



# Healing Arts Center

Education, Wellness & Being

## Student Catalog and Handbook



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## Welcome to the Healing Arts Center

Dear Friends,

Thank you for your interest in The Healing Arts Center's Massage Therapy Training Program. We look forward to sharing our knowledge, our skills, and our hearts with you, and working together to improve the quality of life on this planet home of ours.

Our approach to health and well-being is based on the belief that within each of us lives the power to heal ourselves from anything that is keeping us from enjoying life to its fullest and the ability to assist others in this process of self-healing. The programs and classes we offer provide valuable and enjoyable tools for journeying into health.

We provide an atmosphere conducive to professionalism and skill, as well as personal growth. The atmosphere is a place where people feel safe enough to take risks and make changes in their lives, where learning is fun and inspired, and students feel confident enough to share what they've learned with others. The expertise and understanding of our instructors, the content of our programs and the contexts in which they are offered, create an environment where shared purpose, care and heart-felt presence are foremost, and where technique and skills develop and flow.

In Joy,

Tom Tessereau, LMT, NCBTMB  
Headmaster & CEO

## About the Healing Arts Center

### Our Mission Statement:

The Healing Arts Center provides quality education for individuals pursuing a professional career in the field of massage therapy. The Healing Arts Center strives to provide a supportive atmosphere that integrates the mind, body, and spirit, and promotes learning, challenge, and growth for students.

### Our History

In early 1987, Carole Madsen, the founder of The Healing Arts Center, was approached by several of her massage therapy clients who wanted to learn to practice massage. She began taking on private students in small groups of two to four people. Before moving to St. Louis in 1986, Carole had been one of the primary massage instructors at The Florida School of Massage, which remains one of the oldest and largest schools in the country.

As her St. Louis practice grew, these small classes moved from private homes to her professional space in the massage and chiropractic clinic that she founded with Martin Orimenko on May 1, 1990. When it was clear that the increasing number of students required a space larger than a single practice room, The Healing Arts Center for Education was born, officially opening as a school for massage therapy in September of 1991.

The current owner and Executive Director of the school, Tom Tessereau, was originally introduced to Carole as a model for one of her early students. He joined the program and graduated with the first official class of the newly founded center. Tom began to work with Carole as a therapist and in 1994 he became an instructor in the training program. On August 12, 1996, Tom assumed ownership of The Healing Arts Center, eventually moving the facility from Maplewood to its current location.

In 2007, The Healing Arts Center was granted accreditation by the Accrediting Commission of Career Schools and Colleges. In 2008, The Healing Arts Center was granted approval to offer Title IV Financial Assistance to students who qualify.

## MTTP Program Information

The Healing Arts Center offers a 600-clock hour certificate program in Massage Therapy.

### Massage Therapy Training Program (Certificate):

#### Program Objective:

Educate and train program graduates for successful licensure examination and entry level professional massage therapy positions. Drawing from a variety of bodywork methods, our training program provides a distillation and blending of approaches to guide the student to their own inner wellspring of knowledge and intuition. Students gain experience, skills, and confidence as well as sensitivity, awareness, and presence. Each program level consists of 120 hours for a total of 600 clock hours, including 80 hours of supervised Student Clinic divided into 20 hours in each Level Two through Five.

#### PROGRAM OBJECTIVES:

1. Upon completion of the program, each student shall demonstrate:
2. Fundamental massage skills and energetic techniques
3. A functional comprehension of anatomy and physiology as applied to massage therapy theory.
4. Familiarization with the relevant business and marketing aspects of initiating a successful, professional, massage therapy operation.
5. An awareness of self-care techniques available for longevity as a massage therapist
6. A clear understanding of the essential, ethical, safe, and professional massage therapy practices
7. Employability as an entry level Licensed Massage Therapist, independent contractor, or business owner

#### Day Program

The Massage Therapy Training Program meets 2-3 times per week during the day from 9a.m. – 1p.m. During the first session, students will not be working in the Student Clinic. Levels Two through Five include assigned times in the Student Clinic, which is offered during the week and weekends on a varying schedule.

#### Evening Program

The Massage Therapy Training Program meets 2-3 times per week during the day from 6p.m.- 10p.m. During the first session, students will not be working in the Student Clinic. Levels Two



through Five include assigned times in the Student Clinic, which is offered during the week and weekends on a varying schedule.

### 50 Week Program

Students choose between taking classes during the day (9 a.m. – 1 p.m.) or in the evening (6 p.m. – 10 p.m.).

### 40 Week Program

This is a condensed program meaning that students will attend both day and evening classes for the last 2 classes. This will shorten the program by 10 weeks. A request should be made to condense your program by week 5 of Level Three and will be reviewed by the Administration for approval. A student must be in good academic standing and have good attendance to be considered for this program.

### Course Descriptions - MTPP

#### Level One – Introduction to Massage Theory and Practice (120 clock hours)

This is an introductory course and the gateway to our program. Students will learn and practice Swedish and relaxation massage along with the theory that is applied with the massage techniques. Students also study the basic human skeletal and muscular system including the bony landmarks necessary to perform professional and therapeutic massage. Students will attend **two theory (80 hours total) and one anatomy/physiology (40 hours total)** classes per week.

#### Level Two – Advanced Massage Theory and Technique (120 clock hours)

Level Two focuses on Advanced Massage Therapy and introduces students to a variety of advanced bodywork and energy medicine techniques, including chair massage. This course allows for the time to integrate these modalities into an effective and creative style that is unique to each student. Students will spend 20 clock hours in the student clinic.

#### Level Three – Anatomy/Physiology/Pathology (120 clock hours)

In this course, students will learn the basic anatomy and physiology of the human body systems. Students will learn the pathologies associated with the different body systems to help them identify if a massage is indicated or contraindicated for a client. **Students will spend 20 clock hours in the student clinic.**

#### Level Four – Business and Supportive Studies (120 clock hours)

In this course, students will learn about preparing for a career as a massage therapist. This will include financial considerations, licensing requirements, insurance, and ethics in the field of massage therapy. Students will learn about a variety of opportunities available in the massage

therapy field and marketing their practice. Students will learn and become certified in CPR/First Aid (a Missouri requirement for graduation/licensure). **Students will spend 20 clock hours in the student clinic.**

**Level Five – Myofascial Massage (120 clock hours)**

In this course students will learn the theory and applications of Myofascial release. Students will learn palpation skills and assessment of client conditions and treatment for client complaints. Students will also learn the basic concepts and techniques used in Sports Massage. **Students will spend 20 hours of this course practicing in the student clinic.**

**Supervised Student Clinic**

Levels Two through Five include 20 hours each of Student Clinic. Students will register in their previous level to attend this Supervised Clinic every other week. Students must hold their student license prior to registering for this clinic. The clinics are 4 hours long and students will be working on members of the public (under the Supervision of a Clinic Supervisor). Students will be interviewing & assessing, performing massage, and writing SOAP notes for each session. Students are also required to finish study packets in each of the sessions.

**Massage Therapy Training Program – Breakdown of Hours:**

**Total Program Hours – 600**

Level	Massage Theory & Technique	Anatomy, Physiology, Pathology & Kinesiology	Business, Law & Ethics	Ancillary & CPR	Student Clinic	Total
Level I	80 Hours	40 Hours	-	-	-	120
Level II	100 Hours	-	-	-	20 Hours	120
Level III	-	100 Hours	-	-	20 Hours	120
Level IV	20 Hours	-	70 Hours	10 Hours	20 Hours	120
Level V	100 Hours	-	-	-	20 Hours	120
	300 Hours	140 Hours	70 Hours	10 Hours	80 hours	600 Hours

**Instructional Methods**

Classes are taught in Lab or Lecture formats. The Student Clinic is supervised by an approved instructor. The student to teacher ratio is 24:1 in a lab class and 45:1 in a lecture class. If a lab class exceeds 24 students, a teaching assistant will be utilized.

## Equipment

The school provides massage tables, stools, and bolsters in the lab classroom for learning and practice of massage techniques. Students are required to purchase linens (Twin-size sheet sets) and lubricant (professional massage grade lotion, oil, gel, crème – available for purchase in the school’s bookstore) for all lab classes. Instructors will supply the students will a list of required materials if any additional items are needed. The Student Clinic is equipped with the same. The lecture room is equipped with tables and chairs. All classrooms have screens or TV monitors for lectures and PowerPoint use.

