTEM & PROGRAM DESCRIPTION

The course numbering system is a series of letters and numbers that symbolize the program and sequence of the courses listed.

# MASSAGE PROGRAM OUTLINE - 624HR

## KP100 and AP100 - Sciences - 180 hours

The combined hours of the Anatomy & Physiology and Kinesiology classes exceed the 150 hour requirement set forth by the Florida Board of Massage for Anatomy and Physiology.

### • **KP100 Kinesiology & Palpation - 90 hours**

An in-depth study of the bones and muscles of the human body explored through texts and visual aids as well as hands-on palpation. The focus is on the integration of these muscles with joints and the dynamics of movement. Conditioning and rehabilitation exercises, as well as therapeutic approaches are included.

### • **AP100 Human Anatomy & Physiology - 90 hours**

Knowledge of the anatomical structure and its physiological function is a fundamental requirement for the professional Massage Therapist. This class offers a basic overview of the structure and function of the body's systems with particular emphasis on the Skeletal, Muscular, Integumentary, Nervous and Circulatory systems and their predominant pathologies.

## TM100 & MOD100 Holistic Massage & Allied Modalities - 341 hours

Educating Hands has been setting the standard in holistic therapeutic massage training for more than 32 years. Our curriculum is intelligent, creative and integral from start to finish. It takes the student on a comprehensive journey developing palpatory sensitivity, hands-on skills, self awareness and the confidence to sense, think and respond "in the moment" to the changing needs of the client. It includes foundational classes in theory and history of massage, experiential classes in effective and efficient body mechanics and exercises to discover the inner strength and the delicacies needed to gain comfort in emerging skills. The two largest developmental areas of study contained in this segment are TouchAbilities® and a pathology segment known as Commonly Encountered Conditions (CECs).

### • **TouchAbilities®**

TouchAbilities® incorporates the physical skills of soft tissue manipulation as well as the skills of connecting to the body through the mind, breath, and through contact with energetic systems. TouchAbilities® represents the fundamental building blocks of all BodyWork modalities. It develops your abilities to touch within a Holistic BodyWork paradigm and emphasises effective and efficient body mechanics. TouchAbilities® will stimulate life-long learning and cultivate a BodyWorker who is an independent, intuitive critical thinker.

After teaching the basic skills within the TouchAbilities® segment, we “build” many of the common modalities demonstrating how each pulls skills from the TouchAbilities® foundation and combines them with their underlying philosophy and therapeutic intent to form their particular method. This approach allows students to feel that any modality is within reach simply by understanding its organizing principles, as well as the selection and organization of skills involved.

### • **Swedish Massage**

Using TouchAbilities® skills as a basis, the first modality that we study is Swedish Massage, the most broadly recognized BodyWork system. The benefits, history, theory and techniques of Swedish Massage are all covered in this segment, demonstrating the ease with which one can develop a full body treatment.

### • **Introduction and integration of other modalities**

- Chair Massage
- Cranio-Sacral Therapy
- Hot & Cold Stone Massage
- Lomi Lomi
- Music & Massage
- Neuromuscular Therapy
- Reflexology
- Female Focus
- Myofascial Postural Integration
- Sports Massage
- Supportive Touch
- Asian Studies
- Survey of Energy Therapies
- Thai Massage
- Trager®
- Aromatherapy

### • **Inspiring Intuition**

In support of our holistic intent and to serve as a basis for sensitivity training, we include a focus of study called Inspiring Intuition. Students are supported to awaken and develop their intuition through a series of exercises designed to instill a deeper awareness of themselves, others, and the world around them. Underlying the obvious physical part of massage, there is an intangible yet powerful energetic level of interaction between the client and the therapist. It is this aspect of massage, as well as the support of self-discovery and personal growth, that is explored through this series of classes.

### • **Commonly Encountered Conditions (Pathology)**

We prepare our students for their future clientele and the demands of the professional environment through classes focused on Commonly Encountered Conditions. In these classes, a connection is made between the practical application of massage techniques and pathologies associated with arthritis, carpal tunnel syndrome, sciatica, and many more.

Included in the curriculum following a class or group of classes in allied modalities are full body application classes to support integrating the newest techniques into the students' developing skill set.

## HY100 Theory & Practice of Hydrotherapy & Heliotherapy - 37 hours

In this course the student is introduced to the theory and practical applications of water, light and herbs. Among the many treatments included are: heat, cold, contrast water applications, clay treatments, herbal body wraps, paraffin dips, hydrocollator use, vapor inhalations, salt glows, steam rooms, saunas, whirlpools, water massage, hot stone massage, natural first aid and other home remedies, as well as the use of infrared and ultraviolet light.

## BUS100 + HA100 Business + Health Development - 36 hours

### • **Business**

This class explores the personal and professional skill development necessary and provides the student with guidelines for establishing a prosperous massage practice and related local legal requirements.

### • **Florida State Law**

Students are taught the requirements of the Florida Massage Practice Act, Chapter 480 & related Florida Statutes. These are the laws governing the practice of massage in the State of Florida.

