

Hawaii Healing Arts College



Course Catalog – 2023-2024

Revised May 2023

Kulia i ka nu'u "Strive for the Highest"

Kailua Medical Arts Building
407 Uluniu Street, Second Floor
Kailua, Hawaii 96734

Toll Free 1 (877) 881-8884 On Island 1 (808) 266-2462 Fax 1 (808) 266-2460

Email address: hhac@hawaii.rr.com

Web address: <http://hhacdirect.com>

Department of Education License Number	2123-1020	www.doe.k12.hi.us
National Certification Board School Code	308094	www.nctmb.org
AMTA Council of Schools Number	134291	www.amtamassage.com
ABMP School Member	711422	www.abmp.com

School Administration:

Shinya Matsukubo, Owner/Program Director

Marlena Silva, Admissions Manager, (808) 266-2462 hhac@hawaii.rr.com

Marisa Hera Stohner, Office of Student Affairs (808) 266-2467 studentaffairs@hawaii.rr.com

Shelly Shimabukuro, Clinic Manager (808) 266-2468 hhacclinic@gmail.com

Admissions & Enrollment Office (808) 266-2462 Fax (808) 266-2460

Student Affairs Office (808) 266-2467

Clinic Reception (808) 266-2468

Office hours:

Mon-Fri 8:00 AM – 1:00 PM

Clinic hours:

Mon-Wed 12:30PM-9:00PM Th/Fri 8:30AM-9:00PM Sat/Sun 12:30PM-9:00PM (except major holidays including New Year's Day, Independence Day, Memorial Day, Thanksgiving Day, Christmas Day)

HHAC reserves the right to add, modify or discontinue programs of study, make changes to schedules and faculty, or adjust academic requirements/fees. These changes may be made without notice. Students will be notified immediately of any changes affecting their respective class directly.

Our Philosophy

We believe that a Massage Therapist has a unique opportunity to assist others to understand and manage their bodies and health. We strive to provide a balanced curriculum, stressing both education and intuition in developing a thorough understanding of the structure, function and mechanics of the human body, while allowing for personal growth and self-discovery.

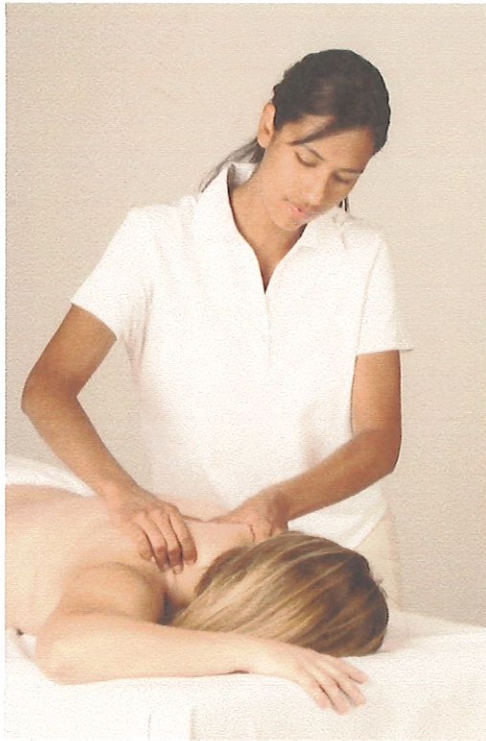


Photo courtesy of ABMP

Professional Massage Therapy Training Program

The 600-Hour Professional Massage Therapy Training Program at Hawaii Healing Arts College is a certificate program. Completion of this program will enable graduates to be eligible to apply for the Hawaii State Massage Therapy Licensing Exam, as well as the exam for National Licensure through the MBLEx (Federation of State Massage Therapy Boards). Out-of-state students are requested to contact their local State/Provincial Department of Licensing/Regulating for information on specific requirements.

The 600-Hour Professional Massage Therapy Training Program is an integrative program designed to prepare students for work as Massage Therapists in any therapeutic capacity. Graduates will enter the job market as highly attractive candidates for employment and have the business and professional skills necessary for self-employment. As the industry gathers momentum fueled in part by the rising number of hospital-based massage therapy programs and spas around the world offering massage, a great need has developed for well-trained, diversified Massage Therapists. Our graduates are confident, able to interact with medical professionals, and can contribute to the overall care of the individual. All the tools needed to achieve this can be found at Hawaii Healing Arts College. We also offer continuing education for the Professional Massage Therapist year-round.

Standards of Education

Hawaii Healing Arts College is committed to the highest standards of bodywork education. Our course content, hours of instruction, and internship requirements exceed State Licensing requirements and exceed standards set by the National Certification Board for Therapeutic Massage and Bodywork and the Federation of State Massage Therapy Boards.

School Facilities & Location

Our school, which is located in the modern Kailua Medical Arts Building, is spacious and beautifully furnished, with large, fully equipped, air-conditioned classrooms, skylights, 8 treatment rooms, a teaching clinic and store with massage therapy supplies. Our facility spans 6000 sq. feet on the second floor of the modern Kailua Medical Arts Building. There is plenty of metered parking surrounding the building. We are one block from the main bus stop in the center of Kailua "the beach town".

