

Fox Valley School of Massage
Professional Massage Therapy Training
&
Yoga Teacher Training
Celebrating 21+ Years

2018 – 2019 Academic Catalog

Education Goal: Excellent Education & Affordable Tuition

To provide the best, most comprehensive education at a tuition that is affordable and allows students to succeed in a rewarding career.

Providing a positive, collaborative environment with small classes.

920-915-0744

FoxValleySchoolofMassage.com

www.FVSM.org

email: FVSMinfo@aol.com

Physical Location: Menasha, WI 54952

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Welcome to Fox Valley School of Massage

Training Massage Therapists Since 1996

Over 1200 Fox Valley School of Massage Graduates



Dear Applicant,

Thank you for your interest in Fox Valley School of Massage.

Massage therapy is a rapidly growing field and our program will provide you with all the tools and education necessary to be successful as a massage therapist.

At FVSM, we have a unique program that is both challenging and rewarding. The demands of our course require a special commitment to learning all the aspects of massage therapy. Our quality hands-on education will provide you with the skills and confidence you need to effectively work with your clients as well as having several employment opportunities in the health care field.

Our graduates find meaningful careers in hospitals, chiropractic offices, health clubs, salons, spas, and general offices providing massage services. Others choose to be self-employed working out of their own offices or homes. Fox Valley School of Massage has a wonderful facility and uses only state of the art educational equipment. We have the most up to date and innovative massage tables on the market and a wide variety of styles for students to use. We use models, skeletons, and hands on demonstration to facilitate learning the body in the most efficient and effective manner.

At Fox Valley School of Massage we are excited about our program and would like to share more information with you. Please call, text, or email with any questions, or to set up a school tour. We look forward to hearing from you and to helping you obtain the career you want as a Licensed Massage Therapist.

Sincerely,

Stephanie Lynn Hall, MS, RDN, CSCS, WI-Licensed Massage Therapist, Yoga & Pilates Instructor

Tom Finch, NASM-CPT, NASM-CES, E-RYT WI-Licensed Massage Therapist & Yoga Teacher

920-915-0744

Email: FVSMinfo@aol.com

FOX VALLEY SCHOOL OF MASSAGE CREDENTIALS

Highly Educated Staff with Masters Degrees and 20+ years of teaching experience

Approved by The Wisconsin Educational Approval Board (WEAB)

Approved by the Wisconsin State Approving Agency (SAA)

Member of the Associated Bodywork & Massage Professionals (ABMP) Alliance of Schools

Member of the Upledger Institute Registry of Schools

FOX VALLEY SCHOOL OF MASSAGE FACULTY EXPERIENCED, EDUCATED, MOTIVATED FOR YOUR SUCCESS

We are exceptionally proud of our staff. FVSM is comprised of individuals who put education and experience first. Massage instructors are state licensed therapists who practice massage therapy in addition to teaching. All instructors of anatomy, physiology, kinesiology, pathology, hydrotherapy, nutrition, and sociology have earned recognized post-secondary degrees.

HISTORY OF FVSM

Fox Valley School of Massage was founded on February 19, 1996, by Tom Finch in response to a growing demand for professionally trained massage therapists. He applied for and received approval from the State of Wisconsin Educational Approval Board (a state agency that oversees and regulates private secondary educational schools). The school was originally located on the second floor of a building at 2003 N. Meade Street in Appleton. Today, Fox Valley School of Massage continues to be located in the Fox Valley and serves the educational needs for massage education throughout the state of WI. Since the beginning, Fox Valley School of Massage has continually improved its educational program. With a solid science foundation and complementary course work in the art of massage, students completing our program have demonstrated an excellent passing rate on the MBLEX Exam for Massage & Bodywork and the Wisconsin State Exam.

THE MASSAGE PROFESSION IS REWARDING AND EXCITING

Massage therapy is a rapidly growing field. People from all walks of life are discovering the health enhancing benefits of massage. With the training provided at Fox Valley School of Massage, students will have the skills and knowledge necessary for a successful career in massage therapy. A few of the places that massage therapists are employed are: sports & wellness clinics, fitness centers, physical therapy clinics, chiropractic offices, health clubs, spas, salons, resorts, cruise ships, hospitals, airports and yoga studios. Many graduates choose to open their own practices and some graduates use the training as a stepping stone to study physical therapy, nursing or athletic training.

ADMISSION REQUIREMENTS FOR THE MASSAGE THERAPY PROGRAM

Any person may attend FVSM who meets the following requirements:

1. A completed application and a typed essay with the \$50.00 application fee.
* The essay is a brief explanation of why you would like to become a massage therapist
2. Two letters of recommendation. These can be mailed with the application or separately.
3. Complete the admissions interview. This can be completed by phone or in person
4. Applicant must be at least 18 years of age.
5. Holds a high school diploma or its equivalent (verification required).
6. Has the physical capability of providing massage as verified by a health care provider.
* The physician approval form is located at the end of the catalog and can be completed by a MD, nurse practitioner, physician assistant, or chiropractor.
7. Ability to meet financial obligations of tuition and supplies.

APPLICATION POLICY

Applications are accepted up to the start of a term. Terms are filled as applications are received and may be filled before application deadlines. Applications are reviewed and applicants are notified by phone for an interview. Applications will remain on file for a period of one year. The admissions interview fee must accompany the application and is non-refundable.

ADMISSIONS INTERVIEW

Upon receiving your application, essay, and your two letters of recommendation, you will be interviewed by a member of the school's staff. At this time, you will have the opportunity to ask questions about the program and the school. The interviewer will discuss your interest in massage training and your future goals. Term schedule, rules and regulations will also be discussed.

NOTIFICATION OF APPLICATION STATUS

Accepted applicants will receive, by e-mail, an acceptance letter within two weeks following the interview. Prospective students must then indicate which term they wish to participate in and send either a tuition deposit or full payment. Students are added to the class roster as their tuition deposits are received on a first come, first serve basis. If the said term has been filled when the tuition deposit is received, the deposit will be returned in full.

