

# Zenergy School of Massage and Bodywork

Student Handbook



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

920-544-2804

Zenergy Bodywork and Wellness LLC  
May 2010

## **Mission Statement**

The mission of Zenergy School of Massage and Bodywork is to provide students with a complete, comprehensive and well-rounded educational experience in therapeutic Thai, and clinical massage therapy and bodywork. We are committed to offering students growth opportunities both personally and professionally.

## **Overview**

Zenergy School of Massage and Bodywork is located in Oshkosh, Wisconsin. The curriculum offers a 740-hour program that meets and exceeds the state requirement for students to become certified massage therapists and bodyworkers.

## **Facilities**

Zenergy School of Massage and Bodywork is located in Oshkosh, Wisconsin. The facility houses two classrooms, four treatment rooms, a student lounge area with student mailboxes, microwave and refrigerator, and a library with a number of resources available to students for studying and research.

## **Location**

Zenergy Center for Massage and Bodywork  
520 W. 15th Ave, Suite A  
Oshkosh, WI 54904

## **Contact**

Julie Zuleger  
920-544-2804  
[julie@zenergymassageschool.com](mailto:julie@zenergymassageschool.com)

## Director

**Julie Zuleger** is the owner and Director of the school. She is a nationally and state certified massage therapist. She is a Licensed Athletic Trainer, Certified Myofascial Trigger Point Therapist, Registered Yoga Teacher, Certified Thai Instructor and Practitioner, and a Certified Personal Trainer. Julie holds a Masters Degree in Management and Organizational Behavior. Julie is a member of ABMP, National Myofascial Trigger Point Therapists Association, AMTA, National Athletic Trainers Association and Yoga Alliance.

## Staff

**Tasha Morgan** is a Licensed Athletic Trainer and Physical Therapist Assistant. She is trained in Thai Yoga Massage Levels 1, 2 and Hands Free and is also a Certified Personal Trainer and Group Fitness Instructor through FiTour. Tasha has worked with athletes from high school to collegiate levels and currently works in an out-patient rehabilitation setting seeing a variety of orthopedic patients.

**Kerrie Linsmeyer** graduated from University of Wisconsin-Green Bay with a bachelor's degree in Human Biology with an emphasis in Exercise Science and a minor in Human Development. Kerrie also graduated from Fox Valley School of Massage in Appleton, Wisconsin. She is a licensed athletic trainer and massage therapist.

**Teresa Van Aacken** has over 18 years of clinical experience as an orthopedic physical therapist. A 1991 physical therapy graduate from Marquette University, she received her Clinical Doctorate in Physical Therapy in 2004 from Rocky Mountain University. In 2003, she received board specialist certification in orthopedic physical therapy through the American Physical Therapy Association. Teresa is also a Certified Strength and Conditioning Specialist and owner of Elite Physical Therapy and Rehab in Oshkosh, Wisconsin. Teresa is currently working towards her certification as an orthopedic manual therapist through the North American Institute of Orthopedic Manual Therapy.

**Rita Darabosh**, the owner of Holistic Balance LLC, is a Certified Reiki Master Teacher. She received her Reiki Master and Reiki Master Teacher certifications from Certified Reiki Master Teacher Arline Rowden of Rowden Personality Alignment LLC. Rita also received training for Acupressure from Soul Lightening International, holds a BA in accounting and is an Enrolled Agent with the IRS. Rita's certification and training allows her to teach Reiki and give Reiki attunements.

**Jessica Ramer** is a graduate of Carlson College of Massage Therapy and a Member of the Associated Bodywork & Massage Professionals (ABMP), the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) and is also a Licensed Massage Therapist/Bodyworker by the State of Wisconsin. She has over nine years of experience and training that includes Swedish massage, Neuromuscular Therapy, Thai Yoga Massage, Reflexology, Sports Massage, Spa Body Treatments, Prenatal Massage, Hot Stone Massage, Aromatherapy, Chair Massage, Lymphatic Massage and Myofascial Massage.

