

# HEALING HANDZ MASSAGE ACADEMY

## **Enrollment Application**

# HEALING HANDZ MASSAGE ACADEMY

## Enrollment Application

Date of Course \_\_\_\_\_ Accelerated Course \_\_\_ Weekend Course \_\_\_ Night Course \_\_\_

Date of interview \_\_\_\_\_ Please circle T-Shirt size S M L XL or Other

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Cell \_\_\_\_\_ Marital Status S M D W Children \_\_\_\_\_

In Case of Emergency please contact \_\_\_\_\_ Phone # \_\_\_\_\_

Are you able to perform the duties of a massage with or without accommodation? Y N

Have you ever been convicted of a felony? Y N If yes, please explain:

\_\_\_\_\_

Have you ever been charged with sexual misconduct with a minor? Y N

Are you currently employed at or involved in a sexually oriented business? Y N (if Y please explain)

\_\_\_\_\_

Do you have a High School Diploma or equivalent? Y N

Are you currently enrolled in school? Y N If yes where \_\_\_\_\_.

Please list any Continuing Education, Vocational studies, Diplomas, and Degrees that you currently hold (please include name of school):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever received a professional massage from a licensed/registered therapist? Y N

If Y please tell us about your past massage experience: \_\_\_\_\_

\_\_\_\_\_

Do you receive massage regularly? Y N

How did you hear about Healing Handz Massage Academy? \_\_\_\_\_

Students Initial \_\_\_\_\_

**Enrollment Application  
Continued**

Our staff wants you to get the best education possible. In order for us to teach you better and meet your individual needs, we need to know you better. Please list below your personal and academic strengths and weaknesses:

**Strengths**

**Weaknesses**

Please outline your employment history for the last 5 years:

Name of Employer	Dates Employed	Position or Duties	Reason for Leaving

On a separate piece of paper, please describe why you want to become a Massage Therapist. Please tell us about yourself, what your interests are, goals, and what you hope to gain by your education.

-----  
 Deposit Amount Enclosed \_\_\_\_\_  Cash  Check  Charge

CC# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Students Initial \_\_\_\_\_

# HEALING HANDZ MASSAGE ACADEMY

## Previous Education Credits

Name \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone# \_\_\_\_\_

List all previous education that may apply to accreditation

Year	School	Course / Credit hours
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please submit all transcripts to Healing Handz to be approved by State**

\_\_\_\_\_ FOR OFFICE USE ONLY \_\_\_\_\_

**Hours approved by State for:**

**Still Required**

Anatomy _____	of 50 = _____	_____
Physiology _____	of 25 = _____	_____
Kinesiology _____	of 50 = _____	_____
Pathology _____	of 40 = _____	_____
Swedish Technique _____	of 125 = _____	_____
Advanced massage technique _____	of 75 = _____	_____
Hydrotherapy _____	of 20 = _____	_____
Health and Hygiene _____	of 20 = _____	_____
Business Practices and Professional Ethics _____	of 45 = _____	_____
Internship _____	of 50 = _____	_____
Total _____	_____	_____

1 credit hour = \$10.00 Cost reduction will be \$10.00 per credit hour.

Students Initial \_\_\_\_\_

## Policy for Maintaining Attendance Records

Instructors are given a master *Daily Attendance Log* for each class day. At the beginning of each day's session, and after break, the instructor will call the attendance roll. The *Daily Attendance Log* is marked by each student's name with a "P" for "present", a "T" for "tardy", an "A" for absent, an "LE" for left early, and a "W" for "withdrawn". A column is available to mark a sum total of all hours "Earned" and hours "Absent" for each day. Another column is provided for the student's signature verifying all class hours. All *Daily Attendance Logs* are kept in a file for each semester. The *Daily Attendance Log* is then transferred to the Master Attendance Log by Admin and totaled.

Class hours for each individual are kept in the Master Attendance Log. A copy of the "At A Glance" log is provided for each student that they may keep track of their own progress as well.