EQUAL OPPORTUNITY POLICY

In accordance with Federal and State Regulations, FVSM does not discriminate against any person with regards to race, color, religion, gender, age, national origin, sexual orientation, disability or other as protected by law and provides each with the same rights, privileges, programs and activities generally accorded or made available to students of post-secondary institutions. FVSM does not tolerate any form of sexual harassment by its staff, faculty, students, or public.

STATE OF WISCONSIN LICENSURE & MBLEx EXAM

The curriculum at FVSM exceeds the requirements of the State of Wisconsin.

Effective 12/1/2010, the State of Wisconsin began licensure for Massage Therapists.

The state of Wisconsin requires 600 hours of training in massage therapy at an EAB approved school as well as a passing score on a Board Exam before being licensed by the State.

FVSM will prepare you with the necessary paperwork to take both the state and MBLEx exam.

MASSAGE THERAPY PROGRAM AT FOX VALLEY SCHOOL OF MASSAGE

In order to complete the massage therapy training, all courses need to be taken at Fox Valley School of Massage. Advanced standings for classes previously taken is not granted.

FVSM begins new classes in September of February. Classes are as follows below:

Academic Calendar: Class	Class Start	Graduation
September Start	See Student Newsletter on our website for details	
Day Class: Thursday all day class	September 2018	May 2019
February Start	See Student Newsletter	
Day Class: Tuesday all day class	February 2018	August 2018
Vacation Dates		
Thanksgiving	Winter Break	

Additionally, all classes meet 1-2 weekends per month. Weekend classes are 9:00am – 5:00pm.

All classes are held at FVSM. No travel to other cities or locations is involved for weekend classes.

See the FVSM Student Newsletter on our website for the Saturday schedule and more details about class start dates and graduation dates

COURSE OF STUDY AND HOURS OF INSTRUCTION FOR MASSAGE

FVSM provides training in massage therapy and related modalities that exceeds the State requirements. The course hours are listed below. All clock hours are fifty minutes in duration.

* Anatomy & Physiology (A&P)	68 hours
* Anatomy & Kinesiology I & II (A&K)	60 hours
* Pathology for Massage Therapists (Path)	45 hours
* Business Marketing / Ethics	
Wisconsin State Laws	52 hours
* Massage Therapy or Bodywork Theory, Technique & Practice	300 hours
* Massage Theory & Practice: The Clinic Internship	20 hours
* Additional Massage Techniques, Course Offerings, Massage & Bodywork	125 hours
* Adult CPR-AED, Standard First Aid	5 hours
Total Hours	675 hours

STUDENT TO INSTRUCTOR/TEACHING ASSISTANT RATIOS

Why is FVSM unique? Fox Valley School of Massage maintains a teacher / student ratio of 6-8 students per faculty member for bodywork course. We feel this is important to the success of our students. With small class sizes, each student gets a personalized experience at FVSM.

COURSE DESCRIPTIONS – BODYWORK & ADDITIONAL MODALITIES

Swedish Massage - Massage Theory & Application I (MTA – 101)

This course will cover the history & theory of massage therapy. Major topics covered in this class include proper draping techniques, Swedish / relaxation massage, and the physiological effects of massage. In addition, the endangerment sites and the proper communication skills to work with clients will be taught. This course contains lecture material & interactive, hands-on learning. Wellness & Self Care techniques also included.

Massage Internship - Massage Theory & Practice II (MTA – 201)

Each student will have the opportunity for hands on experience through working on the public in this supervised massage internship. Students will greet, massage, complete proper documentation, and book future appointments to obtain the knowledge & experience of what it is like to either work for someone else or run your own massage therapy clinic.

Chair Massage (MTA – 202)

Students will learn proper body mechanics and how to implement massage techniques learned in MTA – 101 on the massage chair. In addition, learn about different styles of massage chairs, employment opportunities & marketing strategies for growing your practice.

Clinical Massage (MTA – 301)

Learn techniques to increase palpation skills and utilize your body to allow you as the therapist to use more pressure with less effort. Look more closely at how the body moves & postural patterns and learn how to correct poor posture habits and relieve pain for clients.

Treatment- Massage Theory & Application III(MTA – 401)

Learn advanced massage techniques that include treatment theory, trigger point therapy, treatment techniques and the use of treatment tools. This class is mostly hands-on with some supplemental lecture material. This class will teach specific treatment routines for the back, neck, shoulders and hips and the techniques to apply treatment to the entire human musculoskeletal system.

Sports Massage (MTA – 402)

This course will cover sports massage and the different techniques used to help people succeed in the activity they are participating in. Pre and post event massage will be discussed and practiced.

Pregnancy & Infant Massage (MTA – 203/4)

Learn the physiological changes that occur with pregnancy and the alterations that need to be made to massage a pregnant woman by learning to perform side-lying massage. Learn pregnancy massage techniques and applications for bodywork and safe positioning. Learn how newborns, infants, & young children respond to touch and massage. Appropriate massage techniques and tips on educating the parents on touch will be discussed.

Documentation: Health History Forms (DOC – 101)

Health History Forms help massage therapists gain an understanding of the clients health and needs. In this course the student will learn how to read and complete health history forms and also learn how to create their own health history forms for professional use.

Documentation: SOAP Charting (DOC – 102)

SOAP Charting enables the massage therapist to keep an accurate record of the client's response to massage by utilizing a universal system that incorporates both what the client tells the therapist and what the therapist may notice while working with the client. In this course the student will learn how to read and complete SOAP charts and learn how to create their own for professional use.

COURSE DESCRIPTIONS – BODYWORK & ADDITIONAL MODALITIES

Anatomy and Physiology (CLS – 101)

Anatomy & Physiology is the study of the body, its components and how they function. Students will study each of the body systems to learn how they work together to function as a whole. Additionally, the skeletal and muscular systems will be taught through a variety of hands-on teaching methods.

