



**204 East Nepessing St.
Lapeer, Mi 48446
(810)667-9453**

**2011/2012
Catalog**

HEALTH ENRICHMENT CENTER,
SCHOOL OF THERAPEUTIC MASSAGE
SCHOOL CATALOG

ADMINISTRATIVE OFFICE

204 E Nepessing Street
Lapeer, MI 48446

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Health Enrichment Center, Inc.

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This is to certify that this catalog is true and correct in content and policy.

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HISTORY

HEC, Inc. is an institution dedicated to the concentrated instruction and learning of therapeutic massage and other bodywork practices. HEC, Inc. offers extensive and varied curricula in bodywork training.

HEC, Inc. has been a Michigan state-licensed school since 1985. HEC, Inc. is approved by the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) as a continuing education provider.

PHILOSOPHY

HEC, Inc. specializes in an integrated approach to massage/bodywork techniques based on client outcomes. The educational focus is on the physiology of the body/mind connection, allowing the students to learn the essence and overlap of all massage/bodywork modalities. A non-routine approach is taught supported by a problem-solving and clinical reasoning process for massage with a focus on individualizing each massage session to meet the desired result of the client. Personal student growth is facilitated in an educational environment of relaxation, humor and respect. HEC, Inc. employs traditional and non-traditional teaching styles within a creative, flexible, and relaxed learning environment. To facilitate the learning experience, audio and visual aids, lectures, demonstrations and supervised hands-on practice are utilized in a variety of settings.

ADMINISTRATION OFFICE, LOCATIONS, & CLASSROOM FACILITIES

HEC, Inc. provides instruction to the students through the use of the main classroom and clinical sites.

The Administration Office and classrooms are located at 204 E. Nepessing Street in Lapeer, MI. Students are encouraged to make an appointment prior to visiting the Administration Office. Office hours are Monday through Friday from 9:00 a.m. until 4:00 p.m. Office is closed Saturday and Sunday, but Saturday appointments can be made if necessary. Appointments can be made by calling 810-667-9453.

All classrooms are equipped with audio/visual equipment; massage tables, and ample seating areas.

Clinical sites are provided at various locations throughout the state. Examples are the VA Hospital-Detroit, Hospice-Goodrich, U of M-Ann Arbor.

Lapeer (Classrooms and Administration Office)

204 E Nepessing Street
Lapeer, MI 48446

INSTRUCTING STAFF

Head Instructor – Sandy Fritz

Patrick Burke, Laura Cochran, Luke Fritz, Joel Keen, Jo Ann Kunich, Bert Lopez, Zhang Yi Martin, Ed Mohr, Kira Power, Joanne Randall, Brenda Strachan, Regina Velazquez, Becky Woodruff

OFFICIALS/ ADMINISTRATIVE STAFF

Sandy Fritz- President/Owner/Director

Roxanne Allen-Sears – On Site Director/ Business Manager/ Student Accounts Coordinator

Dianne McClelland – Workshop/Clinical Site Coordinator

INSTRUCTIONAL EQUIPMENT

All classrooms are equipped with audio/visual equipment; massage tables, charts, graphs, models and ample seating. The administration office allows student access to a computer with Internet access. There is a computer in the main classroom with a power point presenter and access to the Internet.

REFERENCE LIBRARY

The library, located at the administration office, is open to students during regular office hours. Please call and inform the staff if you are interested in library resources. No books or videos may be taken from the library.

ADMISSION REQUIREMENTS

HEC, Inc. is an equal opportunity school. All applicants will be considered for enrollment regardless of age, gender, race, national origin, sexual orientation, handicap or religion. Each applicant must meet the following requirements for enrollment:

- Be eighteen years of age or older by December 1st of the enrollment year
- Be a high school graduate or equivalent (GED is acceptable)
- Be physically capable of performing massage therapy
- Be able to understand and speak English

APPLICATION PROCEDURE

Application forms for the Therapeutic Massage Program, Advanced Practitioner Program and Master Bodywork Program are provided by the Administration Office. A \$25 application fee must accompany each application form. Once the application fee and application form are received, a contract packet will be mailed.

The contract packet will include:

- Current School Catalog
- Student Enrollment Contract
- Retail Installment Agreement (required to be completed for “payment plan” option)
- Student Personal Form
- Textbook List

The applicant must mail or make an appointment to bring to the Administration Office the following: completed Enrollment Agreement, completed Retail Installment Contract (if applicable), completed Student Personal Form, Proof of Graduation from High School (copy of H/S Transcript or Diploma, or a copy of your GED), and copy of your pictured ID. Student also must have the tuition deposit or payment in full before the student will be considered enrolled and class space reserved. Student will be mailed a copy of their contract after paperwork has been received, and accepted.

Enrollment must be completed 10 days prior to start dates. Many classes fill up prior to the deadlines. Early enrollment and proper completion of enrollment procedures are imperative to reserve class space. All students enrolled in a program are required to attend an orientation. Students who fail to attend orientation will not be allowed to begin their studies.

HOLIDAYS

Classes are not conducted on New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The Administration Office is closed from Christmas Eve until New Years Day. No classes during this period.

INSTRUCTOR / STUDENT RATIO

Our instructor-to-student ratio for hands-on class instruction is approximately 1:12, which allows for hands-on-classes to have up to 24 students per class instructor. Lecture workshops may have a higher instructor-to-student ratio. The maximum number of students per classroom is limited to twelve (12) students in a primary class. A module class (more lecture oriented) may have up to forty (40) students. Instructional staff is defined as instructors and assistant instructors.

