



**Harmony Path School
of
Massage Therapy**
"A great place to learn!"

**Catalog
2015**

**20800 Center Ridge Rd.
Suite 107
Rocky River OH 44116**

(440) 333-6633

Registration number: 01-12-1611T

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Mission Statement

The goal of Harmony Path School of Massage Therapy is to develop caring, ethical, balanced massage therapists that understand the interconnected nature of mind body and spirit, and that can use their acquired skills and knowledge to support health and wellness in the world.

Programs, Objectives, and Degrees Offered

Harmony Path School offers two programs: a Massage Practitioner certificate program, and a Massage Therapy diploma program.

After the successful completion of the 178 hours of training in the Ethical Massage Practitioner program, a student is granted a certificate in the field of Massage. This certificate in non-therapeutic massage allows a student to perform stress reduction massages on healthy clients, but does not qualify a student to sit for the Ohio Medical Board licensing examination in the limited medical branch of Massage, nor to practice massage therapy in Ohio or any other state nor does it permit a student to treat any disorders of the body. However, all of the hours of training successfully completed in the Massage Practitioner program can be applied to the Harmony Path School Massage Therapy diploma program, if a student elects to continue into that program, in the pursuit of a massage therapy license.

After the successful completion of the 780 hours of training in the Massage Therapy program, the student is granted a diploma in the field of Massage Therapy. This diploma qualifies the student to sit for the Ohio Medical Board licensing examination in the limited medical branch of Massage. Once licensed by the Medical Board, the graduate may pursue a career in the field of Massage Therapy.

Program Description and Requirements – Ethical Massage Practitioner

The curriculum is an 6 month program of one semester, totaling 178 hours. During the semester a student takes the following courses (described below): Anatomy and Physiology 110 (formerly Anatomy 101, and Physiology 101 – 84 hours), and Massage 101 (84 hours), for a total of 168 classroom hours. In addition to and outside of normal class days, the student must also perform 10 hours of massage practice and complete a project on the setup of a hypothetical business.

Program Description and Requirements – Massage Therapy

The curriculum is an 24 month program of four semesters (Freshman – the 100 level courses described below, Sophomore – the 200 level courses, Junior – the 300 level courses, and Senior – the 400 level courses), totaling 780 hours. Each semester a student takes courses in Anatomy and Physiology, and Massage

(usually totaling 168 hours – junior term has 4 less hours in A&P, and senior term has 42 less hours in massage, and these are replaced with a 46 hour course in Business and Ethics), for a total of 672 classroom hours. Students also take a 42 hour course in Medical terminology that runs concurrently with all four semesters. In addition to and outside of normal class days, the student must also complete a project on the setup of a hypothetical business, perform 30 hours of massage practice, and attend authorized seminars totaling at least 28 hours. And, in order to graduate, a student must receive a certification in CPR, obtained by successful completion of a one-day 8 hour course of instruction, and receive a satisfactory evaluation by a licensed massage therapist.

Course Descriptions

Anatomy and Physiology 110 (AP110)

AP110 is the first of four courses in Human Anatomy and Physiology. The course begins with fundamentals such as terminology, orientation to the human body, and the basic processes of life. It covers basics of the physiological processes of cells and tissues. Material covered in this course also deals with the structure and function of articulations, and the effect of muscular actions in body movement. Included are the terminology, structural organization and functions of integumentary, skeletal, and muscular systems. The course entails a detailed examination of the human skeleton, examining each bone and the major bony landmarks. Representative ligaments, bursae, and menisci are included where appropriate. Knowledge of the skeleton is reinforced with palpation of major landmarks. The course also covers the basics of human musculature, examining the origin, insertion, action and innervation of many representative muscles. The course concludes with a basic understanding of the paths of major nerves and blood vessels and endangerment sites on the human body. (84 hrs.)