Pathology (CLS - 201)

Students will study how disease affects the human body and what impacts can be made with massage. Students will learn how to discern whether a massage is indicated or contraindicated and if contraindicated, which health care professionals should be consulted to help the client.

Anatomy & Kinesiology I (ANK – 101)

Anatomy is the study of the structures of the human body. Kinesiology is the study of the movement of the human body. This course involves an in-depth study of the human musculoskeletal system as it pertains to the movement of the body and its parts. Along with lectures, this course includes hands-on activities such as tracing muscles on a human body and sculpting on skeletons.

Anatomy & Kinesiology II (ANK – 201)

This course builds on the foundation learned in Anatomy & Kinesiology I and takes it to a deeper level of understanding. This course will involve an even deeper study of the human musculoskeletal system as it pertains to the movement of the body and its parts. Along with lectures, this course also includes hands-on activities such as tracing and sculpting the muscles.

Hydrotherapy (HYD - 302)

Hydrotherapy is utilizing water as a source for increasing the body's natural ability to recover from overuse or injury. Learn when it is appropriate to use ice, heat, sauna, steam, & hot / cold showers.

Hot Stone Massage - Thermotherapy (STT – 303)

Learn how to give a one hour hot stone massage. Students will be taught how to use hot and cold stones during a massage session. In addition, paraffin treatments and spa tools will be covered.

Lymph Massage (MTA – 206)

This course will review the workings and importance of the Lymphatic System and focus on techniques designed to improve the flow of lymph of the upper body, face & neck. Students will learn a one hour routine that can be offered as a stand alone service for clients or can be incorporated into your massage services.

Wellness & Self Care for the Massage Therapist (FIT – 101)

This class spans the entire curriculum at FVSM. Students will learn multiple ways to keep themselves healthy by learning self-awareness skills and proper body mechanics for daily activities as well as for massage. Learn how to prevent injuries by learning stretching techniques, yoga poses, breathing exercises & other preventive methods and practices.

Ethics & The Massage Profession (EBL – 101)

This course will outline acceptable behaviors, ethical practices, confidentiality and integrity. Also, this course will define professional hygiene and health habits for massage therapists.

Business Marketing and Professional Practice (EBL – 201)

This course covers how business relates to massage therapy. Students create a resume, a cover letter, business cards and brochures. Profits / Expenses and interviewing skills are covered as well as how to find employment. Students also learn about advertising and marketing strategies.

COURSE DESCRIPTIONS – BODYWORK & ADDITIONAL MODALITIES

Wisconsin State Laws (EBL – 301)

This course will assist the student in learning and understanding the state laws. Students will cover the laws, rules, regulations, limitations and obligations concerning massage therapy.

Aromatherapy (MOD – 101)

Learn the benefits of aromatherapy & how to use oils in a massage practice. The history, theory & blending techniques will be taught. Learn how oils affect the mind & body and make a blend in class.

Reflexology (MOD – 102)

Learn the techniques and theory of Reflexology and how direct pressure applied to specific areas on the feet can stimulate corresponding areas in other parts of the body. A one hour routine is taught.

The Chakra System & Reiki (MOD – 103)

Students will be taught the Chakras and the concepts of Reiki.

Polarity Therapy (MOD – 104)

Students will learn a Polarity routine that uses simple touch and gentle rocking movements with the intention of balancing the life energy of the body. You can offer Polarity alone or with massage

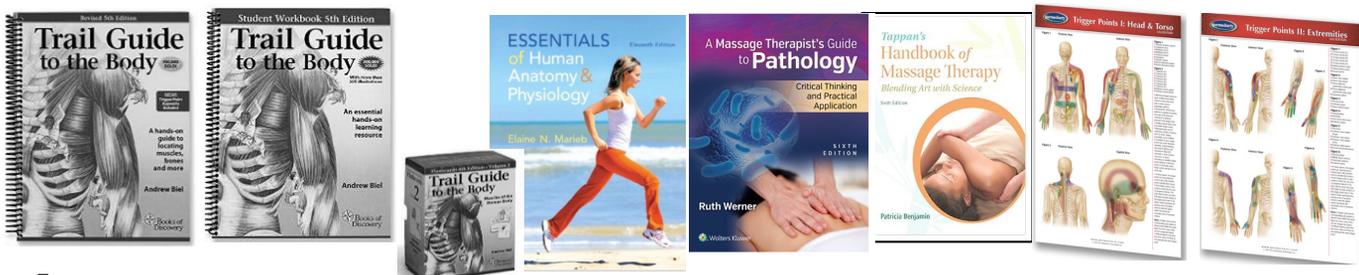
Fundamentals: Eastern Philosophy/Chinese Medicine (MOD – 106)

Learn the concepts of Eastern living and the basic meridian system used in traditional Chinese medicine. Pressure Point Face Massage Routines will also be covered for you to offer clients.

ADULT CPR-AED, Standard First Aid

Wisconsin requires a hands on certification in Adult CPR and Automated External Defibrillation. First time applicants also need First Aid. Students take this course outside of FVSM.

Books Required for Massage Program	Ed	Author	Publisher
Essentials of Human Anatomy & Physiology	11	Elaine Marieb	Pearson
A Massage Therapists Guide to Pathology	6	Ruth Werner	LWW
Tappan's Handbook of Healing Massage	6	Patricia Benjamin	Prentice H
Trail Guide to the Body – Text	5	Andrew Biel	Books of Discovery
Trail Guide Body- Workbook	5	Andrew Biel	
Trail Guide Muscle Flashcards	5	Andrew Biel	
Trigger Point Charts I & II		PermaCharts	



TUITION FOR THE MASSAGE THERAPY PROGRAM \$7500.00

Tuition can be paid with cash or check.

Registration is a first come first serve basis.

TUITION DEPOSIT & FIRST DAY PAYMENT

- * A \$750 deposit is required to reserve a space in the program and provide materials to the student
- * A tuition payment on the first day of class in the amount of \$1350.00 is required for all students.
- * Students then choose to pay the tuition in full on the first day or utilize the payment plan.
- * If utilizing the payment plan that will be discussed at the interview.

