**FWMI**

Fort Wayne

Massage Institute

2020-21 CATALOG

**Fort Wayne Massage Institute**

6388 W. Jefferson Blvd

Fort Wayne, IN 46804

Phone: 260-459-6249

Fax: 260-434-0835

**Introduction**

We are excited that you have chosen the Massage Therapy Certificate program at Fort Wayne Massage Institute. Massage Therapy is a very rewarding career choice and it is Fort Wayne Massage Institute's goal to prepare you fully to make the most out of your new career. Our mission is to prepare our students to be Massage Therapists with a passion for helping others through the power of touch.

In order to achieve this goal, we have designed an intensive 16-week, 625 hour Massage Therapy Certificate Program to give you all the tools necessary to have a long and gratifying career in Massage Therapy. Throughout the program we will cover everything from Anatomy and Physiology to guest interaction and everything in between.

**What makes Fort Wayne Massage Institute unique?**

* 16 week program start to finish, after the 16 weeks you will be eligible to take the all necessary tests to become a Licensed Massage Therapist in the state of Indiana
* Access to a fully operational day spa giving you, the student exposure to real-world experience
* Extensive hands-on learning, training and practice
* Small class sizes to give you, the student, concentrated attention from instructors

This program is designed for students who are interested in an accelerated, concentrated, fast-paced program and want to receive great training and real-world practice in massage therapy.

**Weekly Class Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **8 a.m.-12 p.m.** Anatomy, Physiology, Kinesiology and Medical Terminology  **12 p.m.- 1 p.m.** Lunch  **1 p.m.- 5 p.m.** Practical Hands-On/ Clinical  -Massage Theory and Practice- ---Introduction to Massage therapy and body work modalities  -Draping  -Guest interaction (including picking up and dropping off guest, guest communication)  -Soap notes  -Rebooking guests  -Treatment Plans for guests  -Protocol Introduction  -CPR Certification (10 hours)  -Business and Ethic (20 hours)  -Body Mechanics  -Pathology (40 hours)  -Contraindications  -Deep Tissue Massage  -Swedish massage  -Pregnancy Massage  -Therapeutic Stone Massage  -Reflexology  -Professional Standards  -Communication and Discovery with Guest | **8 a.m.-12 p.m.** Anatomy, Physiology, Kinesiology and Medical Terminology  **12 p.m.- 1 p.m.** Lunch  **1 p.m.- 5 p.m.** Practical Hands-On/ Clinical  -Massage Theory and Practice- ---Introduction to Massage therapy and body work modalities  -Draping  -Guest interaction (including picking up and dropping off guest, guest communication)  -Soap notes  -Rebooking guests  -Treatment Plans for guests  -Protocol Introduction  -CPR Certification (10 hours)  -Business and Ethic (20 hours)  -Body Mechanics  -Pathology (40 hours)  -Contraindications  -Deep Tissue Massage  -Swedish massage  -Pregnancy Massage  -Therapeutic Stone Massage  -Reflexology  -Professional Standards  -Communication and Discovery with Guest | **8 a.m.- 12 p.m.** Practical Hands-On/ Clinical  **12 p.m.-1 p.m.** Lunch  **1 p.m.- 5 p.m.** Practical Hands-On/ Clinical  -Massage Theory and Practice- ---Introduction to Massage therapy and body work modalities  -Draping  -Guest interaction (including picking up and dropping off guest, guest communication)  -Soap notes  -Rebooking guests  -Treatment Plans for guests  -Protocol Introduction  -CPR Certification (10 hours)  -Business and Ethic (20 hours)  -Body Mechanics  -Pathology (40 hours)  -Contraindications  -Deep Tissue Massage  -Swedish massage  -Pregnancy Massage  -Therapeutic Stone Massage  -Reflexology  -Professional Standards  -Communication and Discovery with Guest | **8 a.m.- 12 p.m.**  Practical Hands-On/ Clinical  **12 p.m.-1 p.m.** Lunch  **1 p.m.- 5 p.m.** Practical Hands-On/ Clinical  -Massage Theory and Practice- ---Introduction to Massage therapy and body work modalities  -Draping  -Guest interaction (including picking up and dropping off guest, guest communication)  -Soap notes  -Rebooking guests  -Treatment Plans for guests  -Protocol Introduction  -CPR Certification (10 hours)  -Business and Ethic (20 hours)  -Body Mechanics  -Pathology (40 hours)  -Contraindications  -Deep Tissue Massage  -Swedish massage  -Pregnancy Massage  -Therapeutic Stone Massage  -Reflexology  -Professional Standards  -Communication and Discovery with Guest | **8 a.m.- 12 p.m.**  Practical Hands-On/ Clinical  **12 p.m.-1 p.m.** Lunch  **1 p.m.- 4 p.m.** Practical Hands-On/ Clinical  -Massage Theory and Practice- ---Introduction to Massage therapy and body work modalities  -Draping  -Guest interaction (including picking up and dropping off guest, guest communication)  -Soap notes  -Rebooking guests  -Treatment Plans for guests  -Protocol Introduction  -CPR Certification (10 hours)  -Business and Ethic (20 hours)  -Body Mechanics  -Pathology (40 hours)  -Contraindications  -Deep Tissue Massage  -Swedish massage  -Pregnancy Massage  -Therapeutic Stone Massage  -Reflexology  -Professional Standards  -Communication and Discovery with Guest |