SPECIAL NEEDS

Due to the fact that many people suffer from environmental allergies and in support of the professional environment, students are not to wear or use scented products during class hours. Students are asked to support fellow students who may have visual, hearing, or mobility difficulties. Students are not to pet, feed, or interact with service dogs. Students with special needs such as visual or hearing problems, environmental allergies, learning disabilities, etc. should inform the school as to how best to meet these needs. Students with special needs should encourage open communication with fellow students to help them understand the circumstances.

ACADEMIC POLICIES

GRADING POLICY

Each student's progress will be evaluated no less than quarterly during the school year. Evaluations will focus on, but are not limited to, record keeping, knowledge, skill, hygiene, attendance, time management, professional appearance, and professional attitude. Attendance must be at least 90% class time and 100% clinical time, all exams must be passed, and all requirements completed to graduate from the program or individual course. C is considered passing for written and practical exams. A student cannot graduate unless they have completed all exams with a passing score, which is a C. Students who complete all graduation requirements will be awarded the appropriate document.

4.0	A	90 – 100%
3.0	B	80 – 89%
2.0	C	70 – 79%
Fail		below 70%

SATISFACTORY PROGRESS

Satisfactory progress is defined as the student maintaining a passing grade defined as a C grade average. Satisfactory progress is determined through practical evaluation at the 25%, 50%, 75% of class hours and a final (100%) practical testing. A written evaluation is kept in the students file and given to the student after each practical exam and progress is reviewed with their instructor. To maintain satisfactory progress, students must attend 90% of the classes. This allows absence of 10% before makeup is required. There is no charge for makeup. Attendance in the clinical practicum is 100%. All missed hours must be made up in the area missed. If a student must miss a clinic, they need to notify the office of the absence and schedule a makeup

Attendance requirements are considered part of satisfactory progress and satisfactory records are given to students every quarter. Students who fail to meet the satisfactory progress requirements will be placed on probation in accordance with the published Probation Policy. Students who need to repeat any course in order to maintain satisfactory progress must complete all requirements within 150% of the normal time frame of the program. If students do not complete within the allotted time frame they will be terminated.

FAILED EXAMS

If a student misses or fails a practical exam the student is placed on probation and the exam must be retaken until passed. The student may retake the incorrect portion of the exam over until passed, which is part of a competency based system, or they have exhausted "Extension Time" requirements of no more than 150% of the program. Retake dates are provided. The student will be referred to the Administration Office and a plan will be developed for completion of the exam. If a student does not turn in a completed exam on the due date or if the student does not pass the exam they will receive a fail. If student needs to retake test on a different date the cost would be \$100.

Scheduling of exam retakes is accomplished by contacting the Administration Office at 810-667-9453. Retake dates are prescheduled and the student must retake the exam on one of the available retake dates. Failure to do so will result in a suspension pending disciplinary action.

VA Exam Retake Policy

If a student fails an exam, the student is placed on probation and the exam must be retaken until passed. The student has one opportunity to retake the test, without a fee, to achieve a passing grade. Three retakes are allowed before the student is considered not to be maintaining satisfactory progress (C). Exam retakes must occur within a 4-week period of the original exam date and submit a passing grade or repeat all failed coursework. Students being certified for VA Benefits will be discontinued from receiving VA Benefits until repeat of all failed coursework has been completed and a passing grade received.

ATTENDANCE POLICY

1. Students are expected to arrive on time and remain until classes have been completed for the day. Late arrival or leaving early will result in a loss of class hours needed for graduation. Sign-in procedures must be followed.

2. All absences and tardiness are recorded to the next 1/4 hour and are calculated into the total attendance including returning from breaks. Tardies are recorded to the next quarter hour. Students who arrive later or leave earlier than 30 minutes will be docked the time missed plus lunch time.

3. Each student is responsible for any academic work, and written and practical exams missed.

4. A student who ceases to attend class, without notifying the Administration Office, will be terminated once 10% of total program hours are missed.

5. Students are expected to attend all scheduled clinical practicum sites. Any student who fails to attend a scheduled clinical site or does not reschedule for any reason is placed on probation with a formal written warning." YOU HAVE MISSED A SCHEDULED CLINIC SITE. YOU MUST CALL AND RESCHEDULE HOURS WITHIN 10 DAYS OF THE DATE ON THE NOTICE. FAILURE TO DO SO WILL RESULT IN PROBATIONARY STATUS".

PERSONAL ATTENDANCE RECORDS

Students are required to maintain their own personal attendance record for verification against the school's records. Students should record the class date as well as the time in and time out for all primary classes, modules, clinical practicum and any make-up/workshop classes. For the advanced level programs, students should keep a record of attendance that includes the dates of all classes taken, as well as all curriculum and practicum hours of the program.

PROBATION

Students, who are not progressing satisfactorily, have excessive absenteeism, or who are not in compliance with the tuition payment plan will be placed on probation. Each probationary period is 60 days. The student may continue with class hours and course requirements but must contact the On-Site Director to develop a plan to rectify the situation within ten (10) business days of the official notification of the probationary status and corrected within a 60 day period. A student may only be on probation 3 times during a program before suspension pending termination is put into effect.

SUSPENSION

Students may be suspended for unsatisfactory progress, non-payment of fees, excessive absenteeism, failure to comply with HEC, Inc.'s policies and procedures, and accumulative of 3 probationary periods. The suspended student is unable to attend class; they must contact the On-Site Director to develop a plan to rectify the situation. The student must submit a written Corrective Action Plan within ten (10) business days of receiving the official notice of suspension to become reinstated. If the student fails to submit this plan, the student will be terminated and the file closed.