## QUALIFICATIONS FOR THE STATE EXAM

Completion of a minimum 500-hour supervised course of instruction in the following massage studies provided by a licensed massage therapy instructor, licensed massage school, a state approved education institution, or a combination of any of these in the following:

- (A) 125 hours of Swedish massage;
- (B) 75 hours of advanced massage technique;
- (C) 40 hours of Pathology;
- (D) 50 hours of Kinesiology
- (E) 50 hours of Anatomy;
- (F) 25 hours of Physiology;
- (G) 20 hours of Health and Hygiene;
- (H) 20 hours of Hydrotherapy;
- (I) 45 hours of Business Practices and Professional Ethics; and
- (J) 50 hour hands-on internship; or pending up date.

These qualifications are subject to change. The Dept. of State Health Services has not finalized its rules and Regulations as of this printing. 10/3/07

Practiced massage therapy as a profession for not less than five years, immediately preceding the date of application, in another state or country that does not have or maintain standards and requirements that substantially conform to those of this state, as determined by DSHS. An applicant must have been engaged in the practice of massage therapy as defined in 25 Texas Administrative Code, §141.1 for not less than 36 hours per month; and Successful completion of the state administered written and practical examination.

The department may waive the examination and verification of education if an applicant:

- (A) is currently licensed/registered/certified in another state, jurisdiction, or country that has requirements substantially equivalent to those in Texas; and
- (B) has held that license/registration/certification for a minimum of two years prior to application in Texas; and
- (C) has successfully completed a national examination or other examination acceptable to the department; and
- (D) is sponsored by a person licensed under the Massage Therapy Act during the time the person holds a provisional registration. The sponsorship requirement may be waived if DSHS determines that compliance creates a hardship for the applicant.

# DESCRIPTION OF STATE EXAM

## Massage Therapy Exam Information

In accordance with legislative intent regarding national standards and license portability, all students completing the 500 hour curriculum must take and pass one of the following three national examinations to be licensed as a massage therapist in Texas:

1. *National Certification Examination for Therapeutic Massage (NCETM)* - National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) <http://www.ncbtmb.com> 1-800-296-0664
2. *National Certification Examination for Therapeutic Massage and Bodywork (NCETMB)* - National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) <http://www.ncbtmb.com> 1-800-296-0664
3. *Massage and Bodywork Licensing Examination (MBLEx)* - Federation of State Massage Therapy Boards (FSMTB) <http://www.fsmtb.org> 1-888-70-FSMTB

Students will contact the appropriate organization directly to make arrangements to test. The students will then submit applications for licensure after passing the examination.

## Information Acknowledgement

I have furnished information disclosing my previous education, training, and work experiences. I understand this will be evaluated and may result in my program length being shortened and the cost being reduced.

I further realize that complaints may be made to the school or Massage Therapy Instructor, and to the Texas Department of State Health Services, Massage Therapy Licensing Program  
Texas Department of State Health Services MC-1982  
1100 West 49th Street  
Austin, Texas 78756-3183 Telephone: (512) 834-6616 Fax: (512) 834-6677

I have been offered the opportunity to read the rules of the department included in Texas Occupational Code Title 3, Chapter 455.

I have read and received a copy of the Class Rules and Conduct Policy. I am willing to adhere to these rules throughout the school semester and internship.

I understand that I may not practice Massage Therapy either receiving payment for or trading for goods and services, until I have been licensed by the Texas Department of State Health Services.

I maintain that I have not been convicted of, entered a plea of no lo contendere or guilty to, or received deferred adjudication to crimes or offenses involving prostitution or sexual misconduct; or convicted of a violation of the Act within the past five years.

## **GRIEVANCE POLICY**

All student grievances shall be taken seriously and every effort shall be made to resolve the grievance. All grievances must be filed in writing and given to the Director. All discussions about the grievance will be held in private. Once the Director has resolved a grievance, it is final.

If the grievance is not resolved, the student may contact the Texas Dept. of Health Services

Complaints Management and Investigative Section

P.O. Box 141369 Austin, Texas 78714-1369 or call 1-800-942-5540

## **CLASS RULES AND CONDUCT POLICY**

### **Common student areas**

Common student areas include classroom, bathroom, and retail area. Outside a picnic area and lakeside benches have been placed for your convenience. Students are limited to these areas unless supervised by the instructor on staff. The front office adjoins the retail area and all students are prohibited from walking into the office area.