\*general example, subject to change

**2020-2021 Enrollment Application/Agreement Form**

This Agreement shall constitute a binding agreement between

Fort Wayne Massage Institute and student

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | |
| Students Name: | | | | Start Date of Class: | | | | Program enrolling in: | | |
| Home Address: | | | | City: | | | State: | | Zip Code: | |
| Mailing Address (if different than above): | | | | City: | | | State: | | Zip Code: | |
| Driver’s License #: | | | SSN: | | | | | Date of Birth: | | |
| Home Phone #: | Cell Phone #: | | | | Email Address: | | | | | |
| Highest Level of Education to date: | | | | | | | | | | |
| Emergency Contact Information | | | | | | | | | |
| Name: | | Phone Number: | | | | Relationship: | | | |

**Program you are applying for: (please initial next to desired program)**

\_\_\_\_\_ Massage Therapy Certification- 625 Clock hours/16 weeks

**The following must be included with your application for consideration of admittance to Fort Wayne Massage Institute:**

\_\_\_\_ Completed, Signed and Dated Enrollment Application/Agreement

\_\_\_\_ $200 Non-Refundable deposit at time of enrollment (deposit is deducted from tuition)

\_\_\_\_ $100 CPR fee

\_\_\_\_ $50 Background Check fee

\_\_\_\_ $2500 Tuition paid Y/N

\_\_\_Cash \_\_\_Check \_\_\_4 monthly installments ($625.00 each)

\_\_\_\_ Copy of high school diploma or high school transcript showing a graduation date or GED

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**Fort Wayne Massage Institute Authorized Signature Date**

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**Student Signature Date**

**Select which class you will be enrolling in**

**\_\_\_ 7/1/20 – 10/13/20**

**\_\_\_ 10/1/20-1/26/21**

**\_\_\_ 1/4/21-4/22/21**

**\_\_\_ 4/5/21- 7/22/21**

**\_\_\_ 7/5/21- 10/21/21**

**Refund Policy**

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:

(a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.

(b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.

(c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

(d) If the student has not visited the postsecondary educational institution prior to enrollment and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Student Protection Fund

IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed “Student Complaint Form.” This form can be found on OCTS’s website at http://www.in.gov/dwd/2731.htm.

OCTS Refund Policy

**Mission Statement**

Our mission is to prepare students to be Massage Therapists who have a passion for helping others through the power of touch.

**Massage Therapy Program**

The Massage Therapy program at Fort Wayne Massage Institute is an accelerated, hands-on program consisting of 625 total hours spanning 16 weeks. This includes classroom book study, hands-on classroom education as well has clinical hands-on, real world knowledge in the field of Massage Therapy. After completion of the program the graduate will be presented a Massage Therapy Certification of Completion and will be able to apply for licensing in the state of Indiana.

**Program Requirements**

1. Must be at least 18 years old at the start of your first class
2. Must have completed high school or high school equivalency

**Program Cost**

The total cost for the 640 hour program is $2,500 for tuition and fees. $100 CPR fee. Books are additional.