REINSTATEMENT

Reinstatement after suspension requires completion of a Corrective Action Plan. The instructor may not re-admit a suspended student to class without receipt of a Corrective Action Plan or contact On-Site Director.

TERMINATION

At time of termination, once student has paid any tuition moneys due at termination, student will receive a letter on school letterhead that states the program they were enrolled in and hours of attendance at the time of termination. The student's file is closed. The student will have to reapply for all classes and repay all tuition. No class hours/credits are transferable.

VA Termination Policy

If a student has been terminated and requests to return to school, credit will be given for course hours and material that was satisfactorily completed prior to termination. All Financial Accounts with the school must be brought up to date and repeat all missed and unsatisfactory coursework. Appropriate fees will apply. Students must sign a new Student Contract.

DISCIPLINARY ACTION

Disciplinary action taken by the school will be handled through the instructor and the Administration Office following the guidelines of this catalog on a case-by-case basis.

EXTENSIONS

Extensions are given to complete any requirement to graduate including: Attendance Hours, Exams, and Tuition Fees. Programs must be completed within 150% of the original contracted time. Exten

Extension applications must be in the Administration Office 30 days prior to graduation and must include a plan of completion. Students who do not apply for an extension, do not have requirements for graduation completed, or tuition paid in full by the required dates as indicated in the program syllabus, will be terminated and fail the course. The student will have ten (10) business days to appeal the decision in writing with the On-Site Director before the file is closed.

Program	Ext.	Time Frame	Cost
12 Month	2	3mths	\$300 ea. extension
18 month	3	3mths	\$300 ea. extension
AP Program	4	3mths	\$300 ea. extension

FORMAL LEAVE OF ABSENCE

A student may request a Formal Leave of Absence for extenuating circumstances due to serious health problems. Only one leave of absence can be granted per calendar year and the leave cannot exceed 4 weeks in length. A leave of absence can be granted only after 50% of class has been completed and hours missed may not exceed 10% of class hours. A letter from the doctor is required. Once a student has been granted a leave of absence, the hours of attendance and the tuition account are frozen. The student will keep the school informed of their health status. When the crisis is over and the student is released by the attending physician, arrangements can be made with the On-Site Director to resume classes. Students will be responsible for any extra expenses necessary for make-up. If the student is absent from class longer than 4 weeks, the student may be dropped from the program and the refund policy will apply.

WITHDRAWAL AND TERMINATION

A student's educational program may be terminated by the student or HEC, Inc. Notice of an applicant/student's intent to terminate the enrollment agreement must be submitted in writing by certified mail, or delivered in person to the On-Site Director. The Tuition Refund Policy will apply. Any refund due will be made within 30 days of the date of receipt of the written withdrawal notice or 60 days from the student's last date of attendance, whichever comes first. HEC, Inc. may terminate a student's educational program for any violation of the HEC, Inc.'s policies, rules, and regulations including, but not limited to, sexual misconduct, unsatisfactory progress, excessive absenteeism, or failure to make payments on time. Dropping from a program and reapplying at a later date is allowed only at the discretion of the Director. When repeating a program for the second time, all tuition fees must again be paid in full.

The student may appeal a termination decision through the Student Complaint/Grievance Procedure (outlined in this catalog) within ten (10) business days from receipt of the termination notice. If the student is reinstated, he/she will be responsible for all course work, any exam penalties, and all costs for make-up class hours.

CANCELLATION AND REFUND POLICIES

(Approved by the State of Michigan Department of Energy, Labor & Economic Growth)

All refunds are calculated to the last day of attendance.

1. A student may withdraw from an instructional program at any time by written notification to the On-Site Director. Notice may be hand delivered or mailed. If a student does withdraw, HEC, Inc. shall pay a refund to the student in the amount calculated under this section not later than thirty (30) days after the student's withdrawal or sixty (60) days from the student's last date of attendance, whichever comes first. No later than ten (10) days after the day on which the refund is made, HEC, Inc. shall notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of each entity to which a part of the refund was sent. The following statement shall be placed at the top of the notice in at least 10-point boldfaced type: **"This Notice is Important, Keep it for your Records."**

2. A student can be terminated for insufficient progress, non-payment of fees, excessive absenteeism, or failure to comply with the policy and procedures of HEC, Inc., at which time the refund policy will apply. Any student who misses more than 10% of class hours as computed at each exam period check point: 25%, 50%, 75%, and 100% will be considered as having excessive absenteeism.

3. For the purpose of determining a refund under this section, a student shall be considered to have withdrawn from an instructional program on the earliest of the following dates:

- a. The date the student notifies HEC, Inc. in writing of his/her withdrawal
- b. The date HEC, Inc. terminates the student's enrollment as provided in the Enrollment Agreement.

4. A student is entitled to a full refund if any of the following are met:

- a. The student cancels the enrollment agreement within 3 business days after signing it.
- b. The student did not meet the minimum admission requirements at HEC.

- c. The student's enrollment was procured as the result of a misrepresentation in the written materials used by HEC, Inc. or in oral representation made by or on behalf of HEC, Inc.
- d. The student had not visited HEC, Inc. prior to enrollment and the student withdrew within 3 days after attending a regularly scheduled orientation or making a tour of the HEC, Inc. facilities and inspection of equipment, whichever is earlier.
- e. All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days.

5. Textbooks and equipment that are purchased become the property of the student and may not be returned for refund.

6. Refunds will be made to students to the last day of attendance. Clinical Practicum hours will be included in the calculation. A prorated refund is a refund of not less than that portion of the tuition, fees, and other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student. Prorated tuition reimbursement following termination, withdrawal or program cancellation is based on the last date of attendance and scheduled as follows:

% Completed	% Reimbursed
Up to 25%	75%
26 to 50%	50%
Over 50%	0%

7. Special cases - in case of prolonged illness or accident, death in the family, or other circumstances that makes it impractical to complete the program, the school shall make settlement, which is reasonable and fair to both parties.

