

## **INTRODUCTION**

The Blanchard Valley Academy of Massage Therapy is an institution of higher education in the art of Massotherapy and serves men and women by providing continuing opportunities for intellectual discovery and hands on training.

It is our hope to stimulate the intellectual growth of our students; to engage them in an honest and dynamic search for knowledge and healing; to incorporate sound proven methods in their learning; to challenge them to develop and deepen personal and social skills; to inspire in them a commitment to community service; and to provide an atmosphere that nurtures a holistic approach to learning within a caring and supportive atmosphere.

## **VISION / GOALS / MISSION**

At the heart of the Academy is a vision to be a source of healing and growth for students, therapists and the community, facilitated by our goals to graduate quality oriented therapists and to provide them with the knowledge and skills to accomplish this. It is the mission of Blanchard Valley Academy of Massage Therapy to accomplish our goals and vision with integrity and respect.

The basic curriculum provides students with opportunities to integrate their deepest moral convictions with their intellectual goals and professional careers. It challenges them to develop a personal philosophy, preparing them for continuing and effective service to family and community. The Academy recognizes that development of a person's total potential requires lifelong learning. Blanchard Valley Academy encourages students to make the search for truth a continuing quest in the administration of the healing art of massage and related fields. Therefore, Blanchard Valley Academy of Massage Therapy seeks to provide educational opportunities by which students are challenged:

- To work to develop a spirit of inquiry;
- To formulate worthy goals;

- To learn to think logically, to communicate persuasively, to analyze rigorously, and to solve problems systematically;
- To clarify career expectations and explore career options;
- To continue their quest for excellence.

In order to assure the realization of its vision and the achievement of its goals, key elements of these statements have been distilled into observable and measurable learning outcomes.

## **BVAMT FACILITIES**

We are located in a 5,000-square foot building that includes a large lecture / lab area, five treatment rooms, a second classroom that can also be used for workshops, reception area, break room, retail area selling student books, supplies and nutritional products, a student clinic and administrative offices. We provide electric tables and portable tables for students to work on in our student clinic. We also provide hydrocollators, sheets, towels, pillows, and blankets for student use during labs and clinic.

## **FACULTY**

### **Edward L. Strahm, LMT, MMP Certified Medical Massage Practitioner Director**

Licensed by Ohio State Medical Board, Associates of Medical Laboratory Technology, Licensed by Myopractic Institute in Deep Tissue, Structural Integration/Advanced Pattern Release.

Instructs - Anatomy, Physiology, Massage Theory, Massage Practicum, Advanced Therapeutic Massage/ Cervical Techniques, Craniosacral Therapy, Business/Ethics

### **Maria Weber, LMT**

Graduate of BVAMT, Licensed by Ohio State Medical Board, Certified in Cancer Massage, Sports Massage and Repetitive Use Injury Therapy, Instructs - Massage Theory,

Massage Practicum, Massage for Cancer, Geriatric Massage, Sports Massage

**Erin Welly, LMT**

Graduate of BVAMT, Licensed by Ohio State Medical Board, Masters in Physical Therapy, Bachelors of Health Sciences.

Instructs - Anatomy, Physiology, Massage Theory, Massage Practicum, Advanced Therapeutic Massage/ Cervical Techniques, Business/Ethics.

**12-MONTH LICENSING COURSE**

Students must attend classes 4 hours per day 2 days per week, or one 8-hour day per week as well as various offsite events offered throughout the year. Day and evening classes may be flexible to accommodate student enrollment. Enrollment is an ongoing basis. Please contact us on specifics with current enrollment.

Classes will be in session unless class day conflicts with a major Holiday.

**BVAMT PROGRAM OFFERED**

Instructional Hours 775 Hrs.  
Blanchard Valley Academy of Massage Therapy: One year course 2 days a week a.m. or p.m. classes. The courses of instruction at BVAMT are offered in three academic terms/year based on enrollment availability. Each class runs for 12 months.

Instructions include:  
Anatomy and Physiology, which covers medical terminology, pathology, structures of the bones, joints and muscles and all the systems of the body that therapeutic massage will be affecting.

Instruction also includes hands on training in various applications massage such as:

- Swedish Massage
- Neuromuscular Therapy

- Myofascial Release
- Trigger Point Therapy
- Sports Massage
- Pregnancy, Pre-Perinatal Massage
- Chair Massage I & II
- Medical Massage
- Carpal Tunnel
- Facial Massage / Sinus Therapy
- Introduction to Craniosacral Therapy
- Abdominal Massage
- CPR
- Headache & Stress Management
- Ethic and the Ohio Law
- Lymphatic Drainage
- Aroma Therapy
- Hot Stone Massage
- Indications / Contraindications

**CURRICULUM OUTLINE**

**Anatomy/Physiology/Pathology  
325 Hrs.**

**Massage Theory/ Practicals  
Hygiene 325 Hrs.**

**Massage Clinic 75 Hrs.**

**Business and Law 25 Hrs.**

**Ethics 25 Hrs.**

**Total 775 Hrs.**

Certain requirements change from year to year and students are subject to the requirements in effect at the time they enroll. While every effort is made to ensure the accuracy of the information available at the time copy is prepared for this catalog, the Academy reserves the right to make changes at any time without prior notice.

