

HEALING HANDZ MASSAGE ACADEMY

COURSE CATALOG

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I. ACCREDITATIONS AND APPROVALS

Healing Handz Massage Academy has been registered with the Texas Department of State Health Services since 2003 and strictly adheres to the Rules and Regulations of the Texas Department of State Health Services.

SCHOOL DIRECTOR
SUSAN HARTZOG

ASSISTANT DIRECTOR
DAVID HARTZOG

HEALING HANDZ INCORPORATED
PRESIDENT/SECRETARY **VICE PRESIDENT/ TREASURER**
DAVID HARTZOG SUSAN HARTZOG

II. DESCRIPTION OF THE FACILITIES AND EQUIPMENT

Our location is within minutes of Downtown Bryan, Texas A&M University, and College Station. We are nestled in a Natures Hideaway. Enjoy our lake view and serene atmosphere as you learn how to bring others to a state of true relaxation .Our facility includes; three private massage rooms, a large classroom equipped with; anatomical charts, power point monitor, teaching skeleton, therapy balls, TV and video equipment, dry erase board, tables, chairs and room for ten massage tables. Besides an office and reception area on campus we offer students hands on experience with our state of the art Hydrotherapy facilities which includes; Steam Room, Whirlpool Bath, and Swiss Shower. For the students' convenience, we offer a microwave oven. We also have a store that includes books, learning aids, anatomical novelty items, as well as bath and body products. Our property has been landscaped to maximize nature's true beauty. Benches and picnic table can be found throughout the property.

III. OBJECTIVE

Our goal at Healing Handz Massage Academy is to provide you with a comprehensive understanding and working knowledge of the structure and function of the human body and the direct and indirect effects of massage therapy on the body. Further, we wish to provide you with instruction on proper movement, self-care, and injury prevention for the therapist. We will teach you business ethics as well as the skills needed to plan and operate a successful business. Students will participate in the required hours of hands-on massage and business operations for the Internship program as outlined by the Texas Department of State Health Services. Students will understand the State curriculum and guidelines for Massage Therapists, as provided by the Texas Department of State Health Services, and be fully prepared to apply for the Massage Therapy Licensing Exam. The instructors and staff at Healing Handz Massage Academy are pleased that you have chosen our school as your pathway to a new career and better yet, a new you.

IV. INSTRUCTORS AND STAFF

Susan Hartzog, LMT, CST, MTI Owner/ School Director/ Instructor for 500 Hr. basic courses

Graduated from Massage school in 1996. Owns and operates Caring Hartz Health Spa. She has nineteen years massage therapy experience. Susan is a Certified CranioSacral Therapist and Certified Teacher Assisted for the Upledger Institute where she has also taken numerous classes. CranioSacral Therapy Advanced, CranioSacral Therapy for Pediatrics, Somato-Emotional Release, The Brain Speaks, Applied acupressure and Lymph Drainage Therapy. Susan is also certified in Thai massage and Equine Massage.

David Hartzog, LMT, MTI Asst. Director Instructor for 500 Hr. basic courses

Graduated from Massage school in 1996. Owns and operates Caring Hartz Health Spa
David has been actively performing Massage Therapy and CranioSacral Therapy for nineteen years. He is certified in Equine massage and Thai Massage. David specializes in deep tissue and sports massage. David has completed his studies in Natural Medicine and Homeopathy and is a practicing Naturopath. He is currently studying the use of essential oils.

Mary P. Freeman, LMT, MTI Instructor: 500 hour basic course

Graduated massage school in June 2002, She has been a Licensed Massage Therapist for twelve years. She has taken advanced courses in spa training and hydrotherapy. She has been working as a therapist for Caring Hartz for Seven years. She has taken course studies in CranioSacral therapy, lymphatic drainage and is a teaching assistant for The Upledger Institute.