As in many cases during school hours, the Caring Hartz clinic may be operational. Students are asked to respect the clients' privacy by keeping the noise level down and refraining from interacting with the clients as they check in and check out.

All students are required to help set up and break down tables used for the classroom as well as assisting in keeping the classroom space neat and clean.

We ask that you keep all food and drinks out of the classroom. We suggest that you bring water in a closed container. A vending machine has been provided for your convenience.

Smoking and alcoholic beverages are not permitted on school property. If you must smoke, you may do so at the allotted break times but must do so off of school property. Consumption of alcohol before attending class or during breaks is strictly prohibited. Consumption of prescription drugs is permitted; however please notify instructor that you have these in your possession. Violation of these rules will result in termination of your enrollment at Healing Handz Massage Academy.

All questions pertaining to administration are to be addressed through the school administration office or over the phone. This keeps the classroom discussion on the right subject, as there is much to be covered in a short amount of time. Likewise, please do not ask for professional advice from them for your personal benefit. Each instructor is a professional in his or her field of expertise under State Law. If you want to ask for their professional advice, please consult them at their place of business.

### **Etiquette and Boundaries**

The instructors and staff at Healing Handz Massage Academy respect the students and their educational needs. We are here to help and request that you address any concerns you have with one of the instructors immediately. Please respect the beliefs and personal views and boundaries of others in the class. During class, please be aware that students learn in different styles and at different speeds. We request the undivided attention of everyone present during each class lecture or exercise. Please refrain from talking out of turn, interrupting others, and holding private conversations while the instructor is talking.

Students Initial \_\_\_\_\_

**Cell phone use will not be permitted during class including text messaging.**

Because your conduct in class is representative of your professional conduct, we adhere to a strict code of ethics. Sexual misconduct, inappropriate speech, gestures, or touching in class or on school property is strictly prohibited.

Any conduct that requires investigation will be conducted by Healing Handz Massage Academy staff and if necessary, may result in dismissal.

**Students may not charge for massages given nor advertise for business at any time during the semester.**

**Dress and Grooming**

Massage therapy is a very intimate form of bodywork and requires the highest standard of self-care. Please take care of body odors before attending class. Hair should be neat, clean, and pulled away from the face. Nails should be short, clean, and polish free. No jewelry should be worn on hands and arms.

Comfortable walking shoes and socks should be worn.

All students are required to wear scrubs or the school logo shirt with a professional pair of slacks or shorts.

No display of skin above pant line to be shown or short shorts.

If you are in violation of the above rules, unless otherwise stated above, you may be asked to leave school for the day or receive a written reprimand. Three written reprimands for violations may result in:

- 1) Not receiving credit for class
- 2) Dismissal from program.

**JOB PLACEMENT**

Healing Handz Massage Academy does not guarantee employment upon completion of the program; however, we do maintain a current listing of job opportunities as they become available.

**PREVIOUS EDUCATION AND TRAINING**

If a student wishes to receive credit for previous training they have completed, they must submit an official transcript to the Texas Department of Health for evaluation. Upon written confirmation from the Department of approval for course work, the written confirmation will be placed in the student's file. If course work is approved, this may result in the program length being shortened and the cost being reduced. All course work to be used for credit must be submitted to the school at least two weeks in advance of the proposed starting date of the program.