**Approved for the training of Veterans.**

The Licensing Program is approved by the State Medical Board of Ohio and the State Board of Career Colleges & Schools.  
**(Registration No. 02-01-1621T)**

### **COURSE DESCRIPTIONS**

ANATOMY is the study of the structure of the human body and is taught through the use of textbooks, lectures, demonstrations, charts, slides, a skeleton, and a muscular skeleton.

PHYSIOLOGY is the study of the function of the human body and is taught through textbook references, lectures, and illustrations.

MASSAGE THEORY is the written massage lessons taught through the use of textbooks, handouts and lectures.

MASSAGE PRACTICUM (and contraindications) is the time when each individual receives training in the practical application of massage. Each student is required to give at least 100 supervised therapeutic massage treatments, 20 chair/-onsite massages and 20 client evaluations.

HYDROTHERAPY is the use of water in any of its three forms of solid, liquid, or vapor, externally applied for therapeutic purposes.

### **ADDITIONAL WORKSHOPS**

In order to gain more extensive knowledge and experience in the many varied disciplines involving care of the body, BVAMT may host additional workshops. Cost of these workshops may vary, and are not subject to BVAMT curriculum or tuition. Scheduling depends upon a minimum number of participants. A nonrefundable pre-registration fee may be required and will be applied toward respective workshop.

### **POSSIBLE WORKSHOPS BASED ON STUDENT/GRADUATE INTEREST**

- Myopractic (Deep Tissue/Deep Muscle Therapy)
- Reiki
- Aromatherapy
- Craniosacral Therapy
- Myoskeletal Alignment

### **CLASS SIZE**

Even though there is adequate room to accommodate more students, we will attempt to keep our class size from 8-12 students, thereby facilitating an environment conducive to personalized instruction. However, most of our classes are small in size and facilitates a more one on one experience within our academy.

### **CALENDAR AND CLASS SCHEDULE**

Students must attend class 8 hours per week for 52 weeks. The typical class schedule is Monday/ Wednesday evenings and also on Tuesday/ Thursday evenings from 5:30 p.m. to 9:30 p.m. Day time classes may also be offered from 9:00 a.m. to 1:00 p.m. or 8:00 a.m. to 5:00 p.m. unless this conflicts with major holidays of Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas, and New Year's Day.

### **HOURS**

The minimum number of hours required in Ohio by the State Medical Board is currently 750 hours. After passing MBLEX (Licensing Exam), \$150.00, you are eligible to apply for licensure with the State Medical Board of Ohio, \$195.00.

### **APPLICATION PROCEDURE**

Persons 18 years and older may apply for admission by completing the following steps:

1. Submit a completed application form.
2. Submit an official (stamped/signed) transcript of grades from high school from which you received a diploma.
3. Submit a completed medical examination form signed by a medical doctor verifying that you are free from all contagious diseases and have no disabilities that would prevent you from applying massage techniques. (Form supplied by BVAMT).
4. Interview with members of the BVAMT administrative staff or Director.

### **ADMISSION POLICY**

Full acceptance into the BVAMT program is granted once the applicant has completed the required forms and has been interviewed. Immediately upon notification of acceptance, the applicant must submit a registration fee of \$125.00 and sign the Enrollment Agreement to complete the admission requirements. This will reserve a seat in the upcoming class and will be considered the enrollment date. However, your seat in class will not be reserved until your registration fee has been received. Deposits must be received within 10 days of date of acceptance.

### **CLASS REGISTRATION**

Due to the unknown number of applications for each class, we ask for your understanding and cooperation in our class scheduling procedures. Enrollment will be filled to best accommodate all students. Additional classes may be added if demand dictates the need or classes may be cancelled if enrollment is not sufficient. You will be notified of your class assignment upon acceptance into the program.

### **TUITION**

Please inquire about current tuition; tuition payable as follows:

#### **PAYMENT PLANS:**

1. Registration Fee (\$125.00) upon enrollment

2. Monthly payments available based on current tuition.
3. Interest free payments available if paid within 12 months.
4. TFC Credit Corp., 36 mo. and 48 mo.
5. Other pre-determined payment plans.

Tuition payments under the plan selected will not change for the duration of the scheduled course period. Tuition must be paid according to student contract. For monthly payment plan tuition is due on the first-class day of each month.