### • **Professional Ethics**

Students explore the ethical codes of massage practice in the context of their personal and moral beliefs. We will define and differentiate ethics, moral beliefs, professionalism and the law.

### • **Prevention of Practice Errors**

This class explores the ongoing concern in the health care field of unintended errors that result in lasting adverse effects on clients. It is a discussion of the general concerns in the medical field and the direct concerns within a massage therapy practice and the role massage therapists play in the prevention of such incidences.

### • **HIV-AIDS**

This class explores the epidemiology, virology, transmission and prevention of HIV, in both a personal and professional setting.

## CL100 Student Clinic - 30 hours

Our teacher-supervised, community-supported Student Clinic provides our students with an experience of true clinical practice. Students are required to complete 30 hours of clinic during the second half of the program, scheduled outside of regular class time, during selected evening hours and/or Saturdays.



## Other Graduation Requirements

- **Written Report**

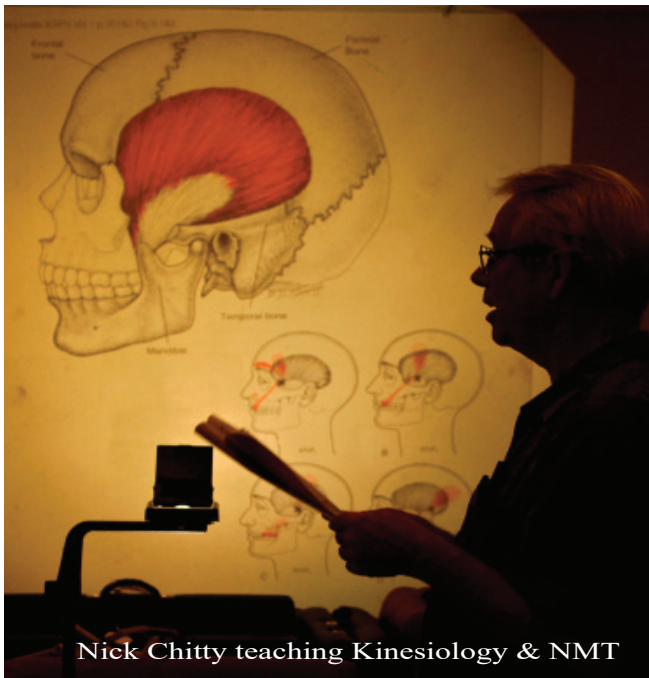
Students are required to present one written report related to the health field.

- **Community Project**

Each student is required to take part in a community project to be determined during the course. The community project is usually, but not limited to, a fund raising or charity event. The community project takes place outside of classroom time and may take place on a weekday or a weekend.

- **CPR & 1st Aid Certification**

CPR and First Aid Training will be offered on-site by a person certified by the American Red Cross and is part of the course. Prior certification will be acceptable provided it is valid for 6 months past the student's date of graduation. The CPR and First Aid training takes place outside of classroom time on a Saturday morning.



# HOLISTIC MASSAGE PROGRAM - 624HR

## REGISTRATION, TUITION & SUPPLY FEES

### 624-HOUR DAY PROGRAM - 6 Months\*

Monday - Friday: 9:30 a.m. - 3:15 p.m. + 30 Clinic Hours

### 624-HOUR EVENING PROGRAM - 11 Months\*

Three days a week: 6:00 p.m. - 10:45 p.m. + 30 Clinic Hours

We offer a day and an evening class each season: Fall, Winter, Spring and Summer. For scheduled class breaks, please refer to addendum. We observe the following National Holidays: **Memorial Day, Labor Day, Independence Day, Thanksgiving, Christmas Day, New Year's Day.**

#### US RESIDENTS ONLY:

##### SINGLE LICENSE PROGRAM MASSAGE ONLY

Registration*:	\$ 150.00
Tuition*:	\$ 8000.00
Supplies*:	\$ 800.00
GRAND TOTAL:	<b>\$ 8,950.00</b>

##### DUAL LICENSE PROGRAM MASSAGE + SKINCARE

Registration*:	\$ 150.00
Tuition*:	\$ 9,940.00
Supplies*:	\$ 2,160.00
GRAND TOTAL:	<b>\$ 12,250.00</b>

#### INTERNATIONAL STUDENTS REQUIRING M1 VISA:

##### SINGLE LICENSE PROGRAM MASSAGE ONLY

Registration*:	\$ 150.00
Tuition*:	\$ 9900.00
Supplies*:	\$ 800.00
GRAND TOTAL:	<b>\$ 10,850.00</b>

##### DUAL LICENSE PROGRAM MASSAGE + SKINCARE

Registration*:	\$ 150.00
Tuition*:	\$ 12,340.00
Supplies*:	\$ 2,160.00
GRAND TOTAL:	<b>\$ 14,650.00</b>

The non-refundable registration fee of \$150.00 is due at the time of submitting the application for admission.

The tuition fee for the 624 hour holistic therapeutic massage therapy program is \$8,000.00 for legal US Residents and \$9900.00 for international students. When paying in full, tuition is due two weeks before the first day of class. The non-refundable supplies fee for all the materials required to complete the course is \$800.00, and can be factored into a monthly payment plan with tuition. Full Refund Policy can be found on the Addendum page 36.