Please note: FVSM does NOT charge extra for payment plan.

PAYMENT PLAN BREAKDOWN FOR ALL CLASSES

Tuition Deposit \$750.00 Please note the tuition deposit is non-refundable

First Day Payment: \$1350.00 or pay in full \$5750.00

Sept Class: Payments as listed above and \$900 due the 1st of Oct., Nov., Dec., Jan., February & March

February Class Plan: Payments as listed above then \$1350.00 is due March 1, April 1, May 1, June 1.

OUTSIDE LENDING SOURCES AND GRANTS

- * Wisconsin Vocational Rehabilitation (grants)
- * Wisconsin Department of Workforce Development - DVR (grants)
- * If the above plans do not meet your needs, loans are often available through local credit union.

PAYMENT INFORMATION: CASH or CHECK

Payments should be made to: **Fox Valley School of Massage.**

A \$35.00 fee is charged for each late payment and / or returned check.

EMPLOYMENT ASSISTANCE & JOB OPPORTUNITIES

FVSM is happy to provide employment assistance. We receive calls for job openings and room rentals in the Fox Valley and surrounding areas. All students and alumni have access to these opportunities as they are posted on our Facebook page.

ADDITIONAL COSTS ASSOCIATED WITH THE MASSAGE PROFESSION

A. Textbooks & supplies: \$500.00 - \$700.00. Required texts are listed in the catalog.

B. Adult CPR-AED, Standard 1st Aid. This must be a hands on class. Costs range \$65.00 – \$120.00

C. Massage tables are provided for class. Students are not required to purchase a table.

Students may purchase tables through FVSM at a discounted rate. Massage table costs range \$300.00 - \$700.00. Students are given information about tables the first week of class.

D. Sheets & Towels: Students need to have 3 sets of twin, solid colored sheets. Sheets average \$15.00 per set. When buying sheets it is helpful to look for a thread count of 300 or higher.

E. All graduates of Fox Valley School of Massage are eligible to take the Mblex Exam and become Licensed in the State of Wisconsin as a Massage Therapist.

Budget \$195.00 for the Mblex Exam & \$150.00 for WI state certification.

F. Liability Insurance \$15.00. All student's will complete the application on the first day of class

Note: Costs are subject to change at any time.

REFUND POLICY: SET BY THE EDUCATIONAL APPROVAL BOARD

The following Refund Policy was developed by the Wisconsin Educational Approval Board.

The student will receive a full refund of all money paid if the student cancels within a three-business day cancellation period of sending in the tuition deposit if the course has not yet begun.

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, shall be entitled to a pro rata refund as calculated below, less any amounts owed by the student for the current enrollment period, less any supplies provided and less a one-time withdrawal fee of \$100. After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program, or \$400, whichever is less.

This refund policy is applied to all tuition paid after the initial \$750 as that is non-refundable

At Least	But Less Than	Refund of Tuition - Supplies
1 unit class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%		no refund

A student will receive the refund within 40 days of the termination date. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances beyond the student's control, which are those that directly prohibit pursuit of a program and which are beyond the student's control, then school will refund a pro rata amount.

A written notice of withdrawal is requested but not required. For students receiving funds under *Title IV* and *Title 38*, the school will comply with federal guidelines concerning constructive notice of withdrawal. All or a portion of the refund will be used to pay grants, loans, scholarships or other financial aid in conformity with federal and state law. The school will make a "good faith" effort to make a refund, if necessary, by sending certified mail to student's and parents' permanent address. *****The following applies to Veterans only. The refund policy for veterans is in accordance with the requirements of 38 CFR 21.4255. The non-refundable portion of registration fees will not exceed \$10.00. All other charges to the student, including tuition, books and supplies issued by the school, registration fees in excess of \$10.00, and other fees will not exceed the prorata portion of total charges that the length of the completed portion of the course bears to the total length of the course. This policy is in compliance with the requirements of 38 CFR 21.4255.

RE-ADMISSION POLICY

A. A student who withdraws may reapply within 3 months of the end of the course he / she was enrolled in. A \$50.00 re-entry fee is required. The student may receive credit for withdrawal fees taken from the previous enrollment. Additional class hours and fees will be charged at the current tuition rate upon re-entry.

B. A student who is dismissed for poor attendance or unsatisfactory grade must re-apply and may be re-admitted based on an interview. A \$50.00 re-entry fee is required. The student may be given credit for successfully completed hours. Additional class hours and fees will be charged at the current tuition rate upon re-entry.

C. A student dismissed for unsatisfactory conduct would not be considered for re-admission.

RULES AND REGULATIONS FOR ATTENDING FVSM

Attendance Policy and Conduct

A. Excused Absences: Students are allowed excused absences. Excused absences with proper documentation do not need to be made up. Students must notify the instructor prior to missing class. In cases of illness, students must notify the school prior to the start of class and have a HCP email a note by 4:00 of the day missed. Student records include the actual number of attended class hours. **Even though an absence is excused, if a student accrues 3 absences, the student will be put on attendance probation / contract.** He/she will remain on probation until the time is made up and until the end of the term depending on the circumstances. A student who continues to accrue absences while on probation may be dismissed from the program. Conditions which may result in dismissal: * Missing 3+ days of class * Absences occurring on test or exam days without prior approval from the instructor.

B. Unexcused Absences: Students are required to attend all scheduled classes. Any student arriving 10 minutes after the start of class or leaving more than 10 minutes early is considered absent. **All unexcused absences must be made up.** Any student missing more than 3 classes will be put on probation / contract. He/she will remain on probation until the time is made up and until the end of the term depending on the circumstances. A student who continues to accrue absences while on probation may be dismissed from the program. Conditions which may result in dismissal include: * Missing 3+ days of class * Absences occurring on test or exam days without prior approval from the instructor.

C. Tardiness / Absenteeism: Tardiness is inexcusable. Ten minutes late will be considered tardy and absent. If tardiness becomes routine, the student will be spoken to, put on attendance probation / contract and noted in the student's file. Further tardiness will result in dismissal from the program.