Susie Wade LMT Instructor: Anatomy, Physiology, Pathology and Kinesiology

Completed her BA degree in Health and Physical Education from the University of Texas at Arlington and her Master's degree in Health Education from the University of Houston. Susie taught in Texas public schools for 31 years teaching health and physical education at middle school and high school levels, as well as coaching various teams in volleyball, basketball, track, and gold. She was recognized as the Health Educator of the Year for Houston I.S.D in 1992, and she won Secondary Teacher of the Year for Bryan I.S.D. in 2006. She attended Healing Handz Massage Academy and became LMT in 2010. She completed training in Thai I and II, and has done some preliminary training in Lymphatic Drainage, CranioSacral I, and Myocupping. In May of 2011, she retired from public school teaching and began working as a massage therapist. She has been teaching the Anatomy/Physiology course at Healing Handz since 2012.

Jeanine Penland LMT, MMP, MTI Instructor: Kinesiology and Pathology

Graduated from massage school in 2008. She has been a licensed massage therapist for 7 years. She is certified as a medical massage practitioner and specializes in deep tissue massage. She also has her certification for Thai massage, is trained in lymphatic drainage and CranioSacral Therapy.

Dr. Peter Minke, P.D

Instructor: Anatomy, Physiology, Pathology and Kinesiology

An undergraduate degree from Texas A&M University in 1992, completing a BS in Cell and Molecular Biology graduating Magna Cum Laude with Honors. Peter completed a Ph.D in Cell Biology in 1998 also from Texas A&M University. Dr. Minke then focused his education in healing arts by studying Aston-Patterning and becoming a licensed massage therapist and Certified Aston-Patterning Practitioner by 2001.

Amy Minke LMT. MS

Instructor: Anatomy, Physiology, Pathology and Kinesiology

Amy Minke has been a Licensed Massage Therapist since 1997. She holds a Bachelor of Arts in Mathematics and a Master of Science in Educational Psychology, both from Texas A&M University. Additionally, Amy is a Certified Aston-Patterning(r) Practitioner (since 2001) and completed the advanced Aston-Patterning Arthro-Kinetics class in 2009. Amy has experience teaching all educational levels in a variety of settings, including continuing education for Massage Therapists in the State of Texas.

Our instructors are here for the benefit of your education. Please remember that to ensure quality education, they too, need to utilize break times. Therefore, please address all questions you have during the class time. That way, your questions may benefit someone else in the class. If for some reason you need to speak privately with the instructor, let them know and they will do so at a time convenient for them. At this time the student/instructor ratio is one instructor per no more than 30 students.

V. PROGRAM OUTLINE & COURSE DESCRIPTION

		<p>NIGHT CLASS Fall Mon 5:00-10:00 pm (5hrs) Tues. 5:00-10:00 pm (5hrs) Wed 5:00-10:00 pm (5hrs)</p>
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<p>125 hrs of Swedish Massage Technique 50 hrs of Anatomy 40 hrs of Pathology 20 hrs of Hydrotherapy 20 hrs of Health and Hygiene</p>	<p>75 hrs of Advanced Massage Technique 25 hrs of Physiology 50 hrs of Kinesiology 45 hrs of Professional Business Ethics 50 hrs of Internship</p>
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500 Total hours required for completion of program

Swedish Massage Technique (125 Hrs.) – Students learn to give and receive a full-body Swedish massage. Class format includes theory and history of massage, demonstration of techniques, supervised practice, personal development, and guided relaxation techniques. Students will learn to become comfortable with touching others and helping others become comfortable with them.

Advanced Massage Technique (75 Hrs.) – This segment will be dedicated to helping students’ increase their ability to observe clients and best assess their needs and provide a more structured approach to treatment; learning trigger point, myofascial release techniques as well as Thai massage.

Anatomy (50 Hrs.) – Students become familiar with scientific thought and medical terms. A working understanding of human anatomical systems will be developed with emphasis on the musculoskeletal system.

Pathology (40 Hrs.) - Students learn about certain diseases as well as infections. They will have a better understanding of basic pharmacology, different disorders, psychological and emotional states.

Physiology (25 Hrs.) – Students will comprehend the body systems and how they are affected by massage therapy. Students will study the effects of stress and various injuries on the human body. Students will fully understand contraindications of massage therapy.

Hydrotherapy (20 Hrs.) – Students learn basic hydrotherapy principles, the applications of hot and cold, the various baths, dry brushing, and salt glows.