Payments may be submitted on our website: [www.educatinghands.com](http://www.educatinghands.com) or in person using Cash, Check, Wire transfer, Money Order, and/or the following credit cards: MasterCard, Visa, Discover or American Express.

Supplies will be available for students during orientation provided all down-payments have been made. School photographs will be taken for the Student ID cards during orientation. Educating Hands requires a school uniform for skincare and during massage and skincare clinics. Students must attend classes in clean, comfortable and conservative attire. Part of the supplies kit will include a school T-shirt for use in massage clinic and community events and a uniform for skincare.

*\*Prices subject to change.*

# HOLISTIC MASSAGE PROGRAM - 624HR

## PAYMENT OPTIONS

### 1. Payment in Full:

### 2. Interest Free Monthly Payment Plans:

The following are suggested payment plans. We are open to the consideration of individualized payment plans, which would have the full tuition being paid one month prior to the program completion date.

#### US RESIDENTS ONLY:

##### SINGLE LICENSE PROGRAM 6 MONTHS

##### MASSAGE ONLY - DAY CLASS

Registration Fee*:	\$ 150.00
Down-payment*:	\$ 2,500.00
Monthly payment x 5*:	\$ 1,260.00
GRAND TOTAL:	<b>\$ 8,950.00</b>

##### SINGLE LICENSE PROGRAM 11 MONTHS

##### MASSAGE ONLY - EVENING CLASS

Registration Fee*:	\$ 150.00
Down-payment*:	\$ 2,030.00
Monthly payment x 10*:	\$ 677.00
GRAND TOTAL:	<b>\$ 8,950.00</b>

##### DUAL LICENSE PROGRAM 10 MONTHS

##### MASSAGE + SKINCARE SEQUENTIAL WEEKDAYS

Registration*:	\$ 150.00
Down-payment*:	\$ 2,604.00
Monthly payment x 8*:	\$ 1,187.00
GRAND TOTAL:	<b>\$12,250.00</b>

##### DUAL LICENSE PROGRAM 11 MONTHS

##### MASSAGE EVENING + SKINCARE DAY TANDEM

Registration*:	\$ 150.00
Down-payment*:	\$ 2,030.00
Monthly payment x 10*:	\$ 1,007.00
GRAND TOTAL:	<b>\$12,250.00</b>

##### DUAL LICENSE PROGRAM 15 MONTHS

##### MASSAGE EVENING + SKINCARE DAY SEQUENTIAL

Registration*:	\$ 150.00
Down-payment*:	\$ 1,635.00
Monthly payment x 13*:	\$ 805.00
GRAND TOTAL:	<b>\$12,250.00</b>

#### INTERNATIONAL STUDENTS REQUIRING M1 VISA:

##### SINGLE LICENSE PROGRAM 6 MONTHS

##### MASSAGE ONLY - DAY CLASS

Registration Fee*:	\$ 150.00
Down-payment*:	\$ 2,700.00
Monthly payment x 5*:	\$ 1,600.00
GRAND TOTAL:	<b>\$10,850.00</b>

##### SINGLE LICENSE PROGRAM 11 MONTHS

##### MASSAGE ONLY - EVENING CLASS

Registration Fee*:	\$ 150.00
Down-payment*:	\$ 1,700.00
Monthly payment x 10*:	\$ 900.00
GRAND TOTAL:	<b>\$10,850.00</b>

##### DUAL LICENSE PROGRAM 10 MONTHS

##### MASSAGE + SKINCARE SEQUENTIAL WEEKDAYS

Registration*:	\$ 150.00
Down-payment*:	\$ 2,372.00
Monthly payment x 8*:	\$ 1,516.00
GRAND TOTAL:	<b>\$14,650.00</b>

##### DUAL LICENSE PROGRAM 11 MONTHS

##### MASSAGE EVENING + SKINCARE DAY TANDEM

Registration*:	\$ 150.00
Down-payment*:	\$ 2,380.00
Monthly payment x 10*:	\$ 1,212.00
GRAND TOTAL:	<b>\$14,650.00</b>

##### DUAL LICENSE PROGRAM 15 MONTHS

##### MASSAGE EVENING + SKINCARE DAY SEQUENTIAL

Registration*:	\$ 150.00
Down-payment*:	\$ 2,631.00
Monthly payment x 13*:	\$ 913.00
GRAND TOTAL:	<b>\$14,650.00</b>

### 3. Student Loans available for US RESIDENTS who qualify: see Addendum pg. 36

# SKINCARE PROGRAM OUTLINE - 300HR

Our goal is to train successful Florida Facial Specialists to execute with confidence and excellence the many procedures that are requested in the skincare industry today. Students will be able to perform and have a thorough understanding of facial treatments, hair removal services, make-up artistry, physiology, and histology of the skin in addition to general business development skills.

We are committed to the individuality and personal growth of each of our students. As such, we use the three cognitive learning styles: visual, auditory and kinesthetic, to help our students achieve their learning and development goals and to become successful knowledgeable practitioners in the skincare field.

