

# **Institute of Natural Health & Education**

**“School of Massage Therapy”**



*Catalog*

**2017**

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## **Mission Statement**

The Institute of Natural Health and Education is an educational institution with a mission to prepare qualified individuals to enter in the field of massage, bodywork, and natural health practices. The institute provides caring personalized attention to help students to achieve the highest quality of professional growth and personal development within the principles of holistic approaches to health.

## **Brief History of the Institute of Natural Health and Education**

The Institute was founded by Antonio Carrico, a National Board Certified Massage Therapist, a Naturopath practitioner, and a licensed Massage therapist.

## **Administration, facilities, and contact information**

The Institute of Natural Health and Education is located at 606 East North Street in Bradley, Illinois. Office hours are Monday to Friday from 9 a.m. to 5 p.m. The office is closed on holidays.

Students and other individuals can contact the school in person or by calling (815) 936-0050 and ask to speak to one of the following authorized school's representative: Antonio Carrico (Academic Adviser) and Melissa Carrico (Academic Adviser). By email at [info@inhedu.org](mailto:info@inhedu.org) or at [www.inhedu.org](http://www.inhedu.org)

Smoking is not allowed anywhere in the Institute premises.

The Institute of Natural Health and Education understands that cell phones are an important component on people's life today, such use being done for emergencies or for a casual conversation. However, engaging on a cell phone use inside and during class time can be disruptive to students and to the instructor. Therefore, the use of cell phones inside and during class time is not permitted but an important cell phone call shall be completed outside of the classroom.

## **Approvals, Accreditation and Affiliations**

The Institute of Natural Health and Education is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.

The Institute of Natural Health & Education is an NCBTMB Assigned School. Students or graduates of our school's massage therapy program(s) can sit for the Board Certification Exam.

The Institute of Natural Health & Education is a member school of the American Massage Therapy Association

National and Regional accreditation by a private accrediting organization is an optional/voluntary process to educational institutions. Therefore, we do not plan to seek accreditation through the U.S. Department of Education at this moment.

## **The Certification Program**

The Massage and Bodywork Therapy Certification Program is a residential learning program, which is completed in twelve months with the combination of weekday or weekend classes and supervised clinical practice. This certification program is divided into four modules and allows students to begin their certification programs three times a year.

The Massage and Bodywork Therapy Certification Program requires students to complete 700 clock hours of studies.

Course work is comprised of:

- Anatomy, physiology and kinesiology
- Massage and bodywork theory and application
- Clinical pathology
- Business development and legality
- Professional ethics
- Asian massage techniques, mechanics and practice
- Supervised clinical practice

## 2017 -2018 Proposed School Calendar

<b>(M) Spring 2017 Sessions – Dates &amp; Modules</b>
Module 1 begins on February 13, 2017 and ends on May 22, 2017 – Spring Session 2017
Module 2 begins on June 5, 2017 and ends on September 11, 2017 - Summer Session 2017
Module 3 begins on September 18, 2017 and ends on December 18, 2017 – Fall Session 2017
Module 4 begins on January 8, 2018 and ends on February 19, 2018 - Spring Session 2018
<i>Spring 2017 Graduation on May 31, 2018</i>
<b>(W) Summer 2017 Sessions – Dates &amp; Modules</b>
Module 1 begins on June 7, 2017 and ends on September 13, 2017 – Summer Session 2017
Module 2 begins on September 20, 2017 and ends on December 20, 2017 – Fall Session 2017
Module 3 begins on January 4, 2018 and ends on April 12, 2018 – Spring Session 2018
Module 4 begins on April 19, 2018 and ends on May 31, 2018 – Summer Session 2018
<i>Spring 2017 Graduation on May 31, 2018</i>
<b>(M) Fall 2017 Sessions – Dates &amp; Modules</b>
Module 1 begins on September 11, 2017 and ends on December 18, 2017 – Fall Session 2017
Module 2 begins January 8, 2018 on and ends on April 16, 2018 – Spring Session 2018
Module 3 begins on April 23, 2018 and ends on August 6, 2018 – Summer Session 2018
Module 4 begins on August 13, 2018 and ends on September 24, 2018 – Fall Session 2018
<i>Fall 2017 Graduation on September 24, 2018</i>
Holidays: New Year’s Day, Memorial Day, Labor Day, Thanksgiving, Independence Day, Christmas.