Business and Ethics (45 Hrs.) – Students learn how to set goals, prioritize, manage their time, and develop marketing skills, bookkeeping, office design, and planning their business. They will review the State laws and discuss ethical standards for massage therapy.

Health and Hygiene (20 Hrs.) – Students will learn the methods of sterilization, and disease prevention as it applies to the Massage Therapy business. Students will be assisted in creating a personal health plan in order to maintain their own wellness. Doing so will allow them to gain insight and help clients to do the same.

Kinesiology (50 Hrs.) - Students will gain a better understanding of movement, the major muscles, posture and joints, along with proprioception.

Internship (50 Hrs.) – The students will acquire hands on experience in a professional setting. The students will make client appointments, receive and record payments, interview clients, perform massage therapy minimum of 50 hours hands on. Review the client evaluation with the instructor, and perform basic office duties and tasks that are a necessary part of running a business.

VII. ADMISSIONS REQUIREMENTS

Healing Handz Massage Academy will evaluate each applicant without discrimination as regards to age, gender, sexual orientation, race, national origin, religion, creed, or marital status. However, the following criteria must be met in order to attend our school

- 1) Must be at least 17 years of age or older
- 2) Must be physically, mentally, emotionally, and financially able to complete the entire course
- 3) Must furnish the school a copy of current photo ID
- 4) Must submit a completed application, along with a non-refundable application fee of \$100.00
- 5) Must not have been convicted of, entered a plea of nolo 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.

VIII. REFUND POLICY

The balance of the amount you paid will be refunded to you under the conditions outlined below; however, the \$100 application fee is non-refundable at any time. If the school refuses your application or discontinues classes for any reason, you will be refunded any unearned tuition. If you provide the school with written notice of your intent to withdraw, you will be eligible to receive your refund within 30 days of a) the effective date of termination, b) the date of receipt of written notice, c) ten instructional days following the first day of the program if you should fail to enter. The amount of the refund will be based on the following schedule:

- 1) 100% of tuition within 72 hours after the enrollment agreement is signed
- 2) during the first week or one-tenth of the program, whichever is less, 90% of the remaining tuition;
- 3) after the first week or one-tenth of the program, whichever is less, but within the first three weeks of the program, 80% of the remaining tuition;
- 4) after the first three weeks of the program, but within the first quarter of the program, 75% of the remaining tuition;
- 5) during the second quarter of the program, 50% of the remaining tuition;
- 6) during the third quarter of the program, 10% of the remaining tuition; and
- 7) during the last quarter of the program, the student may be considered obligated for the full tuition;

Spring Nights and Saturday course

Weekdays as listed 5:00pm 10:00pm – Saturdays as listed 8:00am 6:30pm

IX. CLASS SCHEDULES

Healing Handz Massage Academy offers these schedules for the 2015 school year.

The student / teacher ratio is less than 30:1.

The following schedules may be subject to change due to inclement weather.

The bold dates indicate the internship part of the program

NIGHT COURSE Fall 2016-2017

Monday, Tuesday, Wednesday 5:00pm 10:00pm

- August 28,29,30
- September 4,5,6, 11,12,13, 18,19,20, 25,26,27
- October 2,3,4 9,10,11 16,17,18 23,24,25 30,31
- November 1 6,7,8 13,14,15 20, 27,28,29
- December 4,5,6 11,12,13 18,19,20
- January 2,3 8,9,10 15,16,17 22,23,24 29,30,31
- February 5,6,7 12,13,14 **19,20,21 26,27,28**
- March 5,6,7 12,13,14 19,20,21 **26,27,28**
- April **2,3,4** 9,10,11 16,17,18 23,24,25 30
- May 1,2 **7,8,9 14,15,16**
- **Bold dates indicate Internship**

You are eligible for enrollment during the first 15% of the course. There will be 60 days after end of course to make-up hours missed before re-enrollment is mandatory.

Breaks will be at instructor's discretion. Class may accumulate approximately 10 minutes per hour of instruction for break time. Classes will be closed for the following holidays: Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, and Easter.

Evening course Hours Weekdays as listed 5pm to 10pm

Office Hours: Mon. thru Wed. 10:00am-2:00pm

Calls are monitored and returned daily.