## s100 - Professional Foundations - 12 hours

- History and Career Opportunities
- Life Skills
- Professional Image
- Communicating for Success

## s120 & s130 - General and Skin Sciences - 64 hours

- Anatomy of the Head, Neck & Face
- Physiology and Histology of the Skin
- Basic Dermatology
- Diseases and Disorders of the Skin
- Skin Theory & Analysis
- Skin Care Product Chemistry, Ingredients and Selection

## s140, s150 & s160 - Esthetics, Hair removal and Make-Up - 40 hours

- Treatment Room Set-Up
- Intake & Consultations
- Facial Treatments
- Facial Massage Manipulations
- Facial Machines
- Facial Hair Removal Techniques
- Body Hair Removal Techniques
- Electrical Modalities
- Make-up Application and Artistry
- Lash and Brow Tinting





### **s110, s110-A, s120 & s170 - Professional Business Development Florida Laws & Rules, and HIV Aids - 24 hours**

- Successful Business Planning Practices and Salon Management
- Bacteriology, Sterilization and Hygiene
- Professional Ethics
- Study of Florida Statutes Chapter 477
- Safety Procedures and Precautions
- HIV 101 Blood Borne pathogen Training

As part of the course, each student will create and present a business plan for a SPA of their own creation. Prior certification will be accepted provided it is valid for 6 months past the date of the student's graduation.

### **sLAB1 - Applied Clinical Training - 160 hours**

- Application of Facial Techniques and Treatment
- Application of Make-up Services
- Application of Hair Removal Techniques

Each student will be performing daily hands-on clinical treatments at our on-site student skincare clinic. This experience is unique as it provides students with the opportunity to practice on classmates as well as on members of the general public. The diversity and exposure to different client types will provide the student with ample opportunity to encounter, experience and master different skin-care techniques and applications depending on skin types and conditions. The students develop excellent levels of confidence and are ideally prepared to enter the professional field upon graduation.

# SKINCARE PROGRAM - 300HR

## REGISTRATION, TUITION & SUPPLY FEES

### **300-HOUR WEEKDAY PROGRAM - 15 weeks\***

Monday - Thursday: 9:30 AM - 2:30 PM

### **300-HOUR 2 EVENINGS + 1 SATURDAY PROGRAM - 20 weeks\***

Tuesday + Thursday: 5:30 PM - 10:45 PM

Saturdays: 9:30 AM - 3:30 PM

We offer day and weekend programs monthly. For start dates and scheduling please refer to the addendum. We observe the following National Holidays: **Memorial Day, Labor Day, Independence Day, Thanksgiving, Christmas Day, New Year's Day.**

#### **US RESIDENTS ONLY:**

##### SINGLE LICENSE PROGRAM

##### SKINCARE ONLY

Registration*:	\$ 150.00
Tuition*:	\$ 2,440.00
Supplies*:	\$ 1,360.00
GRAND TOTAL:	<b>\$ 3,950.00</b>

##### DUAL LICENSE PROGRAM

##### SKINCARE + MASSAGE

Registration*:	\$ 150.00
Tuition*:	\$ 9,940.00
Supplies*:	\$ 2,160.00
GRAND TOTAL:	<b>\$ 12,250.00</b>

#### **INTERNATIONAL STUDENTS REQUIRING M1 VISA ARE ONLY ACCEPTED INTO THE DUAL LICENSING MASSAGE + SKINCARE PROGRAM:**

##### DUAL LICENSE PROGRAM

##### SKINCARE + MASSAGE

Registration*:	\$ 150.00
Tuition*:	\$ 12,340.00
Supplies*:	\$ 2,160.00
GRAND TOTAL:	<b>\$ 14,650.00</b>

The non-refundable registration fee of \$150.00 is due at the time of submitting the application for admission. The tuition fee for the 300-hour holistic skincare program is \$2,440.00. When paying in full, tuition is due two weeks before the first day of class. Monthly installment payments may also be arranged. The non-refundable supplies fee for all the materials required to complete the course is \$1360.00, and can be factored into a monthly payment plan with tuition. Full Refund Policy can be found on the Addendum page 36.

Payments may be submitted on our website: [www.educatinghands.com](http://www.educatinghands.com) or in person using Cash, Check, Wire transfer, Money Order, and/or the following credit cards: MasterCard, Visa, Discover or American Express.

Supplies will be available for students during orientation provided all down-payments have been made. School photographs will be taken for the Student ID cards during orientation. Educating Hands requires Skincare program students to wear their full skincare uniform to class daily (over their clean, comfortable and conservative clothing). Part of the supplies kit will include the uniform for use in daily classes, student clinic and community events.

*\*Prices subject to change.*

# SKINCARE PROGRAM - 300HR

## PAYMENT OPTIONS

### 1. Payment in Full:

### 2. Interest Free Monthly Payment Plans:

The following are suggested payment plans. We are open to the consideration of individualized payment plans, which would have the full tuition being paid one month prior to the program completion date.