### **Admission Requirements**

The Institute of Natural Health and Education reserves the right to refuse admissions or candidacy to any student who does not meet admissions guidelines.

Each applicant must meet the following requirements for enrollment:

1. be eighteen years of age or older;
2. be a high school graduate or equivalent;
3. be in good health and physically capable of performing the tasks involved in the enrolled program;
4. be a resident of the United States;
5. be of good moral character;
6. be conversant in English, both verbally and in writing; complete the online application form

## **How to Apply**

1. Candidates fill out the application for the Massage Therapy Program.
2. Upon acceptance into the program; students will receive the enrollment package from the school, complete all paperwork for the Massage Therapy Program, choose the starting term, and pay the tuition down payment. The enrollment forms are to be completed, signed, dated and mailed directly to the school prior to the shipment of educational materials. The enrollment form and tuition down payment can be completed in person at our office or mailed to the school along with the enrollment package.

All mailed payments must be in the form of money orders or certified checks.

DO NOT mail personal checks or cash. Forward all payments and enrollment forms to: INHE  
606 E. North St., Bradley, IL 60915

The Institute of Natural Health and Education does not discriminate against any applicant on the basis of age, sex, race, religion, marital status, or national origin.

We encourage all future students to set up an appointment with one of our academic advisers to learn more about the school and the program. In addition, potential students may attend one of our current classes and meet with enrolled students.

## **Program Cost and Financial Options**

The total cost for the Massage Therapy and Bodywork Program is \$ 6,300.00. The school is also equipped with massage tables and supplies topical lubrications necessary during clinical practices at our student clinic. Students are required to provide at four sets of twin sheets to be used during clinical practices and must wear black scrubs.

Students on a monthly base payment system will need to pay a tuition down payment upon acceptance into the program, which will be automatically deducted from the total program cost and choose a monthly payment plan.

## **Additional Costs not Included in the Tuition**

1. An American Heart Association approved CPR/First Aid Certification
2. Student Liability Insurance
3. Four Sets of Twin Sheets
4. Black Scrubs for Clinical Practice
5. Textbook

## **Financial Options**

### Interest Free Payment Options

The monthly tuition will be automatically deducted from their chosen checking account or credit card.

Students on a monthly base payment system will need to pay a tuition down payment upon acceptance into the program.

The tuition deposit will be automatically deducted from the total program cost.

### **Scholarship Programs**

Privately subsidized academic scholarships may be available to the best-qualified applicants. Speak with a school counselor for more details.

#### The My Career Advancement Account (MyCAA) Scholarship Program

MyCAA is a workforce development program that provides up to \$4,000 of financial assistance to eligible military spouses who are pursuing a license, certification or Associate's degree in a portable career field and occupation.

The Institute of Natural Health and Education does not participate in any Federal Student Financial Aid to keep our tuition cost low.

### **Other Fees**

Application/Enrollment Fee		\$150.00
Fee for denial of Electronic payment withdrawal/ Late payment		\$25.00
Additional Transcript Fee	7- business days	\$5.00
	Same- day request	\$8.00
Reissue Certificate of Completion Fee		\$25.00
Penalty Fee per Check Returned		\$25.00

### **Program Subject Description**

This program was developed to give students the basic knowledge on how the human body works under normal health circumstances and on how to assist the biologic self-healing mechanism by using the principles and applications of massage and bodywork therapies.

### **Study Guides**

The Institute of Natural Health and Education has developed comprehensive Study Guides for each module, which coordinate in sequence the learning materials for the student. Study Guides are available for each module and given to the student at the time of enrollment.

Each Study Guide contains an overview and summary of each textbook chapter, along with a listing of important keywords (with definitions) and self-tests (with answers) on key points.

Study Guides include instructions on how to complete the three tests per module, which are equally spaced throughout the instructional materials. Furthermore, a brief writing assignment per module and one Final Examination for each module is required. Examinations are designed to test the student on the preceding chapters.