Anatomy and Physiology 210 (AP210)

AP210 is the second of four courses in Human Anatomy and Physiology, with a focus on understanding control of the human body by the nervous system. Students also begin to understand anatomical and physiological details of disorders of body systems, to better prepare them for proper assessment of the advisability of the application of massage techniques. The course begins with disorders of the integumentary and musculoskeletal systems. It then moves on to the structural organization and functions of nervous tissue, the central nervous system and the peripheral nervous system. It then discusses the sensory, integrative, and motor roles of the nervous system, and applies this information to the general and special senses. The discussion of activities of the nervous system concludes with the autonomic nervous system. The anatomical aspects of study entail an applied approach to the musculoskeletal system, with emphasis on body compartments, the anatomy of movement, and muscle testing. (84 hrs.)

Anatomy and Physiology 310 (AP310)

AP310 is the third of four courses in Human Anatomy and Physiology. The course begins with disorders of the nervous system, and then goes on to examine the structural organization, functions and disorders of the endocrine, reproductive (with emphasis on the hormonal activities of the latter), cardiovascular and lymphatic systems. This course also begins a detailed regional approach to understanding the structure of the human body. Regions covered include the abdomen, pelvis, hip, thigh, leg, knee, and foot. In each region, a layered approach is taken, starting at the deepest level with the bones and bony landmarks and relationships between the bones, and continuing more superficially to examine the location of ligaments and various layers of muscles. The pathways of nerves and blood vessels through these layers is discussed, along with any ancillary structures such as bursae, to complete a three-dimensional understanding of the region. In each region, an examination of representative joints enhances knowledge of its kinesthetic activities. Principles involved in postural analysis conclude the course. (80 hrs.)

Anatomy and Physiology 410 (AP410)

AP410 is the fourth of four courses in Human Anatomy and Physiology. The course covers the basics of the respiratory and digestive systems, including a discussion of chemistry and human metabolism. It concludes with the structural organization and functions of the urinary system, and discussion of fluid, acid-base, and electrolyte balance in the internal environment of the human body. This course also concludes a detailed regional approach to understanding the structure of the human body. Regions covered include the back, thorax, shoulder, arm, forearm, wrist, hand, skull, face, and neck. In each region, a layered approach is taken, starting at the deepest level with the bones and bony landmarks and relationships between the bones, and continuing more superficially to examine the location of ligaments and various layers of muscles. The pathways of nerves, including cranial nerves, and blood vessels through these layers is discussed, along with any ancillary structures such as bursae, to complete a three-dimensional understanding of the region. In each region, an examination of representative joints enhances knowledge of its kinesthetic activities. Principles involved in gait analysis conclude the course. (84 hrs.)

Massage 101 (MT101)

MT101 is the first of four courses in Massage Theory and Practical Application. The course covers fundamentals such as sheeting and draping, posture, hygiene, safety precautions, endangerment regions, contraindications, ethics, rules, and scope of practice. Each of Kellogg's techniques used in Swedish Massage is covered, with emphasis on how each technique is properly performed. Students

also learn sequences of techniques that may be performed on each body area, building up a smooth sequence for full body massage. The course includes a brief history of massage, and discusses the physiological effects produced by the Kellogg techniques, and their therapeutic application. Students also begin learning the factors involved in starting their own business, and develop a hypothetical business plan. (84 hrs.)

Massage 210 (MT210)

MT210 is the second of four courses in Massage Theory and Practical Application. The course provides an introduction to the principle concepts and tenets of various forms of bodywork, such as chair massage, positional release, myofascial release, neuromuscular therapy, applied kinesiology, and so forth. Attention is also given to special groups of clients, such as geriatric massage, and sports massage. The practical application portion of the course involves acquiring skills in palpation, and applying these skills in a clinical approach to the treatment of muscles in the regions being covered. The course concludes with discussion of client interviews, and a basic understanding of the methods used in keeping records for client session documentation. (84 hrs.)

Massage 310 (MT310)

MT310 is the third of four courses in Massage Theory and Practical Application. The theoretical portion of the course focuses on functional assessment of various disorders, using a regional approach. The practical application portion of the course involves clinical practice on clients, including taking medical histories and client interviews. The course concludes with an introduction to the principle concepts and tenets of energy work and an examination of basic principles of hydrotherapy. (84 hrs.)