Students Initial \_\_\_\_\_



## SCHEDULE OF TUITION AND FEES

**500 Hour Course Curriculum Total \$ 6,250.00**

**Includes:**

Book Package	\$ 350.00
Non-refundable Application Fee	\$ 100.00

**Bonus Starter Gift Package:**

- bottle of lotion	- bottle of oil	- student business cards
- school shirt	- book bag	- water bottle

### MONTHLY PAYMENT AGREEMENT THROUGH HHMA (interest free)

- 1) Payments are due on the 1st of the month. A late fee of \$ 30.00 will be charged for any payment received after the 5<sup>th</sup> of the month.
- 2) Returned checks will automatically go to a collection agency. You will be responsible for the \$ 25.00 fee charged by this agency.
- 3) A payment larger than the amount due will not stop or delay the required monthly payments. The minimum agreed upon amount must be paid monthly until the balance has been paid off.
- 4) I understand all tuition payments must be kept current for me to continue attending classes.
- 5) **A transcript and diploma will not be awarded until all fees are paid and all assignments completed.**

### NIGHT COURSE PAYMENT PLAN

A non-refundable application fee of \$ 100.00 holds your spot in class. Required on or before the first day of class is an additional \$ 1, 075.00, which includes the \$ 350.00 textbook package and your first month's payment. The remaining balance of \$ 5, 075.00 can be paid out in seven monthly installments of \$ 725.00. Tuition must be paid in full within eight months of the beginning of the school semester. Students who are not paid in full will not be able to enter the Internship program and will not be eligible for a diploma or transcripts.

### WINTER COURSE PAYMENT PLAN

A non-refundable application fee of \$ 100.00 holds your spot in class. Required on or before the first day of class is an additional \$ 1075.00 which includes the \$ 350.00 textbook package and your first month's payment. The remaining balance of \$ 5, 075.00 can be paid out in seven monthly installments of \$ 725.00. Students who are not paid up to date will not be able to enter the Internship program. Students are not eligible for a diploma or transcripts until tuition balance is paid in full.

### ACCELERATED COURSE PAYMENT PLAN

A non-refundable application fee of \$ 100.00 holds your spot in class. Required on or before the first day of class is an additional \$ 1,750.00, which includes the \$ 350.00 textbook package and your first month's payment. The remaining balance of \$ 4,350.00 can be paid out in four monthly installments of \$ 1,450.00. Tuition must be paid in full within four months of the beginning of the school semester. Students who are not paid in full will not be able to enter the Internship program and will not be eligible for a diploma or transcripts.

(List of additional supplies required for classes throughout semester)

Scrubs/Uniform/Bathing Suit & Cover-up	\$40.00	Bolster or Pillow	\$30.00
Lotion/Cream (1 gal. w/ pump) <b>sold here</b>	\$50.00	Facial Cleanser	\$15.00
Towels (2 large, 3 hand towels, 3 washcloths)	\$10.00	Sheets (2 twin sets) <b>sold here</b>	\$20.00
Holster <b>sold here</b>	\$19.00	Small Blanket or Throw	\$15.00
Pencils, Colored Pencils, Paper, Scissors	\$ 5.00	Professional Massage (2)	\$100.00
Clip Board, Alcohol and Spray Bottle	\$ 4.50	<b>Total</b>	<b>\$308.50</b>

**OPTIONAL EQUIPMENT PACKAGES AVAILABLE THROUGH HHMA**

A wide variety of massage tables and chairs plus many accessories tailored to your specific needs.  
Student discounts available. Ask your HHMA representative for details.

**Photo Release**

TO WHOM IT MAY CONCERN:

I, \_\_\_\_\_ (Student/client), hereby release HEALING HANDZ MASSAGE ACADEMY and CARING HARTZ HEALTH SPA from any responsibility that may incur from broadcasting or reproducing my likeness in any medium, e.g., television, videotape, photographs, ect.

Student/Client \_\_\_\_\_

Administration \_\_\_\_\_

Date \_\_\_\_\_

**Tuition Agreement**

Students Initial \_\_\_\_\_

This is an Installment Agreement Contract between Healing Handz Massage Academy (HHMA) and \_\_\_\_\_, the student.