**Jacki Higgins** is a graduate of Fox Valley School of Massage. She is a member in good standing with the ABMP.

**Kay E. Goode**, a 1997 graduate of Fox Valley School of Massage, is state and nationally certified. She has 24 years of instructing various fitness and wellness classes at the Oshkosh YMCA, 12 years in private practice as a

massage therapist and 7 years teaching American Red Cross C.P.R. and First Aid. She also has 2 years of experience as a Teaching Assistant and 1 year as an instructor at Fox Valley School of Massage.

*Science instructors have a Post-Baccalaureate Degree in a health-related field.*

### **Educational Objectives**

The student will:

- Be proficient and competent in the different massage and bodywork techniques.
- Understand the human body and its structure with emphasis on the musculoskeletal and neurological systems.
- Develop intuitive skills and the confidence necessary to complete a professional massage/ bodywork session in appropriate scheduled time.
- Develop clinical reasoning skills to develop treatment plans according to clients needs.
- Understand the effects of massage therapy and bodywork, including its benefits and limitation to his/her clients.
- Learn to work within the scope of massage practice and recognize when to refer to other health care practitioners.
- Utilize proper body mechanics and other self-care techniques needed to maintain a healthy body, mind and spirit.
- Learn and gain an understanding of the business, ethical, and legal issues related to the profession.
- Understand and learn to treat chronic pain through the use of Thai Massage techniques, Myofascial Trigger Point Therapy, and Orthopedic Massage techniques.
- Be prepared to sit for the National Certification Exam given by the National Certification Board for Therapeutic Massage and Bodywork or the Massage and Bodywork Licensing Exam given by Federation of State Massage Therapy Board.

### **Application Process and Entrance Requirements**

The application deadline is two weeks prior to the scheduled start of classes. The school reserves the right to change class dates.

Individuals who are interested in attending Zenergy School of Massage and Bodywork are required to fill out an application form. The completed application, along with a check for \$100.00 made out to Zenergy, should be sent to:

Zenergy School of Massage and Bodywork  
520 W 15th Suite A  
Oshkosh, WI 54902

The \$100.00 application fee is non-refundable after the three-day cancellation notice.

An interview will be scheduled, once the application has been received and processed.

The student will be notified in writing of acceptance or rejection within 10 days of your interview. After student has been accepted, student will be required to set up a one-hour orientation appointment with the Director.

### **Entrance requirements**

- Completed Application along with two passport size photos of yourself.
- Documentation of two professional massages.
- Copy of High School Diploma or equivalent.
- Must be willing to follow clean air policy and other policies set by the school.
- A one-page essay on why you want to become a Massage Therapist or Bodyworker
- Two letters of recommendation.
- \$100.00 non-refundable application fee (credited towards tuition).

Students may enter the program at any time by enrolling in any of the following classes:

- Thai Massage Level 1- offered 6-8 times per year
- Massage and Bodywork Theory- offered 2-3 times per year
- Anatomy, Physiology, Pathology and Kinesiology 1- offered 2 times per year in September and March.

Students can expect to complete the program in 12- 36 months depending upon time commitment. Students who do not complete the program within 36 months must reapply for admission.

Most classes are offered two times per year to offer greater flexibility in scheduling and financial planning.

The student will set up an orientation meeting with the Director. At this time, the student and the Director will discuss anticipated time commitments, expected graduation date and determine a class schedule to meet the needs of the student.

### **Curriculum**

#### **Anatomy, Physiology, Kinesiology, Pathology (158 hours)**

Students will learn to name and locate all bones, muscles, organs and systems of the human body. Students will have a thorough understanding of how the systems of the body operate as a whole as well as individually. The student will also develop a full understanding of diseases, structural and functional changes, indications and contraindications and pain referral patterns. Emphasis will be placed on the neurological and musculoskeletal systems. The student will have a working knowledge of biomechanics and the principles of movement as applied to the human body. Medical terminology will also be covered. Anatomy, Physiology, Kinesiology and Pathology is divided into 2 modules. **Additional Kinesiology and Pathology will be taught within the Clinical Integration Modules.** Note there are prerequisites for some modules.