D. Leave of Absence: The school does grant leave of absences due to family illness or financial disability. In the event of a leave of absence, the student will have to reapply within one calendar year and pay the difference, if any, of any remaining tuition.

E. Suspension / Dismissal: Fox Valley School of Massage is a professional school and all students are expected to act in a professional manner. The school reserves the right to suspend or dismiss a student who engages in unsatisfactory conduct including:

1. Dishonesty
2. Failure to adhere to school rules, regulations, policies and FVSM/BI Code of Ethics
3. Vandalism or theft of school property
4. Activity that infringes on the rights of others
5. Possession or consumption of alcoholic beverages or illegal drugs on school grounds or during any school function
6. Disrespectful use of language or disrespectful physical contact with individuals while involved in school related activities
7. Cheating on tests and exams
8. Talking, eating, or sleeping during class
9. Bringing electronic devices into the classroom such as cell phones, cameras, etc.

**Fox Valley School of Massage / Body Integration encourages students to voice their concerns with the staff. For a specific concern with an instructor, the matter is to be taken directly to the instructor. If a resolution is not reached, the matter is then taken to administration.

If the matter concerns another student or if the situation concerns a student's discipline, the matter should be taken to administration.

MAKE-UP POLICY

Any student missing a class will be required to meet with the appropriate staff member to determine what was missed. It will be up to that instructor what charges, if any, for make-up time will be. There will be no charge for hours to be made up due to inclement weather or when the school cancels class. Tests, lectures and bodywork must be made up within 3 days of absence; with permission only. Non-compliance with this policy will result in disciplinary action.

GRADING POLICIES AND PROCEDURES

A. Grades are as follows: A 90 -100% B 80 - 89%

C 70 - 79% Unsatisfactory 69 or below

B. Below 70% is unsatisfactory and is considered a failing grade. If a student is showing signs of difficulty an instructor may counsel the student to determine what needs to be done to rectify the situation.

Academic probation: occurs when a student's final grade is below a 70% in any class. A student that is placed on probation is required to retake the failed class at their own expense. A student on academic probation is encouraged to arrange tutoring and the administration will assist in this process. The costs of tutoring will be the responsibility of the student. The student will remain on academic probation until the failed class is successfully completed.

C. Dismissal: If a student fails a total of 4 tests, original or re-take, and is also on attendance probation, the student is dismissed from the program. The student may be allowed to re-enter the program during the next term.

D. Incomplete: Any student given an "incomplete" will be required to hand in any missing work. No final exam will be given to a student with incomplete work. All "incompletes" must be completed in full within three (3) months of the classes' final meeting or the entire class must be repeated at full cost to the student. All re-takes of exams and quizzes must be taken on student's own time and arranged with a staff member.

E. FVSM does not grant advanced standing for previous training or course work.

F. Students are given a final comprehensive exam for each course as determined by FVSM.

G. The school maintains files of the student's tests and papers for a period of six years.

PROGRESS REPORTS / GRADES

A. Students will receive progress reports / grades throughout the program. If a student wishes a review at other times, an appointment can be made during school hours.

B. A final transcript will be given to the student at the completion of the program.

GRADUATION / CERTIFICATION REQUIREMENTS

A. Successful completion and attendance of at least 600 hours of training in accordance with Wisconsin state law for the massage therapy program and at least 200 hours of training for yoga.

B. All examinations and practical class hours for each class must be completed before a student can progress to the next class or subsequent period of training.

C. All make up time must be completed prior to graduation.

D. Each student shall show an average proficiency in each class of 70% or better. If 70% is not achieved, the class must be retaken at an additional cost before progressing in coursework.

E. All financial obligations to the school must be met two months prior to graduation.

F. All individual documented massage and field experience hours must be completed before students can participate in the clinic internship.

G. All clinic internship & community service requirements must be completed prior to graduation.

- H. All materials borrowed from the school must be returned.
- I. Each student must be certified in Adult CPR-AED, 1st Aid. On line courses are not acceptable.
- J. All students are required to pass the Curriculum Final with an 80% or better.

STUDENT FILES AND RECORDS

- FVSM keeps student records for 6 years. After 6-years, only transcripts are retained. Social Security Numbers will be used solely for student identification.
- Students have access to their files by submitting a request in writing to the school.
- Copies of student transcripts are available to students for \$15.00. Request must be in writing.
- Summary of payments are available to students for \$10.00.
- Copies of student certificates from FVSM are available for \$30.00.
- Access to records is limited to instructors, administrators, regulating and accrediting bodies.

=====

**Are you considering a career in Massage Therapy?
Do you want to learn more about Massage?**

The Introduction Workshop Is just what you are looking for!

INTRODUCTION TO SWEDISH / RELAXATION MASSAGE WORKSHOP

Topics covered: Massage techniques • Benefits of massage • Draping skills

Classes held Saturday & Sunday from 10:00 am – 5:00 pm

(see our website for more information on dates – www.FVM.org)

Cost is \$150 for 2 days of giving & receiving massage ☺

For class you will need the following: 1 full set of twin size sheets, 2 hand towels, twin size blanket or XL bath towel. * Tables and lotion will be provided for the class.

NOTE: You must be 18 years or older, if under 18, accompanied by a legal guardian.

**Please cut along the dotted line and return this form with payment of \$150/per person to:
FVSM • PO BOX 615 • Neenah, WI 54957-0615**

REGISTRATION: Introduction to Massage Workshop

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE DAY: _____ **EVENING:** _____

EMAIL: _____

CLASS ENROLLING IN: _____ **CHECK#:** _____ **DATE:** _____

MASSAGE THERAPY PROGRAM APPLICATION PROCESS & CHECK LIST

Now that you have decided Fox Valley School of Massage is the right choice for you, begin the application process.

Fill out the application and mail it to the Post Office Box along with the forms listed below.

Once we process your forms, FVSM will call you to set up an interview. Interviews are conducted either over the phone or in person.