## The Staff & Faculty of the Healing Arts Center

### Administrative Staff:

Headmaster & CEO	Thomas Tessereau
General Manager/Campus Director	Alyssa Rehel
Director of Finances	Remote FA Team
Director of Admissions	Becky Groves
Director of Finances	Carrington Jarvis
Director of Student Services	Sabryn Cox
Media Coordinator	Tom Tessereau
	Sabrina Tessereau
	Katey Karayiannis

### Faculty:

Level One Basic Techniques/Student Clinic Instructor	Stephanie Long
	Johnna Smith
Business & Ethics Instructor	Alyssa Rehel
Advanced Techniques	Tom Tessereau
Anatomy & Physiology 1&2	Dan Rovin
	Matt Mink
	Dana Hoppe
Myofascial Release Instructor	Bert Davich
Student Clinic Instructors/Cancer Clinic	Johnna Smith
	Crystal Moseley
	Kimberly Schmitendorf
	Stephanie Long
	Shenee Booth
	Sabrina Tessereau

## Accreditation - ACCSC

The Healing Arts Center is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a national accrediting agency recognized by the United States Department of Education. This recognition entitles The Healing Arts Center to offer Title IV Financial Assistance to students who qualify and awards Certificates of Completion in Massage Therapy.

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302,

Arlington, VA 22201,

(703) 247-4212

<https://www.accsc.org>

## IPEDS – Integrated Postsecondary Education Data System

IPEDS is the Integrated Postsecondary Education Data System. It is a system of interrelated surveys conducted annually by the U.S. Department of Education's National Center for Education Statistics (NCES). IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid. These data are made available to students and parents through the [College Navigator](#) college search Web site and to researchers and others through the [IPEDS Data Center](#). To learn more about IPEDS Survey components, visit <https://nces.ed.gov/ipeds/use-the-data/survey-components>.

IPEDS provides basic data needed to describe — and analyze trends in — postsecondary education in the United States, in terms of the numbers of students enrolled, staff employed, dollars expended, and degrees earned. Congress, federal agencies, state governments, education providers, professional associations, private businesses, media, students and parents, and others rely on IPEDS data for this basic information on postsecondary institutions.

For IPEDS information about the Healing Arts Center, follow this link: [IPEDS - The Healing Arts Center](#)

## Approvals/Certifications- MDHE

The Healing Arts Center is approved to operate in the State of Missouri by the Missouri Department of Higher Education (MDHE) and approved, certified, or recognized by the following agencies/funding sources:

- ∞ U. S. Department of Education
- ∞ Vocational Rehabilitation Department
- ∞ Veterans Administration
- ∞ Workforce Investment Act

## Statement of Ownership

The Center for Healing Arts, LLC, which does business as The Healing Arts Center, is wholly owned by Thomas A. Tessereau. The Center for Healing Arts is licensed in the State of Missouri as a Limited Liability Company.

## Facilities

The Healing Arts Center's facility is located at 10073 Manchester Road Ste. 100 in St. Louis, Missouri, containing classrooms, clinical rooms, administrative offices, and retail space totaling 9,300 square feet, with a potential classroom capacity for 125 students per Level session with two class sessions and clinics being held per day. Throughout the facility, educational equipment is provided as needed in the form of massage therapy tables and massage chairs, charts and diagrams, skeletal models, projection, and audiovisual equipment.

The facility contains administrative offices, a retail store, three classrooms, eight clinical rooms, a clinic office, and a Student Resource Center for students to study and complete paperwork, along with an associated reception/waiting room space for clients. The maximum number of students in a typical lecture classroom is 28. The maximum number of students in a typical bodywork technique class is 24, for a 12/1 ratio when exchanging work. The maximum number of students in a clinical setting is 10, for a 5/1 ratio when exchanging work.

## Statement on Policy Changes

The Healing Arts Center reserves the right to change policy and procedures, fees, schedules, and curriculum as deemed necessary, provided that any such change is within the terms and

conditions of the enrollment agreement between the Center and the student and does not create a disruption to the student's course of study. Students will be notified of changes.

## Admissions Information

### Non-discrimination

The Healing Arts Center admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

### General Admissions Requirements

Applicants for admissions are processed in the order received on a rolling admissions basis. Unless applicants indicate otherwise, applications will be considered for the earliest academic session.

Prospective students applying for the Massage Therapy Training Program are admitted to The Healing Arts Center ***if the following requirements are met:***

1. Applicants must be **at least 18 years of age**, be a high school graduate or have a high school equivalency certificate and provide supporting documentation, e.g., an original diploma or official transcript. In the event a transcript is not available because the school is closed, an attestation must be signed.
2. Applicants must complete all enrollment documents including the Student Application and Enrollment Agreement.
3. Applicants must personally interview with the Director of Admissions.
4. Applicants must complete the requisite financial aid forms (if applicant wishes to apply for financial aid).
5. Each applicant must pay a \$100 non-refundable deposit (credited to Level I tuition), non-refundable after three days, excluding Saturdays, Sundays, and holidays, of the date the enrollment agreement is signed.

The Healing Arts Center reserves the right to reject applicants if all items listed above are not successfully completed.

## Financial Aid Information

### Tuition & Fees:

Tuition at The Healing Arts Center is charged on a per-level basis in the amount of \$2,700. The program consists of five 10-week levels for a total of 50 weeks or at the accelerated rate, 40 weeks. Total tuition for the program is \$13,500.

The school reserves the right to change tuition; however, currently enrolled students would not be affected by the changes. Only new enrollees and former inactive students that are re-enrolling into the institution would be affected by the change in tuition.

There is a \$100 deposit required as part of the admissions process. This deposit is credited towards the first level tuition.

### Items Included in Tuition

- ∞ Student license fee of \$25
- ∞ Fingerprinting fee of \$44.80 (subject to change)
- ∞ Student Insurance Policy (ABMP)
- ∞ All required textbooks and equipment for the program
- ∞ Upon completion of Level I, a set of scrubs, required for the Student Clinic
- ∞ Upon graduation from the program, the following will be paid: Provisional License fee, Permanent License fee and MBLEx exam fee. All these fees will only be paid once.

### Additional Fees/Charges (not included in tuition)

- ∞ Miscellaneous Expenses – Approximately \$100 for the program. These expenses would include items such as lotions, sheets, and special classroom project supplies.
- ∞ Professional liability insurance will need to be purchased at the end of the massage program. This insurance is required to be licensed in the State of Missouri. Costs can vary between \$90 – \$150, depending on which insurance a student chooses.
- ∞ There is a \$35 fee charged to students who miss scheduled clinics and must make them up in additionally scheduled clinic time. Make-up hour charges do not apply to chair massage events.
- ∞ There is a \$20 fee charged to students who do not show for a scheduled make up class.
- ∞ Throughout the program, there are recommended supplemental reading textbooks. The cost of these textbooks is approximately \$300. All textbooks and supplies are available in The Healing Arts Center bookstore. The purchase of these books is not required for the program.

## Payment Options

The Healing Arts Center is dedicated to helping the students achieve their goal of completing their program. One of the ways The Healing Arts Center can help the student achieve success is to make available different options of meeting their financial obligation to the school.

There are payment options made available to the student:

1. Self-pay: Each level tuition of \$2,700 is paid in full by the first week of the session.
2. Title IV Funding\* for those who qualify. Types of Title IV available to eligible students at The Healing Arts Center are:
  - a. Federal Pell Grant Program
  - b. Federal Direct Loan Program – Subsidized, Unsubsidized Stafford Loans
  - c. Federal Direct Loan Program – Plus Loans
3. Student Installment Plans (SIP)
4. VA (Veteran’s Affairs) payments
5. Workplace education reimbursement
6. College Savings plan/Most 529
7. Scholarships, but not limited to:
  - <https://amtamassage.org/scholarships> - several awards throughout the year. Apply every time a new award is announced
  - <https://mblexguide.com/scholarship/> - Multiple awards every year - \$1,000
  - <https://www.careeronestop.org/toolkit/training/find-scholarships.aspx> - sponsored by US Dept. of Labor

Create a profile or use the advanced search function on the following websites. An important piece of info is Program Length (less than 2 years):

- <https://myscholarshipcentral.org> – look through the whole site – there are many opportunities here
- <https://fastweb.com> – Create a profile first
- <https://www.petersons.com/scholarship-search.aspx>
- <https://www.unigo.com/>
- <https://www.cappex.com/>
- <https://www.niche.com/colleges/scholarships/>
- <https://www.scholarships.com/>

\*Students who receive Title IV Financial Assistance may combine their eligibility amounts with in-house installment plans. While in-house installment plans can be personalized for the student if appropriate, federal funding guidelines determine when and how the student may receive Title IV Financial Assistance.



Prospective Students must complete the Admissions process before The Healing Arts Center can process any federal financial aid.