#### **Business, Marketing, Ethics and Law (50 Hours)**

Students will learn the basics of business and marketing practices as it relates to massage therapy and bodywork. Students will learn how to operate and own their own business, write a business plan, tax and legal issues and networking with other health-care professionals, working in a health-care facility, spa and as a sub-

contractor. Students will design promotional material, self-management, time management, finding a location, diversification and networking.

Ethics and state law will be covered as well as client/therapist relationships. The student will learn how to apply for and maintain Wisconsin state and national certification for massage therapists and bodywork therapists.

**Massage Theory and Application (349 Hours)**

Students will learn and practice various massage and bodywork techniques. This includes theory, application and practice of relaxing, therapeutic and evidence based medical and clinical techniques. Students will learn interviewing techniques, medical intake, documentation, setting up treatment plans, client goal-setting, various assessment techniques and postural analysis techniques. Students will also develop clinical reasoning skills.

**Student Clinical Experience (82 Hours)**

Students will have the opportunity to work in a variety of supervised settings outside of regular class hours. This provides the student the opportunity to apply their knowledge in various settings. Cost of student clinical experience is included in the overall tuition.

**Additional techniques, modalities and related classes (101 Hours)**

Students will have the opportunity to learn other modalities and classes to increase their knowledge and clinical reasoning skills in clinical and therapeutic massage.

Class	Hours
<p><b>Anatomy, Physiology, Pathology and Kinesiology 1</b> Students will learn the names, placement and function of the bones in the human body. Mechanisms of health and disease will be taught as well as pathology of the integumentary system, muscular and nervous systems. Students will begin to palpate muscles.</p>	36
<p><b>Anatomy, Physiology, Pathology and Kinesiology 2</b> Students will continue to learn more intrinsic muscles of the body, medical terminology, basic biomechanics, and the pathology of endocrine, cardiovascular, lymphatic, digestive, urinary, reproductive, muscular and skeletal systems. Students will continue to review bones and muscles.  <i>Prerequisite: Anatomy, Physiology, Pathology and Kinesiology 1.</i></p>	44
<p><b>The Kinetic Chain</b> Students will learn the production of movement depends on the structural integrity and alignment of the kinetic chain. Students will learn to identify kinetic chain imbalances, considerations contributing to dysfunction and other assessments. Students will learn to identify, assess and correct major perpetuating factors or underlying problems related to myofascial dysfunction and pain.</p>	24

Class	Hours
<p><b>Ethics and Law</b> Students will learn the importance of professional boundaries and ethical considerations in the hands-on healing, massage and bodywork professions. Students will learn to develop the appropriate framework for therapist-client relationships. State law, codes and legal aspects of clinical and private practice will be covered. Students will also learn how to apply for the national exam(s) and application for state certification.</p>	15
<p><b>Business and Marketing</b> Students will learn the importance of a sound business practice including how to start a business, record keeping, time management, goal setting, and motivation. Students will also learn basic marketing, advertising, risk management, use of internet and other forms of media, job seeking and networking.</p>	35