## **Core Courses for the Certification Program**

### Module 1

MST 111 Introduction to the Human Body	38 Hours
MST 112 Clinical Pathology I	30 Hours
MST 113 Massage & Bodywork Theory and Application I	100 Hours
MST 114 Foot Reflexology, Sports, and Chair Massage	24 Hours
MST 115 Massage Therapy Research	4 Hours

### Module 2

MST 211 Anatomy and Physiology I	50 Hours
MST 212 Kinesiology	30 Hours
MST 213 Massage & Bodywork Theory and Application II	80 Hours
MST 214 Clinical Pathology II	30 Hours
MST 216 Supervised Clinical Practice I	42 Hours

### Module 3

MST 311 Asian Massage Technique, Mechanics and Practice	80 Hours
MST 312 Business Development	10 Hours
MST 313 Professional Ethics	6 Hours
MST 314 Anatomy and Physiology II	50 Hours
MST 316 Massage & Bodywork Theory and Application III	60 Hours
MST 317 Supervised Clinical Practice II	42 Hours

### Module 4

MST 411 Supervised Clinical Practice III	24 Hours
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## **Program Subject Description**

### **MST 111 Introduction to the Human Body**

**38 Hours**

This subject of study will serve as a reference for students as they learn about and understand the basic building blocks of the human body (anatomy), how the body works (physiology), and directional terminology based on the Western medical model (body compass). All are essential components of becoming a knowledgeable and effective massage therapist. Students will have the opportunity to learn about cells, tissues, and membranes. Students will be introduced to organ systems and the terms used to navigate around the body using anatomic directional terminology, planes of the body, body cavities, and structural landmarks.

### **MST 112 Clinical Pathology I**

**30 Hours**

This subject of study focus on pathological conditions related to the musculoskeletal, integumentary, nervous, cardiovascular, and lymphatic systems. Students will learn to how to safely use therapeutic massage for a variety of conditions, which include indications and contraindications.

**MST 113 Massage & Bodywork Theory and Application I      100 Hours**

Students will have the opportunity to learn the definition of massage and to be introduced to the history and development of massage therapy in both Eastern and Western cultures. Additionally, students will have the opportunity to learn to define and state all important elements of a therapeutic relationship; explore the areas of self-disclosure, confidentiality, legal and ethical issues, and boundaries. Lastly, students will learn how to safely provide a general relaxation massage to clients.

**MST 114 Foot Reflexology, sports, and chair massage      24 Hours**

Students will be introduced to foot reflexology and the opportunities to learn how perform the basic techniques used in foot reflexology. Moreover, students will the basic techniques of sports massage and seated massage. By completing this subject of study, students will be able to provide a basic pre and post event sports massage and chair massage.

**MST 115 Massage Therapy Research      4 Hours**

After completing this course, students should be able to define research associated to massage therapy, explain and identify parts of the scientific method, describe why research is important to the massage profession, and discuss ways research is funded in order to advance the practice of massage therapy.

**MST 211 Anatomy and Physiology I      50 Hours**

This subject of study will give students the basic knowledge of the human anatomy and physiology. The first part of this subject of study will focus on the musculoskeletal, integumentary, nervous, cardiovascular, and lymphatic systems. In addition, students will have the chance to apply their knowledge of the causes, symptoms, and indications of a variety of nervous system pathologies to massage practices.

**MST 212 Kinesiology      30 Hours**

Students will have the opportunity to appreciate the skeletal system as a road map for locating muscles through the identification of bony markings. Also, students will have the chance to become familiar with the major bones and joints that have significance for the massage practitioner. With this goal, students will locate and define over 100 bony markings.

**MST 213 Massage & Bodywork Theory and Application II      80 Hours**

During this class, students will learn how to perform clinical assessment on their clients where massage therapy and bodywork can become adjunctive therapies in order to decrease musculoskeletal discomfort and to promote the sense of wellbeing due of the musculoskeletal, integumentary, nervous, cardiovascular, and lymphatic systems imbalances.

**MST 214 Clinical Pathology I      30 Hours**

This subject of study focus on pathological conditions related to the endocrine, reproductive, respiratory digestive, urinary systems and how such pathological conditions relate to the practice of massage therapy.

**MST 216 Supervise Clinical Practice I****42 Hours**

During this supervised clinical practice students will perform relaxation massages and bodywork therapies to clients or patients under the supervision of an instructor at the school's physical location and or external clinical practices under the supervision of our instructors. Students are responsible for their own transportation.

**MST 311 Asian Massage Technique, Mechanics and Practice 80 Hours**

This subject of study begins with a general overview of most common types of Asian bodywork therapies including but not limited to the fundamentals of Chinese and Ayurvedic medicine, Tuina, and Shiatsu. Additionally, students will learn how to apply acupressure massage for general wellbeing or specific energetic imbalances.