### Cancellation & Termination

If a student cancels their enrollment within three (3) days excluding Saturday, Sunday and holidays, of the first day of their scheduled Level 1 Session and all money paid by the student to the Healing Arts Center shall be refunded less the \$100 non-refundable tuition deposit and the cost (\$325) of the textbooks the student received unless the student returned them to the Healing Arts Center in good condition.

After the three-day period has expired, if the student does not begin classes and the deposit and tuition have been collected, a refund of the tuition shall be made within thirty (30) days of the start of the program, and the \$100 deposit will be retained for administrative costs.

The Healing Arts Center reserves the right to cancel a course due to insufficient enrollment or circumstances beyond its control. Every effort will be made to reschedule a canceled class or transfer enrollments to a later date. If a class is cancelled, the Center's administration will contact the students enrolled in the class via phone or email prior to the first day of class. In the event of cancellation, all money will be refunded in accordance with the published refund policy.

### Withdrawal from the Healing Arts Center

If a student chooses to withdraw from the program for any reason, The Healing Arts Center requests that they ***provide the school with a written notice of withdrawal***, and that they make an appointment to speak with the Center's Administration. If the student is receiving federal financial aid, The Healing Arts Center requests that they also meet with the Director of Finances to determine what changes, if any, would occur to their federal financial aid as a result. (A student who ceases attendance during a payment period is a withdrawal for Title IV Funding purposes unless the student is on an approved leave of absence.)

If a student does not provide official notice of withdrawal/termination, then The Healing Arts Center will determine that student to be withdrawn no later than fourteen (**14**) consecutive days after the student's last date in attendance. An official letter of termination/withdrawal will be emailed and/or mailed to the student.

### Title IV Note – withdrawal

Title IV funding requirements are separate from The Healing Arts Center's refund policy. Therefore, when a student receiving federal financial aid withdraws or has their program terminated, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return.

If a student is receiving funding for their education through another program independent of the school, including, but not limited to, TRA/TAA, WIA, Vocational Rehabilitation, MyCAA, or the Veterans Administration, they will need to contact their representative/caseworker to learn about the procedures and rules regarding withdrawal or termination from a program. When appropriate, the Director of Finances can assist the student and/or representative in this process.

## Refund Policies

The following two sections outline both The Healing Arts Center refund policy and the Title IV refund policy, and any further clarification can be provided by the Director of Finances.

### Healing Arts Center Refund Policy

If the student should withdraw or be terminated from the program prior to accruing 12 class hours in Level 1, they will be considered a no-start in the program. The student will owe 0% of the tuition for the level session (less the \$100 deposit that will remain with the school).

- ∞ If a student in any level should withdraw or be terminated from the program within the first five (5) business days of a level session, they will owe 0% of the tuition for that level session. If they should withdraw or be terminated from any of the Levels after the first five (5) days, tuition for the entire session will be owed.
- ∞ If a student is terminated due to attendance or lack of payments to the school, the remainder of the tuition is still owed.
- ∞ If no notification of withdrawal is received, and a student has had an unexplained absence of fourteen (14) consecutive days, The Healing Arts Center shall consider the student to be withdrawn and/or terminated from the program.

### Title IV Refund Policy:

The amount of funding that could be returned upon withdrawal or termination will be based on payment period basis and the number of hours earned. The Healing Arts Center Third Party Processor will determine the amount owed or refunded to Title IV. If a student attends more than 60% of the payment period, all aid for the payment period is earned.

A Title IV funding payment period at The Healing Arts Center consists of the first 300 clock hours AND the first 25 weeks of the student's program, or the second 300 clock hours AND the second 25 weeks of the student's program.

If the student receives less Title IV Financial Assistance than the amount earned, the school must offer a post-withdrawal disbursement, or a disbursement of the earned aid that was not received.

If the student receives more Title IV Financial Assistance than the amount earned, The Healing Arts Center, the student, or both, must return the unearned funds. The order in which

Title IV is returned is as follows: Unsubsidized Loans, Subsidized Loans, Parent Plus Loan and Pell Grants.

The Healing Arts Center will determine whether the student is eligible for a post-withdrawal disbursement and offer any amount of a post-withdrawal disbursement that is not credited to the student's account within thirty (30) days of the date of determination. If the student's parent (in the case of a PLUS loan) submits a timely response that instructs the school to make all or a portion of the post-withdrawal disbursement, the school will disburse the funds within 90 days of the date of determination.

Pell Grant post-withdrawal funds will be disbursed once the Return to Title IV (R2T4) calculation is completed. Direct Loan funds will be processed only with the student's permission.

### **Prompt Refund Policy**

This policy relates to The Healing Arts Center and Title IV refund policy. The refunded amount shall be calculated within 30 days from the date of determination. Determination is defined as the date that the school terminates the student or the date the student submits an official withdrawal/termination notice to the administration. If the student does not provide official notice of withdrawal/termination, then The Healing Arts Center will determine that student to be withdrawn no later than 14 consecutive days after the student's last date in attendance.

### **Veterans' Funding**

The Healing Arts Center works with Veterans on their funding. The Director of Finances will work with these individuals to look at funding options.

We are required to provide the following Federal Guidelines by the government in our handbook.

SEC. 103. DISAPPROVAL FOR PURPOSES OF EDUCATIONAL ASSISTANCE PROGRAMS OF DEPARTMENT OF VETERANS AFFAIRS OF CERTAIN COURSES OF EDUCATION THAT DO NOT PERMIT INDIVIDUALS TO ATTEND OR PARTICIPATE IN COURSES PENDING PAYMENT.

(a) In GENERAL – Section 3679 if title 38, United States Code, is amended by adding at the end the following new subsection:

“(e) (1) Notwithstanding any other provision of this chapter, beginning on August 1, 2019, a State approving agency, or the Secretary when acting on the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with any of the following:

“(A) A policy that permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of this title and ending on the earlier of the following dates:

“(i) The date on which the Secretary provides payment for such course of education to such institution.

## The Healing Arts Center - Student Handbook

“(ii) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.

“(B) A policy that ensure that the educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligation to the institution due to the delayed disbursement of a payment to be provided by the Secretary under Chapter 31 or 33 of this title.

“(2) For purposes of this subsection, a covered individual is any individual who is entitles to educational assistance under chapter 31 or 33 of this title.

“(3) The Secretary may waive such requirement of paragraph (1) as the Secretary considers appropriate.

“(4) It shall not be consistent with a policy described in paragraph (1) for an educational institution to require a covered individual to take the following additional actions:

“(A) Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education for which the individual has indicated the individual wished to use the individual’s entitlement to educational assistance.

“(B) Submit a written request to use such an entitlement.

“(C) Provide additional information necessary to the proper certification of enrollment by the educational institution.”

### VA Benefit Coverage

The VA can cover the whole cost of tuition. However, the school can only acquire \$12,460 directly. The cost of books can be covered using the VA Book Stipend for an additional \$505. The remaining \$535 is for licensing and MBLEX costs. These fees can be refunded directly to VA students using form VA 22-0803 with a receipt.

### Pro Rata Refund Policy

Non-accredited schools must refund tuition and fees on a pro rata basis when VA students withdraw from courses or do not enroll after paying for courses, in whole or part. The pro rata refund must, at a minimum, meet the following criteria:

- (1) The refund must be pro-rated on a daily basis.
- (2) VA regulations allow a 10% deviation from the requirement that the amount of the refund be exactly pro rata.
- (3) VA regulations allow schools to retain up to \$10.00 of any registration fee.
- (4) If schools have refund policies that are more favorable to the students, SAAs will require the schools to use those policies.
- (5) School or course catalogs must have a description of the refund policies. A simple statement that refunds are made on a pro rata basis is not sufficient. The description must be clear enough for students to determine the amount of their refund.
- (6) Schools must make refunds promptly, i.e., within 40 days.
- (7) Schools must not require VA students to request refunds.
- (8) Schools may apply the pro rata refund policy to VA students only.

## Academic Policies

### Enrollment Status

For financial aid purposes, students at the school are considered half-time students.

### Term

The Massage Therapy Training Program is divided into five (5) levels; each consists of one hundred and twenty clock (120) hours of instruction and lasts for ten (10) weeks.

### Clock Hour

A clock hour is defined as a minimum of 50 minutes of instruction within a 60-minute period.

### Maximum Time in which to Complete the Program

The Massage Therapy Training Program (MTTP) consists of study presented over 600 hours in a 50-week period. The maximum time for completion to stay within compliance shall not exceed  $600 \times 1.5 = 900$  scheduled hours and  $50 \times 1.5 = 75$  weeks. Because this time would fall in the middle of a session, students will need to complete their program within 7 sessions or 70 weeks. If the program is not completed during that time, the student forfeits all accrued hours, remains responsible for fulfilling their financial obligations and will NOT receive a Certificate of Completion.