TUITION

- A \$25.00 application fee is required prior to or at the time of enrollment into a program and is not included in tuition.
- All Programs have 0% interest rate payment plan options available.
- Commercial loans are available for those that qualify.

Payment schedules are located on the student retail installment contract. Students are advised to keep this information available for easy reference. It is each student's responsibility to stay current with the payment schedule. Tuition payments can be mailed, placed in the designated drop box at the main classroom or in person at the Administration Office. No payments are accepted in the classroom. Please mail payments to:

Health Enrichment Center
 204 E. Nepessing St.
 Lapeer, MI 48446
 Attention: Student Accounts

Students must accept full responsibility for keeping tuition payments current. **Payments are due in the Administration Office no later than the 1st of the month per the contracted schedule.** No exceptions are made to this rule for any reason, including holidays. Payments which are received later than the 1st of each month will be assessed a \$25 late fee, which will be directly charged to the tuition account. Additional late fees will be charged each month the account is not current and if the previous late fee has not been paid. If a payment is lost in the mail, and the student can provide proof that the payment was made on time, the late fee may be removed at the discretion of the On-Site Director, provided a new check is issued. Any checks which are returned for non-sufficient funds or closed accounts will be assessed a \$25 fee and only money orders or credit cards will be accepted thereafter.

MISCELLANEOUS EXPENSES

All students will receive their required textbooks on the day of orientation. Textbooks may not be returned once received. Textbook requirements may change without notice. Additional supplies required of the student consist of draping materials which include:

- 8 twin fitted sheets
- 16 full or twin or queen flat sheets
- 8 pillow cases
- 8 bath towels
- One blanket

Massage lubricant, hand sanitizer and a pillow or bolster and writing materials are also needed. Estimated cost of the draping, lubricants, and writing supplies are under \$300 and are provided by the student. Travel and lodging expenses are also the responsibility of the student. Purchase of or access to a portable massage table is suggested within the first weeks of class. Estimated cost is \$500 - \$600. The school has a uniform dress code that consists of "scrubs" for the students; undershirt, rubber soled athletic type shoes, and socks. The cost of the "scrubs" uniform including shoes and socks is the responsibility of the student.

VARIOUS FUNDING OPTIONS

Health Enrichment Center participates with Michigan Works & Michigan Rehab. HEC is approved by the VA & SEVIS. HEC also participates with a local bank.

- Michigan Works www.michiganworks.org
- Michigan Rehab- see local phone book
- Department of Veterans Affairs (VA) - www.va.gov
- Lapeer County Bank & Trust - www.lcbt.com
- SEVIS Approval - (Service approved schools for enrollment in the student and exchange visitor information)
- Michigan Promise - www.michigan.gov/promise
- School Payment Plans
- Michigan Rural Rehabilitation Corporation-MMRC— www.mrrccollegeloans.com

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

All complaints/grievances are to be made in writing to the Administration Office, attention On-Site Director. A written reply will be sent to the student in a timely manner. If a student has a problem with attendance and/or the financial tuition account, a letter with complete description of the problem including a copy of the student's personal attendance record, a copy of all checks (both sides to validate endorsement) or written verification of financial payments and detailed documentation of all payments may be required. Other situations will be handled individually and through one-on-one contact. Written documentation is to be provided in all complaint situations (including date, complaint, and people involved). The school will not respond to "hearsay" situations. HEC, Inc. is committed to fair and equitable resolutions to all problems. The complaint procedure must be followed in order for the school to take any final action. Upon receipt of the letter and documentation, a response will be made in writing to the student within thirty (30) business days. If it becomes necessary, mediation will be provided, to facilitate an equitable solution between HEC, Inc. and the student.

Step 1 A student who has a problem concerning the instructor or class attendance is to contact the instructor and discuss the problem. If the problem concerns attendance, the student's personal attendance record must be provided.

Step 2 If a solution has not been found, the student is to contact the Administration Office in writing. The letter will contain, the name of the instructor, the date of the meeting with the instructor,

and the details of the problem. At least one suggestion for a solution must be included. A written report will be forwarded to the student.

Step 3 If the solution is still not satisfactory with the student, a meeting between the instructor, the student, and the On-site Director will be arranged.

If the written response from HEC, Inc. is not satisfactory to the student, a second letter is to be written to the Director. A copy of the first letter and additional documentation is to be included. Upon receipt of this letter, a meeting will be scheduled with the Director and the On-Site Director to reach a final determination. A written report of the results will be forwarded to the student.

Should HEC, Inc. and the student become unable to reach a solution, the student has the option of contacting the Michigan Department of Energy, Labor & Economic Growth, Victor Office Center, 3rd Floor, 201 N. Washington, Lansing, MI 48913 in writing or filed at www.michiganps.net, no later than one year after the alleged violation.

APPEALS

A student may appeal any disciplinary decision by HEC, Inc. in writing by stating the circumstances with documentation and submitting it to the Administration Office, within 10 days of the disciplinary action. The Director will review the documentation and any supporting data from available sources. A decision will be made in writing and mailed to the student within thirty (30) business days from the date of the receipt of the appeal. Prior to invoking the written appeal process, students are required to follow the Student Complaint/Grievance Procedure.

Students who have any concerns, problems, or questions that cannot be answered by the instructor should contact the On-Site Director at 810-667-9453.

Students who encounter unusual circumstances during their course of study may appeal to the Director for special consideration. A written explanation of their circumstances with appropriate documentation and a plan of action must be provided to the Director.