Massage 410 (MT410)

MT410 is the fourth of four courses in Massage Theory and Practical Application. This course prepares the students for the material covered in the limited branch examination of massage, given during the state medical boards. The course primarily focuses on Kellogg's techniques, physiological effects of massage on various body systems, therapeutic applications, and contraindications for the application of massage. The practical application portion of the course involves application of various massage techniques to specific body regions, drawing from many bodywork approaches. Attention is also given to special groups of clients, such as fibromyalgia, those with temporomandibular joint disorders, and survivors of abuse. (42 hrs.)

Ethics, Law and Business (EB350)

This course consists of 2 sections. The first section, 20 hours focused on Ethics, begins near the end of the Junior term, and continues into the Senior term. Topics explored in this section include boundaries (such as personal, sexual, and financial boundaries), chemical dependency impairment, confidentiality, therapeutic relationships, common ethical dilemmas, and maintaining a professional image. The second section, 26 hours focused on Law and Business, completes the Senior term, and is intended to convey the fundamentals for business success and to familiarize the student with other principles and skills, whether they choose to work for someone else or are self-employed. Topics explored include initial business considerations, goal setting, success strategies, business startup, business management, financial management, communications, marketing, and the business plan. The major aspects of Ohio Law with regard to massage therapy, such as scope of practice and rules are also addressed. (46 hrs.)

Medical Terminology (ME150)

ME150 introduces word roots, combining forms, prefixes, and suffixes used in the language of human anatomy and physiology. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, and pathology of body systems. This course includes basic word elements, word analysis, word building, spelling, and pronunciation. This course is taken concurrently with the anatomy and physiology courses. The instruction follows a tutorial format in a modular form, and the material is intended as a prequel in preparation for mastering the terminology covered in those courses before each section is reached. (42 hrs.)

Weekly Schedules

Students of Harmony Path School of Massage Therapy attend one 8 hour day per week.

Term Calendar

Harmony Path begins class sections at six month intervals, Spring and Fall, during the third week in the months of March and September. These half-year semesters are composed of 21 weeks of classes. There are three weeks of class breaks during each semester, and a two week break between semesters. The class breaks within the semesters occur:

Spring term

Memorial Day

Independence Day (2 weeks)

Fall Term

Thanksgiving

Christmas/New Years (2 weeks)

Enrollment Dates

A student may enroll at any time prior to the start of a new class, provided that the student possesses a High School Diploma or GED, and the transcripts have been received at Harmony Path School.

Attendance/Absence/Leave

Class attendance is required by the Medical Board of the State of Ohio, and students sign in and out on the daily attendance sheets. No missed hours may be excused. If legitimate extenuating circumstances prevent a student from attending during regular class time, any material and hours that are missed must still be made up before graduation. If legitimate extenuating circumstances are expected to persist, a student may also request a leave of absence, which, if granted, allows that student to restart the term at the start of the immediately following semester, without the necessity of resubmitting an application.

Evaluation and Examinations

Evaluation of student progress is made by multiple-choice and fill-in examinations, including quizzes, midterms and finals, by performance on practical examinations of massage techniques, including an evaluation by a licensed massage therapist, and by written projects. No "extra credit" assignments are given. Most graded assignments are returned to the student on the following week.

Standards for Satisfactory Progress

To successfully complete a semester of work, a student must achieve a 75% average in basic sciences and a 75% average in massage (massage theory and massage practical) during that semester. If the student fails to achieve a 75% average in either basic sciences, or in massage (or in both) that student must retake ALL material for that particular semester -- that is, she or he must retake all classes for that semester.

Unsatisfactory Progress and Probation

We want our students to succeed. If a student is encountering academic or other difficulties, she or he is encouraged to make an appointment with the instructor or administration to discuss these. Students who do not achieve a passing average during a semester are placed on academic probation and have to repeat that semester until they do, whereupon the probation is lifted. After several semesters

on probation, if a student is still unable to perform academically, she or he may be counseled about the advisability of leaving the program.

Students receiving Veteran's Educational benefits will have them canceled if they miss 20% of class time, or if they fail at least 2 semesters.

Graduation Requirements

Students must complete all classroom hours/work with satisfactory grades and all outside massage practice, and, if in the Massage Therapy diploma program, must complete all outside seminar hours, and must receive a certification in CPR, and a satisfactory evaluation by a licensed massage therapist.