#### US RESIDENTS ONLY:

##### SINGLE LICENSE PROGRAM 15 WEEKS SKINCARE ONLY WEEKDAYS

Registration Fee*:	\$ 150.00
Down-payment*:	\$ 2,200.00
Monthly payment x 2*:	\$ 800.00
GRAND TOTAL:	<b>\$ 3,950.00</b>

##### SINGLE LICENSE PROGRAM 20 WEEKS SKINCARE ONLY - EVENING + SATURDAY

Registration Fee*:	\$ 150.00
Down-payment*:	\$ 2,000.00
Monthly payment x 3*:	\$ 600.00
GRAND TOTAL:	<b>\$ 3,950.00</b>

##### DUAL LICENSE PROGRAM 10 MONTHS MASSAGE + SKINCARE SEQUENTIAL WEEKDAYS

Registration*:	\$ 150.00
Down-payment*:	\$ 2,604.00
Monthly payment x 8*:	\$ 1,187.00
GRAND TOTAL:	<b>\$12,250.00</b>

##### DUAL LICENSE PROGRAM 11 MONTHS MASSAGE EVENING + SKINCARE DAY TANDEM

Registration*:	\$ 150.00
Down-payment*:	\$ 2,030.00
Monthly payment x 10*:	\$ 1,007.00
GRAND TOTAL:	<b>\$12,250.00</b>

##### DUAL LICENSE PROGRAM 15 MONTHS MASSAGE EVENING + SKINCARE DAY SEQUENTIAL

Registration*:	\$ 150.00
Down-payment*:	\$ 1,635.00
Monthly payment x 13*:	\$ 805.00
GRAND TOTAL:	<b>\$12,250.00</b>

#### INTERNATIONAL STUDENTS REQUIRING M1 VISA:

##### DUAL LICENSE PROGRAM 10 MONTHS MASSAGE + SKINCARE SEQUENTIAL WEEKDAYS

Registration*:	\$ 150.00
Down-payment*:	\$ 2,372.00
Monthly payment x 8*:	\$ 1,516.00
GRAND TOTAL:	<b>\$14,650.00</b>

##### DUAL LICENSE PROGRAM 11 MONTHS MASSAGE EVENING + SKINCARE DAY TANDEM

Registration*:	\$ 150.00
Down-payment*:	\$ 2,380.00
Monthly payment x 10*:	\$ 1,212.00
GRAND TOTAL:	<b>\$14,650.00</b>

##### DUAL LICENSE PROGRAM 15 MONTHS MASSAGE EVENING + SKINCARE DAY SEQUENTIAL

Registration*:	\$ 150.00
Down-payment*:	\$ 2,631.00
Monthly payment x 13*:	\$ 913.00
GRAND TOTAL:	<b>\$14,650.00</b>

### 3. Student Loans available for US RESIDENTS who qualify: see Addendum pg. 36



## ADMISSIONS POLICIES AND PROCEDURES

**Persons interested in the Holistic Therapeutic Massage or Skincare Programs are required to:**

- Present a high school/college Diploma/transcript or GED equivalent.
- Be 18 years of age or older.
- Have a personal interview with an Admissions Representative or a acceptance committee. A telephone interview may be acceptable in certain cases.
- Submit an Application for review with registration fee of \$150.00.
- Upon acceptance, sign an Enrollment Agreement as required by the Commission for Independent Education with the required deposit as indicated.
- Take an English comprehension examination. It is essential that students have a fundamental working knowledge of the English language for the course work and the licensing exam (this exam can be waived for those who have earned a minimum 2 year college degree at an English language college or university).

Enrollment of students in the Holistic Therapeutic Massage or Skincare Programs at Educating Hands will be permitted, space allowing, up to the first full date of class for each school term or month respectively.

Educating Hands welcomes all qualified applicants regardless of their race, creed, color, religion, national origin, age (beyond 18), disability, gender or sexual orientation.

Students at a community event in Miami



## TRANSFER OF CREDIT POLICY

Educating Hands School of Massage may grant credit for previous related education in lieu of taking portions of the program, to be determined on an individual basis prior to the start of the course. If and when previous training is accepted, the tuition costs may be adjusted accordingly prior to the starting of the class. Transferability of credits from Educating Hands to other institutions shall be determined by the receiving institution.

**To determine transferable credit and establish what will be needed for Florida State licensure, the applicant must:**

1. Provide an official transcript from a Massage School which is licensed as a school in the state in which it operates, showing attendance, in hours, of training that equals or exceeds those required for graduation from Educating Hands. We do not offer a transfer of credit for Skincare Program students.
2. Pass a bypass exam for each segment of our program for which there are sufficient hours for transfer in order to get credit for that portion.
3. The State of Florida Commission for Independent Education requires that anyone attending a school by virtue of transferring from another school with the intent to graduate with a diploma must attend a minimum of 25% of that program. Therefore, anyone entering Educating Hands in this way must take at least 156 hours of instruction with us.

Any hours needed by the student to satisfy the attendance requirements of Educating Hands School of Massage may be taken, once all the necessary bypass exams are passed. These hours may be attended in our regularly scheduled classes or private classes can be arranged.