HEALTH ENRICHMENT CENTER, CODE OF ETHICS

A Code of Ethics is a standard of conduct expected of the practitioners within the professional organization. These standards direct the application of professional knowledge and skills.

COMPETENCE: Massage professionals are expected to perform only those services for which they are qualified.

INTEGRITY: Massage professionals should represent their qualifications, affiliations, and abilities honestly. They should make a sincere effort to help their clients. They should participate in the profession's effort to protect the public from misinformation and misrepresentation. They should support the profession's effort to maintain the integrity of massage therapy.

DISCRIMINATION: No influence should prevent the massage professional from giving full and unbiased attention to the needs of the client. Professionally, it is improper to discriminate against anyone regarding race, color, age, sex, sexual orientation, height, weight, marital status, religion, national origin, or economic status.

CONFIDENTIALITY: Massage professionals are obligated to refrain from disclosing any personal or private information about clients except upon order of the court or mandatory reporting requirements.

IMPROPER CONDUCT: Massage professionals should refrain from any behavior that may decrease the effectiveness of their services or may be harmful to the client.

Code of Conduct for Massage Professionals:

Refrain from:

- The use of illegal drugs or the use of intoxicants prior to or during professional treatment sessions.
- Improper dress and appearances, defined as attire and accessories unsuitable and inconsistent with accepted business and professional practices including safety and hygiene.
- Improper draping of the client, defined as exposure of, or contact with the genital areas on the male and female and the breasts of the female.
- Failure of referring the client to a competent physician, psychologist, a physical therapist or others who would better serve the client.
- Professional affiliation with any persons or establishments that have an appearance or record of illicit behavior.
- Diagnosis of any condition; prescribing substances; or in any way superseding or interfering with treatment of a licensed professional.
- Overt or covert sexual interaction.

Any student who violates the school's Code of Ethics, disobeys regulations and/or policies, interferes with the educational process, steals or destroys property, is boisterous, obscene, or in any other way conducts him/herself in a manner so as to detract from the classroom or the image of HEC, Inc. is subject to expulsion or immediate termination from his/her educational program.

STUDENT CONDUCT & RESPONSIBILITIES

Supplies: Draping material, lubricants, or other massage items should be brought to every class. Clinical Practice sessions will require that the student bring their table, the appropriate amount of draping material according to the clinical site, lubricant, hand sanitizer, bolsters, blankets, and appropriate record keeping. **Textbooks are also required at every class.**

Student conduct is expected to be respectful, and professional. Individual instructors determine appropriate behavior in their designated classes. Various school rules are posted in visible areas and in the student handbook and compliance is required. Failure to comply with the school rules may result in disciplinary action including probation, suspension or termination. Students may appeal any disciplinary action by following the appeal process or complaint procedure.

NUDITY IS NEVER ALLOWED IN THE CLASSROOM. All classroom hands-on practice time must have the students properly draped. Students who find disrobing down to their underwear and wrapping up in a sheet difficult are directed to wear a loose fitting t-shirt and shorts or a bathing suit. It is expected that students participate in all hands-on sessions.

SAFETY DURING PRACTICE SESSIONS

If a student is ever uncomfortable with a method being performed or the quality and intent of the touch during a practice situation, it is the student's responsibility to say, "**STOP**". At this time the practicing student must stop and call over an instructor for assistance to discuss the procedure. Any jewelry that could cause safety or sanitation issues must be removed before giving and receiving massage during all massage practices.

STUDENT/INSTRUCTOR RELATIONS

Instructors are not allowed to participate in social activities with students on an individual basis. Group functions are allowed if they pertain directly to school activities. Instructors are requested to respond to all students without preferential treatment, with the exception of special learning situations or students with recognized disabilities that may require specialized attention by the instructing staff. Students are requested to respect this requirement and maintain only a professional working relationship with the instructing staff.

Client/practitioner relationships between students and instructors are prohibited. Potential problems can arise as teacher/student responsibilities conflict or blend into this type of relationship.

Violation of any of these rules by the instructor constitutes grounds for immediate dismissal of the instructor. The instructor will be held responsible for any student infraction of these rules and will be subject to disciplinary measures.

STUDENT/STUDENT RELATIONS

Students are required to maintain a professional relationship with fellow students. Students will adhere to all ethical standards in interactions with fellow students. Should problems occur between students, it is the student's responsibility to resolve all conflicts among themselves. Involvement of other students in the conflict is prohibited. All conflicts will be kept out of the classroom. If a student feels that a fellow student has violated one of the school policies or code of ethics, the student shall report this to the instructor in writing. If the instructor is unable to resolve the situation, the instructor will provide a written report about the situation to the Director. If the reporting student does not feel that the instructor has effectively dealt with the situation, they may request in writing an investigation from the Director. If the student feels that the situation still remains unresolved, they may file a formal grievance following the Student Complaint/Grievance Procedure.

STUDENT SERVICES

All student requests for information are responded to within 3 business days. All student phone requests are responded to with a return phone call during regular business hours. Unusual circumstances and emergencies are attended to as required.

Students with unusual situations, which require special academic attention, are requested to contact the administration office in writing.

Although HEC, Inc. is quite willing to assist students in obtaining housing; there is no relationship, financial or otherwise, between HEC, Inc. and any accommodations listed in this catalog. All lodging, travel arrangements, and costs are the responsibility of the student.

HEC, Inc. is approved to enroll non-immigrant foreign students. HEC, Inc. is an approved postsecondary education institution by the Michigan Promise.