Administration Offices

Current students and prospective students are asked to call for an appointment time before visiting the administration offices or classrooms. Office hours are Monday through Friday, 8:00 a.m. – 1:00 pm. Appointments may be made by calling (808) 266-2462 (Main Office)

College Goals and Objectives

- Students are prepared to pass licensure testing in the state of Hawaii and the National Certification Board Examination.
- Students are supported in their education and in their personal growth and development.
- Students are prepared and capable of creating a livelihood through a successful massage therapy practice.

Placement Assistance

Our students are sought after for employment because of our high level of education, which meets and exceeds national standards and prepares them for any position in the field of massage therapy. Administration will offer career counseling and an active resource center to assist with job placement. Employment is neither guaranteed nor implied by HHAC. Requests from businesses for potential employment situations are posted on the information bulletin board.



Industry Trends

The Massage Therapy Industry in the 21st Century

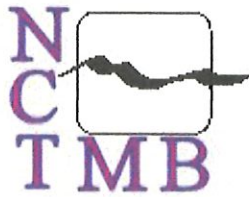
Therapeutic massage is unique in that it can be used in two distinct professional worlds: wellness/personal services and medical services. Massage therapists involved in medical massage require increased levels of specific training. Hawaii Healing Arts College offers training allowing graduates to work with either therapeutic approach to massage.

Wellness and Personal Services

In the professional world of wellness services, clients seek massage for relaxation and general health maintenance. Wellness approaches enhance and maintain normal functioning. These approaches usually focus on activating the self-regulation mechanisms of the mind and body. In addition to massage skills, therapists must possess skills in teaching prevention measures and encouraging a general wellness lifestyle for clients.

Medical Massage

The fundamental distinction between medical massage and other forms of bodywork is the fact medical massage is performed on persons with diseases and conditions that have been diagnosed by a medical doctor. The goal of medical massage is to apply therapeutic impact on parts, systems, and organs of the body using direct (local) and indirect (reflex) methods of treatment. Thus, medical massage is a method of treatment with the same goals as any other medical procedure – relief from symptoms and a return to healthy function.



Program Overview

The program is offered in two formats to accommodate different time requirements:

STANDARD PROGRAM - Part Time Program - Two weekday evenings from 6-9 PM, and Saturday 9-5 PM. Total of 13 clock hours per week for 46 weeks (not including breaks). Additional hours are required for student internship.

INTENSIVE PROGRAM - Full Time Program - Monday through Friday 8:30 AM – 12:30 PM. Total of 20 clock hours per week for 30 weeks (not including breaks). Additional hours are required for student internship.

First Trimester:

Fundamental Massage Therapy

Students begin to explore their relationship to massage therapy and their own bodies through learning the basics: how to use the massage equipment; body mechanics; how to give a full body massage; hygiene and sanitation; professionalism and confidentiality; and how to articulate the benefits of massage therapy. Students begin to study basic anatomy and physiology and learn about the human body and its systems in both health and disease.

Second Trimester:

Advanced Massage Therapy and Special Populations

Students are now confident in their ability to provide a therapeutic relaxation massage, and enter the Massage Professionals teaching clinic providing massage to the public. Throughout the second and third trimesters, the intern therapists are introduced to special populations such as athletes, pregnant women, the elderly. They are also introduced to complementary bodywork systems and study medical terminology, indications and contraindications for massage therapy, range of motion and stretches to teach the client and support their bodywork. Advanced studies in anatomy, physiology, and structural kinesiology grants students the opportunity to better understand structure and function related to the body in health and disorder. Students continue to learn about body systems in both health and disease and begin to articulate communication necessary for interaction in a client-therapist relationship.

Third Trimester:

Clinical Massage Therapy

Paralleling the clinical internship, this academic session is designed with a focus on the further refinement of palpatory and assessment skills. Emphasis is placed on the development of a massage techniques, anatomy, and physiology. Students will gain an understanding of when and how to make referrals to medical professionals. The advanced science-based curriculum supports this session with information about the physical conditions and variety of pathology a massage therapist may encounter in his or her practice, creating a therapist confident to treat in any therapeutic capacity.

Course Descriptions

The Sciences

The science portion of the program is effectively presented in an integrated format. For example, discussion of the nervous system leads to understanding the functions of the nervous system, which leads to understanding how massage affects the nervous system, which leads to identification of indications for massage and the nervous system, which leads to pathology of the nervous system, which leads to contraindications for applications of massage including cautions for use of massage when pathology is present.

Students will attend the integrated science classes in all three trimesters:

Anatomy/Physiology

Anatomy and Physiology is a comprehensive course in structure and function of the human body, emphasizing the muscular and skeletal systems, designed specifically for body workers.

Pathology

Pathology introduces students to western medical model of disease. The focus is on the disease pathways of body systems with an emphasis on common manifestations of diseases.