## APPLICABLE FEES

- **Transcript review \$75.00\*** -Applicable if transferring previous education credits.
- **Transcript reconciliation \$75.00\*** - Applicable when someone is transferring to another state that requires us to align our coursework against their requirements (except State of New York where fee is \$250.00)
- **Official transcript \$25.00\*** -Official transcript bearing the school seal.
- **Reproduction of Diploma \$25.00** - Requested in writing by the graduate.
- **Bypass Exam \$50.00\*** - Per exam.
- **Make-up hours \$20.00/hr\*** - For hours made-up beyond allowed 20 hours.
- **Required hours with an existing class \$30.00\*** - With scheduled class.
- **Required hours in private class \$45.00\*** - Private 1 on 1 tutoring
- **Transfer of class \$150.00\*** - Applicable when changing from class to class.
- **Early termination fee \$150.00\*** - Administrative fee for withdrawal or early termination prior to program end date.
- **Bounced check \$25.00** - Charged when a check is returned.
- **Late Payment \$25.00 or 1.5% of balance due, whichever is greater** - If paid more than 5 days after due date.

\*Non-refundable fees. Subject to change

## REFUND POLICY

1. All monies will be refunded if the applicant is not accepted by the school or if the student withdraws within three (3) business days after signing the Enrollment Agreement and making initial payment, or if the class is cancelled by the school with the exception of non-refundable fees i.e. Registration fee.
2. Withdrawal beyond three (3) business days after signing the Enrollment Agreement, but before the first day of class, will result in a refund of all monies paid, with the exception of the registration fee not to exceed USD \$150.00.
3. A student withdrawing or being terminated after entering school and starting training, and prior to 50% completion of the course, shall receive a pro-rated refund computed on the number of hours completed versus total course hours, minus registration fee.
4. Withdrawal after completing 50% of the course will result in no refund.
5. Refunds are made within 30 days of withdrawal or termination. Balances due the school are expected within 30 days of withdrawal or termination.
6. Withdrawals must be made in writing by the student and handed to the Administration.
7. For the purpose of computing refunds, the last date of actual attendance by the student will be considered the termination/withdrawal date.



## ADMINISTRATIVE POLICIES

**Grading System** – Students are regularly quizzed and tested throughout the class term. The grading schedule is as follows:

**A** 90%-100%      **B** 80%-89%      **C** 70%-79%      **F** 69% and below

**Academic Performance** – Maintenance of a “C” average in each subject studied is essential for good standing in the program. Anyone with an average below “C” will be put on academic probation for a one-month period following a counseling session with the class mentor during which an action plan is established. Students failing to effectively utilize this probationary time to improve their academic standing may be dismissed from the program. Re-admission of a student after dismissal for unsatisfactory progress is at the discretion of the School Director. A passing grade on Final Exams is required to pass each subject. Students will receive a midterm and final progress report.

**Attendance** – Students are expected to attend all scheduled classes on time. You may miss up to 20 class hours throughout the entire program; tardiness, calculated in 15 min intervals, is added to the tally of missed hours. All hours over this limit must be made up. If you arrive after class begins, you may be required to wait until the first break to enter the classroom. Credit for class hours begins when you join the class. Due to the sequential nature of the material covered, tardiness or absences are considered behavior leading to probationary status or dismissal. Students who fail to complete their coursework within 150% of their program must meet with a mentor to devise an action plan for course completion.

**Make-up** – Making up any missed work will be addressed on an individual basis with the class mentor. While students are encouraged to make up all missed hours, they may miss up to 20 hours without penalty. Making up hours above the allowable 20 hours will incur a fee of \$20.00 per hour (refer to the make-up policy in the student handbook).

**Leave** – Due to the nature of the program at Educating Hands, any interruption of program time is rigorously discouraged. In certain emergency situations, a leave of absence may be unavoidable. In these cases, a discussion with the class mentor is required and the student is responsible for making up all missed time and assignments. Leaves are limited to short duration. If the leave causes a need to shift to a different class, a class transfer fee of \$150.00 will be charged.

**Withdrawal** – Any student withdrawing from the program is requested to have an interview with the Director prior to withdrawal and to date and sign a statement for his/her files indicating the reason for withdrawal. For the purpose of computing refunds, the last day of actual attendance by the student will be considered the termination date. Early withdrawal from the program will incur a \$150 administrative fee. If a student returns to complete the program within a year of withdrawal, all monies paid will be credited and any successfully completed portions of the course will transfer.

**Code of Conduct** – The nature of our Therapeutic Massage Training Program requires students to maintain interpersonal harmony during the time they are enrolled. Attendance, participation and effort are also necessary to facilitate a high level of learning. In order to support these conditions, the following code has been created:

**1. Attendance** – Students are expected to attend all classes, be on time and behave in a respectful and studious manner while in class and on school premises.

**2. Academic Achievement** – Students are required to stay current with class assignments and maintain grade average in each class at 70% or better.

**3. Disruptive Behavior** – Students will refrain from chatting, sleeping, looking at materials not related to the subject at hand, reading newspapers or magazines, or otherwise behaving in a manner disruptive to the class or they may be asked to leave the room.

**4. Professional Demeanor** – Students are expected to conduct themselves reputably as representatives of the school and of the profession.

