

Vital Kneads
Institute for
Massage Therapy
2008-2009 Catalog



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TABLE OF CONTENTS

Mission Statement	ii
Motto	ii
Acknowledgements	ii
Faculty	1
Covered Topics and Techniques	2-3
Tuition	3
Financial Aid	3
Transfer Credit(s)	4
Enrollment Cancellation Notice	4
Tuition Refund Policy	4-5
Grading System	6
The Calendar	6
Inclement Weather Policy	6
Class Schedule	6
Holidays	6
Calendar of Events	6
Equipment Responsibility	7
Dismissal Policy	7
Smoking Policy	7
Conduct	7
Graduation	7
General Description of Facility	7
Directions	8
Application for Enrollment	

(Revised 3/01/2008)

Mission Statement

Vital Kneads Institute for Massage Therapy is designed to provide the ability to deliver quality services to those who wish to pursue a career in supplemental health care. The Institute carries out this mission through education, networking, clinical experience and community awareness.

Motto: Kneaded As Needed!

Acknowledgements

I would like to take this opportunity to thank the many people who have been supportive in my decision to open the Institute.

Special thanks are given to:

Every student present and future without you we could not exist

In Loving Memory

My twin and mirror image, Amy

Faculty

AMBER L. FLANDERS, LMT, DIRECTOR, OWNER

Mrs. Flanders has over 30+ year's experience in the medical field. Mrs. Flanders is a graduate of New Hampshire Institute for Therapeutic Arts in Hudson, NH. As a Licensed Massage Therapist with the State of New Hampshire since 1990, Mrs. Flanders has been very active in her own massage business while realizing her dream to own and operate a school for massage. This dream came alive in March of 2003 when Vital Kneads Institute for Massage Therapy opened their doors.

GARY STILES, NCTMB, LMT, CERTIFIED DIPLOMATE, CST

Mr. Stiles has certifications from Dove Star Alchemical Institute in Massage, Ortho-Boinomy, Rebirthing, Accupressure and CranioSacral Therapy. After receiving his massage license, he completed advanced level-two training in Cranial-Sacral Therapy with the Upledger Institute. This included advanced training in somato-emotional release and dialoguing. He has practiced Aikido since 1976 and has taught the martial art for over ten years.

RICHARD PICKWICK, MA, NCTMB, LMT

Mr. Pickwick has 30 years of teaching experience. He was trained at the Boulder College of Massage Therapy in Boulder Colorado. He has taught Massage Therapy in Boulder, CO. Also has been a Supervisor of Sports Massage. He worked as an Assistant Instructor in Normalization of soft tissue, Swedish, and various electives. He is trained in Swedish, Sports, Amma, Myofascial release, Polarity, Reflexology, various METs, and is an Alexander Technique Instructor.

GUDRUN STANTON, PTA, NCTMB, LMT

Mrs. Stanton was licensed in Florida prior to her transferring to New Hampshire. She brings with her expertise in Hydrotherapy Pathology and various other METs.

KAREN KEARNEY, RN, BA, MTH

Ms Kearney is a graduate of Laconia Vocational Nursing Program with her AS, she received her BA in English from UNH where she also minored in theater. Her Masters in Theology was received at IMI. Karen is working on her masters in business administration in Health Care.

CHERIE BRALEY, LMT, NCTMB

Ms. Braley is a graduate of Vital Kneads Institute and has owned her own business in Essential Oils for 10 years.

Covered Topics and Techniques

Program Structure

A total of 750 hours is required for course completion. This includes classroom and clinical instruction. There will be testing and presentations required to demonstrate the students' level of understanding in all massage techniques along with anatomy and physiology.

Anatomiken I and II (each class having 22.5 hours)

3D picture of the muscle tissue and other body systems are built in clay giving insight and comprehensiveness into the tissues that are normally not sensed.

Anatomy and Physiology (150 hours)

Students will learn bone names, structures, origins, insertions, actions of muscles, nerves, cells, organs and the various functioning systems of the body.

Aromatherapy (13.5 hours)

Students will learn the benefits of essential oils and how they are applied to massage therapy.

Cardiopulmonary Resuscitation (CPR) and First Aid (13.5 hours)

This course will cover techniques for infant, child, and adult CPR. Fundamental principles and skills of CPR and First Aid will cover topics of: heart attacks, stroke, shock, artificial respiration, care of wounds and other pertinent care. Hygiene/sanitary practices will also be a part of the program.