**MST 312 Business Development****10 Hours**

This subject will cover legal aspects of business: developing and administering a bodywork business, insurance billing, generating clients, self-image/public image and business planning. Moreover, will be covered types of business, costs, location, business license, and liability insurance. Moreover, students will learn the aspects of promoting their business, telephone advertisement, business cards, networking, referrals, professional associations, lectures, workshops, monthly cards, promotions, and newsletters.

**MST 313 Professional Ethics****6 Hours**

During this subject of study, students are exposed to the fundamentals of professional ethics. Students will learn about standards of practice for therapeutic massage such as confidentiality, respect, responsibility, honesty, and limitations. They will also learn about aspects of ethics that will prepare the future therapist to become a professional allied health practitioner.

**MST 314 Anatomy and Physiology II****50 Hours**

Students will have the opportunity to learn the major components and functions of the endocrine, reproductive, respiratory, digestive, and urinary systems. In addition, students will have the chance to apply their knowledge of the causes, symptoms, and indications of a variety of nervous system pathologies to massage practices.

**MST 317 Supervise Clinical Practice II****42 Hours**

During this supervised clinical practice students will perform advanced clinical massage and bodywork approaches to clients or patients under the supervision of an instructor at the school's physical location and or external clinical practices under the supervision of our instructors. Students are responsible for their own transportation.

**MST 316 Massage & Bodywork Theory and Application III 60 Hours**

During this class, students will learn how to perform clinical assessment on their clients where massage therapy and bodywork can become adjunctive therapies in order to decrease musculoskeletal discomfort and to promote the sense of wellbeing due to imbalances of the endocrine, reproductive, respiratory, digestive, and urinary systems.

### **MST 411 Supervise Clinical Practice III**

**24 Hours**

This last supervised clinical practice class will allow students to perform clinical massage and bodywork approaches to clients or patients under the supervision of an instructor at the school's physical location and or external clinical practices under the supervision of our instructors. Students are responsible for their own transportation.

#### **Supervised Clinical Practice**

During the Massage and Bodywork Therapy Certification program, students are required to complete their clinical practice requirements by providing massage therapy services as students based on the school's clinical schedules under the supervision of an instructor.

The purpose of the supervised clinical practice is to verify that students, in fact, the person who enrolled in the course of study is observing and practicing massage therapy at a legally operating massage business. During clinical supervision, students may request the assistance of the supervisor to guide them through their clinical practices in order to obtain more knowledge about proper clinical procedures including but not limited to clinical schedule, client's interview, pre-session assessment, formulation of massage session, and treatment delivery.

Students are required to complete an American Heart Association approved CPR/First Aid Certification class prior to beginning their third module.

#### **Termination of Student's Enrollment**

The Institute of Natural Health and Education reserves the right to terminate the enrollment of any student who does not maintain the Institute of Natural Health and Education guidelines.

Reasons for terminating a student's enrollment include:

- ✓ fraudulent application packet;
- ✓ fraudulent assignments, projects, or exams that are partially or totally completed by another individual;
- ✓ serious breach of professional ethics or unlawful behavior;
- ✓ sexual misconduct;
- ✓ failure to maintain all financial obligations to the institute.

#### **Withdraw Policy**

Students may withdraw from subjects or from the school any time during the trimester. Students withdraw from subjects or from the school by filling, signing, submitting the Change of Schedule/Withdraw Form to the Admissions and Records Office for approval and processing. No withdrawals will be accepted by telephone.

Students may withdraw from subjects or from the school any time by the end of the 8<sup>th</sup> week of the trimester with a grade "W". Students will receive a grade "F" for any subject if they are withdrawing after the end of the 8<sup>th</sup> week of the trimester.



Study Guides include instructions on how to complete the three tests and the final exam per module, which are equally spaced throughout the instructional materials. Furthermore, a brief writing assignment per module is required. Examinations are designed to test the student on the preceding chapters. Exams will consist of multiple choices, true/false, matching, and questions, which are graded on a system A (90-100%), B (80-89%), C (70-79%), D (60-69%), F (59 or less %). The minimum of 70% correct is required in order for students to pass the written exams. Assignments are on a P (pass) and F (fail) basis. Assignments must be completed on time and receive a passing grade.