Class	Hours
<p><b>Massage and Bodywork Theory</b> Students will learn the theory and history, physiologic and emotional effects of massage and bodywork. Classes consist of demonstration of basic massage techniques, demonstration and discussion of good body mechanics. Charting and intake will be discussed. Clinic preparation, hygiene, sanitation and safety are covered. Students will also develop an understanding of soft tissue injuries.</p>	20
<p><b>Western Massage Technique 1</b> Students will review techniques and learn a whole body routine through hands-on learning. Classes consist of demonstration and discussion of good body mechanics. Charting and intake will be discussed. Clinic preparation, hygiene, sanitation and safety are covered.</p> <p><i>Prerequisite: Massage and Bodywork Theory.</i></p>	20
<p><b>Lines and Points</b> Students will take an in-depth look at the sen sip lines, acupressure points and meridians of Traditional Chinese Medicine and their relationship to musculoskeletal issues.</p>	24
<p><b>Fundamentals of Clinical Massage and clinical reasoning skills</b> Students will learn the fundamentals of clinical massage formulating a treatment plan. Students will learn to develop clinical reasoning skills via a focused approach vs. a global approach. Pathological considerations for contusions, muscle strains, sprains and joint injuries will be reviewed.</p>	16
<p><b>Connective Tissue, Fascia and Range-of-Motion</b> Students will learn how connective tissues and fascia affect the body. Various stretching and self-care techniques to increase range-of-motion and develop body awareness will be taught. Students will also learn to use various tools to assist in increasing range-of-motion.</p>	30

Class	Hours
<p><b>***Fundamentals of Thai Bodywork 1 (Level 1)</b> Students will learn the fundamentals of Thai Bodywork. Basic techniques will be demonstrated and discussed. Students will learn a full body sequence including supine, side-lying, prone and seated positions. Basic principles of western muscular anatomy, trigger point therapy, and patterns of referred pain to provide the student with a much deeper diagnostic framework for client issues.</p>	17
<p><b>***Fundamentals of Therapeutic Thai Bodywork (Level 2)</b> Students will continue to improve their skills in this class. This course covers theory, therapeutic applications, sen sip lines, and how to structure a treatment that can be used during client/patient sessions. Techniques can be used individually or as a total treatment sequence.</p> <p><i>Prerequisite: Fundamentals of Thai Bodywork Level 1.</i></p>	34
<p><b>*** Thai Massage Level 3- Supine</b> Explore in detail the Chinese and Hill tribe influence on traditional Thai massage by learning the seven basic katas of the Northern (Chiang Mai) School. The northern style, codified at the Northern Medicine Hospital in Chiang Mai, has a strong emphasis on movement and stretches, and is the style commonly seen in books and practiced throughout the world. The focus of this course is the supine position.</p> <p><i>Prerequisite: Fundamentals of Thai Bodywork Level 1 and Level 2 Fundamentals of Therapeutic Thai Bodywork.</i></p>	17
<p><b>*** Thai Massage Level 3- Side Lying</b> Explore in detail the Chinese and Hill tribe influence on traditional Thai massage by learning the seven basic katas of the Northern (Chiang Mai) School. The northern style, codified at the Northern Medicine Hospital in Chiang Mai, has a strong emphasis on movement and stretches, and is the style commonly seen in books and practiced throughout the world. The focus of this course is the side-lying position.</p> <p><i>Prerequisite: Fundamentals of Thai Bodywork Level 1 and Level 2 Fundamentals of Therapeutic Thai Bodywork.</i></p>	15
<p><b>*** Thai Massage Level 3- Prone, Seated and Integration</b> Explore in detail the Chinese and Hill tribe influence on traditional Thai massage by learning the seven basic katas of the Northern (Chiang Mai) School. The northern style, codified at the Northern Medicine Hospital in Chiang Mai, has a strong emphasis on movement and stretches, and is the style commonly seen in books and practiced throughout the world. The focus of this course is the prone and seated positions.</p> <p><i>Prerequisite: Fundamentals of Thai Bodywork Level 1 and Level 2 Fundamentals of Therapeutic Thai Bodywork.</i></p>	17
<p><b>***Table Spa</b> Students will learn techniques to incorporate Thai Massage into a traditional table massage. Techniques can be incorporated into a western massage or can be a traditional Thai massage performed on a table.</p>	16