Student Appearance

Students must dress in a professional manner, and express professionalism in their appearance and grooming, including hair and nails. Students must maintain personal body hygiene and cleanliness at all times. During clinical work on members of the public, proper professional clothing must be worn.

Classroom Policies

Eating is confined to the break room; there is to be no eating in the classroom. Cellular phones and pagers are not allowed to disrupt classes. Smoking by our students is not permitted within the building at any time. Quizzes and examinations are to be taken according to the schedule in the syllabus; makeup tests are not automatically granted, and, if granted, may be expected to be more rigorous than the original tests.

Policy Against Discrimination

Harmony Path School of Massage Therapy is committed to providing equal educational opportunity to every student. It is our policy to treat all applicants and students fairly and in accordance with their individual qualifications, ability, experience, and other academic criteria and in compliance with all applicable laws. Harmony Path does not discriminate in admissions, training, discipline, dismissal, or other academic-related decisions because of an individual's race, color, national origin, ancestry, age, sex, religion, disability, or other protected classifications as defined by federal and state laws.

No instructor, administrator, or other employee of the School may discriminate against a student because of race, color, national origin, ancestry, age, sex, religion, or disability. Any student who feels he or she has been treated, or has observed another student being treated, in a discriminatory manner contrary to the School's policy should submit an oral or written complaint to the Director of the School. All complaints or reports of discrimination will be investigated promptly.

Any individual who is found to be in violation of this policy will be subject to disciplinary action up to and including discharge or dismissal.

Students who make such complaints or reports of discrimination will not be subject to any retaliatory action by the School.

Policy Against Harassment

It is the policy of Harmony Path School of Massage Therapy to maintain an educational environment free of harassment of any kind and for any reason, including race, color, age, physical or mental disability, national origin, religion, and/or sex. We will not tolerate any form of sexual harassment, whether by an instructor, an administrator, or a student.

Harassment is extremely difficult to define. It can take the form of a single incident or of a pattern of behavior intended to intimidate, belittle, or otherwise create a hostile or offensive environment. It might include, for example, sexually suggestive comments, racial or religious jokes or slurs, or improper physical contact.

Sexual harassment, in particular, involves unwelcome conduct of a sexual nature in which (1) submission to such conduct is stated or implied to be a condition of a student's grades, continued enrollment, or graduation; (2) submission to or rejection of such conduct by an individual is used as a basis for any decision affecting his or her grades, continued enrollment, or graduation; or (3) the conduct is sufficiently severe or prevalent to create an abusive or hostile academic environment. Examples include requests for sexual favors; offensive flirtations; graphic or degrading comments about an individual or an individual's appearance; continued or repeated sexually related or suggestive language or jokes; the display of sexually suggestive objects or pictures; or any other sexually offensive or abusive physical contact or gestures.

Other discriminatory harassment includes intimidation, ridicule, or insult that is directed at an individual based upon his or her race, color, religion, age, gender, disability, national origin, or veteran status, that (1) unreasonably interferes with an individual's work performance; (2) creates an abusive or hostile work environment; or (3) otherwise adversely affects an individual's employment opportunities.

All students are encouraged to assist the School in ensuring that any instance of harassment is dealt with swiftly and fairly and to promote a climate within the School that will not tolerate such conduct. Any student who believes he or she is a victim of sexual or other harassment or who may have observed, or received a complaint of sexual or other harassment should immediately report the incident to the Director of the School or another member of the School's administration. Students who make such complaints or reports of harassment will not be subject

to any retaliatory action by the School. We will conduct a prompt and thorough Investigation of any complaint of harassment.

All such complaints and the information provided therein will be treated as confidentially as possible, within the confines of thorough investigation and appropriate remedial action. If warranted, appropriate corrective action will be taken. Any individual who is found to be in violation of this policy will be subject to disciplinary action, up to and including discharge.

Student Conduct and Conditions for Dismissal

The practice of massage and massage therapy requires high ethical standards. It is impossible to list all violations of the School's policies or improper conduct; however, the following partial list sets forth examples of misconduct that will result in disciplinary action up to and including dismissal. In each case, the appropriate disciplinary actions will be determined by any one or more of the following: seriousness of the offense; the student's overall record; and/or previous disciplinary actions.