- a) I have read and understood current school policies and will abide by them fully.
- b) This contract supplements and is part of the Enrollment Acceptance contract entered into by HHMA and myself on \_\_\_\_\_.
- c) I agree that all enforced provisions of the Tuition Payment Plan are full incorporated into this Tuition Agreement Contract and made part herein
- d) I have paid a 100.00 nonrefundable application fee on \_\_\_\_\_.
- e) Total cost of this program subject to installments: \$ \_\_\_\_\_.
- f) I have made a down payment of \$ \_\_\_\_\_ date \_\_\_\_\_
- g) I agree to pay the remaining balance of \$ \_\_\_\_\_ in \_\_\_\_\_ monthly installments of \_\_\_\_\_ each.
- h) I agree to pay balance in full before first day of class \$ \_\_\_\_\_ date of class I am enrolled in \_\_\_\_\_.

I understand if my tuition payment is late, I will be unable to attend class until my account is made current, including any late charges if applicable. I understand unpaid amounts will be reported to credit agencies after 90 days. I understand should I default upon this contract, unpaid amounts pertaining to this contract will bear an 18% interest rate per year compounded annually, from the initial due date of payment missed. I agree to pay all collection agency fees should I fail to pay the total sum due, within 10 days after receiving a letter from Healing Handz Massage Academy requesting payment.

The school may enforce violation of this agreement with a lawsuit. The student, by signing this contract, agrees that venue lies in Brazos County, Texas; which means the enforcement suit can be brought in Brazos County. By signing this contract, student also agrees should the school be suing for breach of contract and prevails, the student will pay attorney fees and costs of the lawsuit. If your account is sent to collections, a \$35.00 fee will be assumed.

After the successful completion of the above requirements, students will be provided with a transcript that fulfills the Texas Civil Statute, Article 4512K. Students may then apply for licensure with the Texas Department of Health.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Administrator

\_\_\_\_\_  
Date

### STUDENT INFORMATION CHECKLIST

Students Initial \_\_\_\_\_

I maintain that I have been given the following information:

- 1) An outline of the program \_\_\_\_\_
- 2) The admissions requirements \_\_\_\_\_
- 3) A schedule of tuition fees and other charges \_\_\_\_\_
- 4) A cancellation and refund policy \_\_\_\_\_
- 5) The length of time for completion of the program \_\_\_\_\_
- 6) A schedule including estimated breaks and mealtimes \_\_\_\_\_
- 7) The attendance and progress policy including fees for make-up \_\_\_\_\_
- 8) Grievance policies, pupil/teacher ratio and conduct policy \_\_\_\_\_
- 9) Enrollment Acceptance and Release Agreement \_\_\_\_\_
- 10) Notice stating number of required course hours which must be successfully completed before licensed as a massage therapist \_\_\_\_\_
- 11) List of instructors, their qualifications and subjects they will teach (Course Catalog) \_\_\_\_\_
- 12) How to obtain a copy of the Massage Therapy Act, Texas Occupations Code, and Chapter 455 \_\_\_\_\_  
[massage@dshs.state.tx.us](mailto:massage@dshs.state.tx.us) <http://www.dshs.state.tx.us/massage/>
- 13) Eligibility registration requirements (Course Catalog) \_\_\_\_\_
- 14) Notice of internship rules signed \_\_\_\_\_

Student Signature: \_\_\_\_\_

HHMA Personnel: \_\_\_\_\_

Date: \_\_\_\_\_

Students Initial \_\_\_\_\_

**OFFICE USE ONLY**  
**Enrollment Acceptance and Release Form**

\_\_\_\_\_ has applied to Healing Handz Massage Academy for the semester starting \_\_\_\_\_. The student has provided the following admissions requirements:

- \_\_\_ A copy of Photo Identification (such as driver's license or other photo id)
- \_\_\_ A down payment in the amount of \$\_\_\_\_\_
- \_\_\_ A signed copy of the Rules of Conduct
- \_\_\_ A signed photo release form
- \_\_\_ A copy of high school diploma or GED

Anyone not providing the appropriate information will not be allowed admittance to Healing Handz Massage Academy.

_____ Applicant Signature	_____ Date	_____ Healing Handz Personnel	_____ Date
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I authorize Healing Handz to print my name, address, and phone numbers on the class roster to be distributed to the students in my class.