Class	Hours
<p><b>***Hands Free 1 Thai</b></p> <p>This course provides an introduction to the techniques, which allow the practitioner to work on large or heavily muscled clients in a way that is highly beneficial for the client and the practitioner. These techniques allow the therapist to provide broad, deep pressure without stress on the hands or shoulders. Asana variations using feet, legs and knees are taught, comprising a 1-hour treatment sequence employing all treatment attitudes.</p> <p><i>Prerequisite: Fundamentals of Thai Massage Level 1.</i></p>	17
<p><b>Clinical Integration - Shoulder</b></p> <p>Students will review kinesiology and pain referral patterns, learn assessment techniques and treatment protocols for the Shoulder. Anatomy, Kinesiology, Pathology totals 9 hours. Theory, technique and practice hours total 16 hours.</p> <p><i>Prerequisite: Anatomy, Physiology, Pathology and Kinesiology 1.</i></p>	25
<p><b>Clinical Integration - Elbow, Forearm, Wrist and Hand</b></p> <p>Students will review kinesiology and pain referral patterns, learn assessment techniques and treatment protocols for the Elbow, forearm, wrist and hand. Anatomy, Kinesiology, Pathology totals 9 hours. Theory, technique and practice hours total 16 hours.</p> <p><i>Prerequisite: Anatomy, Physiology, Pathology and Kinesiology 1.</i></p>	25
<p><b>Clinical Integration - Hip, thigh and knee</b></p> <p>Students will review kinesiology and pain referral patterns, learn assessment techniques and treatment protocols for the Hip and pelvis. Anatomy, Kinesiology, Pathology totals 9 hours. Theory, technique and practice hours total 16 hours.</p> <p><i>Prerequisite: Anatomy, Physiology, Pathology and Kinesiology 1 and 2.</i></p>	25
<p><b>Clinical Integration - Low leg, ankle and foot</b></p> <p>Students will review kinesiology and pain referral patterns, learn assessment techniques and treatment protocols for the Foot, ankle and lower leg. Anatomy, Kinesiology, Pathology totals 9 hours. Theory, technique and practice hours total 16 hours.</p> <p><i>Prerequisite: Anatomy, Physiology, Pathology and Kinesiology 1 and 2.</i></p>	25
<p><b>Clinical Integration - Lumbar spine and sacrum</b></p> <p>Students will review kinesiology and pain referral patterns, learn assessment techniques and treatment protocols for the Lumbar, thorax and abdomen. Anatomy, Kinesiology, Pathology totals 9 hours. Theory, technique and practice hours total 16 hours.</p> <p><i>Prerequisite: Anatomy, Physiology, Pathology and Kinesiology 1 and 2.</i></p>	25

Class	Hours
<p><b>Clinical Integration - Head, Neck and Cervical Spine</b> Students will review kinesiology and pain referral patterns, learn assessment techniques and treatment protocols for the Cervical spine. Anatomy, Kinesiology, Pathology totals 9 hours. Theory, technique and practice hours total 16 hours.</p> <p><i>Prerequisite: Anatomy, Physiology, Pathology and Kinesiology 1 and 2.</i></p>	25
<p><b>Supervised Practice</b> Students will participate in 10 hours of supervised practice. Students may practice any technique under the supervision of instructors.</p>	10

Setting	Hours
<p><b>Supervised Staff clinic and outreach</b> Students will perform therapeutic, clinical and relaxation massage and bodywork on clients under supervision. Students will also be responsible for working in the office, scheduling and working with the public to develop skills in professionalism and client-relationship techniques.</p> <p>Students will have the opportunity to perform massage and bodywork at various community and sporting events. Students must have liability insurance to participate. Students will also be expected to participate in an internship.</p>	72
<p><b>Staff evaluations</b> Students will perform massages and bodywork on staff members throughout their academic career to evaluate techniques, intake and assessment procedure. Staff evaluations will be done based on the following criteria:</p> <ul style="list-style-type: none"> <li>• After completion of Western Massage Techniques 1 to assess Western Massage techniques,</li> <li>• Two additional sessions at the discretion of the Director.</li> <li>• After completion of Thai Massage Level 1 to Asses basic techniques.</li> <li>• After completion of Thai Massage Level 3 to assess Thai techniques,</li> <li>• students will perform <i>two</i> full assessments/treatments on different body regions</li> <li>• students will be required to perform a practical to fulfill the graduation requirement</li> </ul>	10