### **FINANCING**

Students who make a deposit toward the annual tuition will have their interest free installment payment plans adjusted to support smaller monthly payments. Ask about our early enrollment incentives.

Financial Assistance with flexible payment plans available pending credit approval.

### **LATE FEES**

A LATE CHARGE OF \$30.00 will be added to each overdue payment. Returned check fees are \$30.00 per check. If at any time payment is in arrears more than 15 days, a student may be suspended from classes until his or her account (including late fees) is current. Classes missed during a period of suspension must be made up by the student prior to graduation. **All tuition payments and late charges must be paid in full or up to date before a diploma will be granted. Students not holding a valid diploma will not be eligible to sit for the state licensing examination.**

### **REFUNDS**

The \$125.00 registration fee is nonrefundable after 5 days of signing according to terms.

Tuition refund policy:

An Enrollment Agreement or Application may be canceled within five calendar days after the

date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty days after cancellation.

\*A student who starts class and withdraws before the academic term is fifteen percent completed will be obligated for twenty-five percent of the tuition and refundable fees plus the registration fee.

\*A student who starts class and withdraws after the academic term is fifteen percent complete but before the academic term is twenty-five percent completed will be obligated for fifty percent of the tuition and refundable fees plus the registration fee.

\*A student who starts class and withdraws after the academic term is twenty-five percent complete but before the academic term is forty percent completed will be obligated for seventy-five percent of the tuition and refundable fees plus the registration fee.

\*A student who starts class and withdraws after the academic term is forty percent completed will not be entitled to a refund of the tuition and fees.

### **ATTENDANCE AND TARDINESS**

Attendance records will be kept for each student and are evaluated quarterly. All late arrivals will be recorded at the start of each class and after lunch break. Leaving class without instructor dismissal of class will also count as a tardy. Three tardies will count as  $\frac{1}{2}$  day absent. Students must meet the minimum requirement of 750 hours determined by the Ohio Medical Board.

\*Absences should not exceed one class day per quarter. If you do not have the minimum hours required for passing from one quarter to the next, you must make up the hours prior to graduation.

\*Students are responsible for all of the information and skills covered in any class or portion of a class missed, whether excused or unexcused.

\*If a student receiving VA educational benefits misses over 15% of their scheduled hours he/she would be dismissed for VA educational benefits.

### **PROBATION**

Students will be placed on probation who fail to abide by school policies, who are excessively tardy or absent, or whose grades are incomplete or below 75 percent. The student must meet with the School Director to negotiate a plan of action that when successfully completed will get the student off of probation. If the student is still on probation at the end of the quarter that the problem began in, the Director will decide whether the student may proceed into the next quarter, be dismissed, or must repeat the quarter. If a quarter must be repeated, the student is responsible for the entire fee for that quarter

### **MAKE-UP WORK**

All academic work/exams must be made up if absent or failed within 7 days. The exam will be different from the one missed or failed. Makeup exam fee is \$15.00. (Only three make up exams allowed per quarter). Students with incomplete course work or grades below 75% must repeat the quarter.

Make up of class time that did not include instruction (e.g. testing time) may be made up during lunch break. Make up of instructional hours must be arranged with the instructor and will take place during non-school hours. The charge for instructional make-up hours is \$30 per hour payable at the time the make-up instruction is given.

### **STUDENT CONDUCT**

Working in a professional, positive and responsible manner is expected of all students. Students must follow all school policies, which include:

- Students are expected to maintain appropriate appearance, personal hygiene and a neat, orderly, and clean environment. Students are required to wear school-approved apparel in lab/clinic.
- Preventing exposure of the nude body is part of our professional standard. Students are required to keep the body covered, except for the area being worked on.
- Professionalism in all of its many forms:
  - Appearance (no visible facial piercings)
  - Respectful
  - Business cards
  - No inappropriate touching
  - Positive communications with fellow students, staff, and clients
  - Academic honesty

### **DISMISSAL POLICY**

Student dismissal is viewed as the last recourse at Blanchard Valley Academy of Massage Therapy. A student may be dismissed for, but not limited to, the following reasons:

1. Violation of the school rules and policies.
2. Consistent failure to make scheduled tuition payments.
3. Recurring attendance problems.
4. Failure to fulfill the terms and conditions of the enrollment agreement.
5. Poor academic progress.
6. Being under the influence or in possession of any illegal drugs or alcohol while on school property or at school sponsored activities.
7. Any student who is absent for four (4) consecutive weeks without prior written notice will be dismissed from the program, as this constitutes excessive absence. Termination of enrollment will become effective four weeks from the student's last day of attendance.

A student who receives a notice of dismissal will have ten (10) working days from the date of the dismissal to file a request in writing for a review of the dismissal by a review panel and to show cause as to why the dismissal should not stand and become part of the student's file. This request must be in writing and sent to the school by registered mail. The decision of the review panel shall be final in all cases where a review is requested.