**Payment**

Payment for the program is due by the first day of class. Students who have an outstanding balance as of the first day of class will be unable to start the program until all fees have been paid. There are various payment options available, Please select which method of payment:

\_\_\_\_ Cash

\_\_\_\_ Check

\_\_\_\_ Four monthly installments of $625.00 due on the first of each month

**Requirements to complete the Massage Therapy Certificate Program**

Students are required to attend all class and clinical hours. In order to receive your certificate of completion you must successfully complete a total of 640 hours or more. Any hours missed must be made up on a non-school day (Saturday or Sunday). Due to the program being only 16 weeks long, regular daily attendance is mandatory to stay on track for graduation. Attendance will be logged daily in accordance with regulatory standards. The following requirements must be met in order to graduate from the program:

1. Clock hours of 640 or more
2. Passing grade of 70% or higher for each course
3. Complete a graduation exit interview with school Director
4. Be in good financial standing with Fort Wayne Massage Institute

**Procedure for Filing a Complaint**

Fort Wayne Massage Institute takes all concerns and complaints seriously. If at any time there is a complaint please bring all the necessary information to the Director of the school and he/she will schedule the soonest available time to meet to discuss the concern or complaint. If you feel the nature of your concern or complaint cannot be handled by the director, Fort Wayne Massage Institute is regulated by the Indiana Department of Workforce Development, Office for Career and Technical Schools and they can be reached at:

Indiana Department of Workforce Development

Office for Career and Technical Schools

10 N. Senate Ave, Suite SE 308

Indianapolis, IN 46204

[OCTS@dwd.in.gov](mailto:OCTS@dwd.in.gov)

[www.in.gov/dwd/2731.htm](http://www.in.gov/dwd/2731.htm)

**Non-Discrimination Policy**

Fort Wayne Massage Institute does not permit any discrimination against any federally protected group.

**A. Policy Statement**

Fort Wayne Massage Institute strives to create and maintain an environment in which people are treated with dignity, decency and respect. The environment of Fort Wayne Massage Institute should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Team Members should be able to work in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of Fort Wayne Massage Institute. For that reason, Fort Wayne Massage Institute will not tolerate unlawful discrimination or harassment of any kind.

All Students, Faculty and team members, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Team Members are encouraged to report, in good faith, perceived incidents of discrimination or harassment. Team Members, who either report and/or cooperate with investigations into alleged violations of this policy, will not be subject to retaliation. Appropriate disciplinary action will be taken, upon investigation, against any Team Member who is found to violate this policy. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

**B. Prohibited Conduct**

**1. Discrimination**

It is a violation of this policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person’s race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status. Discrimination of this kind also may be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these 4 antidiscrimination laws. Discrimination in violation of this policy will be subject to severe sanctions up to and including dismissal of the program.

**2. Harassment**

Harassment, including sexual harassment, is prohibited by federal and state laws. This policy prohibits harassment of any kind, and Fort Wayne Massage Institute will take appropriate action swiftly to address any violations of this policy. The definition of harassment is verbal or physical conduct designed to threaten, intimidate or coerce. Also, verbal taunting (including racial and ethnic slurs) that, in the Team Member's opinion, impairs his or her ability to perform his or her job. Should you experience or witness any form of discriminatory conduct or harassment, you should notify the School Director. All reports of discrimination or harassment will be promptly investigated and appropriate corrective action will be taken.

**3. Sexual Harassment**

Sexual harassment in any form is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964. According to the Equal Employment Opportunity Commission (“EEOC”), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when...submission to or rejection of such conduct is used as the basis for employment decisions...or such conduct has the purpose or effect of...creating an intimidating, hostile or offensive working environment."

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, and that lowers morale and therefore interferes with work effectiveness. Sexual harassment may take different forms. Please discuss this matter with the school Director immediately if you have any questions.

**Computer and Social Media Policy**

All computers, computer equipment, software, email, internet and voicemail systems owned by Fort Wayne Massage Institute and affiliated companies are subject to monitoring. Team Members are prohibited from introducing software into computers or tampering with computer system in any way. In addition, Team Members are forbidden to access personal email or social media sites for personal use. Computer use should only be used for professional business matters.

While personal social media posting on your own time may be your personal business, those postings that affect your performance, the performance of others, or Fort Wayne Massage Institute or its affiliated companies business interests are the focus of this policy. Postings should not defame or disparage competitors, guests, staff members, suppliers/vendors, Fort Wayne Massage Institute or affiliated companies; harass staff members, guests or other individuals; use copyrights, trademarks or other proprietary materials in an infringing manner; violate privacy laws and policies or otherwise misuse the proprietary information of guests; or violate laws or other ethical standards, such as fraud or misrepresentation. All postings related to Fort Wayne Massage Institute or affiliated companies must be truthful and not misleading or gossipy in nature. Students may not use or post the confidential and proprietary information of Fort Wayne Massage Institute or affiliated companies or breach any other restrictions or confidentiality or disclosure. Violation of policy may be subject to disciplinary actions up to and including immediate dismissal from the program.