**5. Integrity** – Academic or non-academic dishonesty and/or misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, lying, plagiarism, knowingly furnishing false information, etc.

**6. Clear Headedness** – Students must attend class free from the influence of alcohol or illegal substances. Students taking prescription medication should inform the school.

**7. Financial Responsibility** – Students are required to honor their Enrollment Agreement and any other contracts or financial obligations relevant to the school, bookstore and seminars.

**8. Hygiene** – Students must maintain acceptable personal hygiene, come to class showered, as well as wear deodorant and clean laundered clothing to class every day of attendance.

**9. Dress Code** – Students must wear clean, comfortable and conservative clothing. Conservative means apparel that is not suggestive or provocative, does not show midribs or buttocks, and cleavage. The following items are not acceptable: sheer or see-through clothing, pajamas, sleeveless tank-tops or shirts, soiled, torn and/or frayed clothing, hats and visors. Students are to keep their nails cut short. Students are to keep their bodies clean and free of body odor. Shoes are required throughout the building.

Skincare Program students must wear the Educating Hands scrubs to class daily. Shoes must be closed-toed and have a back. No sandals or flip-flops. Athletic shoes are acceptable.

Massage Program students must wear the Educating Hands t-shirt during student clinic and community events. Our goal is to create a relaxed community atmosphere while maintaining a professional, clean and comfortable learning environment.

**10. Draping** – is to be offered to all persons receiving a massage on school premises. Everyone will respect any sensitivities surrounding nudity and draping on the part of students, staff and faculty members. Discretion is requested when robing and dis-robing in the classroom.

**11. School Property and Equipment** – is to be respected and protected from harm at all times.

**12. Dismissal Policy** – Educating Hands reserves the right to impose probation, suspension and/or dismissal on a student at any time for infractions of the code of conduct. Reinstatement following dismissal is at the discretion of the School Director.

**Complaints Procedure** – Any student who has a complaint regarding any staff, faculty and/or other students should follow the complaint procedure described below. All complaints shall be handled with the greatest degree of confidentiality possible. All parties are expected to communicate with each other in a straightforward and honest manner while maintaining mutual respect. Once a formal complaint is filed with the school, a response will be communicated to student within 30 days.

**a.** Speak directly with the individual(s) concerned to resolve the matter. If no resolution results or if it is not possible to communicate directly for any reason:

**b.** Speak to a member of Student Services for guidance. If no resolution results:

**c.** Request a meeting with the School Director or School Administrator. Be prepared to communicate the nature of the complaint, outline the sequence of events thus far and describe the action requested. The School Director or Administrator will investigate the situation, meet with the parties involved and render a decision.

If you have followed the internal school complaint procedure, and feel that the conflict has not been resolved, you may send a formal complaint to the Commission for Independent Education in Tallahassee, Florida or to COMTA (Commission on Massage Therapy Accreditation) in Washington, DC. The addresses and phone numbers for these agencies can be found on page one of this catalog.



## STANDARDS OF PROGRESS for VA STUDENTS

**Attendance Policy** – All VA students are required to attend all classes. Excused absences will be granted only for extenuating circumstances which must be substantiated by entries in the student's files. Early departures, class cuts, tardiness, etc., for any portion of an hour will be counted as a full hour of absence.

**Absences** – Any VA student who misses 20% of the total scheduled hours in any calendar month will be terminated for unsatisfactory attendance.

**Veterans Refund Policy – 1.** All monies will be refunded if the applicant is not accepted by the school or if the student withdraws within three (3) business days after signing the Enrollment Agreement and making initial payment, or if the class is cancelled by the school with the exception of non-refundable fees i.e. Registration fee.

**2.** Withdrawal beyond three (3) business days after signing the Enrollment Agreement, but before the first day of class, will result in a refund of all monies paid, with the exception of the registration fee not to exceed USD \$150.00.

**3.** A student withdrawing or being terminated after entering school and starting training, and prior to 50% completion of the course, shall receive a pro-rated refund computed on the number of hours completed versus total course hours, minus registration fee.

**4.** Withdrawal after completing 50% of the course will result in no refund.

**5.** Refunds are made within 30 days of withdrawal or termination. Balances due the school are expected within 30 days of withdrawal or termination.

**6.** Withdrawals must be made in writing by the student and handed to the Administration.

**7.** For the purpose of computing refunds, the last date of actual attendance by the student will be considered the termination/withdrawal date.

**Academic Standards** – Any VA student whose cumulative grade average drops below a 2.0 (C) at interim report, will be placed on academic probation for a period of one month and required to schedule and attend a counseling session at the end of that period to review grade levels. Failure to improve grades to "C" average during that period, and failure to schedule and attend counseling will result in termination of that student for unsatisfactory progress.

A VA student whose VA educational benefits have been terminated for unsatisfactory attendance or for unsatisfactory progress may, after one month has elapsed from the date of the termination, petition the school to be re-certified for the VA educational benefits. The school may re-certify the student only if the school determines there is a reasonable likelihood that the student has resolved the problem(s) which brought about the termination of the benefits.