-OR-

Students may opt to complete the program in a 40-week period which consists of doubling up and attending both day and evening classes. The 40-week program allows students to take Levels IV & V simultaneously. The maximum time for completion shall not exceed  $600 \times 1.5 = 900$  scheduled hours and  $30 \times 1.5 = 45$  weeks. If the program is not completed during that time, the student forfeits all accrued hours, remains responsible for fulfilling their financial obligations and will NOT receive a Certificate of Completion. **Students interested in this option to “double-up” must receive approval from the Headmaster, Campus Director, and Director of Student Services.**

### Transfer Hours

The Healing Arts Center **does not accept clock/credit hours from any authorized educational facility**, nor does The Healing Arts Center accept Continuing Education credit/hours to be transferrable to the Massage Therapy Training Program EXCEPT in the case of a student making application for admission after attending an accredited massage therapy program in Missouri that has been shut down, closed or otherwise interrupted the student's

education without the consent of the student. In such cases, and with the approval of the Missouri Department of Education, the United States Department of Education and the ACCSC, The Healing Arts Center, in its discretion, may accept prior academic credits, clock hours or other credentials to facilitate their massage therapy certification.

\*For VA Benefit receiving students only, The Healing Arts Center will evaluate transfer credits and determine if accepted.

The Healing Arts Center does not guarantee or promise that the hours earned at The Healing Arts Center will transfer to be accepted by another institution.

## **Clinical Hours**

### **Student Clinic**

The Healing Arts Center has two clinics that students can participate in. The Student Clinic is a clinic that is open to the public to receive massages at a discounted rate. Clients schedule appointments with the Front Desk. They are not allowed to request a specific student, gender, or session level due to scheduling. Students participate in the student clinic every other week during Levels 2- 5. Students will sign up for the clinics during the registration period in Week 6 prior to the next session. Clinics are available during the morning, afternoon, evenings, and weekends.

### **Cancer Clinic**

Students in Level 4 or Level 5 of the MTTP may be invited to participate in the Cancer Clinic. These students must owe zero (0) make-up hours and be current on their tuition payments to be eligible for this clinic. The clinic is currently held one day a week and is free for anyone that is currently receiving treatment for cancer. Students that sign up for the clinic are required to attend Cancer Clinic orientation and training prior to working in this specialized clinic.

## **Clinic Registration Policy**

Clinic registration is held during Week 6 of each session. Students will be allowed to register for clinics if the following items are met:

1. The student owes 4 or fewer hours
2. The student is current on their SIP (Student Installment Plan) for tuition

During Clinic Registration, students will choose the clinic shift that works best with their upcoming class schedule and outside commitments such as their work schedule.

## Attendance Policy

**Students participating in the 600 Hour Massage Therapy Training Program are required by Missouri state law to complete all 600 hours of actual class and clinic time. The time requirements are as follows:**

Level	Class Hours	Clinical Hours	MTTP
Introduction To Massage & AP 1	120 Hours	0	
Anatomy & Physiology 2*	100 Hours	20	
Business of Massage*	100 Hours	20	
Advanced Techniques*	100 Hours	20	
Myofascial Release*	100 Hours	20	
<b>TOTAL</b>	<b>520 Hours</b>	<b>80</b>	<b>600</b>

\*Not always taken in the same sequence.

**Note: When Reiki I is being held in Advanced Techniques, students are required to attend all three days to receive that training. If a student misses a single day, they are not allowed to sit in on the other days and must repeat the entire 12-hour course in the following session or attend a Reiki I workshop taught by Tom Tessereau. Reiki I completion is required to graduate.**

### 70% Original Hours Requirement

All students must attend a minimum of 70% of the original classroom hours scheduled for any given Level Session. The student that misses over 70% of scheduled class time will fail and will need to repeat the class. This means that **a student cannot miss more than 24 original hours of classes in Levels 2-5. Level 1 classes are different.**

**Students cannot miss more than 20 original hours (5 4-hour classes) in Basic Techniques and 10 original hours (2 ½ 4-hour classes) of AP 1 or they will fail the course and must repeat it.**

This requirement is in place by Missouri state law to ensure that students receive adequate training in each class's core curriculum. **Missed hours cannot be excused. All hours, including make-up hours, must be completed to graduate from the program.**

## Tardiness Policy

Students are required to arrive on time at the beginning of class to receive full-time credit for the class (full credit for 1 class or clinic = 4 hours toward the 600-hour program goal). Students leaving early will also lose credit for the class time. If a student is late or leaves early, they will be docked for a full hour and not just the minutes missed. **Class times begin promptly at 9:00 a.m. for the morning (DAY) class program and 6:00 p.m. for the evening (NIGHT) class program.** If a student needs to make up time, they may sign up on the designated sign-up sheets. Instructors monitor tardiness and even if you sign in and put a time down on the sign-in sheet, the instructor's notation of time will be used to determine timeliness. Students cannot attend a partial class for makeups and must attend all 4 hours of a class/clinic. **Missed hours cannot be excused. All hours, including make-up hours, must be completed to graduate from the program.**

## 14-Day Make-up Hours Policy

Students who miss a class or clinic have 14 days from the date of that missed class/clinic to make up those missed hours. For example, if a student misses Advanced Techniques on Monday in Week 5, they have until Monday of Week 7 to make-up those missed 4 hours. If a student misses a class in Week 9 or 10 of a session, they have until Week 1 or 2, respectively, of the next session to complete those missed hours. However, a student cannot move forward to the next session with more than 4 make-up hours owed. **Please see the How to Make Up Hours section below.**

\*This policy also applies to missed clinic shifts.

## How to Make Up Hours

When attending make-up classes, the student must participate in the class being taught and may not use the time to use electronic devices or work on other subjects. Make-up classes are not study halls but opportunities to gain knowledge pertinent to licensure and are supervised by an instructor. Students need to sign up for make-up hours with the Front Desk staff.

**If for some reason a student cannot attend the make-up class they signed up for, they must give a 24-hour notice by calling the Front Desk or there will be a \$20 fee assessed.** This will need to be paid before the student can attend further makeup classes.

The Healing Arts Center prepares its curriculum and its clinic schedule to allow the student to receive the exact number of hours required for completion of the program. Each of these hours is unique and ideally none of them should be missed if the student is to receive the education promised by the school. **Students cannot owe more than 4 make-up hours to move onto the next session.**



## Making Up Class Hours

### *Technique Classes*

Attend a class in the level that the student is currently enrolled in. (Level 1)

**-Or-**

Attend a class from a level that the student has previously completed.

To make up a class, students will need to sign up for that class with the Front Desk Team. There will be a limit to the number of spaces available in each class. Please do not sign up unless you are committed to attending the class.

### *Anatomy & Physiology Classes*

Anatomy & Physiology classes (AP1 & AP2) can be made up by attending another AP class or by observing videos in the Student Clinic during a scheduled time (must be supervised).

**Students will need to sign up for the computer and video time with the Director of Student Services. Only Anatomy classes can be made up in this manner.**

### *Policies that Apply to Making Up Hours*

1. Students must sign up for make-up times with the front desk.
2. Teachers have the discretion to deny make-up students attending classes due to original class size, curriculum, etc. There will be certain days where students cannot make up time (Reiki, business field trips, job fair and CPR)
3. When making up a class, students must come prepared for the class with textbooks, binders, linens, lubricant, etc. If a student does not participate in the class and work, the instructor can deny a student the hours for make-up.
4. Students are not allowed to work on other projects while attending make-ups.
5. Cell phones are not allowed as in any other class except with the instructor's permission or guidance for research or review.
6. When reviewing videos for AP classes, no phones are allowed and working on other projects is not permitted.
7. Students making up hours **MUST** arrive on time and attend the entire 4-hour class to receive credit for the make-up hours. This applies even if a student has only an hour to makeup.

### Making Up Clinic Hours

Students must schedule a make-up clinic with the Front Desk. Students cannot join a clinic as make-up within 24 hours of that clinic's start time to allow for additional clients to be booked and not detract clients already scheduled for the original students scheduled to work that clinic.

\*Off-Campus Chair Massage event hours can be applied to missing class or clinic hours.

### Clinic Attendance Policy

If a student misses two clinics in a session, they will be taken off the schedule and will need to repeat the clinic during the next session. A student missing two clinics will have missed 40% of their clinic time.

If a student is a "No Call/No Show" for one (1) clinic shift, they will be "fired" from that clinic, removed from the schedule, and be required to complete all 20 clinical hours in the next session. This usually results in a student needing to "double up" their clinical hours in the next session and register for two (2) separate clinic shifts.