- Application with Essay (see page 3 for essay details)
- Application fee (\$50 non refundable)
- 2 Letters of Recommendation
- Physician's / Health Care Providers Approval Form
- School Transcript / Copy of Diploma

The next step is for you to fill out the enrollment form and send it along with your tuition deposit.

You will also need to complete an Adult CPR-AED, 1st Aid class. Ideally this is completed before you start. It is required by the end of the second month of classes.

- Enrollment form
- Tuition deposit of \$750
- First Aid, Adult CPR-AED Class

Next purchase your books and supplies and get ready to begin.

- Textbooks and flash cards (see pg. 7)
- 3 Sets of twin sheets
- 3 king size pillow cases (see pg. 8)
- 4 Hand towels
- 2 Twin size blanket
- 2 XL bath towels
- Notebook & pen
- Highlighters
- Colored Pencils



Fox Valley School of Massage

Application for Admission Massage Therapy Program

Office Use Only	
Date App Rec'd	
App Fee Cash/Ck	
Essay Enclosed	
2 Letters of Rec	
Date of Interview	
Actp Ltr Emailed	
Date Dep Rec'd	
Deposit Amt	
Dep Paid Cash/Ck	
Dep Rec'd emailed	
Transcripts/Diploma	
PAF	
CPR-AED/1st Aid	
Payment Plan Rec'd	
WI Exam	ABMP

Please type or print clearly

General Information:

Applying for: **Fall** (September start) **Spring** (February start)

Name _____

E-mail address: _____

Social Security Number _____ - _____ - _____

Date of Birth ____ / ____ / ____ Male Female

Address _____

City _____ State _____ Zip _____

Home phone () _____ - _____ Work phone () _____ - _____

Cell Phone _____

Occupation: _____ Place of employment _____

Work address _____

Emergency phone numbers (day & night) _____

In case of emergency contact: _____ Relationship _____

Previous Massage and Related Education:

List and describe briefly. Use a separate sheet if necessary.

Educational Background:

(Please state your name on school record, if different) _____

Name _____ City/State _____ Dates Attended _____

Degree High School _____

Degree College _____

Tech/Vocational _____

Other Professional Courses _____

Health Status:

Allergies (to medication, foods, nuts, oils, latex, other) _____

Special medications needed: insulin, inhaler etc _____

Signed: _____ Date _____

Intention of Class Instruction:

Please check which of the following apply:

- _____ Licensing with the state as a Massage Therapist
- _____ Employment as a massage therapist
- _____ Licensing with the state as a Massage Therapist / Personal knowledge
- _____ Personal knowledge and enjoyment
- Other (please specify) _____

Essay:

****Please include a brief typed essay (on a separate sheet) answering the following question.**

Why do you want to become a massage therapist and what will you contribute to the field?

References: From Employers, Co-workers, Members of the community.

Please provide the following information regarding references for admission. These should be the people writing your letters of recommendation required for admission. The letters can be sent in with your application or mailed separately from the people writing the letters. Friends / Co-workers

Name for Reference #1 _____

Address _____

City _____ State _____ Phone () _____ - _____

Relationship to applicant _____ Number of years known _____

=====

Name for Reference #2 _____

Address _____

City _____ State _____ Phone () _____ - _____

Relationship to applicant _____ Number of years known _____

Tuition Payment:

I will pay all remaining tuition in full on the first day of class.

I will pay all remaining tuition with the payment plan.

How did you hear about our school? _____

Please return this form with your application fee to our post office box for secure delivery:

Fox Valley School of Massage

P.O. Box 615

Neenah, Wi 54957-0615

Once we receive your application we will contact you to set up an interview.

Fox Valley School of Massage – Massage Therapy Program Enrollment Form

**2018-2019 Enrollment Form for the
Professional Massage Therapy Program
Return this form with your Tuition Deposit to FVSM**

Send to: FVSM

P.O. Box 615.

Neenah, WI. 54957-0615

Class Schedule: Check the class you are interested in attending
_____ September 2018 – May 2019. Thursday Day Class.

This class includes approximately 1-2 weekends per month.

_____ February 2018 – August 2018 Tuesday Day class

This class includes approximately 1-2 weekends per month

Tuition deposit of \$750.00 paid to secure spot in class.

The Tuition deposit is non-refundable.

Remainder of Tuition – Please check one

_____ Payment in full on the first day of class \$6750.00 to pay tuition in full

_____ Payment plan.

First Day Payment of \$1350.00 and also as listed below

Sept Class Payment Plan: \$900 due the 1st of Oct., Nov., Dec., Jan., February & March

February Class Payment Plan: \$1350.00 is due March 1, April 1, May 1, June 1.

By signing below you are stating that you understand the payment plan and that you agreeing to provide payment as indicated by your check marks above.

Signature: _____ **Date:** _____

Name: _____ **Email:** _____

Phone: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Deposit Amount: \$ _____ **Cash / Check #:** _____



Fox Valley School of Massage
Post Office Box 615 • Neenah, WI 54957-0615
Phone: (920) 915-0744

Physician's/Health Care Provider Approval For MASSAGE THERAPY PROGRAM

All students enrolling into the Professional Massage Training Program offered by FVSM need to see their Health Care Practitioner prior to classes starting. The following information must be filled out by one of the following: a MD, a Physician's Assistant or a Nurse Practitioner and returned to FVSM before classes start.

Today's Date: _____

Student's Name: _____

Class Enrolling In: _____

Health Care Practitioner's Name: _____ Title: _____

Health Care Practitioner's Signature: _____ PH#: _____

1) Is the student physically capable of providing massage? YES / NO (*circle one*)

Comments: _____

2) Is the student free of any communicable skin diseases or rashes to receive massage?
YES / NO

If no, what precautions should be taken?

3) Please list all medications and indicate if any require special precautions.

(EXAMPLE: Is this person taking any anti-coagulants or blood thinners?)

Comments: _____

4) Please list all medical conditions and indicate if any require special precautions.
(EXAMPLE: Is this person an insulin dependent diabetic?)