## STANDARDS OF PROGRESS for VA STUDENTS continued

VA students will be provided a written progress or grade report at the end of each month. A copy of the report will be placed in the student's permanent file maintained by the school.

**Credit for Previous Training** – Credit for VA student's previous training will be evaluated and granted if appropriate and always prior to the start of the course. The training time will be shortened and the tuition reduced proportionately with the VA and the veteran or eligible person so notified. The transcript(s) for previous training/education must be received by the school prior to the end of the second month of training or the VA educational benefits will be terminated until the transcript(s) is received. A copy of evaluated transcripts will be kept in the VA student's file.

## REQUIREMENTS FOR GRADUATION

Students successfully completing all the required coursework and hours will receive a Diploma of Graduation acknowledging their participation in the Holistic Therapeutic Massage Program and/or the Holistic Skincare program .

**The requirements for graduation are as follows:**

1. Attain an average grade of 70% or higher in all subjects;
2. Complete all required hours of attendance within 100% of the program;
3. Pay all applicable tuition and administrative fees; return of all borrowed library books, and the satisfy all debts in the bookstore;
4. Submit a written report related to the field of healthcare and wellbeing;
5. Participate in a classroom community outreach project.

**Students at a community event in Miami**



## CONTINUING EDUCATION

As licensed professionals in the State of Florida, Massage Therapists and Skincare Specialists are required to accumulate continuing education credits (CE's) for licensure renewal biennially. Educating Hands School of Massage offers a full range of continuing education programs. Seminars and workshops are scheduled throughout the year on a wide variety of allied subjects. Most of these programs have been approved by the Board of Massage and the National Certification Board. Status as a massage or skincare therapy student or Licensed Therapist is required for some courses. The following list provides a sample of typical subject matter:

### **Weekday, Weekend and Certification Courses**

- Anatomy Trains®
- Aromatherapy
- Auriculotherapy HP™
- Bamboo Massage
- Cupping
- Deep Tissue Massage
- Ethics, Law & Practice Errors
- Facial Rejuvenation
- Geriatric Massage
- Hot Stone Therapy
- Infant Pediatric Massage
- Inside Out Paradigm®
- Lymphatic Drainage
- Laser in Esthetics Practices
- Micro-dermabrasion & Peels
- Myofascial Postural Integration
- Neuro-muscular Therapy
- Oncology Massage
- Organic Product Creation
- Nurturing Mother® Prenatal
- Qi Gong
- Reiki
- Reflexology
- Shiatsu
- Thai Massage
- Threading hair removal
- Trager®
- Yamuna Body Rolling®

**Educating Hands also offers The Art of Massage & Beyond** - A workshop designed to guide the layperson into confidence in giving a relaxing full-body massage. This course can be taken by someone considering the full program who might want an introduction to Bodywork.



## **ADDENDUM**

### **Student Loan Program**

Students wishing to attend Educating Hands School of Massage may choose to finance their education to allow for a lower monthly payment schedule. Loans, while offered through Educating Hands School of Massage, are managed by TFC Tuition Financing. TFC Tuition Financing has been providing tuition financing for students since 1970. Their mission is to provide financing for those students who are serious about their careers and serious about their personal success.

TFC Tuition Financing makes it easy for students to manage their account by using the TFC Student Information website. Here students may:

- ☐ Pay by credit card, electronic check, Western Union or Money Gram
- ☐ View account status and payment history
- ☐ View payoff amount
- ☐ Auto debit payment options through credit card or ACH
- ☐ Update contact information

If approved, by the school official, students can decide on a 24 or 36 month payment plan after providing a registration fee and a down payment. Down payments are dependent on whether the student chooses the Day, Evening, or Dual Enrollment program (see page 22).

Requirements for approval include: Proven credit history, credit worthy co-signer, current bank statement, US citizenship or Permanent Residency, and admission to the school.

Interest Rates for Extended Financing Plans will be between 9%-18%. When determining interest rates, factors such as: length of loan, credit worthiness, and co-signer credit worthiness are considered. There are no pre-payment penalties for loans

### **Refund Policy**

1. All monies will be refunded if the applicant is not accepted by the school or if the student withdraws within three (3) business days after signing the Enrollment Agreement and making initial payment or if the class is canceled by the school with the exception of non-refundable fees i.e. Registration fee.
2. Withdrawal beyond three (3) business days after signing the Enrollment Agreement and before the 1st class will result in a refund of all monies paid, with the exception of the registration fee, not to exceed USD \$150.00.
3. A student withdrawing or being terminated after entering school and starting training, and prior to 50% completion of the course, shall receive a pro-rated refund computed on number of hours completed versus total course hours, minus registration fee.
4. Withdrawal after completing 50% of the course will result in no refund.
5. Refunds are made within 30 days of withdrawal/termination. Balances due to school are expected within 30 days of withdrawal or termination.
6. Withdrawals must be made in writing by student.
7. For the purpose of computing refunds, the last date of actual attendance by the student will be considered the termination/withdrawal date.

## **ADDENDUM**

### **Skin Care Program - Veteran's Refund Policy**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course and must be pro rata to the very end.