**\*\*Students are also required to perform 20 documented sessions outside of class hours.**

Class	Hours
<p><b>Chair Massage</b> Demonstration of techniques and discussion of proper body mechanics will allow students to perform a 20-30 minute chair massage routine. Techniques include Western and Thai.</p> <p><i>Prerequisite: Massage and Bodywork Theory.</i></p>	8

Class	Hours
<p><b>Fundamentals of Prenatal Massage</b> Students will learn to perform a 30-45 minute prenatal massage. Techniques will include Western, Thai and acupressure.</p> <p><i>Prerequisite: Massage and Bodywork Theory.</i></p>	8
<p><b>Reiki 1</b> Students will learn Reiki and its history; interact with the client and also receive an attunement that can be used in practice.</p>	5
<p><b>Thai SPORT Massage™</b> Students will learn the basics of Sports Massage including pre-event, post-event, maintenance and how to prevent injury. Western, acupressure and Thai techniques will be incorporated.</p>	16
<p><b>Thai Foot Massage</b> Students will learn a basic Thai Foot Massage 30 minute routine based on traditional Thai reflexology.</p>	8
<p><b>Fundamentals of Lymphatic Massage</b> Students will learn techniques to perform a lymphatic massage. Anatomy of the lymphatic system, nodes, drainage patterns, indications and contraindications will also be reviewed.</p> <p><i>Prerequisite: Massage and Bodywork Theory.</i></p>	16
<p><b>Holistic Wellness and other movement therapies</b> Students will learn the basics of holistic health including proper nutrition self-care for the therapist and other forms of movement therapies including Yoga, Tai Chi, resistance training and stress reduction techniques to promote inner awareness and self-care.</p>	16
<p><b>Spa Therapies</b> Students will learn spa therapies including Hot Stone massage, aromatherapy, and Luk Pra Kob (Thai herbal compress techniques).</p>	24

**\*\*CPR and Standard First Aid Training-** Students are required to show a valid CPR card and Standard First Aid card within the first 3 months of the program. Students may take the program at a variety of off campus locations.

\*\*\*Indicates an additional fee of \$50.00 for class manual.

**Nondiscrimination Policy**

Zenergy School of Massage and Bodywork is in compliance with requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the regulation issued thereunder, to the end that no person in the United States shall, on the ground of race, color, creed, national origin, gender, sexual preference or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored at this institution.

**Advance Standing**

The school does not grant advance standing for prior education and training from other institutions into our program. A portfolio review can be done with advice and help in achieving the required 600 hours for Wisconsin registration.

**Refund Policy**

The student will receive a full refund of all tuition monies paid if the student cancels within three business days after receiving written notice of acceptance. Zenergy School of Massage and Bodywork will give full refund within three (3) business days. A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

At least	But Less Than	Refund of Tuition	
1 day		10%	90%
10%		20%	80%
20%		30%	70%
30%		40%	60%
40%		50%	50%
50%		60%	40%
60%		100%	no refund

As part of this policy, the program will retain a one-time application fee of \$100.00. A student will receive a tuition refund within ten (10) days of termination. If a student withdraws after completing 60% of the instruction, the program may refund a pro rata amount, if withdraw is due to mitigating circumstances beyond the student's control.

**Tuition**

Total tuition of the program is \$7,400.00 \*\*  
See addendum for class tuition.

\*\* At Zenergy School of Massage and Bodywork, the student pays for classes as they attend school. We feel that this offers flexibility both in finances and scheduling.

Payment for each class is due on or before the day the class is scheduled to start. This also includes weekend workshops and classes. Students may sign up for courses with 50% down and pay the balance on the first day of class.

Payment plan option: 1st installment payment will be 40% of class tuition due on the first day of class and the remaining balance due will be broken down into 2 equal payments due on the 1st of each month starting with the month following the start of class.