Kinesiology

Kinesiology is the study of human motion. By learning to integrate information from the sciences of anatomy, physiology, and mechanics, students will develop a critical eye for assessing activities of daily living, sports and activities of the work place.



Massage Therapy Training

Massage Therapy Basics

Students are introduced to the foundations upon which all bodywork is built: honesty, awareness and compassion. Students are educated in massage history, massage theory, general benefits of massage, hygiene / sanitation, universal precautions, standards of practice, ethics, body mechanics, draping and positioning, specific massage strokes, assessment of clients' condition, contraindications to massage, and recordkeeping. This course prepares students to perform a one-hour therapeutic massage for the clinical practicum.



Photo courtesy of ABMP

Client-Centered Bodywork / Advanced Massage Therapy

These classes introduce students to advanced bodywork techniques. Students expand their repertoire of skills by learning specific techniques utilizing elbows, knuckles, forearms, and fists. Students learn to design bodywork sessions according to clients' individual needs. These classes foster further development as a professional by enhancing students' client service skills.

Shiatsu

Shiatsu can be used to balance body energy, relieve pain and dysfunction and promote general health.

Reflexology

Students learn to manipulate those reflex areas in hands, feet, and ears that correspond to organs and specific areas of the body. The course assists students in understanding how structure and function are interrelated and how bodywork affects the entire organism.

Trigger Point Therapy

Students learn to identify and treat trigger points found in the body. Trigger points are areas that cause muscle tension and pain.

Pre-Natal Massage

Pre-natal Massage introduces massage therapy for the pregnant woman in three segments: the first, second and third trimesters, explaining the physiology at the different stages, and safe approaches to massage therapy, offering increased circulation, relaxation, and relief from discomfort from the physical and emotional changes taking place during pregnancy.

Senior Massage

Students are taught to take into account factors that may affect the well being of the senior population. Medications, activity level, skin condition, and mobility issues are considered.

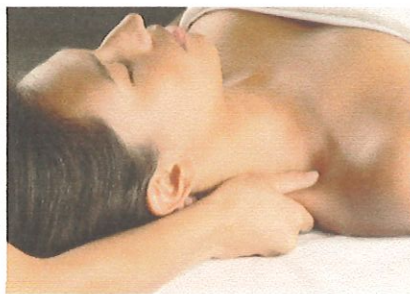


Photo courtesy of ABMP

Regional Massage & Applied Anatomy

Students deepen their study of kinesiology and learn massage techniques for each of three regions: Cranial/Cervical, Spine/Hip/Pelvis, and Extremities.

Facial Massage

Facial Massage focuses on the small muscles of the face and neck with special attention to the delicate tissue of this sensitive area of the human body.

Seated Massage

Students learn a ten-to-twenty-minute bodywork session for fully clothed clients. The massage is typically a combination of Swedish, deep-tissue and trigger point therapies.

Sports Massage

Sports Massage prepares students to address basic needs of the athletes. Multiple techniques are taught to enhance athletic performance, prevent injury, and improve recovery time.

Thermotherapy/ Hydrotherapy

This course is designed to teach the therapeutic use of heat and cold in massage.

Assessment

This course is designed to instruct students how to evaluate information provided by the client and referring medical professionals. In addition, students learn how to observe gait, posture, and wear patterns on shoes.

Deep Tissue

Students learn to differentiate between superficial and deep tissue, and how to safely deliver appropriate deep pressure based on a client's needs. Emphasis will be placed on depth and adjustment of pressure and learning to increase the intelligence of the hands through touch.

Introduction to Energetic Techniques

Introduction to Energetic Techniques introduces the student to the vibrational and electromagnetic nature of the physical and subtle bodies. Topics include the human energy field (HEF), chakras and meridians.

Additional Topics include: Muscle Energy Techniques, Case Studies, Indications/Contraindications, Spa Applications, Myofascial Release Techniques

Personal and Professional Development

Business & Values

The Business and Values classes present the fundamentals of implementing, developing, operating and managing a massage practice. Class discussion includes developing the goals and values of the practitioner, business planning, legal issues of practice, marketing strategies, public relations, communication skills, interviewing skills, finances and insurance. Also included are national standards of practice and state requirements. It is the application of this knowledge in a clinical setting that transforms the intern into a professional massage therapist.

Record keeping

Recordkeeping prepares the student for interaction with other medical professionals by teaching accurate and legal record keeping, and reviewing commonly used terminology.

Ethics and Professionalism

Ethics and Professionalism is designed to help students prepare for ethical decision-making in professional practice and to expand the student's grasp of ethical principles by helping them understand the impact their behavior has on clients. Through the use of role-play and case studies, students learn appropriate behavior, as well as how to manage inappropriate behavior by clients or colleagues. Students attend Ethics classes in each trimester. Ethics I in an introduction to Professionalism, Ethics II explores Roles & Boundaries, and Ethics III explains Professional Standards in Business. Industry Codes of Ethics are used as conduct guidelines.

Self Care for the Therapist

Self Care takes a multi-level approach; physical, emotional, mental and spiritual. Techniques are demonstrated to prevent and alleviate common overuse injuries. Personal assessment tools are introduced for students to identify and understand stressors, which can contribute to imbalances before they occur.