### Clinic Cancellation Policy

**If a student does not call at least one (1) hour prior to a clinic start time or does not show up for a scheduled clinic, they will be removed from clinic for that session and will need to repeat their clinic during the next session.**

- Students are required to give HAC at least a 24-hour notice before cancelling a regularly scheduled clinic or make-up clinic. If at least a 24-hour notice is given, no fee is assessed, and the student will be able to reschedule their clinic.
- If a student cancels their scheduled or make-up clinic with less than a 24-hour notice, the student must pay a fee of \$35 prior to attending any future clinics.
- If a student is a No Call/No Show for a clinic shift, the student will be taken off the schedule for the remainder of the session and will need to repeat an additional clinic in the next session. The student will also owe a \$35 late cancellation fee.

### Making Up Missed Homework or Exams

All exams and homework must be completed for each level of the program. If a student misses an exam, they will have two business days of class to make up the exam. It is the responsibility of the student to ask the instructor for the make-up exam and schedule a day/time to complete the exam under the supervision of the proctor. If the exam is not made up in the 2-business day period, a zero will be recorded for the exam. Homework must also

be turned in under the same guidelines. Instructors have the right to deduct points for late homework. If a student is present on exam day, the exam must be taken and cannot be made up.

## Leave of Absence (LOA) Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the limited time during a program when a student is not in attendance.

The following conditions may be considered:

- ∞ Medical
- ∞ Financial Issues
- ∞ Family Care
- ∞ Military Duty
- ∞ Personal Issues
- ∞ Attendance Issues

## Requirements for Leave of Absence (LOA)

Any student considering a Leave of Absence (LOA) must submit a signed and dated written request describing the reason(s) for the Leave of Absence. Students considering an LOA should submit the request no later than Week 9 if they are requesting to take off for the next session. In emergency situations, a student can submit a request at any time.

The Director of Student Services will meet with the student in person to complete the official Leave of Absence paperwork. A return date must be listed on the paperwork. Any leave or combined leaves of absence cannot exceed 2 additional level sessions as the entire program must be completed within 7 sessions.

If a student does not attend class on their expected return date from an LOA and communication efforts between the school and the student are not reciprocated, the school may terminate a student from the program. **Students are not allowed to complete make-up hours during an LOA.**

Students are expected to still fulfill their financial obligations to the school during an LOA including continuing to make on-time tuition payments in accordance with the agreement on Student Installment Plan (SIP). Students should contact the Director of Finances for any questions regarding federal loans and any impact an approved leave of absence may have on their federal funding. The Director of Finances can also address any questions about tuition payments that will be due to the school during an LOA. Students receiving an LOA may not receive further financial aid disbursements until returning to active status.

## Licensing

Completion of the program does not guarantee eligibility to sit for or pass the MBLEx examination or guarantee that a license will be approved by the Missouri Board of Therapeutic Massage.

The Board of Therapeutic Massage, through the Department of Insurance, Financial Institutions and Professional Registration of the State of Missouri, requires individuals to be licensed to practice massage therapy in the state. To obtain a license in the State of Missouri, the following requirements must be met:

1. The applicant must be at least eighteen (18) years of age and must have completed massage therapy studies consisting of at least five hundred (500) hours of supervised instruction in a state certified educational facility.
2. The applicant must submit a completed application with any background issues and explanations included.
3. The applicant must have submitted one (1) set of fingerprints for the purpose of conducting a criminal background check. Fingerprint requirements for other states vary, so please check with other State Board requirements if licensing outside the State.
4. The applicant must pass the Massage and Bodywork Licensing Examination (MBLEx) as administered by the Federation of State Massage Therapy Boards.

## Student Licenses

Students must obtain a student license to work on the public in the clinic. Students will apply for their student license during the New Student Orientation on the first day of Level One.

- ∞ Students are required to get their fingerprints during the first two (2) weeks of the session for their student license to be processed by the State Board of Therapeutic Massage.
- ∞ Students should receive their student license during the first session. If a student does not receive their license, there may be an issue and the state board will send a letter with that information or concern that they have. Students are asked to bring this letter to the school so the issues may be addressed.
- ∞ **Students must have their Student License by the end of Level 1 to move forward in the program and start the Student Clinic portion of their training in Level 2.**

### Provisional/Permanent Licenses/MBLEx:

During the last session in the Program, with the assistance of the Director of Student Services, students will fill out the applications for the provisional and permanent licenses for the State of Missouri. If a student is planning to be licensed in a state other than Missouri, the Director of Student Services can also assist in completing the application after reviewing that state's requirements with the student. **Fees for licensure in one state are included in the tuition for the school.** The applications will be sent on the Wednesday following graduation if a student has completed all 600 hours of the program and is current on their SIP agreement/tuition payments. Generally, most states request a transcript with the application which will be sent after all 600 hours of the program has been completed and final grades have been submitted and posted.

Students will also apply to take the MBLEx, administered by the Federation of State Massage Therapy Boards (FSMTB). Students will complete the MBLEx paper application during the Graduation Orientation in Week 5 of their Level 5 session. HAC will mail the application with payment. Students will then set up their test date. The application fee for taking the MBLEx one time is also included in the tuition.

### Graduation Policies

Students are required to complete **all hours, class assignments, exams, tests/quizzes and be current on their SIP payments to participate in graduation AND to receive your Certificate of Completion from the program.**

\*The following exceptions may be made with approval from the Headmaster, General Manager, and Director of Student Services.

- A student may have 2 business days following the graduation ceremony to complete any assignments, exams, quizzes, etc. Missing work must be turned in by the Tuesday following graduation. If not completed, the student will receive a zero (0) for missing work.
- Under special circumstances, a student who has not made up all their hours by graduation may complete those hours by the end of week 3 of the next session. Failure to do so may result in termination from the program.

\*VA Students may not apply for these exemptions due to VA benefit rules and guidelines

HAC will not submit applications or checks for the MBLEx or state licensing unless a student is current on their SIP payments.

### Graduation Requirements

For a student to graduate from The Healing Arts Center's Massage Therapy Training Program, they must have:

- Passed all required courses.
- Completed all 600 clock hours, including 12 hours of Reiki I (One)
- Fulfilled all financial obligations to The Healing Arts Center
- Met with Director of Finances to complete Exit Counseling and other Exit Paperwork.

**Students will receive a Certificate of Completion once all requirements for Graduation have been met.**

### Satisfactory Academic Progress (SAP)

Students are required to receive a 70% or above grade in a class to be considered as passing. Students can fail a class by not obtaining 70% or above or by missing more than 25% of the class (70% Original Attendance Policy). Students' academic progress is monitored through classroom participation, quizzes, exams, assignments, and clinical observations (in both Student Clinic & lab classroom). Attendance is monitored by student services and students will receive messages (via phone, text and/or email) when their attendance puts them at risk of failing the class for attendance. Students can check with their instructor for academic standing. SAP is reviewed at both the middle (Week 5) and the end of each 10-week level. Students not meeting one or both requirements will be notified in writing that they have been placed on Academic Probation.

\*The Healing Arts Center also offers an Online Student Portal where students can monitor their grades, attendance, and tuition payments throughout the program.

### Academic Probation

Students must complete the program within 7 sessions of their start date. Students who fail a class must repeat the class which means they will finish school in 6 sessions. If a student takes a leave of absence and fails a class, they will finish the program in 7 sessions. If students fail more than one class or take multiple leaves (2 leaves is the maximum allowed), they are at risk of not being able to finish the program in the time allowed.

Students will be given written notification of Academic Probation for situations involving both grades (Satisfactory Academic Progress) and attendance.

A student's initial program schedule will change because of Academic Probation and Leave(s) of Absence. The Director of Student Services will advise the students of their new schedule.

Students failing to meet these criteria can withdrawal or could be terminated from the program.

## Tutoring

The Healing Arts Center can offer tutoring for students in both Anatomy & Physiology and Technique curriculum. Students can speak with the Director of Student Services about their tutoring needs and to be aligned with the resources available. Many students will also form study groups with other classmates to study current class concepts or exchange massage sessions for feedback.

## Grading Scale

Pass = 70% or greater (70% is equivalent to 2.0 or “C” average)

Fail = Less than 70%

A student may dispute an assigned grade for up to (2) two weeks following completion of the exam or homework assignment. Final grade determination is at the discretion of the instructor.

## Termination from the Healing Arts Center

Students are subject to termination if they violate the Student Code of Conduct defined under Student Conduct under the General Policies section later in this handbook, or if they exceed the seven (7) session timeframe to complete the program or fail to maintain their financial obligations.