### **Estimated additional costs**

CPR Training	\$70.00
Lotion/Oil	\$40.00
Student Liability Insurance	\$65.00
Textbooks	\$450-\$550
3 sets of twin size sheets	\$35.00
Thai Mat (Optional)	\$200.00
Massage Table	\$180 - \$700
Missed class time	\$35 per hour

\*Materials, supplies and textbooks do not have to be purchased from the school except as noted under class descriptions.

### **Program Policies**

#### **Attendance and Make-up**

The student is required to attend all scheduled classes and hours. All hours missed must be made up. There is a fee of \$35 per hour to make up missed hours. A student who is more than 15 minutes late, but not more than 30 minutes late is considered tardy. Two tardies equal one unexcused absence. Students will be required to give a reason for being tardy.

- A student that is more than 30 minutes will be considered absent.
- A student who does not show for one class is considered an unexcused absence.
- A student who makes prior arrangements with class instructor or Director is considered an excused absence.
- *All tardiness and absences will be marked in the permanent student file.*

Students who have more than two unexcused absences will be placed on probation. Students must make up missed work and hours before the end of the current class. Students will remain on probation until all work and hours are made up and complete the current class. A third unexcused absence will result in dismissal from the program. The student must speak with the program director to be considered for re-admittance into the program. The student will also be required to go through the entire application process.

Students are responsible for scheduling and making up missed time. All make-up must be completed by the end of the scheduled class. Please contact your instructor or Program Director to schedule.

Attendance is taken at the beginning of each class. If a student is more than 15 minutes late for class, they will be considered tardy and absent. When a student is absent, tardy or completes make-up time, it will be recorded in the student file.

#### **Employment Assistance Services**

Zenergy does not guarantee job placement upon graduation. The school is often contacted by various businesses looking for qualified massage therapists, bodyworkers and clinical therapists. Students are responsible for obtaining any records they may need for prospective employers.

### **Student Complaints and Suggestions**

Student complaints are handled promptly and fairly by teaching staff and administrative staff. All complaints must be submitted in writing to the Director. Students are also encouraged to evaluate and voice concerns for each class/workshop taken. Decisions regarding complaints can be expected within three business days. If further resolution is desired or not resolved through the school, students may contact the Educational Approval Board of Wisconsin at (608) 266-1996.

### **Grading Scale and Criteria**

Students will be evaluated in each class, workshop and clinic. Evaluations will be conducted through a variety of methods including written tests and quizzes, homework assignments, in-class activities, oral presentations, practical hands-on assessments, classroom observation, and client and clinic feedback.

Each course will have its own grading criteria and/or expectations, which will be given to each student on the first day of class or workshop. Students will receive a grade for most classes, progress reports two times during the school year and a formal transcript at graduation. For technique classes, students will receive hours and feedback on technique and progress of technique.

Grading: A = 90-100%    B= 80-89%    C= 70-79%

Students are required to maintain at least a 70% in order to graduate. Students not maintaining at least 70% will be placed on probation. A probationary period of 3 weeks is granted to the student to do additional work to bring their grade up to standards. If this is not met, the student will be dismissed from the program. After being dismissed, students may be allowed to re-apply for the next class following an interview with the school's director.

At the end of the program, students will take a comprehensive, final exam. The student must pass with a minimum grade of 70% to graduate. If students fail the exam, either written or practical, the exam may be retaken at a fee of \$250.00

### **Graduate Follow-up**

Students will receive a questionnaire regarding their current employment and use of techniques learned during the program at 6 and 18 months after graduation.

### **Graduation requirements**

1. Complete all 740 hours of program.

2. Maintain at least 70% throughout all classes/workshops and clinics.
3. All make-up time must be completed 2 weeks prior to graduation.
4. All financial obligations to the program must be satisfied.
5. All exams and tests must be completed satisfactorily.
6. Student must demonstrate competency in massage therapy and bodywork through clinical evaluations, staff evaluations and final hands-on practical.