Cardiopulmonary Resuscitation

Adult and Infant CPR Certification

Clinical Practicum

Clinical Practicum

The Massage Therapy Clinic is the highlight of the Massage Therapy curriculum and is designed to represent the professional job market. Through this course students learn outstanding customer service, promptness, efficient use of time, and perfecting a 60-minute session of bodywork. It offers a challenging clinical experience designed to guide the student practitioners through their transition into professional practice.



This is accomplished through an intense, professionally supervised internship where students further develop their skills in treating, monitoring and making the necessary recommendations for clients with various pathological conditions. These skills help ensure graduate success in the massage therapy industry. Students have the opportunity to practice acquired skills and gain valuable experience by working with clients from the general public in the clinical internship.

Students in the part-time program work two 4 1/2-hour shifts per week and see 6 clients during each week for approximately thirty weeks. Students in the Intensive program work three 4 1/2-hour shifts per week and see 9 clients each week for approximately twenty weeks.

During this phase of study, each student practitioner is guided by the Clinic Manager regarding treatment preparation, client recommendations, documentation of treatments, and the use of specific points and techniques. Students give scheduled massages called tutorials to licensed massage therapists and receive valuable feedback. Classes supporting this phase are held concurrently to continue manual skill development and deepen the students' understanding of the human body in health and disease.

Students will request two or three shifts in the clinic from the following possibilities:

DAILY (Sunday-Saturday)

8:30 AM – 1 PM	12:30 PM – 5 PM	4:30 PM – 9 PM
----------------	-----------------	----------------

Although HHAC makes every effort to honor clinic shift requests, the student's first choice is not guaranteed. Due to its popularity and limited availability, all interns may only have one weekday 1-5pm shift per week. Interns/Advanced Interns must also work at least one weekend shift per week. Exceptions to these rules will be evaluated and determined individually by the Clinic Manager.

Advanced Internship

Selected students are invited to continue their internship at no additional charge. This serves as an opportunity for students to further integrate newly acquired skills. Students wishing to participate in the Advanced Internship program must complete an application form to be approved by Administration.

The Faculty

We are very fortunate to have a faculty consisting of a well-balanced group of skilled instructors who together combine decades of practical experience and education in Massage Therapy and other related medical fields. All of our core instructors are licensed by the Department of Education.

Tate Rolfs, DC

Dr. Rolfs has been in private practice in Hawaii since 1980. He is also licensed in Iowa and Kentucky. Prior to establishing his practice in Hawaii, he taught pathology and X-ray at Palmer College of Chiropractic. Early in his career, he specialized in musculoskeletal, low back and disc disorders. He then progressed to holistic methods using nutritional, homeopathic, and muscle-testing techniques. His main interest now is a mind/body approach to healing. Dr. Rolfs teaches trigger point therapy and Human Sciences in Levels II and III.

William "Bill" Staub L.Ac, LMT

Bill Staub began studying the healing arts in 1975. In addition to certificates in Shiatsu and Acupressure, Bill holds a Masters degree in Oriental Medicine and is a licensed Acupuncturist. Originally from Boston, he has practiced Shiatsu in Santa Barbara since 1996 and Acupuncture since 1998. Bill teaches an Introduction to Shiatsu & Eastern Theory, and Trigger Point Therapy.

Olivia Nagashima, LMT

Olivia has been a licensed massage therapist since 1996 and has operated her business in Kaneohe for over 24 years. Her background includes a BS degree in Organizational Management, experience as a department sales manager with one of the world's largest retailer, has held the position as the massage program director at a nationally accredited college, held various positions on the American Massage Therapy Association (AMTA) local chapter and national committees and is the current Chairperson of the Hawaii State Massage Board.

Samantha Wong, LMT

Samantha Wong is a 2005 graduate of Hawaii Healing Arts College. She continued her practice as an Advanced Intern here at the clinic, Massage Professionals, until she became licensed in April 2006. Once licensed, she worked and continues to work at our clinic as an LMT. She has four years of experience in a Spa environment and brings 6 years of experience into her practice and brings this expertise to Level 1 Hands On classes at HHAC

Sara Robertson, RN

Sara is a registered nurse and currently working on her doctorate degree. She loves to learn and is always seeking new knowledge especially in the health and wellness world. She loves teaching nursing, anatomy, and anything health and wellness related. She finds that massage has so many benefits to our overall well being, as well as improving acute and chronic illness.

Enrollment Information



A prospective student may enroll by appointment with the Admissions Manager, either in person at the school, or by telephone. Appointments may be scheduled by calling (808) 266-2462, or toll free at 1-888-879-8462.

The student body at Hawaii Healing Arts College is diversified in age, educational background, and life experiences. The common denominator among students is a desire to become employed as a professional massage therapist and to serve the well being of others.