- Excessive absenteeism or tardiness.
- Inattention to or disruption of classroom activities.
- Inefficient, unsatisfactory or incomplete performance.
- Providing any false information on any school application, record or document.
- Altering school records or documents without official authorization.
- Failure or refusing to cooperate fully in the company's investigation of suspected academic improprieties or misconduct or providing false information in response to an investigation being conducted by the School.
- Violation of any policy of the School, including policy against discrimination, or policy against harassment.
- Fighting, intimidation, or threats of violence against any student, instructor or administrator of the School.
- Interfering with other students.
- Using obscene or abusive language to other students, instructors or administrators.

- Giving or offering a bribe of any nature in order to obtain a favorable grade or to avoid dismissal or discipline.
- Possession of firearms or other weapons, ammunition, flammable liquid, or explosives on the School's premises.
- Possession and/or being under the influence of alcohol or controlled substances on the School's premises.
- Removal of the School's property, records, or information without permission from the School.
- Dishonesty of any nature, including cheating, theft or misappropriation of property or money of the School or of another student or of an employee of the School.
- Negligent or intentional mistreatment of the School's property.

Student Grievance Procedure

(State Rules 3332-1-18) Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or school director. If a resolution is not reached the student should make a written complaint and submit it to the school director asking for a written response. When a satisfactory resolution of the problem is not obtained the student may contact the Ohio State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, (614) 466-2752, toll free 877-275-4219.

Fees and Finances

Tuition – Ethical Massage Practitioner Program

The cost of tuition for the class starting in September 2015 is \$2,550.

Additional Fees - Massage Practitioner Program

In addition to tuition, there is an application fee of \$55.

The cost for textbooks for the semester is approximately \$430.00.

The purchase price of a miniature skeleton, used for anatomy class, is approximately \$65.

The purchase price of an oil holster and bottle is approximately \$14.

Student insurance is \$40.

Tuition - Massage Therapy Program

The cost of tuition for the class starting in September 2015 is \$8,850.

Additional Fees - Massage Therapy Program

In addition to tuition, there is an application fee of \$55.

The cost for textbooks for the first semester is approximately \$430.00, and for the remainder of the training is approximately \$380.00.

The purchase price of a miniature skeleton, used for all anatomy classes, is approximately \$65.

The purchase price of an oil holster and bottle is approximately \$14.

Student insurance is \$40.

The transfer fee is \$790, if student is being permitted to transfer hours from another massage therapy school for placement beyond the first semester.

After graduation, the current cost charged by the Medical Board to attend the board exams is approximately \$195 (plus an additional \$150 application fee for licensure), and their background check is approximately \$85.

Payment Plan

Harmony Path School tuition is paid by means of an installment plan. Under this plan, the student makes a down payment two weeks before the beginning of the first semester, and then monthly payments during each month of the semester. An example of the payments made under the installment plan is included with the application materials. Optionally, a student may pay the tuition for the entire semester at the start of each semester.

Payment Penalties

Failure to make monthly payments on time incurs a late fee penalty of \$25 per incident. Students who are not current in their payments may not attend class (thus losing those hours) or graduate.

Payments that fail to clear due to insufficient funds or any other reasons incur a penalty of \$25 per incident, plus the late fee penalty.

If a student needs to repeat any semester(s) for academic reasons, a semester fee equivalent to one full semester tuition is added to the remaining tuition balance, and monthly payments are recalculated based on the new balance.

Refund Policy

(State Rules #3332-1-10) When a student is accepted into our program, we expect that student to have the commitment to follow the training to completion. The student's financial obligation is by semester. 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.

State Tuition Refund Policy for courses on a clock-hour basis

- A student who starts class and withdraws before the academic term is fifteen per cent completed will be obligated for twenty-five per cent of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is fifteen per cent complete but before the academic term is twenty-five per cent completed will be obligated for fifty per cent of the tuition and refundable fees plus the registration fee.
- A student who starts class and officially withdraws after the academic term is twenty-five per cent complete but before the academic term is forty per cent completed will be obligated for seventy-five per cent of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is forty per cent completed will not be entitled to a refund of the tuition and fees.
- Students receiving VA Educational Benefits will receive the prorated refund required by the Department of Veteran Affairs.
- In the case of documented student illness or accident, death in the family, or other circumstances beyond student control, the student shall be entitled to special consideration and the school may settle the account for an amount which is less than that called for by the school's established policy.