Chair Massage (9 hours)

Students will learn how to use both the chair and pillows and how this technique can be used in many areas.

Circulatory (13.5 hours)

The technique of circulatory massage reinforces the normal, optimum blood flow throughout the body, and adjusts that flow to normal levels of circulation, which will be demonstrated by theory and hands on clinical experience.

CranioSacral Introduction (18 hours) / CranioSacral Release I (18 hours)

Through clinical application, students will learn the influence of gentle rhythm of the CranioSacral System has on the whole body. CranioSacral Therapy has been successful in resolving problems due to accidents, birth trauma, and various forms of physical, emotional and spiritual abuse. This method as demonstrated will show the positive impact on learning disabilities, depression, TMJ syndrome, chronic pain, disability, brain injury, fibromyalgia, headaches, migraines and many more symptomatic issues.

Building Your Business Practice I, II, (13.5 hours)

Students will learn how to create business a plan that will take them from the foundation of a dream and turn it into a reality. Each student will be able to tweak their plans throughout the school year and finally be able to put their plans into action following licensure.

Ethics and Professionalism (36 hours)

Ethics and professionalism is the basis for a therapist in which to build a practice. Learning healthy and respectable boundaries within the realm of massage therapy will be discussed. Students will role-play using the New Hampshire regulated laws relative to massage therapy. Students will be required to present an independent business plan.

Hot Stone (9 hours)

Students will learn the use of hot stones with the Swedish massage technique.

Hydrotherapy (9 hours)

Hydrotherapy is the use of water in the cold and hot application and wax in the hot application. Practical uses are but not limited to water, ice, heat, and wraps. Hydrotherapy is a key resource for many modalities including migraines, insomnia, muscle soreness and congestion, which help to maintain a healthy balance of good circulation and relaxation.

The Alexander Work (9 hours)

The student will experience and learn how to redirect excessive effort into useful energy, unneeded tension into simple pleasure and heaviness and fatigue into lightness and support.

Lymphatic Drainage (13.5 hours)

Using basic massage strokes effleurage, petrissage, friction, vibration and tapotement, the student will be able to manipulate soft tissue. Range of motion will be utilized. Students will be able to access the client, which may lead client to an effective treatment resulting in relaxation and decongestion of the lymphatic system.

Pathology (40.5 hours)

The study of how pathogens effect the skeletal system and other bodily functions.

Neuromuscular Technique (49.5 hours)

Students will learn memory retraining of muscle fibers with a gentle therapeutic touch. They will learn how to use various MET's, Myofacial, and Trigger point work. applying localized pressure using thumbs, fingers, knuckles, and elbows to release muscle tension that may cause increase tension in muscle fibers.

Nutrition and Hygiene (13.5 hours)

Reflexology (9 hours)

Student will learn to apply a simple and harmless method of pressure on specific points of the feet and hands to accomplish a natural way of maintaining the body in a vital and healthy capacity.

Shiatsu (31.5 hours)

The system of oriental body work involving meridians. Within the course, the student will look at the meridians and ways to identify and release blockages. Course is mainly hands-on.

Swedish Massage (63 hours)

Students will learn that Swedish Massage is soft tissue manipulation of the skin and how it has positive effects on the body. Students will learn proper body mechanics using the Swedish massage strokes of effleurage, petrissage, friction, tapotement and vibration. Students will be able to give and receive a full body massage.

Sports Massage (60.5 hours)

Students will be able to have classroom as well as hands on experience. They will learn both pre / post event situations. They will be able to apply their knowledge and technique on actual participants of potential Olympic Qualifying contestants.

Tuition

The total tuition cost will be \$10,000.00 and covers the cost of 750 hours of supervised instruction required for graduation. A required course in CPR / First Aid (approximately \$40.00) is not included in the base tuition price of \$10,000.00. The tuition includes textbooks and student liability. There is a \$50.00 non re-fundable application fee to be submitted with application. A .5% accumulative late charge may be added on unpaid tuition balances.

Financial Aid

Financial aid is available for those that qualify. We are VA approved.

Transfer Credit(s)

Transfer credit(s) may be allowed and will be determined on a case-by-case basis. Transcripts/Credits from out-of-state must be accepted and reviewed by the State of New Hampshire Board of Massage Therapy. They can be contacted directly at 603-271-5127, or faxed at 603-271-4968.