To apply for admission to Hawaii Healing Arts College, applicants must submit a completed application with the \$300 non-refundable registration fee for the specific class they wish to attend. Initial application forms may be downloaded directly from the HHAC website or sent by mail or email. A representative of the school calls within 7 business days to schedule an admission appointment and school tour.

Application Process:

- Initial application with \$300 Non-refundable Registration Fee for Your Specific Class
- Reference check
- Interview & information session
- Notification of acceptance (within 7 business days)

HHAC admits students with physical and or mental disabilities. However, applicants must demonstrate the ability to benefit from the Program. Hawaii Healing Arts College facilities are ADA approved. Students with situations requiring special academic attention must notify administration in writing before beginning a program.

Entrance Requirements

- Proof of high school education or equivalent
- 18 years of age or older
- A personal interview
- Reference Check (one relative and one non-relative personal references)
- TB (Tuberculosis) Clearance

International Students

Hawaii Healing Arts College is authorized under Federal law to enroll nonimmigrant alien students. Students attending HHAC under an I-20 classification must be full-time. International students must have completed an I-20 form to enter the country and/or attend classes. Prospective international students may enroll by appointment in person or by telephone with an administrative representative. To obtain the I-20 form, international students must meet the following conditions:

- International students must demonstrate proficiency in English during the interview and by written documentation.

- International students must have completed the equivalent of a United States high school education. English translations of transcripts, certificates, mark sheets, records, or other evidence of completion of high school or a more advanced program are acceptable and must be in a student's file before classes begin.
- International students must show proof of funds availability for tuition and fees, as well as living expenses for the duration of the time the student will reside in the United States. Bank statements, from the student or sponsor, and statements of scholarship may be used to demonstrate financial ability. International students are subject to a service fee of \$250.00.
- I-20 processing fee of \$250 will be charged separately from the non-refundable application fee of \$300.

Student Housing

While we do not offer campus housing, our website contains links to local newspapers that contain rental advertisements. All housing costs are the responsibility of the student. HHAC administrative staff will attempt to assist out-of-state and international students as much as possible with the relocation process, although HHAC does not affiliate with or endorse any rental agency or private accommodations.

Tuition & Fees

Registration Fee (Non-Refundable)	
Application fee \$100	\$ 300.00
Security Deposit \$200	
Tuition	\$ 9,724.00
Payment schedule to be determined during the enrollment meeting.	
Supplies, Textbooks, Insurance	\$ 720.00
Includes 2 school polo shirts, all manuals and textbooks, student liability insurance, all required supplies for entire course.	
State of Hawaii General Excise Tax 4.712 %	\$ 506.00
Total Expenses	\$ 11,250.00
For all three trimesters (600 hours)	

Note: A discount of \$300 will be given for tuition paid in full 8 weeks prior to the first day of class.

*Additional supplies are necessary and will incur added cost.

Student supplies will be issued within the first week of the program. Textbooks and school polo shirts will be issued on the first day of class. Massage tables are provided for use during class and study halls. Initial requirement of supplies, textbooks, insurance, etc. is included in tuition cost and a mandatory purchase from HHAC.



Funding Possibilities

Students may be eligible for assistance from the following agencies:

- Workforce Investment Act (WIA)
- State Department of Vocational Rehabilitation
- Alu Like – Hana Lima Scholarship
- Malama Loan (OHA) First Hawaiian Bank
- MyCAA (Military Spouse Career Advancement Accounts)
- U.S. Dept. of Veterans Affairs

Contact Administration at 808-266-2462, or contact the agency directly.

Refund Policy

Withdrawal before the first day of class

100% (except for \$300 non-refundable registration fee)

Less than 20 Hours of Contracted Instructional Time

(The Amount of Total Expenses {\$11250} minus \$1068.06) X 80%

Less than 50 Hours of Contracted Instructional Time

(The Amount of Total Expenses {\$11250} minus \$1068.06) X 60%

Less than 100 Hours of Contracted Instructional Time

(The Amount of Total Expenses {\$11250} minus \$1068.06) X 40%

Less than 150 Hours of Contracted Instructional Time

(The Amount of Total Expenses {\$11250} minus \$1068.06) X 20%

150 Hours of Contracted Instructional Time or More

No Refund

- \$1068.06 includes non-refundable registration fee, supplies, textbooks, student liability insurance and Hawaii State General Excise Tax of 4.712%.
- Student must notify the school the reasons of his/her withdrawal in writing in order to receive a refund. Refunds will be made within 30 business days (6 weeks) after the final date of withdrawal.
- Students dismissed from the program are not eligible for a refund.

of instruction completed by the student, to the total number of instructional days in the course. Refunds are made within 40 days of the last date of the student's attendance.

Class Size

Class sizes are limited to 20 students.

The instructor to student ratio is approximately 1:11, which allows for hands-on classes to have up to 22 students per primary class instructor. 'Instructional staff' is defined as instructors and teaching assistants. Classes need a minimum of 8 students for the class to be held. If the class does not meet the minimum enrollment, refunds will be made in full for payments received.