X. CONTINUING EDUCATION UNITS

The State requires massage therapists to complete six hours of continuing education each year. Continuing Education Units are offered through HEALING HANDZ MASSAGE ACADEMY to continue building on your skills and enhance your knowledge.

XI. ATTENDANCE POLICY

Course Requirements - To complete the program and be eligible for a transcript and diploma, students are required to physically attend all classes scheduled. You must be present during each class for the full amount of time to receive the proper credit. Credit is given for actual time in the classroom. The Texas Department of Health requires the following:

Academic Hours	450
Internship Hours	50
<i>Total Hours Required</i>	<i>500</i>

Academic hours must be complete prior to entering internship. All academic and internship hours must be complete before a transcript may be requested. Current Texas Department of State Health Services requirements state that you may not miss more than 15% of the class hours or 10 consecutive days or you will need to drop and re-enroll. All absent hours must be made up. To re-enroll a non refundable fee of \$100.00 will be required.

Absences - Do not miss class unless you are ill or have an emergency. Absences must be made up in order for students to receive credit. The facilitator is required to mark you absent regardless of the reason. Any academic hours missed must be made-up prior to entering internship. You are encouraged to complete your make-up as soon as possible. Missing class may delay your internship and graduation. There are no guarantees that a make-up class will be available at a convenient time for you. If you miss a class when there is a test or other requirement, you will need to schedule to take the test or complete the requirement in a make up class.

- 1) An absence will be marked if a student misses the full class period.
- 2) A partial absence will be marked for the period missed.
- 3) Any student who misses more than 10 consecutive days, or misses more than 15% of the total hours provided, shall be considered to have excessive absences and be terminated.
- 4) Any leave of absence must be requested in writing prior to leave of absence. This should not exceed the lesser of 30 school days or 60 calendar days.

Tardiness - If you do not arrive to class on time, the facilitator is required to mark you off, regardless of the reason. You will be marked off if you are not in the room when the roll is called. You will also be marked off for leaving class early, arriving late from break. You will be marked off in 15-minute intervals. Tardiness or partial absences will need to be made-up.

To Request a Make-up Class - If you know you will miss a class, notify administration 24 hours in advance to arrange for the make-up date. Dates for the make-up class are available from administration. Payment is due upon attendance. Please remember, there are no guarantees that you will be able to make-up the class at a convenient time for you. There is no guarantee that you will be able to complete the make-up class prior to internship. This means that missing classes could delay your entry into internship, delaying your requirements for graduation and receiving your License. Because make-up classes cost you money, you are strongly encouraged not to miss class unless you are ill or have an emergency. The prices for make-up classes are as follows:

- Fee schedule A - \$25.00/hr for one student
- Fee schedule B - \$15.00/hr for 2- or more students
- Fee schedule C - \$15.00/hr for transfer students

XII. GRADUATION REQUIREMENTS

A student must have satisfactorily completed all academic and practical work and paid all tuition fees, in order to receive a diploma and transcript from Healing Handz Massage Academy.

XIII. PROGRESS POLICY

A student is graded on homework, classroom participation, written and practical examinations. To successfully complete each course, a student must achieve a passing grade of 70% or better and achieve a passing grade of 70% or better on all tests. The grading scale is as follows:

90 – 100	= A
80 – 89	= B
70 – 79	= C
69 – 0	= Not Passing

Further, the students will be evaluated quarterly on homework, classroom participation, written and practical examinations and practical lessons. The progress evaluations will reflect the student's current grade score and areas that the student may need assistance.

A student who reflects a Not Passing grade at the end of an evaluation period shall be placed on probation for the next grading period. When a student is placed on probation, that student will be counseled prior to returning to class. If the student on probation reflects a Passing grade for the subsequent period but has not achieved the required Passing grades for overall progress, the student may remain on probation for one more grading period. If the student on probation fails to achieve a Passing grade in the first probationary period, the student's enrollment may be subject to termination.

The enrollment of a student who fails to achieve an overall Passing grade at the end of two successive probationary periods shall be terminated. A student whose enrollment was terminated for unsatisfactory progress may re-enter after a minimum of one grading period. All student grades and probation records will be kept in the student files with appropriate dates, counsel given, and recorded actions.