Enrollment Cancellation Notice

- (a) You are entitled to cancel your enrollment application before midnight of the third (3rd) business day following the date of the signature on the Financial Contract by sending a written notice of cancellation to Vital Kneads Institute for Massage Therapy, by certified mail, return receipt requested. For the purpose of the Contract, Saturday, Sunday or a holiday shall not be considered a business day.
- (b) In the event you withdraw from the program, Vital Kneads Institute for Massage Therapy will abide by the established Tuition Refund Policy.

Tuition Refund Policy

PART Pos 1111 REFUND STANDARDS as submitted by the State of New Hampshire.

Pos 1111.01 Refund Principle. The director shall approve only those schools that publish and adhere to refund provisions consistent with the standards below.

Pos 1111.02 Federal Program Refund.

The refund policy for students receiving benefits from federal programs that require specific refund policies shall be in accordance with the specific federal policies.

Pos 1111.03 Full Refund.

A school's refund policy shall provide for a full refund of all money paid by the student if:

- (a) The applicant or student cancels enrollment within 3 business days under RSA 188-D:23;
- (b) The student did not meet the provisions of Pos 1104.01;
- © The school procured the student's enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on behalf of the school;
- (d) The school's failure to comply with RSA 188-D-23.

Pos 1111.04 Short Program Refunds.

If for any reason a student withdraws or is dismissed by the school from a program which has a fixed class schedule, and is shorter than 6 class days, and is less than \$350 in total cost, and is not one of a sequence of programs, the student shall not be entitled to any refund, except as noted in Pos 1111.02 and 1111.03.

Pos 1111.05 Partial refunds.

- (a) A student who withdraws or is dismissed after the period of time identified under Pos 1111.03(a) has passed, but before completing 50% of the potential units of instruction in the current time period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current time period, less a one-time application fee not exceeding \$500 or 20% of the program tuition, whichever is less.
- (b) Pro rata refund shall be the ratio of the number of units remaining after the last unit completed by the student to the total number of units in the time period, rounded downward to the nearest 10 percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current time period.

(c) All efforts shall be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

(d) No refund shall be required for any student who withdraws or is dismissed after completing 50% of the potential units of instruction in the current time period unless a student withdraws due to mitigating circumstances, in which case refunds shall be calculated based on the pro rata method described in Pos 1111.05 (a).

(e) The 50 percent completion limitation does not apply in cases where the student cannot complete the program due to action taken by the school. Examples of school's action shall include school closing or bankruptcy, or cancellation of the program. In these and similar situations, refunds and fees shall be based on the pro rata method described in Pos 1111.05 (a) for up to 100 percent of the tuition paid.

Pos 1111.06 Timely Refunds Payments.

Refunds shall be paid within 30 days after the effective date of termination.

Pos 1111.07 Good Faith Effort.

A school shall be considered to have made a good faith refund effort to make a refund, if the student's file contains evidence of the following attempts:

- (a) Certified mail to student's last known address;
- (b) Certified mail to the student's permanent address; and
- (c) Certified mail to the address of the student's parent or listed next of kin, if different from the permanent address.

Pos 1111.08 Notice of Withdrawal.

- (a) A school shall require that notice of withdrawal be in writing, but shall not require a specific manner of delivery.
- (b) The school shall honor any valid notice of withdrawal given, reimburse the student any refund amount due, and arrange for a termination of the student's obligation to pay any sum in excess of that permitted under the refund standards.
- (c) All schools shall have a constructive notice of an intention to withdraw policy.
- (d) For students receiving funds under federal programs, schools shall comply with applicable federal guidelines for providing notice of an intention to withdraw.

Pos 1111.09 Refund Not Conditional on Compliance With School Regulations.

A school shall not make its refund policy conditional upon compliance with the school's rules of conduct or other regulations.

Pos 1111.10 Distribution of Refunds to Financial Aid Sponsors.

All or a portion of any refunds due shall be paid to sponsors furnishing grants, loans, scholarships or other financial aid to students, in conformity with federal and state laws, regulations and rules and requirements of financial aid sponsors. After any disbursements to financial aid sponsors have been made, the student shall receive the balance, if any, of the amount due under the school's refund policy.