Classroom Equipment Description

Equipment used in classrooms supports student learning by providing necessary tools. The student-to-equipment ratio varies depending on the type of equipment. Comfortable tablet chairs are provided for each student. Massage tables and face rests are provided for each two students. Equipment, which is used by the entire class, includes a CD player, white board, overhead projector, TV/DVD/VCR, educational charts, postural analysis grid, and human skeleton.

Academic Policies and Procedures

Student Conduct

National Certificate Board Standards of Practice

As an affiliate of the National Certification Board, HHAC subscribes to the Standards of Practice set forth by the NCB. Students attending HHAC are expected to adhere to these standards. The NCB Standards of Practice can be downloaded at <https://www.ncbtmb.org/code-of-ethics>.

Classroom Environment

It is a student's right to expect faculty and staff to provide quality education. Faculty, staff, and students must cooperate to ensure the classroom is conducive to learning. In order to fully benefit from the material being presented in class, students must remain attentive. Students must not interfere with an instructor's agenda or with the learning process of classmates. Behavior detracting from the educational process is not permitted. Examples of such behavior are tardiness, disruptive talking, sleeping, answering cell phones or making calls, and not fully participating in class.



Photo courtesy of ABMP

Dress Code

The view of "appropriate attire" differs from person to person. We state our expectations as clearly as possible so that everyone in our program has the same information.

Hawaii Healing Arts College & Massage Professionals is located in a professional office building. Dress and appearance are important to us. We ask HHAC students to represent the massage therapy industry, and our school, professionally and in good taste. This includes time spent in school, clinic, and school sponsored events. We will issue two green HHAC polo shirts which students are required to wear in class, study hall, clinic, and on school events.

WOMEN: Shorts and skirts are acceptable in school provided they are mid thigh or longer. Long pants, capri style pants, and may be worn if they are in good condition. Examples of unacceptable attire include, but are not limited to the following: jeans, pajama bottoms, see-through leggings, above mid-thigh shorts, capris and shorts and pants with holes or tears, running shorts, etc. Please note: blue jeans, sweat pants, and work out leggings with designs are not appropriate attire for clinic internship. Footwear should be clean and presentable.

Jewelry should not be worn – including belly/nipple/tongue/ear piercings must all be removed prior to coming to school. Watches, bracelets, necklaces, and rings should also be removed while practicing massage on classmates or clients. Facial jewelry (eyebrow, nose, tongue, lip) is not permitted in class, study hall, or clinic.

MEN: Men are to wear either long pants or Bermuda shorts. Examples of unacceptable attire include, but are not limited to: Bermuda shorts or pants with holes or tears, running shorts, leggings, see-through leggings, pajama bottoms, etc. Please note: blue jeans, sweat pants, and work out leggings with designs are not appropriate attire for clinic. Shoes should be clean and presentable. Please do not wear rubber slippers.

Jewelry should not be worn – including belly/nipple/tongue/ear piercings, etc. must all be removed prior to coming to school. Watches, bracelets, necklaces, and rings should also be removed while practicing massage on classmates or clients. Facial jewelry (eyebrow, nose, tongue, lip) is not permitted in class, study hall, or clinic. Shoulder length or longer hair should be pulled back.

Common sense tells us that we must be freshly bathed. Please keep hair and nails clean and trim. Before practicing massage, please wash hands and pull back long hair (shoulder length or longer). If needed, please use a headband for perspiration. Please avoid strong smelling personal products i.e. perfumes, colognes, after shave lotions, shampoos and soaps etc. Please, no gum chewing. Smokers should use some type of breath freshener.

School shirts should be kept clean and in good condition. The shirt you wear represents you, your school and the massage therapy industry as a whole.

Care of Massage Tables and Chairs

In order to maintain clean, sanitary massage tables and chairs that are in good working condition, students are required to wipe the equipment off at the end of every hands-on class session. Students are to use their towels and a liquid soap water solution in a spritzer to wash the massage tables, bolsters, stools, headrests, and/or massage chairs. It is important all lotion is removed since any lotion left on the equipment is unsanitary and causes damage to the upholstery.

Unscented Lotion

We strive to respect those who are sensitive to strong scent and maintain a scent-free facility. We do not permit any use of aromatherapy or scented oils, except by special arrangement for class demonstration. We use only unscented massage lotion in the school and clinic. We also request students keep the use of strong smelling personal products to a minimum (i.e.: lotions, shampoos, colognes, perfume, etc.).

Eating and Drinking Guidelines

In order to provide a clean, sanitary, and pesticide-free learning environment, food and drink are limited to the clinic break room for those interns and licensed therapists who are ON SHIFT in the clinic ONLY. Eating, drinking, and chewing gum are not permitted in the classroom **under any circumstances**. Water is allowed in the classroom in clear, closable containers only.

Misrepresentation

It is illegal for an unlicensed student to represent him/herself as a "Licensed Massage Therapist", "Massage Therapist" or "LMT". While in the program, students may use titles such as "Intern Massage Therapist", "Student of Massage Therapy" or "Massage Therapy Student". Use of terms such as "LMT" or "MT" is against the law in the State of Hawaii.