### **Leaves of Absence**

Leaves of absence will be granted for illness, emergencies, or family/personal reasons. Leaves are expected to last no longer than two weeks. Please contact the school's director if you have any questions. Class time and content must be made up according to school policy.

### **Code of Ethics**

Students are responsible for following the Code of Ethics

1. Maintain a professional appearance and demeanor by practicing good hygiene and wearing attire that is appropriate for the learning setting as stated in the Student Handbook. Students must either wear scrubs or khaki pants and a school T-Shirt. For Thai classes, black yoga pants are acceptable. Provocative clothing is prohibited.
2. Respect all students, staff, associates and clients regardless of their age, gender, race, national origin, sexual orientation, religion, socio-economic status, body-type, political affiliation, state of physical and mental health or personal habits.
3. Demonstrate respect by honoring each individual's process, being present, listening, asking only pertinent questions, keeping agreements, being on time, draping properly during hands-on work, and maintaining professionalism.
4. Avoid gossip. Avoid diverting attention to yourself. Maintain confidentiality of information concerning all individuals.
5. Maintain a safe, comfortable and clean environment.
6. Refrain from the use of alcohol, mind-altering substances and smoking before, during class hours and massage related activities as outlined in the Student Handbook. There is no smoking on school grounds. Possession or consumption of alcoholic beverages or illegal drugs in any part of the classroom or grounds is prohibited at all times.
7. Acknowledge the limitations of your skills. Whenever necessary, refer to qualified professionals. Practice within your scope of practice at all times.
8. In no way instigate or tolerate any kind of sexual advance while acting in the capacity of student, instructor, staff, client, or massage therapist.
9. Be appropriate physically, verbally and energetically in all circumstances.
10. Academic dishonesty is strictly prohibited. Any student cheating on exams, quizzes and tests will be immediately dismissed from the program.

*Any student who comes to class under the influence of any substance will be asked to leave immediately. The student will be placed on probation. If there is a second incidence, the student will be immediately dismissed from the program and will not be re-admitted.*

### **Student Records and Confidentiality**

While attending Zenergy School of Massage and Bodywork, students may review their academic file at anytime by setting up an appointment with the Director. Students will receive a grade report at the end of each class, two progress reports throughout the course of their academic career and two copies and a diploma upon graduation. Additional copies are available for \$10.00 each.

All student documentation will be kept for seven (7) years after graduation. Student records are confidential and will not be released to anyone without written permission from the student.

Student progress reports will list the class, date of class, final grade for class and % for class.

### **Vacations and Holidays**

The program may have the following breaks: Memorial Day, July 4th, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve and Day, New Years Eve and Day, Spring Break, Summer Break, Winter Break.

### **Weather and other cancellations**

If class is cancelled due to weather or other unforeseen circumstances, students will be notified by email and via phone. Class time and material will be made up.

### **Registration, Licensing and Certification**

Registration, licensing and certification vary from state to state. Prospective students are encouraged to check with their local and state regulation boards. Wisconsin currently has a certification procedure for all massage therapists and bodyworkers. There is a requirement of attendance at a state approved school with a minimum of a 600 hour program. Applicants are also required to pass the NCBTMB exam (National Certification Board for Therapeutic Massage and Bodywork). Graduates of our program qualify to sit for this exam. Successful passage of this exam allows for students to apply for state certification/licensure.

### **School Certification and Affiliation**

Approved and Regulated: Wisconsin Educational Approval Board (EAP)

School Member: Association of Bodywork & Massage Professionals (ABMP)

### **Liability Insurance**

Zenergy School of Massage and Bodywork maintains liability insurance through the Association of Bodyworkers and Massage Professionals (ABMP). Students are required to purchase individual student liability insurance through ABMP at a cost of \$65.00 - \$75.00 per year. Graduates may join either ABMP or AMTA for professional affiliation and liability insurance.