A termination notification will be sent by mail or given in person to the student by the Administration. Refunds for dismissed students are made according to the refund policy as stated in the Financial Aid section of this handbook.

If a student does not provide official notice of withdrawal/termination, then The Healing Arts Center will determine that student to be withdrawn/terminated no later than 14 business days after the student’s last date in attendance.

## Appeal/Re-entry to the Healing Arts Center

Students who have been terminated or have withdrawn from The Healing Arts Center may apply for reinstatement into the school by submitting a written request to the Administration. The request must contain

- ∞ an explanation of the reason(s) why the student believes they were dismissed or withdrawn
- ∞ a plan of action that the student will put into place to ensure that they can be successful and complete their program of study.

The decision to allow the student to return will be based on several factors such as grades, attendance, conduct, the duration of time absent from the training program and financial obligations to the school.

**\*If a student has not attended classes for 2 years or more, they will need to re-start the program from the beginning.**

\*Students that are re-admitted to the school must complete a new enrollment agreement and are subject to the current published tuition rate and fees.

## Student Services

### Support Services

All members of the administration are available to provide advice regarding the program to students when needed. Student retention is of the utmost importance to the Healing Arts Center and is provided by all Administration Department members.

Tutoring and classroom support are created on an as-needed basis between the instructor, other tutors, and the Administration. Information on outside resources to potentially assist students with transportation, mental health care services & counseling, and childcare is available from the Director of Student Services.



The Healing Arts Center’s Administration Team & Contact Information

Name	Job Title	Responsibilities	Email Address
Tom Tessereau	Owner/CEO	Management of all Departments Advanced Techniques Instructor	tom@thehealingartscenter.com
Alyssa Rehel	Campus Director, Compliance and Education	Management in Administration, Compliance and Faculty	alyssa@thehealingartscenter.com
Becky Groves	Director of Admissions	Admissions interview, enrollment, and Master Tracks	becky@thehealingartscenter.com
Gabbie Jarvis	Comptroller	Tuition/SIP payments	carrington@thehealingartscenter.com
Gabbie Jarvis & Remote FA Team	Director of Finances	Financial Aid, entrance and exit counseling	fa@thehealingartscenter.com
Sabryn Cox, LPC	Director of Student Services	Attendance, class and clinic scheduling, student advising & counseling	sabryn@thehealingartscenter.com

**Healing Arts Center’s Bookstore**

The bookstore is open from 9 a.m. to 10 p.m. during weekdays and 9 a.m. to 3 p.m. on Saturdays and is closed on Sundays. The bookstore is closed for regularly scheduled holidays and can be closed for special occasions. Students can purchase food & beverages, books, lubricants, and other retail items in the store for class and personal use.

**Learning Resource Center**

The Healing Arts Center provides a Learning Resource Center that is in the Conference Room and the Student Clinic. The library is comprised of approximately 500 books covering a wide variety of subjects related to and including but not limited to massage therapy, anatomy & physiology, various massage modalities, various energy healing modalities, nutrition, and yoga. Resources in the Student Clinic are to be used on-site only and the resources in the Conference Room can be checked out at the Front Desk. Computers for student use are available to check out in the Administration Office.

## Graduate Services

During a student's last session, graduates receive information that takes them step by step through the licensure and exam process at the Graduation Orientation during the 5<sup>th</sup> week of the student's 5<sup>th</sup> session. This contains all the necessary paperwork to purchase professional liability insurance, apply for a provisional license, the MBLEx Exam and finally the permanent license. Most students apply for licensure in Missouri or Illinois; however, Illinois does not offer a provisional license so students must pass the MBLEx prior to completing their online application. The Director of Student Services can assist with this process at the appropriate time. Assistance is also offered for licensing in other states. Regulations vary from state to state.

Vital information including the practice, acts, and rules of licensure as set forth by the Missouri State Board of Therapeutic Massage are reviewed in Business Class.

## Career Services

**The Healing Arts Center does not guarantee employment upon completion of the program.** Employment assistance is offered in the form of postings on the school website and a job board located by the Student Clinic. A Job Fair is also held during Business class where students will network and interview with massage therapy business owners & employers to potentially secure employment following graduation.

## Student Records

Permanent student records for all students are maintained by the administration. Records are maintained for all students that enrolled, even if a student did not complete or withdrew from the program. All Student files are stored in fireproof filing cabinets and digital copies are housed on the school's secure shared drive. Students may request to see their records during normal business hours by emailing the Campus Director or Director of Student Services. Normal business hours are defined as Monday through Friday from 9:00 a.m. to 5:00 p.m.

## Transcript Requests

The school will maintain official transcripts for all students currently and formerly enrolled in the Massage Therapy Program. Students may request copies of their transcript in person, via letter or through the HAC website ([www.thehealingartscenter.com/transcript-request.html](http://www.thehealingartscenter.com/transcript-request.html)). **The cost is \$8.** Students may request that transcripts be sent to a third party which should be noted on the request. Graduates requesting transcripts must be current on financial obligations to the school.

## General School Policies

Students are expected to be familiar with all policies and procedures set forth by the school as published in this handbook. By enrolling in The Healing Arts Center, the student agrees to abide by the policies and procedures established by the institution.

### Academic Integrity Policy

At The Healing Arts Center, we are committed to upholding the highest standards of academic integrity. Integrity is a core value that encompasses honesty, trust, fairness, and responsibility. Upholding academic integrity is essential to maintaining the credibility and reputation of our institution, ensuring that our graduates possess the skills and ethical foundation necessary for success in the field of massage therapy.

#### Policy Statement:

1. **Honesty:** Students are expected to be honest in all academic endeavors. This includes accurately representing their own work, citing sources appropriately, and refraining from any form of cheating, plagiarism, or fabrication.
2. **Originality:** All assignments, projects, and assessments, including exams & quizzes, submitted by students must be their original work and result from their own thoughts, ideas, and study habits, unless otherwise specified by the instructor. Collaboration is encouraged when explicitly permitted by the instructor, but students must always acknowledge the contributions of others.
3. **Citation and Referencing:** Proper citation and referencing are crucial components of academic integrity. Students must acknowledge the sources of information used in their work, whether that are direct quotations, paraphrases, or ideas borrowed from others.
4. **Respect for Intellectual Property:** Students must respect the intellectual property rights of others. This includes obtaining appropriate permissions for the use of copyrighted materials and avoiding the unauthorized distribution or reproduction of course materials, including the sharing, printing, or copying of pages from the textbooks, quizzes, exams, etc.
5. **Examination Integrity:** During studying for and taking examinations, students must adhere to all instructions provided by the instructor and maintain the highest standards of honesty and integrity. Any form of cheating, including but not limited to the use of unauthorized materials, communication with others, or accessing prohibited resources, will not be tolerated.

### Consequences of Academic Misconduct:

Violations of academic integrity will be taken seriously and may result in disciplinary action. Depending on the severity of the offense, consequences may include, but are not limited to, the following:

- ∞ Verbal warning
- ∞ Written warning
- ∞ “F” grade for the affected assignment, quiz or exam
- ∞ Assignment or examination resubmission
- ∞ Course failure
- ∞ Academic probation
- ∞ Suspension
- ∞ Expulsion from the program and school

### Reporting Violations of Academic Integrity Policy

Students, faculty, and staff are encouraged to report suspected violations of academic integrity to the appropriate school authorities. Reports will be investigated promptly and confidentially, and disciplinary action will be taken as necessary.

**Maintaining academic integrity is a shared responsibility that requires the commitment and cooperation of all members of the Healing Arts Center community. By upholding the principles of honesty, integrity, and respect, we can ensure a learning environment that fosters academic excellence and professional integrity in the field of massage therapy.**

### Audio/Visual Recordings

Recording of classes is strictly prohibited except in special situations to be approved by administration on a case-by-case basis.

### Cell Phone Policy

No talking, texting, or browsing on the internet on cell phones is permissible during class. Phones are to be silenced and kept in a purse, bag, or backpack while inside The Healing Arts Center. All instructors are empowered to confiscate cell phones being used during class time if they deem the usage disruptive to the teaching and classroom dynamics. Should you need to take an emergency call, please step outside the building. **This policy is non-negotiable.**

## Code of Conduct

Students are expected to maintain professional boundaries and behavior throughout the program. The classroom and clinic areas are places of learning, healing, and respect. Professional behavior and ethical standards are always expected. The instructor may at any time ask a student to leave the classroom if the instructor believes a student's behavior to be disruptive or unsafe. If this occurs, the Administration will review the situation to determine the appropriate course of action including but not limited to disciplinary action and/or possible termination from the program and school.