The cancellation and refund policy will apply to a student terminated under the above conditions, or any student that wishes to withdraw. The effective date of termination will be the last day of the last probationary grading period. A student, who returns after the enrollment was terminated for a Not Passing score, shall be placed on probation for the next grading period. The student shall be advised of this action and the student's file documented accordingly. If the student does not maintain a Passing score during, or at the end of this probationary period, that student will be terminated.

PROBATION: Student can continue to attend class on the condition that they pass the preceding grading period. Students not passing at this time will be suspended.

SUSPENSION: Student cannot return to class for one grading period. Student must continue paying tuition and is subject to paying appropriate fees for making up work.

TERMINATION: Student cannot return to class during present semester.

XIV. 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 Department of State Health Services at (512) 834-6616

XV. 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.

Smoking drugs or 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 or drugs 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.

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 school year.

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.

XVI. 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.

XVII. 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.

How to obtain a copy of the Massage Therapy Act, Texas Occupations Code, and Chapter 455
message@dshs.state.tx.us <http://www.dshs.state.tx.us/message/>

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

These qualifications are subject to change.

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, Chapter 140, Subchapter H 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:

The new rules were adopted effective January 1, 2009, and the old 300 hour examination is no longer available for applications postmarked after December 31, 2008. All applicants who have satisfactorily completed massage therapy studies in an accepted course of instruction must pass an examination administered by either:

The Federation of State Massage Therapy Boards at: <http://www.fsmtb.org/>

1-888-70-FSMTB

The National Certification Board for Therapeutic Massage and Bodywork at: <http://www.ncbtmb.com/>

1-800-296-0664

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

Examinations Required for Licensure as a Massage Therapist

(a) All applicants must pass a massage therapy examination approved by the department prior to submitting an application for licensure unless applying under the transition language at (d) of this section.

(b) Examination results must reflect that the applicant passed the examination within two years of the application for licensure unless the applicant is currently licensed in another state or jurisdiction and is applying under §140.310(a)(3) of this section (relating to Qualifications for Licensure as a Massage Therapist).

(c) A license will not be issued until the department receives confirmation deemed acceptable by the department of a passing examination score. This may include receipt of an electronic file containing examination scores.

(d) Transition. Until August 31, 2008, an applicant who completes a course meeting the requirements of §140.310(a)(1) of this title may submit a request to take the Texas state written examination provided the person complies with the requirements of this subsection.

(1) The department or its designee shall send an examination approval notice to each applicant who is eligible to sit for the written examination.

(2) Approved examination candidates must complete the examination registration process and submit the examination fee by the established deadlines. Forms which are received incomplete or late may cause the applicant to miss the examination deadline.

(3) The department shall void the application of any applicant who fails to schedule and take an examination within one year after the examination approval notice is mailed to the applicant. To be eligible for subsequent examination(s), the applicant will be required to file another application and meet requirements in effect at that time.

(4) The examination will be conducted in the English language. Exceptions will be made when English is not the native or first language of the applicant. The written exam may be taken in a person's native language if the person notifies the department at least 60 days in advance, so that the written test can be available. The applicant will be responsible for any fee or consideration to be paid to an acceptable interpreter and/or translator whose services are necessary for the examination.

(5) Applicants with disabilities must inform the department, in advance, of special accommodations requested for examination.

(6) Exam candidates must sign a statement agreeing to maintain the confidentiality of the exam.

(7) Examinations will be held on dates and in locations to be announced by the department.

(8) Examinations will be graded by the department or its designee. The department or its designee shall notify each examinee of the results of the examination within 30 calendar days of the date of the examination.

(9) A person who fails the written examination may retest by registering for another examination and paying another examination fee. The department will void the application of a person who fails to pass the written examination within one year of the initial approval for examination.

(10) No refunds will be made to examination candidates who fail to appear for an examination.

(e) Jurisprudence Examination. Effective September 1, 2008, all new applicants for licensure as a massage therapist must also pass the department's jurisprudence examination before a license will be issued.