_____ Applicant Signature	_____ Date
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Students Initial \_\_\_\_\_

**OFFICE USE ONLY**  
**HEALING HANDZ MASSAGE ACADEMY**  
**ENROLLMENT INSTRUCTIONS**  
**AND CHECKLIST**

- 1) Student has had the course catalog for 24 hours prior to enrollment interview.
- 2) Schedule interview as soon as possible.
- 3) At the time of interview, pull a new student file and label it with their last name first, and first name last. Label the semester and year in the top right hand corner of the tab.
- 4) Pull an Enrollment Packet and sit at the front desk.
- 5) Read over their Application and ask about any information that is unclear.
- 6) Check that you have the following documents and answer any questions they may have:
  - a. Application for enrollment (2 pages) \_\_\_\_\_
  - b. Previous education credits \_\_\_\_\_
  - c. Enrollment Acceptance and Release \_\_\_\_\_
  - d. Schedule of Tuition and Fees \_\_\_\_\_
  - e. Photo Release \_\_\_\_\_
  - f. Tuition Agreement \_\_\_\_\_
  - g. Policy for maintaining student records \_\_\_\_\_
  - h. Description of the State Exam \_\_\_\_\_
  - i. Qualifications for the State Exam \_\_\_\_\_
  - j. Grievance Policy \_\_\_\_\_
  - k. Class Rules and Conduct Policy \_\_\_\_\_
  - l. Information Acknowledgement \_\_\_\_\_
  - m. Student Information Checklist \_\_\_\_\_
- 7) At this time, the student needs to make a 100.00 nonrefundable application fee to hold their spot in class \_\_\_\_\_.

**Due now or before the first day of class.**

- 8) A down-payment of \$746.15 for the Weekend Class \$ \_\_\_\_\_ date \_\_\_\_\_
  - 9) \$1,750.00 for the Accelerated Class \$ \_\_\_\_\_ date \_\_\_\_\_
  - 10) \$1025.00 For Fall class \$ \_\_\_\_\_. Date \_\_\_\_\_
  - 11) A full tuition and fees payment of \$6,200.00 \$ \_\_\_\_\_ date \_\_\_\_\_
  - 12) A supplement with the down payment of \$ \_\_\_\_\_ date \_\_\_\_\_
  - 13) (2) Equal payments of \$ 3,050.00 for the Accelerated Class \$ \_\_\_\_\_ dates \_\_\_\_\_  
date \_\_\_\_\_
  - 14) A pre-enrollment payment plan was used and has paid \$ \_\_\_\_\_ with \_\_\_ 0 \_\_\_  
balance or a balance of \$ \_\_\_\_\_ date \_\_\_\_\_
- 15) Enter student in the Master Student Enrollment form in the computer and start an Invoice.

\_\_\_\_\_  
HHMA Personnel Signature

\_\_\_\_\_  
Date of Enrollment

Students Initial \_\_\_\_\_

# Internship Rules

Internship is 50 hours hands-on.

- 1) Students must show up for scheduled times. Changes to the schedules are to be made by only the massage therapy instructor in charge.
- 2) Students must work on scheduled client.
- 3) Students must interview their client at the massage table to maintain client confidentiality.
- 4) If clients fail to show up on time, student must make-up lost time.
- 5) Respect must be shown to massage therapy instructors, other students, and clients.
- 6) A quiet atmosphere must be maintained at all times.
- 7) Cell phones are not to be used during internship. Please ask your clients to turn off their cell phones as well.
- 8) **No texting.**
- 9) Students should maintain professional conduct at all times.
- 10) All scheduling is to be done through HEALING HANDZ MASSAGE ACADEMY. Unless I have decided to schedule my own clients. Clients may request their student.
- 11) Students are to bring all supplies daily. (forms, clipboard, sheets, bolsters, lotion)

I understand failure to comply with these rules will result in dismissal from the internship program.

\_\_\_\_\_  
Student signature                      Date                      Staff signature                      Date

I have decided to schedule my own clients and release Healing Handz Inc. from responsibility for providing me with internship clients.

\_\_\_\_\_  
Student signature                      Date                      Staff signature                      Date

Students Initial \_\_\_\_\_