### **Transcripts**

Students received an official transcript upon completing their academic and tuition responsibilities. Students may request an additional transcript for a \$5.00 fee. Additional transcripts shall be requested in writing to the office of registration. Requested transcripts will be mailed within 7-school business day. Requests for same day transcript will have the cost of \$8.00. Students wishing the same-day transcript delivery must file in writing to the office of registration no later than 3 p.m. of the desired day.

### **Transfer of Credits**

The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness, and applicability of credit and whether credit should be accepted is the decision of the receiving institution.”

### **Cancellation and Refund Policy**

The student has the right to cancel the initial enrollment agreement before midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date with 10 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing. Any student applying for a program that is discontinued by the school shall receive a complete refund of all fees and/or tuition paid. It is the policy of the Institute of Natural Health and Education to issue refunds of tuition and fees in a prompt manner. As a matter of courtesy, students should give written notification to the Institute of Natural Health and Education (in person or by registered mail) of their intention to withdraw from a program. However, the Institute of Natural Health and Education does not require written notification of withdrawal as a condition for making refunds.

If no notification of withdrawal is received, and a student has had an unexplained absence of more than (15) consecutive class days, the Institute of Natural Health and Education shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

Refunds shall be made within 30 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn. Determination that a student has withdrawn shall be made within 30 days of the last day of attendance, the Institute of Natural Health and Education shall provide written acknowledgement of a student's notification of withdrawal within (15) calendar days of the postmark date of the notification of withdrawal. In all instances, refunds shall be based on and computed from the last day of attendance.

### **TUITION REFUND SCHEDULE:**

2. If a student not begin classes, and fees or tuition of \$150 have been collected, a refund of tuition or fees shall be made within thirty (30) day of the start of the program, and an amount not more than \$100 may be retained for application and registration fees.
3. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.
4. When a student has completed in excess of 5% of the course of instruction the Institute of Natural Health and Education may retain the application-registration fee but shall retain an amount computed pro-rata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of course of instruction
5. When a student has complete and excess of 60% of a course of instruction, the Institute of Natural Health and Education may retain the application-registration fee and the entire tuition and other charges.
6. The refund policy for short courses up to 20 hours shall refund pro rata up 60% of the course of instruction.

When a student enrolls in a program lasting longer than 12 months and withdraws during the first 12 months, the refund formula shall be based on tuition owed for 12 months. The Institute of Natural Health and Education shall refund 100% of any tuition collected for the obligation beyond the 12 months. (Tuition refund schedule for short courses is available)

**Institutional Disclosures**

Institutional Disclosures Reporting Table Required by the Private Business and Vocational Schools Act 097-0650 Section 37

Institutional Disclosures Reporting Table Reporting Period: July 1, 2015 - June 30, 2016	Number	Per Cent
The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	12	100
Completed or Graduated from the Massage Therapy Program Reporting Period: July 1, 2015 - June 30, 2016	7	58.3
Students still enrolled from the Reporting Period Ending on June 30, 2016	4	34
Number of students who took and passed a State licensing examination or professional examination	3	25
Placed in the field of study	3	25
Number of graduates who obtained employment in the field who did not use the school's placement assistance	0	100
The average starting salary for all school graduates employed during the reporting period	\$18 to \$25/Hour	

**Graduation Requirement**

1. Completed the total clock hours required in the program, with a minimum of 70% correct.
2. Pay all applicable tuition and fees.



## **Administration and Faculties**

Antonio Carrico, L.M.T., N.D. President, Instructor and Academic Advisor

Melissa Carrico, COTA/L, L.M.T. Vice-president, Instructor and Academic Advisor

## **Complains Procedure**

At the Institute of Natural Health and Education, all faculties work to assure that students can make their learning experience a pleasant one. However, a student with complaints about any aspect of the school's operation that cannot be resolved through a meeting between the student and the student's adviser may put the complaint in writing to the President. The President will ensure that a response, also in writing, will be forwarded to the student. A student who is still not satisfied with the President's response may file a written complaint with the Illinois Board of Higher Education at the following addresses:

Private Business and Vocational Schools Division  
Illinois Board of Higher Education  
1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701

Telephone 217-782-2551

[www.ibhe.org](http://www.ibhe.org)

<http://complaints.ibhe.org>

## **Catalog Correctness**

The information in this catalog was corrected at the time of publication in May 2017. The Institute of Natural Health and Education, however, reserves the right to change, without notice, any information appearing herein, including, but not limited to, admission standards, promotion, tuition rates, fees, and graduation requirements.