Grading System

- (a) The grading system of Vital Kneads Institute of Massage Therapy requires a passing grade of 75 percent to graduate.
- (b) The minimum grades necessary for continued enrollment between semesters is 75 percent. Tutoring is available to any student at instructor's availability.

A = 93 - 100

B = 85 - 92

C = 79 - 84

D = 75 - 78

F = 0 - 74

- (c) The condition for interruption of enrollment if there is a death in the family, accidents, surgeries, or personal illness.
- (d) The criteria for probationary period of 3 months, allowed by the school is described as, but not limited to excessive absenteeism, unsatisfactory test scores, and failure to adhere to the contract. This will be at the discretion of the institute.
- (e) The conditions of re-entrance for those students dismissed for failure to maintain minimum grades necessary for continued enrollments are that the student must seek tutoring or choose to reenroll the following year. Any reimbursement due will be at the guidelines of the refund policy.

The Calendar

The school calendar will be posted annually on the first day of class.

Inclement Weather Policy

Students will be responsible for listening to various radio stations and ABC WMUR News 9 for any cancellation announcement(s). Information will also be available by calling the school at 603-267-1208.

Class Schedule

The standard class schedule will be held **Monday, Wednesday and Thursday**, 5:00 p.m. – 9:30 p.m.

Holidays.

The following holidays are observed:

Thanksgiving Eve and Day

Christmas Day

Week between Christmas and New Year's Day

New Year's Day

President's Day

Last week in April

Memorial Day

Fourth of July

Calendar of Events

Students will be required to attend various outside scheduled sports events as part of the clinical practice requirements. Actual dates will change from year to year. For current dates visit our website at <http://www.vitalkneads.com>

May: Big Lake Half Marathon -- Alton, NH [Saturday before Mother's Day]

June: Mooseman Triathlon -- Bristol, NH [First full weekend in June] Olympic qualifying race

August: Old Home Day – Belmont, NH [Second Saturday] 10K Race

August: Timberman Triathlon – Gilford, NH [Third full weekend] Olympic qualifying race. Voted #1 Triathlon in the world.

Equipment Responsibility

Each student will be required to purchase his or her own massage table. Purchase is recommended as soon after enrollment as possible. All students are required to have their own tables for off site activities.

Dismissal Policy

This institute reserves the right to dismiss any student based on the following but not limited to: Crude sexual remarks / harassment and carrying on in an unprofessional manner set by the administration, excessive absences, poor academic grades, unacceptable financial payments.

Smoking Policy

This is a non-smoking environment and smoking is not allowed on Institute property.

Conduct

The Institute expects all students to act in a professional manner relative to ethics and hygiene.

Graduation

Each student who successfully completes the 750-hour course with a 75% or better grade will receive a Diploma. No diploma and transcripts will be given until tuition is paid in full. Transcripts and diplomas will be sent out accordingly for licensure.

General description of facility

Vital Kneads Institute for Massage Therapy has 1900 square feet of classroom and treatment rooms with potential expansion capabilities. Massage tables and appropriate teaching tools are available for in-class hands on instruction.

Directions

From the North:

I-93 South to Exit 20. At the off ramp intersection, take a left. At second intersection, (McDonalds, and Burger King are landmarks) take a right onto Rte. 140 for 4.8 miles. At the stop sign take a right onto Main Street Belmont. Take first right onto Mill St. (One Way). turn left into parking lot.

Take Rte. 25 south to Rte. 106 south (travel through Laconia) and continue for 5-6 miles. At Rt. 140 and 106 intersection take a right. At stop sign take a left onto Main Street Belmont. Go for about 2/10 mile and take a right on Mill Street; turn left into parking lot.

From the South:

I-93 North to Exit 20. At off ramp intersection go straight across onto Rte. 140 for 4.8 miles. Take a right at stop sign. Take first right (Mill Street) and immediate left into parking lot.

Take Rte. 106 north. At Rt. 140 and 106 intersection take a left. At stop sign take a left onto Main Street Belmont. Go for about 2/10 mile and take a right on Mill Street; turn left into parking lot.