DIPLOMA PROGRAMS

HEC offers 3 diploma programs:

- 1) Therapeutic Massage
- 2) Advanced Practitioner
- 3) Master Bodywork Therapist

September 18 Month- September class runs the first and third weekend of the month. Additional days may be required. Orientation is September 15, 2011. Class begins September 23, 2011. Graduation is February 19, 2013.

September 12 Month- September class runs the first and third weekend of the month and on average an additional 2 to 3 days a month. Additional days may be required. Orientation is September 15, 2011. Class begins September 23, 2011. Graduation is August 28, 2012.

January 18 Month- January class runs the first four Wednesdays of the month. Additional days may be required. Orientation January 26, 2012. Class begins January 27, 2012. Graduation is June 25, 2013.

January 12 Month- January class runs the first four Wednesdays of the month and on average an additional 2 to 3 days a month. Additional days may be required. Orientation is January 26, 2012. Class begins January 27, 2012. Graduation is December 18, 2012.

May 18 Month- May class runs the first and third weekend of the month. Additional days may be required. Orientation is May 17, 2012. Class begins May 18, 2012. Graduation is October 22, 2013

May 12 Month- May class runs the first and third weekend of the month and on average an additional 2 to 3 days a month. Additional days may be required. Orientation May 17, 2012. Class begins May 18, 2012. Graduation is April 30, 2013.

	<u>Start Date</u>	<u>End Date</u>
<u>Advanced Practitioner</u>	1/14/12	12/17/13
<u>Master Bodywork Therapist</u>	1/14/12	12/17/13

CLOCK HOUR/CREDIT HOUR CONVERSION

A clock hour is defined as 50 minutes of a 60-minute period. The student is involved in classroom instruction and hands-on practice in a supervised lab.

1 Semester Credit Hour = 15 Clock Hours of lecture, or

1 Semester Credit Hour = 30 Clock Hours of hands-on practice in a supervised lab

THERAPEUTIC MASSAGE

700 Hours/35 Credits

Attendance requirements to be fulfilled for the Therapeutic Massage Program consist of a minimum of 90% of the of primary and module hours and 100% of the clinical application section.

The Therapeutic Massage Program is considered to be an entry-level program for a career in therapeutic massage. This program is designed to train the student in personal service and wellness massage.

Massage is a non-specific systematic stroking, kneading and frictioning of the soft tissues of the body. Massage, through its bodywork and related energy-based techniques, can support effective body functions and thus benefit the healing process. It is not involved in the diagnosis of conditions or in the specific treatment process. A massage therapist does not work in the exacting parameters of the clinical medical setting nor deal with specific rehabilitation without supervision.

Job opportunities at the entry level are found in massage clinics, health spas, athletic clubs, full-service cosmetology businesses, cruise ships, corporate stress reduction programs, private practice for stress reduction massage, and general stress reduction massage under close supervision of medical personnel such as physicians, chiropractors, and physical therapists.

As the foundation for all programs at HEC, students are introduced and exposed to a wide range of techniques and modalities including relaxation massage, therapeutic procedures, sports massage, and much more.

Text Book List

Health Enrichment Center Handbook
Mosby's Fundamentals of Therapeutic Massage 4th Edition
Mosby's Essential Sciences for Therapeutic Massage 3rd Edition
Business and Professional Skills for Massage Therapists
Massage Online for Essential Sciences for Therapeutic Massage

Books are included in tuition and will be issued at orientation.

THERAPEUTIC MASSAGE PROGRAM

The Therapeutic Massage Diploma Program presents the education in an 18 month scheduling format. Our program exceeds the course content to sit for the National Certification Exam for Therapeutic Massage and Bodywork.

The Therapeutic Massage Program consists of the following four sections, taken simultaneously.

1. Primary
2. Module
3. Clinical
4. Online

The course content is described below:

PRIMARY SECTION 227 Hours /12 Credits

At the primary, you will concentrate on assessment and documentation, one on one skill training and small group activities to include business and ethics, anatomy and physiology (to include an on-line portion) and methods and modalities. The Spa focus is provided by concentrated classes in specific areas of the spa such as hydrotherapy, product use, integration of essential oils, hot stones and marketing strategies for the spa.

MODULE SECTION 208 Hours /14 Credits

Module 1- Basic Massage Skills

This Module is required before clinic hours begin. At the end of this Module the student will be able to perform a full body massage using basic skills of gliding, kneading, compression, simple joint movement with proper draping, sanitation and body mechanics, Introduction to the documentation forms is also included.

Module 2- Theory and Science of Massage- Outcome Based Approach

At the end of this module the student will be able to describe and demonstrate mechanical force application to influence physiologic mechanisms to produce massage benefit. Four major outcomes of massage will be discussed and strategies for massage application will be practiced. The outcomes include relaxation, stress management, increased mobility, and pain management. These outcomes will be described as Therapeutic Change, Condition Management and Palliative Care. Research supporting massage benefits will be included as well as basic research literacy.

Module 3- Kinesiology, Bones, Joints and Muscles

The knowledge gained from this course is the foundation for the primary technical requirements of the therapeutic massage discipline. Some points of discussion will be names and landmarks of the bones and muscles: attachment points of a group or individual muscle: bones that move when the muscles contract and shorten, types of actions to include flexion, extension and rotation; assessment procedures used to evaluate human movement or biomechanics; and muscle energy and joint movement techniques.

Module 4- Assessment and Treatment Plan Development

Based on the theory and science of Massage the student will be able to perform an intake process to include client history and physical assessment. The student will be able to use this information to develop treatment/care plans based on client outcome and provide pre and post assessment using appropriate outcome measurements. Also discussed is how career paths of health care, sport and fitness, and spa and wellness will influence assessment and care protocols. The needs for assessment for referral and important pathological conditions will also be covered.