**Gossip Policy**

Gossip is a destructive force in a any environment, and it can undermine productivity and morale. Gossip is generally defined as (a) as any conversation about another which you may or may not have firsthand knowledge, and/or which you and the other party cannot affect the outcome, and (b) the intentional discussion of another without the benefit of their presence.

Discussions and comments involving a student or other employees are to be limited to their presence. The only exceptions are the occasions when the student is being reviewed in a supervisory capacity or the information being shared is of a positive nature.

Fort Wayne Massage Institute is committed to building a positive environment in which to learn and grow. Whether or not something constitutes gossip is at the discretion of Fort Wayne Massage Institute. Failure to comply with this policy will result in an immediate disciplinary action up to and including dismissal from the program

**Illegal Drug Policy**

Under the influence and in the possession of all illegal drugs is strictly forbidden. Anyone deemed under the influence or in possession of illegal drugs will be referred to the proper legal authorities and will be dismissed from the program immediately.

FOR CAUSE TESTING: Fort Wayne Massage Institute may ask a student to submit to a drug test at any time it appears that the student may be under the influence of drugs or alcohol, including but not limited to the following circumstances: evidence of drugs or alcohol on or about the Team Member’s person or in the Team Member’s vicinity; unusual conduct on the Team Member’s part that suggests impairment or influence of drugs or alcohol; negative performance patterns or excessive and unexplained absenteeism or tardiness. POST ACCIDENT TESTING: Any Team Member involved in an on-the-job accident or injury under circumstances that suggest possible use of drugs or alcohol in the accident or injury event

**Smoking**

Smoking within 200 feet of any and all exits to Fort Wayne Massage Institute or affiliated business’s is strictly forbidden. Due to the close proximity in relation to the guest and giving them a massage the aroma of tobacco on hands, fingers and clothes is strictly forbidden as well.

**Cell Phones**

Cell phones are not allowed in classrooms, spa floor or treatment rooms or in any areas of affiliated companies unless specifically directed by the instructor or School Director. All cell phones must be kept in your car or assigned locker during class time. They are permitted to be used during scheduled lunch break. In case of emergencies, students may be contacted by calling the school at 260-459-6249; messages will be forwarded to the student promptly.

**Confidentiality**

Matters pertaining to Fort Wayne Massage Institute and affiliated companies, including information related to the care, treatment, and personal information of guests are not to be discussed with anyone. Guests of the facilities are established through the experiences created within the spa and therefore should not be contacted by any specific student, other than as requested by the school Director.

All materials, processes and procedures that are proprietary to Fort Wayne Massage Institute and affiliated companies are copy written and belong to THE WOODHOUSE SPAS, CORP™, Chiropractic Care and Wellness and Fort Wayne Massage Institute and may not be copied, reproduced or shared without the written consent of THE WOODHOUSE SPAS, CORP™, Chiropractic Care and Wellness or Fort Wayne Massage Institute. Releasing unauthorized information is cause for disciplinary action up to and including dismissal from the program.

**Updates to the Catalog**

All information in this catalog is for informational purposes only. All subject matter including but not limited to; policies, procedures, course requirements etc. are subject to change without notice. Contact the School Director for any questions.

**Solicitation of Students Policy**

At no time during the course of a student enrolled in Fort Wayne Massage Institutes Massage Therapy Program shall a guest or anyone not affiliated with Fort Wayne Massage Institute solicit the student to include but not limited to: perform massage or any other massage related practice, sell any products or services not affiliated or outside of Fort Wayne Massage Institute.

The Massage Therapy program at Fort Wayne Massage Institute provides you with the necessary requirements to take the MBLEX exam and become a Licensed Massage Therapist in the state of Indiana. Other states may have different requirements to become a Licensed Massage Therapist, therefore your license may not transfer to another state.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign and date

This institution is regulated by: Office for Career & Technical Schools

10 N. Senate Avenue, Suite SE 308

Indianapolis IN, 46204

[OCTS@dwd.in.gov](mailto:OCTS@dwd.in.gov)

http://www.in.gov/dwd/2731.htm