The administrative staff reserves the right to examine all student records and to discuss them with the student when necessary.

### **WITHDRAWAL POLICY**

Any applicant or student wishing to temporarily or permanently terminate enrollment may submit notification verbally or in writing to an Administrator.

A student who has had to withdraw for reasons felt to be excusable may reapply for admittance at a regular enrollment date.

### **CREDIT FOR PREVIOUS TRAINING**

Transfer students from another State Medical Board of Ohio approved school of massage therapy may be accepted into the program. In addition to following the same admissions process as all students, you must also submit a certified transcript from the previously attended school showing hours and dates of attendance and grades received. The transfer student is responsible for obtaining the certified transcript prior to beginning classes. Placement tests will be determined where the student will be placed in the program.

### **GRADUATION REQUIREMENTS**

1. Complete all course work with a minimum average of 75 percent on all class, lab and student clinic work.

2. Meet or exceed attendance requirements, clinics, workshops, and off sites.
3. Maintain high standards of conduct and follow the student conduct policy.
4. CPR and Basic Emergency Care Certification.
5. Payment in full with no other outstanding incurred fees.

### **GRADING POLICY**

Grades provide guidelines that clearly inform the student of their progress. However, they do not necessarily reflect the quality of massage technique that the student is able to demonstrate, therefore, we ask that you focus on your entire learning experience, not just grades. This will enable you to apply classroom knowledge to your practice of the art/science of massage therapy.

Grading criteria is determined by oral and written tests, practicums, written and practical assignments, class participation, and hands-on technique.

Student academic progress will be measured as follows:

<b>93% to 100%</b>	<b>Excellent</b>
<b>83% to 92%</b>	<b>Good</b>
<b>75% to 82%</b>	<b>Average</b>
<b>0% to 74%</b>	<b>Failure</b>

Grade reports will be issued every quarter. The student will be provided with a report on his/her progress at the end of that quarter.

A minimum grade of 75% is required to pass each quarter. Those who successfully complete the four quarterly requirements will be issued a diploma and be eligible to make application to sit for the state licensing examination (MBLEX).

Students who graduate with a grade point average of 93 percent or higher will graduate with honors.

### **TRANSCRIPTS**

Upon request, a student will be given an unofficial transcript without charge. An official transcript will be forwarded to another school or employer for a charge of \$10.00.

### **GRIEVANCE PROCEDURES**

Any grievance / complaint should be in writing and submitted to the Director for discussion with the Board of Directors. Complaints should be mailed to: Blanchard Valley Academy of Massage Therapy, Attn: Director, 1710 Crystal Avenue, Findlay, Ohio 45840 (419) 423-2628. Any grievance not rectified may also be filed with the State Board of Career Colleges and Schools, 30 East Broad Street 3<sup>rd</sup> Floor Columbus, Ohio 43215-6127. Telephone: 877-275-4219.

### **PLACEMENT ASSISTANCE**

While the Blanchard Valley Academy of Massage Therapy will notify students of job opportunities submitted to the school, no guarantee for employment can be made.

### **FEES & OTHER COSTS**

The following is a list of other costs (subject to change):

ABMP/Liability Insurance:	\$65.00
Laboratory Fee	\$200.00
Books*	\$850.00
Massage Table	student's discretion

Students may purchase a table with a student discount through BVAMT.

\*Approximate Cost

### **FINAL THOUGHT**

We are looking forward to the opportunity to serve you. We trust you will find this a very positive and rewarding experience for your professional career as a massage therapist.

Yours in Great Health,

Edward L. Strahm, LMT, MMP  
Director

**Leave Policy:** The school does allow leave of absence. A student would be required to withdraw and re-enroll at the beginning of the next term. The VA will be notified to terminate benefits during the leave of absence.

**Make-up Work Policy:** The student must make up all work during the enrollment period.

## **VETERANS ADMINISTRATION STUDENTS BVAMT ADDENDUM TO CATALOG (2017)**

**Probation Period:** A student whose grades fall below the minimum satisfactory requirement of 74% will be placed on probation for one term.

**Conditions for Interruption for Unsatisfactory Grades or Progress:** If the student does not achieve a satisfactory grade of 75% or above during the probation, the school will notify the VA to interrupt the students' educational benefits.

**Conditions for Re-entrance after Unsatisfactory Progress or Conduct:** A student will be permitted to re-enter the program at the beginning of the next term if the student has resolved the problems causing the unsatisfactory progress or conduct.

**Enrollment Dates:** A student may apply any day that the school is open. The student will start classes at the beginning of the next term.

## **VETERANS REFUND POLICY**

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 33,35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable: any amount beyond that is subject to pro rata and refund (CFR 231.4254 ( c) (13)). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

A copy of this policy will be provided to all students receiving educational benefits from the Veterans Administration.