Module 5- Massage by Area and Associated Anatomical Structures

In-depth discussion of bones, joint, muscles and kinesiology will provide a basis for massage application for the torso, limbs, and the head and face. Reinforcement of body mechanics, assessment and positioning of the client will provided.

Module 6- Massage by Body System, Tissue and Modality

The following body systems will discussed and massage adaptation to address the systems will be presented. Systems include Circulatory, Lymphatic, Connective Tissue, Endocrine, Digestive, Nervous, Urinary and Reproductive. Pathology for each system will also be presented. Modalities of Reflexology, Asian Methods and Energy Methods will be discussed. Massage adaptation to include targeted use of various modalities will be explained and practiced.

Module 7- Massage by Outcome and Population

Massage adaptation for various populations including animals, athletes, elderly, prenatal, infant, chronic pain, anxiety, depression, post traumatic stress, hospice care and more. Common outcomes and pathology will be covered based on population.

Module 8- Ethics and Professional Behavior, Employment and Business Skills

This module prepares students to achieve success as a massage professional in multiple environments. The importance of ethical decision making will be emphasized. Professional licensing, certification and other forms of credentialing and professional affiliations will be discussed.

CLINICAL APPLICATION SECTION 168 Hours/ 5 Credits

The Therapeutic Massage Program students are required to complete 168 hours of supervised experience at HEC, Inc.'s designated clinic sites. The students will begin clinical application classes within the first weeks of beginning the program.

Clinical applications are targeted to the three main career areas, Spa and Wellness, Health Care and Sport and Fitness. Spa and Wellness training is provided during the Primary. Health Care training is provided at the VA Hospital, Hospice, and Sport and Fitness training is at the University of Michigan-Swim Team and amateur, collegiate and professional athletes. Students are closely supervised by Staff Instructors. The students learn HIPPA requirements at the hospital. The clinical experience at Health Enrichment Center is designed to prepare the graduate for successful transition into the career world.

Students may attend more clinical practicum hours to increase competency at no additional charge if they desire. Any clinical practicum hours completed that exceed the full 700 hour course requirements of the Therapeutic Massage Program can be applied to the Clinical Practicum requirements of the Advanced Practitioner Program in the elective area if the student enrolls in the Advance Practitioner Program of the next course year.

All students must be prepared to travel to clinical sites and travel, lodging and supplies are the responsibility of the student. Supplies include up to 8 sets of draping material, table, approved lubricant, bolsters and hand sanitizer. Due to working in medical settings student must receive a TB test. Students should arrange for this on their own time and expense.

Clinical sites are provided at on site locations throughout the state. Examples are the VA Hospital-Detroit, Hospice-Goodrich and U of M-Ann Arbor.

ONLINE COURSE
97 hours/ 4 credits

Massage Online for Essential Sciences for Therapeutic Massage provides an interactive, easy-to-follow course for massage students studying anatomy & physiology and related sciences of the human body. Designed to follow the chapters of Moby's Essential Sciences for Therapeutic Massage, ed 3, this course works with the book to provide education away from the classroom. The designated online course instructor will lead you through the interactive features including discussions, projects and exams.

Business and Professional Skills for Massage Therapists uses an Evolve Resource to link you to templates for building resumes, letters, advertisements, forms for documentation, and client histories, plus small business resources, annotated web links, a glossary of key terms from the text, and additional exercises and case studies.

Fees

Therapeutic Massage Program

Tuition, Books and Ancillary costs	\$8450
Application Fee	\$ 25

Payment Plan Option

Therapeutic Massage Program- 18 Month

Tuition, Books and Ancillary costs	\$8450
Due at Enrollment	\$2135 (includes \$60 handling fee)
Balance of Tuition	\$6375
Seventeen (17) Payments of	\$375

Therapeutic Massage Program- 12 Month

Tuition, Books and Ancillary costs	\$8450
Due at Enrollment	\$3010 (includes \$60 handling fee)
Balance of Tuition	\$5500
Eleven (11) Payments of	\$500

Hec, Inc. refund policy states that all refunds are prorated following termination or withdrawal based on the last day of attendance and schedules as follows:

Completed up to 25%	75% Reimbursed
Completed 26% to 50%	50% Reimbursed
Completed over 50%	0% Reimbursed

ADVANCED PRACTITIONER

750 Hours/34 Credits

The Advanced Practitioner Program presents the education in a 24 month format.

Completion Award: Diploma

Classroom hours/credits
Classroom Seminars 385/25
Clinical Practicum 365/9

Total Clock hours/credits 750/34 hours taken simultaneously

PREREQUISITES FOR ADVANCED PRACTITIONER

Students must be a graduate of HEC's Therapeutic Massage Program **or** graduated from a massage therapy program providing equivalent education, and able to pass an equivalency competency exam.

The Advanced Practitioner Program is considered to be an intermediate-level program for expanded job opportunities in the career of therapeutic massage and builds on the entry-level program training for personal service wellness massage. Earning the designation of Advanced Practitioner better prepares the student to deal with a more complex set of problems presented by the client to the massage therapist. This training prepares the graduate for intermediate level employment in a broader job market and provides the additional training required to work within the health services, and medical environment. Specific focus is placed on assessment skills, care plan development and clinical skills necessary to work successfully with special populations and complex conditions.

THE PROGRAM IS DESIGNED TO MEET THE ELIGIBILITY REQUIREMENTS OF THE N-CAP NATIONALLY CERTIFIED ADVANCED PRACTITIONER.