Grievances

If an issue arises with the program, the student should first address the instructor involved. Should further action be necessary, the student must then document the situation in writing to the Student Affairs Coordinator. The documentation must include the full names of persons involved, the date of the meeting and the details of the problem. An interview with the teacher and student will follow.

Should issues between students arise, it is the students' responsibility to resolve conflicts between themselves. Involvement of other students in the conflict is prohibited. If a student feels that a fellow student has violated one of the school policies, the student shall report this to administration in writing.

Unresolved issues may be directed to:

Hawaii State Department of Education
Community Education Section
Director of the School Improvement and Leadership Branch
475 22nd Avenue
Building 302, Room 124
Honolulu, Hawaii 96816
(808) 733-4780 x128

Examinations

First Trimester

- Weekly written quizzes (anatomy, physiology, pathology, and kinesiology)
- One written midterm exam (anatomy, physiology, pathology, and kinesiology)
- One written final exam (anatomy, physiology, pathology, and kinesiology)
- One hands-on midterm evaluation
- One hands-on written midterm
- One final practical full body "LMT" evaluation
- One hands-on written final exam

Second Trimester

- One written final exam
- Part of the three tutorial massages with licensed therapists

Third Trimester

- One written final exam
- Part of the three tutorial massages with licensed therapists

Grading

Successful completion of the course is determined on a pass/fail basis. In order to pass the science portion, the student must pass all quizzes with an 80% or better. An 80% is required on the final examination at the end of each trimester. If a student does not make 80% passing grade on their midterms or finals they have the opportunity to take the test within 14 days, but must pass with 90%. Retakes will cost \$20 each time the test is taken.

Guests and Observers

At the discretion of HHAC, all classes may have observers and additional students participating at any given time. All guests must be approved by HHAC prior to the visit

Attendance Policy

Students are responsible to be punctual for class and present from the beginning to the end of each class. Our school has a 100% attendance policy for all classes and clinic. Students are requested to notify Student Affairs of planned absences in order to arrange for make-up work or alternate class assignments. The Office of Student Affairs will track absences and tardiness.

Any student who misses more than 12 hours of class time in any level will undergo Administrative Review. If these absences are unexcused, the individual may be dismissed from the program. If students miss 20 hours at any point, they may be asked to start the program over again from the level they have missed the hours.

It is highly recommended students maintain personal attendance records for verification against the school's records.



Photo courtesy of ABMP

Permission to re-enter the program may be granted by the Student Affairs Coordinator or Clinic Manager (respectively) if the cause of unsatisfactory attendance has been sufficiently corrected.

For Level I students, Clinic Internship may be delayed until missed hours are made up and/or the student's skill level is adequate for clinic performance.

Missing more than 12 hours in Level II or III may result in being removed from the clinic schedule until the hours are made up. Probation and dismissal from the program are possibilities should attendance issues not improve.

Graduation certificates will be issued only when attendance, academic, and financial obligations are met.

Tardiness

If a student arrives late to class, he/she will be marked tardy (T). If a student leaves early from class, the hours missed must be completed in study hall. Three times of tardiness will constitute an absence (one hour), which must be made up in study hall. Excessive tardies will result in disciplinary action, including probation.

How to Make Up Incomplete Attendance

Study Halls

Study Hall is held twice per month when school is in session. There is a licensed therapist or teaching assistant on duty to monitor and assist students. There is a fee of \$10 per hour for each study hall attended. The study hall monitor will collect payment at time of arrival. If a student is coming to study hall to practice and has no hours to make up, the \$10 fee is waived.

If a student is not able to attend Study Hall, it is the student's responsibility to meet with Administration to discuss alternate ways to complete make-up hours.

Private Tutoring

Students may arrange for private or small group tutoring from HHAC-approved tutors at the rate of \$40 per hour. An instructor may recommend or require a student to receive tutoring due to unsatisfactory academic or hands-on progress. Tutored hours may be counted as make-up hours for missed class time on a one-to-two basis (one hour tutoring = two hour make-up, etc.) Tutors are authorized to issue additional assignments, to be completed during Study Hall hours.

Clinical Practicum Attendance Policy

Clinic attendance is 100% mandatory. Students must sign in and sign out when they are on duty in the clinic. Make-up time will be scheduled through the Clinic Manager.

Calendar/Holidays

The registration and tuition addendum received at the time of enrollment contains this information, which is current, and specific to the class you will be attending. Additional copies are available upon request.

School and Clinic Holidays (Closed)

- New Year's Day
- Memorial Day
- Fourth of July
- Thanksgiving Day
- Christmas Day

Class Transfer

Students enrolled who have specific emergency situations - are eligible to transfer programs without expense of transfer fee. The following are situations that apply:

- Serious health condition of student
- Care of an immediate family member with a serious health condition
- Birth/adoption of a child and care for that child
- Death of an immediate family member
- Jury Duty
- Military Service

Any other class transfer will cost \$800 and a withdrawal form must be submitted to Admission Office. All class transfers are at the full discretion of the school administration.