The following is a list of actions that violate The Healing Arts Center's code of conduct, possibly being grounds for dismissal. This list includes but is not limited to:

1. Attending class or clinic under the influence of drugs or alcohol.
2. The use or possession of any type of weapon/ammunition is prohibited on school property.
3. Practicing techniques outside the scope of practice for a massage therapist.
4. Failing to maintain professional boundaries with students, faculty, staff, and clients.
5. Disruptive and unsafe behavior.
6. Sexual harassment or sexually based behavior determined unacceptable by an instructor or administrative staff member.
7. Breach of confidentiality.
8. Lack of professional appearance and/or personal hygiene.
9. Solicitation, sale and/or endorsement of products or services.
10. Behaving in any manner that may be harmful to the learning environment or reputation of the school.
11. Making inappropriate remarks or comments to staff or students including but not limited to sexual remarks, profanity and racial or biased remarks.
12. Violating the Academic Integrity Policy; cheating on assignments, homework, exams, or quizzes.
13. No minor children are allowed on campus while a student is attending school.

**Students who violate the Code of Conduct will be placed on Code of Conduct probation. If compliance with the Code of Conduct is not restored, the student faces possible termination/dismissal from the Massage Therapy Training Program.**

## Drug & Alcohol Policy

**The Healing Arts Center strictly prohibits the use, possession or sale of illegal drugs and the use or possession of marijuana or alcohol during classes and clinics.** Because these substances endanger the health and well-being of not only the user, but those who encounter the user, The Healing Arts Center reserves the right to control and remove these substances and their users from our school.

To this end, **The Healing Arts Center reserves the right to request that students submit to drug and alcohol testing randomly or on demand as a condition of their continued enrollment in the school. The school may request, at its own expense, that a student submit to drug and/or alcohol testing within as short a time as two hours.** Such testing requests can include any reasonably accurate testing methodology including, but not limited to blood tests. If a student who has been asked to submit to drug and/or alcohol test fails or refuses to comply with the school's request for drug and/or alcohol testing, said student shall be subject to immediate suspension or termination from the program as the administration of the school deems necessary. Students who are found after testing to have illegal drugs or alcohol in their test samples are also subject to suspension or termination from the program as the administration of the school deems necessary.

### Policies Regarding Tuition Payments

Students must remain current on their tuition payments in accordance with the Student Installment Plan (SIP) they created with the Director of Finances during the Admissions process. **Students may be withheld from class/clinic if payments are not current.** Registering for upcoming clinics and receiving your massage table requires that tuition payments are current. If a student is having difficulties making payments, they should meet with the Director of Finances to discuss potential options for returning to a "current" status with the school.

### Unlawful Harassment Policy

It is against the policies of the Healing Arts Center for an employee or student to harass another person because of the person's race, color, religion, sex, national origin or ancestry, gender, age, disability, marital status, sexual orientation, or any other characteristic protected by law. Actions, words, jokes, or comments based on such characteristics will not be tolerated.

Consequently, it is against the policies of the Healing Arts Center for an employee or student to sexually harass another student, employee, or client. Unwelcome sexual advances or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education.
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions, affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or environment.

Any employee or student who believes that he/she is being unlawfully harassed should immediately contact the Center's Director. All complaints of harassment will be promptly, thoroughly, and confidentially investigated and, where necessary, appropriate corrective action will be taken. Any person found to have unlawfully harassed another employee or student will be subject to appropriate disciplinary action, up to and including termination of employment and dismissal from school for students.

## Student Dress Code & Hygiene Policy

To instill a sense of professional standards for the massage therapy field, students are expected to dress like professional massage therapists during class and clinic. Students shall refrain from wearing hats, cut-off shorts and cut-off shirts. Bare midriffs, sports bras and the like are allowed only in the classrooms ***while receiving bodywork***. When giving a massage, or when in any other part of the facility, students will wear appropriate attire. Low cut tops or revealing attire of any sort is unacceptable. Students are expected to maintain standards of hygiene in dress, ensuring the cleanliness of their attire. Shoes are to be always worn when not in the classroom. **Students not in compliance with the dress code will be given the opportunity to change or be sent home.**

Students are required to maintain standards of hygiene & cleanliness for their person while in class and in the Student Clinic. Massage Therapy is a close contact profession, and students are required to be free of any body odor including strong fragrances such as perfume or cologne, and the smell of cigarette or marijuana smoke.

Students must also keep their fingernails short for hygiene and safety of students and clients. **It is preferred that no fingernail polish is worn as it can flake off on the person receiving massage. At no time are fake nails allowed while in the program.** Students will be working on other students in class or clients in all levels of the program and need to follow good nail hygiene.

## Student Clinic Dress Code

Students are required to wear the scrubs that are provided by the school while working in the Student Clinic. NO alterations can be made to the scrubs except for shortening when necessary. Shoes are to be worn when walking throughout the clinic and can be removed at the door prior to entering with a client. No open toes shoes are allowed. **Clinic supervisors reserve the right to determine professional standards.** If your appearance is determined to not be sufficiently modest, you will not be permitted to see clients and will need to make up the clinic shift at another time.

Students are expected to maintain personal hygiene standards consistent with the Hygiene Policy listed above. Students not in compliance with the dress code will be given the opportunity to change or be sent home.

## No Smoking Policy

Because student activities at The Healing Arts Center include the therapeutic touching of fellow students and student clinic clients, HAC maintains a strict policy against the use of tobacco, E-cigarettes (vapor) or marijuana prior to or during school sessions and anywhere on the Healing Arts Center's campus.

There is a strict and enforced No Smoking Zone within a 100-foot radius around all sides of the building. No smoking materials shall be disposed of inside of this same radial area. Tobacco or marijuana products or by-products may not be disposed of on HAC premises.

If the faculty or staff of the school smells marijuana/tobacco/vaping smoke on a student, the faculty or staff member can ask the student to leave the premises until they are clear of the smell of smoke. Any hours missed by a student because they have been asked to leave due to this policy will have to be made up by the student.

## Parking

The areas for parking are located behind and in front of the building. Please be sure to park in marked spaces. When parking in the front lot, we ask that students park in the 3<sup>rd</sup> and 4<sup>th</sup> rows to be courteous of the businesses located on the front of the building.

## Lost & Found Policy

The Healing Arts Center's Lost & Found is in the Break Room/Kitchen. Students may report to the front desk if they are missing any items. **Students should not bring valuable jewelry, etc. to school as they can be misplaced or lost.** The Healing Arts Center is not responsible for personal items that are lost or stolen.

## Inclement Weather Policy

If the school is closed due to inclement weather, students will be notified via a mass text message from our WellnessLiving software. It is vital that students opt in to receiving email and text notifications from the school throughout the time they are enrolled in the program for this reason.

School closures will also be announced on:

- ∞ The school will be listed on Channel 5 (NBC) (KMOV - local).
- ∞ The Healing Arts Center website
- ∞ The Healing Arts Center social media
  - Facebook: @thehealingartscenter



## **The Healing Arts Center - Student Handbook**

- Instagram: @healingartscenter

If the school is closed for inclement weather, make-up dates for classes and/or clinic affected will be announced once the school reopens.

## Holidays

The school observes the following holidays, and no classes are held on these days. Make-up classes and/ clinics affected by these holidays will be scheduled in advance for students to prepare. The holidays are:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Winter Break (≈2-weeks in December)

## Student Complaints

Students are encouraged to discuss all concerns, questions, complaints and problems with an instructor or the Administration and can file a complaint in writing and turn it into the administration office. The administration will reply to the issue within three (3) days after investigating the circumstances surrounding the complaint. If, after discussion of the situation, a satisfactory resolution is not obtained, students may wish to contact the following agencies:

**Missouri Coordinating Board for Higher Education**  
**Department of Higher Education**  
**301 W High Street, Suite 860**  
**Jefferson City, MO 65101**

The Healing Arts Center is accredited by the Accrediting Commission of Career Schools and Colleges and must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges**  
**2101 Wilson Blvd. / Suite 302**  
**Arlington, VA 22201**  
**(703) 247-4212**  
<https://www.accsc.org/Forms-and-Reports/Forms-And-Reports.aspx>

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Manager. Complaint forms can also be found on the website address above for the Accrediting Commission of Career Schools and Colleges.

## FACULTY

### Tom Tessereau, DBCS, FBCII, LMT, NCBTMB, Owner & Headmaster

Tom is the co-author of the #1 Best Selling Book Series Wake Up – Live the Life You Love – Living on Purpose along with well-known best-selling authors Dr. Deepak Chopra, M.D., Dr. Wayne Dyer, PhD, and Mark Victor Hansen.