Refund Policy for Books and Supplies (State Rules #3332-1-101)

In the event that a student withdraws or drops-out, credit will be determined and all efforts will be made to refund pre-paid amounts for books and supplies purchased from the school except for those consumed or used by the student, or items that are special ordered for the particular student, and therefore cannot be used or sold to another student.

Entrance Requirements and Application Procedure

Applicants must have a high school diploma or its equivalent (GED), complete an application, ~~obtain a preliminary education number from the Medical Board of the State of Ohio (form is provided with application materials)~~, have a personal interview with one of the school administrators, and be approved for admission. As an applicant you must:

- 1) Complete the application form, leaving no fields blank. Date and sign it, and return it, along with the application fee of \$50, plus a non-refundable \$5.00 Ohio student registration fee as required by rule 3332-1-22.1 of the Administrative Code
- 2) Have your high school send a copy of your transcript, using the "Request for High School Transcript" form. Note that it directs that your transcript is to be sent directly to Harmony Path School of Massage Therapy. PLEASE ALSO NOTE that if your name has **changed** from the name on your high school transcript, you must ALSO submit documentation to our school validating such name change(s) - copy of marriage license, court action, etc.
- 3) Have your doctor fill out your Medical Report form and submit it directly to us.
- 4) Call the school and make an appointment for an entrance interview.

Re-entrance Procedure

If for any reason a student wishes to be re-admitted to Harmony Path School of Massage Therapy, she or he must reapply. This involves completion of another application form, and submitting it with the non-refundable application fee. A new Medical report form must be submitted by the student's doctor, and the student must make an appointment for an entrance interview. If the student's high school transcripts have already be sent to Harmony Path, and if the student already has obtained a preliminary education number from the Medical Board, these parts of the application process need not be repeated.

Credit for Previous Education or Training

A student that has successfully completed portions of a massage therapy program at another institution may be able to transfer some or all of those hours, dependent upon the content and the student's performance on a placement examination, at the discretion of the school's director.

Facility

The school facility, located at 20800 Center Ridge Road, Rocky River, OH, has a lecture room and massage room, library, office, and student break room. Equipment for the school includes traditional classroom furniture, audio/visual equipment, 12 massage tables, screens/curtains, charts and various other teaching materials.

Faculty and Administrators

Frank Schwartz is the school's Director and Instructor. With a Master's degree in Zoology, he has over 20 years of teaching experience in the sciences and in massage therapy at proprietary schools of massage therapy, two-year community colleges, and 4-year colleges. He was also the developer and implementer of a highly successful review for students planning to attend the Medical Board Examination in massage therapy. His teaching skills have been described as clear, articulate, logical, funny, and friendly. He makes learning enjoyable! He has

not only been teaching human anatomy and physiology for many years... he's also a licensed massage therapist with a private practice. This allows him to integrate his knowledge of anatomy, physiology, and massage therapy and provide his students with a clearer understanding of how these fields interrelate.

Roseann Messina is the school's Administrator. She's not only a licensed massage therapist... she's also a yoga therapist and a yoga teacher, and lives according to her beliefs. She blends this knowledge and skill set, along with her experience in managing other businesses, with her years of psychological studies, various forms of energy work, such as Reiki, and detailed knowledge of the human body gained as an athletic trainer. A partner in the review for over 9 years, she made several critical changes to its delivery, and provided the participants with tools to help them achieve balance in their quest for their new careers.

Transcripts

Students can request in writing that their official transcript be sent to employers and educational institutions. The cost of each such transcript is \$5.

Placement Assistance

Harmony Path School of Massage Therapy offers no guarantees of job placement after graduation. Any job offers or business opportunities for graduates that are brought to the attention of the School will be posted to permit their pursuit by interested individuals.

Note: the calendar, schedules and fees are subject to change without notice