Progress

The program is designed for students who expect to devote sufficient time outside of school both practicing massage and studying. Computerized attendance records are strictly kept, with print outs provided to the student upon request, and automatically at midterms and finals of each trimester. These records are monitored frequently by Administration in order to anticipate any potential attendance issues.

At the end of each trimester a student must have completed all course work in order to receive a (P) grade and proceed to the next trimester.

A student who has not finished **assigned coursework** will receive a grade of (I) incomplete. The missing coursework must be completed and a final passing grade received from the instructor within 14 days after the last day of the trimester.

If a final passing grade is not received within 14 days after the last day of the trimester, the (I) incomplete grade automatically converts into a (F) fail, and the trimester must be completed in its entirety.

If a student has **missed classes** in a trimester and has not made them up in study hall by the end of that trimester, the student will be required to complete make up hours must which must be submitted to the Student Affairs Coordinator within 14 days after the last day of the trimester in order to proceed. If the missed classes have not been made up within 14 days after the last day of the trimester, the grade automatically converts to a grade of (F) fail, and the trimester must be repeated in its entirety.

Conditions for Graduation

- Satisfactory attendance (100% with all make-up work completed)
- Clinical Practicum Log Completed
- Passing grade (80%) on final written exam
- All written homework assignments completed
- Tuition paid in full
- Maintenance of professional behavior in accordance with NCB standards

Student Records

Permanent files are kept for all students.

Transcripts & Certificates of Completion

Upon graduation, students receive one copy of an official student transcript and Certificate of Completion. In addition, an official transcript will also be sent upon request to the National Certification Board of Therapeutic Massage and Bodywork within one year of graduation for those applying to take the National Certification Exam. Future requests for official transcripts may be obtained when requested in writing for a \$20.00 fee. If official transcripts need to be sent to the testing center, the name and address should be included in the request. Requests will be processed within 10 business days.

Disclosure of Education Records

Information contained in student files is considered confidential and shall be released to other individuals only upon a student's prior written consent and authorization, with the following exceptions:

- To officials of another school upon request if the student seeks or intends to enroll at that institution.
- To comply with a judicial order or lawfully ordered subpoena.
- To Parents who claim the student as a dependent for income tax purposes.
- To certain officials of the U.S. Department of Education, the Inspector General, or state and local educational or federally supported educational programs.
- To accrediting commissions to carry out their functions.
- To appropriate parties in health or safety emergencies.

Disciplinary Notices

Probation

The following factors are taken into consideration for probation

- Attendance Progress
- Academic Progress
- Dress Code Compliance
- Tuition Payment Agreement

A student who is not in compliance with any of the above categories will be placed on probation. Any student placed on probation is notified in writing of his/her status and documentation is placed in the student's file. A meeting with the Student Affairs Coordinator will be scheduled to discuss a plan for the student to complete course work or attendance

make-up and or reconcile past-due tuition payments. The Student Affairs Coordinator will carefully monitor progress. Should insufficient progress continue, a second letter would be issued with citation of the reason for continued probation, warning the student the next step will be dismissal from the program. Probation will continue until the end of the trimester in which the citation was issued. For example: If a student who has received notice of probation in the 6th week of a 14 week trimester, the student is on probation until the end of the 14th week.

Probation Appeals

If a student feels he/she has been placed on probation due to an error in the calculation of his/her attendance or grades, the student may request that the pertinent records be reviewed. This request must be written and submitted to the Student Affairs Coordinator within five business days after receiving notice of probation.

If the student feels he/she has extenuating circumstances and would like the probation cancelled, a written appeal may be submitted to the School Owner within five business days after receiving notice of probation.

Withdrawal

A student who wishes to withdraw from the program must submit a written, signed, and dated letter informing the school of his/her intentions. This can be done with meeting with the Administration Manager or by submitting a letter via mail or fax.

Automatic Withdrawal

A student will automatically be withdrawn from the program for the following reasons:

- Failure to return from an approved leave of absence
- Failing any trimester twice during one enrollment
- Failure to maintain satisfactory progress for two consecutive trimester ends
- Failure to fulfill attendance policy requirements
- Failure to fulfill financial agreements
- Failure to abide by probation terms set by School Administration

Dismissal

A student shall be dismissed from the program for any of the following:

- Failure to abide by any of the HHAC policies
- Cheating, stealing, or vandalizing
- Any incidence of intoxicated or drugged state of behavior
- Behavior creating a safety hazard to other persons
- Unprofessional or illegal conduct
- Sexual misconduct

Students who are dismissed from HHAC will not be allowed to enroll at any future time. Permanent enrollment records will reflect this status accordingly.

NOTE: Any student who is dismissed will not be eligible to receive a tuition refund.

Thank You – Mahalo!

On behalf of every faculty and staff member at HHAC, we welcome you to our unique community of learning, we congratulate you on taking this first step toward changing your life, and look forward to you becoming a successful massage therapist and our colleague in this profession. We believe that you have taken the opportunity to research and explore other schools and we are honored that you have chosen Hawaii Healing Arts College for your training.