Comments: _____

If you have any questions about this form, please contact us at (920) 915-0744.

Welcome to the Yoga Teacher Training at FVSM

Dear Applicant,

Thank you for your interest in our Yoga Teacher Training Program.
Congratulations on your decision to consider training in Yoga.

Yoga is a rapidly growing field and our program will provide you with all the tools and education necessary to be successful in the field of helping others.

We have a unique program that is both challenging and rewarding. The demands of our courses require a special commitment to learning all the aspects of Yoga. Our quality hands-on education will provide you with the skills and confidence you need to effectively work with your clients as well as having several employment opportunities in the health care field / fitness industry.

We have a wonderful facility that uses only state of the art educational equipment. We use models, skeletons, and hands on demonstration to facilitate learning the body in the most efficient and effective manner. Our studio is fully equipment with the finest equipment currently on the market.

All of us at FVSM are excited about our Yoga Teacher Training program and would like to share more information with you. After reading the enclosed literature, please feel free to call with any questions or to set up a school tour. We look forward to hearing from you and to helping you obtain your new career as a Yoga Teacher.

Sincerely,

*Stephanie Lynn Hall, MS, RD, CSCS, WI-Licensed Massage Therapist, Yoga & Pilates Instructor
Tom Finch, WLMT, NASM-CPT, NASM-CES, E-RYT*

920-915-0744

Email: FVSMinfo@aol.com

Yoga Teacher Training

HISTORY

Our school is here to serve the growing need for more Yoga instructors. Our goal is to train health care professionals in Yoga so they can expand the level of care they provide to their current clients / patients. We offer Yoga Teacher Training for anyone that is interested in taking the training and we are look forward to integrating our student body to include those already in the health care field with those that want to learn more about Yoga and or overall fitness.

MISSION STATEMENT

We offer a comprehensive Yoga teacher training program emphasizing physical and mental awareness to help people experience less pain and more happiness. Principles of alignment, focus, flow, core stability, and how the body moves are of key importance in both programs. Research on movement and flexibility is included to help students further understand how the human body functions.

THE YOGA PROFESSION

The yoga profession is a rapidly growing field. People from all walks of life are discovering the health-enhancing benefits of movement and activity. With the training provided, students will have all the skills and knowledge necessary for a career in the fitness industry.

CREDENTIALS / APPROVAL

Yoga Alliance to provide a 200 hours registered yoga teacher certification
The Wisconsin Educational Approval Board (WEAB) Yoga Teacher Training
All graduates are eligible to register as a Yoga teacher with Yoga Alliance.

FACULTY

We are exceptionally proud of our teaching staff. Our staff is comprised of individuals who put education and experience first. All of the instructors are certified teachers who practice Yoga in addition to teaching. All instructors of anatomy, physiology, kinesiology, pathology, hydrotherapy, nutrition, and sociology have earned recognized post-secondary degrees.

ADMISSION REQUIREMENTS FOR YOGA

Any person may attend the Yoga Teacher Training who meets the following requirements:
A completed application, including typed answers to questions, \$50.00 application fee.
Two letters of recommendation sent in with the application
Applicant must be at least 18 years of age.
Holds a high school diploma or its equivalent (verification required).
Has been practicing yoga and has attended yoga classes if applying for Yoga Training.
Ability to meet financial obligations of tuition and supplies

Yoga Teacher Training

APPLICATION POLICY

Applications are accepted up to 1 month prior to the start of a term. Terms are filled as applications are received and may be filled before application deadlines. Applications are reviewed and applicants are notified by mail if they are accepted into the program. The application fee must accompany the application and is non-refundable.

NOTIFICATION OF APPLICATION STATUS

Accepted applicants will receive, by mail, an acceptance letter within two weeks of the time we receive a completed application. Prospective students must then indicate which term they wish to participate in and send either a tuition deposit or full payment. **Students are added to the class roster as their tuition deposits are received on a first come, first serve basis.** If the said term has been filled when the tuition deposit is received, the deposit will be returned in full.

CERTIFICATION FOR YOGA TEACHER TRAINING

The state of WI requires Yoga Schools be approved by the Yoga Alliance. This requires 200 hours of training in Yoga. Our program exceeds the requirements of the State.

YOGA TEACHER TRAINING

Professional Yoga Teacher Training is offered annually and in order to complete the program, all courses need to be taken in our program. Advanced standings are not granted.

YOGA TEACHER TRAINING PROGRAM - ACADEMIC CALENDAR:

October Day Program A Wednesday program. 9:30am – 5:00pm. (5 Saturdays)

Begins: October 18, 2017

Finishes: March 29, 2018

YOGA COURSE OF STUDY AND HOURS OF INSTRUCTION

Techniques Training / Practice: Asanas, Props, Pranayamas, Meditation	100 hours
Teaching Methodology: Principles of Demonstration & Teaching Yoga	25 hours
Anatomy & Physiology: Body Systems, Chakras, Energy Anatomy	23 hours
Yoga Philosophy / Lifestyle & Ethics: Yoga Sutras, Bhagavad Gita	30 hours
Practicum: Teaching, observation, and testing (written & performance)	12 hours
Adult CPR & AED (all students must be current with proof of certification)	5 hours
Total	205 hours

Yoga Teacher Training

TEACHER / STUDENT RATIO

We maintain a teacher / student ratio of twelve students per faculty member. Circumstances beyond our control may affect this ratio on occasion.

Adult CPR-AED

It is a requirement to be certified in CPR-AED. Classes are offered through the Red Cross, the technical colleges of WI, and through most hospitals.

TUITION FOR YOGA TEACHER TRAINING

Tuition for Yoga Teacher Training is \$3500.00. A deposit of \$750 to hold spot in class.

TUITION DEPOSIT, FIRST DAY PAYMENT

A \$750.00 deposit is required after receiving your acceptance letter. Your tuition deposit will reserve a space in the class you have applied for, providing all admission requirements have been fulfilled. Registration is on a first come first serve basis.