The Healing Arts Center and Tom's work have been featured as the cover story on KSDK-TV Channel 5 News, KMOV-TV Channel 4 News, KTVI-TV Fox 2 News and in feature articles numerous times in the St. Louis Post Dispatch, St. Louis Magazine, the Healthy Planet, Spirit Seeker Magazine, and Whole Human Magazine. He has been interviewed live on 97.1 FM Talk Radio, KDHX 88.1 FM Radio, KEZK 102.5 FM Radio and his work is mentioned in several books, including *At the Eleventh Hour: Caring for My Dying Mother* by Susan Carol Stone, *And Now We Dance: Journaling for the Woman Within* by Linda Senn, and is honored by the piano composition "For Tom" on the CD *In A Moment Noticed* by Sheila Moglia and Mary Ann Blankinship.

Tom has shared his knowledge of alternative/complimentary medicine as a guest speaker at Washington University School of Medicine, Barnes Jewish Hospital, St. John's Mercy Hospital, and Jewish Hospital College of Nursing and Allied Health.

With more than 30 years of study and experience in the healing arts and sciences, he successfully combines both Eastern and Western knowledge into a synthesis of bodywork, energy healing, yoga, breathwork, and intuitive awareness. He encourages his clients and students to become an active participant in their process of healing, guiding them back to the realization of harmony and balance in their entire physical, emotional, mental, and spiritual dynamics.

As Owner/Director of The Healing Arts Center in St. Louis, where he received his training and certification as a massage therapist, Tom is the head instructor in the Professional Massage Therapy Training Program. Other healing modalities he integrates into his work include: the Bio Cranial System through the Bio Cranial Institute, certified Master of G-Jo Acupressure by the GJo Institute, certified Master/Teacher of Reiki, The Usui System of Natural Healing, certified Master of Karuna Reiki™ by the International Center for Reiki Training, certified Master by the International Human and Universal Energy Research Institute, certified Transformational Breath Facilitator by the International Breath Institute and formerly a trainer for their Personal Enlightenment and Professional Training, Certified Hypnotherapist and Certified Stress Management Consultant by the International Association of Counselors and Therapists, has completed studies in Advanced Pranic Healing, Pranic Psychotherapy, Crystal Healing and Psychic Self Defense through the American Institute of Asian Studies, and is a Certified Pranic Healing™ Instructor. He is certified as a Raw Chef, Raw Nutrition Specialist, Raw Lifestyle Coach, and Raw Personal Trainer by the Ekaya Institute of Living

Food Education and is formerly a Certified Personal Fitness Trainer through the American Council on Exercise (ACE) and the National Academy of Sports Medicine (NASM).

Currently studying for his Doctorate Degree (Msc.D.) in Metaphysics through the University of Metaphysics International, and his Ph.D. in Holistic Life Counseling through the University of Sedona, Tom continues his journey as a student of the life sciences.

His other studies include Reconnective Healing™, Neuromuscular Therapy (NMT), Emotional Freedom Technique (EFT) for serious diseases, Connective Tissue Massage, Reflexology, Polarity Therapy, Zen Shiatsu, Thai Medical Massage, Applied Physiology, Touch for Health, Present Centered Awareness Therapy, Neurolinguistic Programming (NLP), Science of Mind, Theosophy, T'ai Chi, martial arts (Tae Kwon Do, Hapkido, Karate, Judo), comparative religions, Hatha Yoga, Babaji's Kriya Yoga, Kundalini Yoga, Spiritual Human Yoga, Arhatic Yoga, Chi Nei Tsang, Kriyashakti, Feng Shui, Kofutu Touch Healing, and meditation.

As a charter member of the International Association of Healthcare Practitioners, and as a member of The International Society for the Study of Subtle Energies and Energy Medicine, the Association for Comprehensive Energy Psychology, the American Metaphysical Doctors Association, the Associated Bodywork and Massage Professionals, and the Institute of Noetic Sciences, he is constantly supporting ground-breaking research in alternative and complementary medicine.

A loving husband to Sabrina and father of six beautiful children; Sean, Adom, Christopher, Deva, Xavier, and Samson. Tom is known internationally as a Teacher, Visionary, Philosopher, Master Healer, Leader, and Friend.

Tom is a transformational healer and teacher. His work reflects his genuine love and respect for others and their healing process. Clients and students agree that Tom offers a grace and gentleness that is a powerful and unique experience.

### **Sabrina Tessereau, LMT**

Sabrina is the co-owner of The Healing Arts Center and graduated from the program in 1997. She has a BA from the University of St. Louis and majored in Asian Studies. She holds a Mastery Certification in Breathwork and facilitates breathwork sessions and classes. She earned her Energy Medicine Certification in 2017. She also received her BioCranial Certification in 2011 and Advanced Practice in 2017. Sabrina has worked in the spa environment as well as seeing private clients for massage, reiki, energy and breathwork. She has home schooled their children since 2001. Sabrina assists in the Supervised Clinic as well as the massage theory classes. Sabrina has a great passion for students and clients alike.

## **Alyssa Rehel, LMT, RYT-200**

Alyssa Rehel is a creative marketing/media professional and health and wellness advocate. Alyssa knows that a great marketing strategy is the bridge between an organization's purpose and goals and their audience's needs. Alyssa brings her 15+ years of customer service and team management experience to the Healing Arts Center as the Campus Director/General Manager.

Alyssa began her career in health, wellness, and the healing arts after graduating from the Healing Arts Center in 2015. Afterward she founded her private wellness practice, Sacred Roots Wellness, in 2019 and completed the Yoga Teacher Training program at River Bend School of Yoga in 2020. As an entrepreneur launching a new wellness business, Alyssa discovered her love and skill for marketing in the digital age. Alyssa received a bachelor's degree in mass communication & marketing with a specialty in digital audiences from Arizona State University in 2023 while teaching the HAC Business & Ethics class.

When she is not designing marketing strategy or practicing yoga or massage, Alyssa can be found exploring in nature with her rescue pup, Lennon.

## **Dr. Daniel M. Rovin, D.C.**

Dr. Dan believes that a good instructor is one who leaves a lasting impression. He stands behind the principle that the greater the impression left by the teacher; the more knowledge absorbed by the student. True knowledge is not forgotten. It becomes utilized in daily living and clinical practice. The applicable use of structure and function is an important foundation to wellness therapy. It should be learned and applied, not just remembered to pass a test. Dr. Dan uses demonstrative techniques, word associations, practical situations, and case studies to achieve this. Dr. Dan is a graduate of Logan College of Chiropractic (Spring 1998). He teaches anatomy, physiology, nutrition, pathology, and kinesiology in Missouri and Illinois. When not teaching, Dr. Dan runs a private chiropractic practice in Swansea, Illinois.

## **Matthew Mink**

Mr. Mink holds a master's in health administration, a Bachelor of Science in health science and administration and an associate degree in health care. He also holds a diploma in Homoeopathic Medicine and is a Doctor of Naturopathic Medicine. Mr. Mink has been a Healthcare Instructor for over 20 years, teaching at several St. Louis Colleges and career schools. His extensive knowledge in anatomy along with his style of delivery helps students gain the knowledge for a successful career in massage therapy.

### **Bert Davich, LMT**

Bert Davich, LMT, NCBTMB graduated from The Healing Arts Center in 2006. Since then, he has studied and practiced structural bodywork from a wide range of modalities. Bert practiced as a part of the HAC professional clinic from 2007 until the end of the Winter 2024 session. Bert is currently teaching Myofascial Release which includes site specific massage training. Bert loves sharing his acquired knowledge with our students and when possible, offers those little ‘details’ of information that are often gained only through experience. Bert’s focus today is structural bodywork in the form of massage and manual therapy for Orthopedic and other soft tissue related conditions (dysfunction). Much of his practice is working with clients with pain management and a range of motion issues for acute and repetitive strain injury. He also sees many post-surgical clients to assist them in reaching full recovery.

### **Johnna Smith, LMT**

Johnna is a 2018 graduate of The Healing Arts Center. She has recently become a Supervisor in the Student Clinic and Cancer Clinic. Johnna has done advanced training in Lymphatic Drainage and Prenatal massage and works with a home health agency performing work with hospice patients. Johnna’s passion for assisting patients and students is evident in her work and dedication to the massage profession.

### **Stephanie Long, LMT**

Stephanie is a 2017 graduate of The Healing Arts Center and holds a BS from the University of Phoenix in Business Management. Since graduation, Stephanie has work for Mercy Hospital Integrative Medicine and Therapy Services in St. Louis providing customized bodywork and massage. She has also worked in spa and franchise environments here in St. Louis. Stephanie provides great energy and passion for the clients and students.