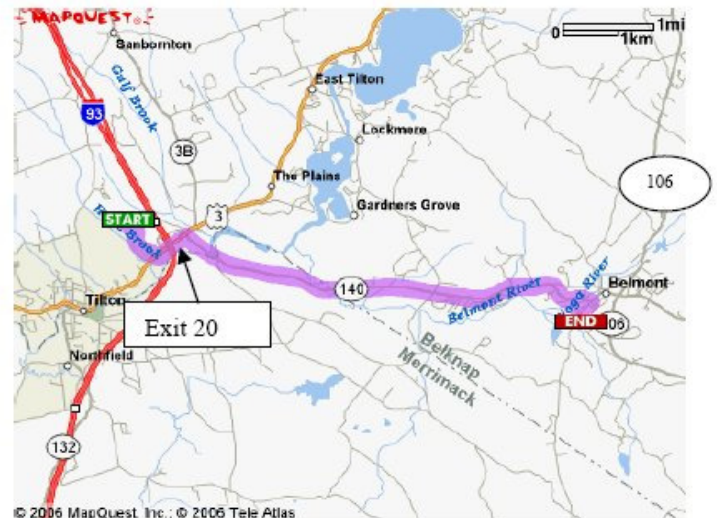
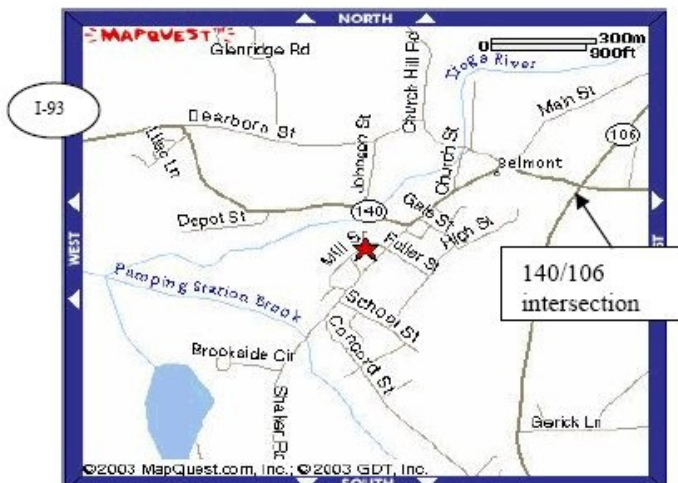
From the West:

Rte. 89 to Rte. 11 through East Andover to Franklin to Tilton intersection at Rte. 140 (McDonald and Burger King landmarks). Follow directions from above.

From the East:

From Rochester. Take Rte. 11 north. Take your left into the rotary and take your first right. Travel ¾ mile. Take a left onto Rte. 140. Continue to intersection of Rte. 140 and 106. Go through set of lights. At stop sign take a left onto Main Street Belmont. Go for about 2/10 mile and take a right on Mill Street; turn left into parking lot.

If you are unsure of your directions, go to mapquest.com and input your address and 9 Mill Street, Belmont NH 03220.





Vital Kneads Institute for Massage Therapy
Application for Enrollment
Please Print Clearly

Name: _____

Address: _____

Telephone Day: _____ Evening: _____

Email: _____

Occupation: _____

Social Security # _____ Date of birth: _____ Student must be 18 or older _____ female _____ male

Notify in Case of Emergency: _____

Education

Check one _____ High School Diploma _____ GED (Minimum requirement)

Post Secondary (Circle One) 1 2 College (Circle One) 1 2 3 4

How did you hear about this Institute? Radio Newspaper Friend Job Fair Website
 School Presentation by Institute Representative Other (explain) _____

Why do you want to become a massage therapist?

What qualifications do you feel you possess to become a good therapist?

Have you ever been arrested or convicted of a felony? Y / N If yes explain below.

Submit three written references with your application. [non-family member preferable]

Vital Kneads Institute for Massage Therapy does not discriminate against any applicant for race, color, religion, national origin, sex or age under provisions of state and Federal laws.

There is a \$50.00 non-refundable application fee. Should you be accepted in enrollment, the application fee will be applied to your tuition of \$10,000.00.

All information above is true to the best of my knowledge.

Signature _____ Date _____

How is your tuition going to be paid: Self Parent Loan Other

Signature Applicant Date _____ Signature Co-Signer Date _____

Any buyer may cancel this transaction any time prior to midnight of the third business day after the date of this Transaction

Send your completed application, references, and application fee payable to:

Vital Kneads Institute for Massage Therapy

PO Box 284

Belmont, NH 03220

_____ Enrollment
_____ Date of acceptance

_____ \$50.00 fee received
_____ check #

_____ Deposit Received
_____ check #

_____ Authorized by
Amber Flanders, Director