Please note: The deposit is non-refundable.

PAYMENT PLAN

We want every individual that is interested in becoming a Yoga Instructor to achieve their goals. In order to help, we offer an interest free payment plan for students.

Every student is required to pay the initial tuition deposit of \$750 in advance.

The first day payment is \$850.

Then the remainder is paid November 1 \$700. December 1 \$700 and January 1 \$500

PAYMENT INFORMATION

All payments should be made payable to FVSM. All payments must be paid on or before the scheduled due dates. A \$35.00 fee is charged for each late payment and/or returned check. Students cannot take the curriculum final exam or graduate if the tuition is not paid in full.

EMPLOYMENT ASSISTANCE & JOB OPPORTUNITIES

When we receive calls for job openings we will post them to our Facebook page.

ADDITIONAL COSTS FOR YOGA TEACHER TRAINING PROGRAMS

Textbooks, charts, mats, straps, blankets, and blocks are not furnished as a part of the tuition. The cost of books and supplies for the course range between \$150.00 - \$350.00.

Malpractice insurance is required for all students in training.

Note: Costs are subject to change at any time.

Yoga Teacher Training

Yoga Teacher Training Program APPLICATION PROCESS & CHECK LIST

Application requested by May 15, 2018 with Tuition Deposit by June 1, 2018

We will email you when we receive your materials to confirm your spot in class.

- Application with Essay (see page 3 for essay details)
- Application fee (\$50 non refundable)
- 2 Letters of Recommendation
- Physician's / Health Care Providers Approval Form
- School Transcript / Copy of Diploma

The next step is for you to fill out the enrollment form and send it along with your tuition deposit.

You will also need to complete an Adult CPR-AED, 1st Aid class. Ideally this is completed before you start. It is required by the end of the second month of classes.

- Enrollment form
- Tuition deposit of \$750
- First Aid, Adult CPR-AED Class

Next purchase your books and supplies and get ready to begin.

- Textbooks (see pg. 7)
- Yoga Mat
- 2 Yoga Blocks
- Yoga Blanket
- Yoga Strap
- Notebook & pen
- Highlighters
- Colored Pencils
- Professional workout clothes to wear to class
- I will practice yoga 4 times a week every week between now and the training beginning in October.
- I will practice yoga 4 times a week every week during the duration of the teacher training.

Yoga Teacher Application

Please type or print clearly

General Information:

E-mail address: _____

Social Security Number _____ - _____ - _____

Date of Birth ____ / ____ / ____ Male Female

Address _____ City _____
_____ State _____ Zip _____

Home phone () _____ - _____ Work phone () _____ - _____

Cell Phone _____

Occupation: _____ Place of employment _____

Work address _____

Emergency phone numbers (day & night) _____

In case of emergency contact: _____ Relationship _____

Previous Fitness/Exercise and Related Education:

List and describe briefly. Use a separate sheet if necessary.

Educational Background:

(Please state your name on school record, if different) _____

Name _____ City/State _____ Dates Attended _____

Degree High School _____

Degree College _____

Tech/Vocational _____

Other Professional Courses _____

Health Status:

Allergies (to medication, foods, nuts, oils, latex, other) _____

Special medications needed: insulin, inhaler etc _____

Include a 1 page summary of your YOGA Experience first, then desired goals from taking this program.

Signed: _____ Date _____

Office Use Only
Date App Rec'd
App Fee Cash/Ck
Essay Enclosed
2 Letters of Rec
Date of Interview
Actp Ltr Emailed
Date Dep Rec'd
Deposit Amt
Dep Paid Cash/Ck
Dep Rec'd emailed
Transcripts/Diploma
PAF
CPR-AED/1st Aid

Yoga Teacher Training Enrollment Form

2018 Enrollment Form for the Yoga Teacher Training Program
Return this form with your Tuition Deposit to:
Fox Valley School of Massage
P.O. Box 615.
Neenah, WI. 54957-0615

Class Schedule: Wednesday with 7 Saturdays
Yoga Teacher Trainer Certification Tuition \$3500.00

Tuition Deposit of \$750.00 paid to secure spot in class.
Tuition deposit is non-refundable.

I will pay the remaining tuition of \$2750 on the first night of class

I will pay the remaining tuition of \$2750 utilizing the payment plan
The first day payment is \$850.
Payment plan: November 1. \$700. December 1. \$700 and January 1. \$500

By signing below you are agreeing to provide payment as indicated by your check mark above.

Signature: _____ Date: _____

Name: _____ Email: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Zip Code: _____

Tuition Deposit: \$ _____ Paid: Cash or Check _____

Please initial:

I have read and understand the payment policies.

I understand that attendance is required

I will get my books now and complete the 8 weeks with Rodney Yee before the start of the program as I want to be a Yoga Teacher.

I understand that I will buy my books & supplies for this program.

Yoga Teacher Training Program
Post Office Box 615 • Neenah, WI 54957-0615
Phone: (920) 915-0744

Physician's / Health Care Provider Approval Form

All students enrolling into the Yoga Teacher Training Program offered need to see their Health Care Practitioner prior to classes starting. The following information must be filled out by one of the following: a MD, a Physician's Assistant or a Nurse Practitioner and returned to FVSM before classes start.

Today's Date: _____

Student's Name: _____

Class Enrolling In: _____

Health Care Practitioner's Name: _____ **Title:** _____

Health Care Practitioner's Signature: _____ **PH#:** _____

1) Is the student physically capable of participating in a Yoga Program? YES NO (*circle one*)

Comments: _____

2) Is the student free of any communicable skin diseases or rashes? YES / NO

If no, what precautions should be taken?

3) Please list all medications and indicate if any require special precautions.

(EXAMPLE: Is this person taking any insulin, anti-coagulants or blood thinners?)

Comments: _____

4) Please list all medical conditions and indicate if any require special precautions.

(EXAMPLE: Is this person an insulin dependent diabetic?)

Comments: _____

If you have any questions about this form, please contact us at (920) 915-0744.