NCBTMB National Certification for Advanced Practice Eligibility Criteria Phase Two Criteria*

In order to be eligible to sit for the NCAP exam, a candidate must:

1. Currently be Nationally Certified in Therapeutic Massage (NCTM) or Therapeutic Massage and Bodywork (NCTMB).

AND

2. Complete and document a total of at least three thousand (3,000) hours of professional massage/bodywork experience and/or education in the following categories:
 - Hands on work experience as a massage/bodywork practitioner
 - Formal post-secondary education in massage/bodywork, complementary and/or integrative health, allied health or related fields
 - Work in the following massage/bodywork field related roles: volunteer, administrator, teacher/teaching assistant, curriculum developer, writer, publisher and/or researcher

AND

3. Complete and document a minimum of one hundred (100) hours massage/bodywork related continuing education in live and/or distance formats.

AND

4. Be free from current sanction or permanent revocation from NCBTMB or any local, state or federal regulatory body.

* The implementation of the eligibility criteria for the NCAP credential will consist of two phases. Phase One will last for a period of two years from implementation and will be followed by Phase Two.

ATTENDANCE REQUIREMENTS

Attendance requirements to be fulfilled for the Advanced Practitioner Program consist of a minimum of 90% of the 385 hours seminar portion and 100% of the 365 hours of the clinical application section.

**SEMINAR SECTION
385 Hours/ 25 Credits**

Classroom seminars are presented once a month beginning in January. Saturday and Sunday hours are 9:00 a.m. to 5:00 p.m. The seminar topics include: Rehabilitative Techniques, Energetic Based Modalities, Clinical Reasoning, Assessment, Treatment Plan Development, Management for Pain, Fatigue, Anxiety, Depression, Repetitive Strain, Hyperventilation Syndrome, Joint Dysfunction and other soft tissue conditions. A focus will be placed on individual care plans & multidisciplinary interface. This requires approximately 20 hours of clinical hours per month. The students will begin practicum experiences within the first weeks of class. Practicum to be completed over the 24 month period.

Practicum experiences are scheduled in each of the following: 365 Hours/ 9 Credits

- 133 hours pathology- Complete Salvo pathology online
- 32 hours - Hospice
- 200 hours- Externship Experiences

HEC developed or self determined. Do not have to be HEC instructor supervised but does need to be validated by onsite supervisor. Portfolio verified.

Externships will be approved by AP Faculty. Externships should be 100 hours each. The student must arrange with the extern site and submit an externship plan and schedule. The completed externship must be verified by the supervisor onsite.
 HEC developed- Hospice, VA Hospital (More opportunities may develop)

Examples of other possibilities – senior citizen center, physician’s office, hospital, high school, collegiate or professional sports, support group, public service provider (police, EMT, Fire), animal shelter, and many other possibilities are available.

Students may attend more clinical practicum hours to increase competency at no additional charge if they desire. Any clinical practicum hours completed that exceed the full 750 hour course requirement of the Advanced Practitioner Program can be applied to Clinical Practicum requirements of the Master Bodywork Program if the student enrolls in the Master Bodywork Program next course year.

All students must be prepared to travel to clinical sites and travel, lodging and supplies are the responsibility of the student. Supplies include 8 sets of draping linens, table, approved lubricant, bolsters and hand sanitizer.

Students are expected to attend all scheduled clinical practicum sites. Any student who fails to attend a scheduled clinical site or reschedules in a quarter for any reason is placed on probation with a formal written warning.

Text Book List

Health Enrichment Center Advanced Practitioner Handbook

Mosby’s Fundamentals of Therapeutic Massage 4th ed.*

Massage Online (MO) for Fritz: Essential Sciences for Therapeutic Massage (User Guide, Access Code and Textbook Package), 3rd Edition*

Clinical Massage in the Health Care Setting 1st ed.

Massage Online for Mosby’s Pathology for Massage Therapist (User Guide, Assess Code and Textbook Package), 2nd ed

* may use previous years edition

Books must be purchased at Orientation. HEC does not presale books. Students are not encouraged to buy textbooks previous to Orientation

Advanced Practitioner Class Start Dates

Saturdays and Sundays 9:00 a.m. to 5:00 p.m.

MANDATORY ORIENTATION and FIRST SEMINAR

January 14 & 15, 2012

Seminars

Seminar 2 February 11 & 12, 2012

Seminar 3 March 10 & 11, 2012

Seminar 4 April 14 & 15, 2012

Seminar 5 May 12 & 13, 2012

Seminar 6 June 9 & 10, 2012

Seminar 7 July 14 & 15, 2012

Seminar 8 August 11 & 12, 2012

Seminar 9 September 8 & 9, 2012

Seminar 10 October 13 & 14, 2012

Seminar 11 November 10 & 11, 2012

Seminar 12 December 8 & 9, 2012

Seminar 13 January 12 & 13, 2013

Seminar 14 February 9 & 10, 2013

Seminar 15 March 9 & 10, 2013

Seminar 16 April 13 & 14, 2013

Seminar 17 May 11 & 12, 2013

Seminar 18 June 8 & 9, 2013

Seminar 19 July 13 & 14, 2013

Seminar 20 August 10 & 11, 2013

Seminar 21 September 14 & 15, 2013

Seminar 22 October 12 & 13, 2013

Seminar 23 November 9 & 10, 2013

Seminar 24 December 14 & 15, 2013

Graduation December 17, 2013*

*(Graduation times vary and your class will be informed in ample enough time for individual plans)

Fees

Advanced Practitioner Program

Tuition \$5400

Application Fee \$ 25

Textbooks \$ 350

Payment Plan Option

Tuition \$5400

Deposit \$ 730 (includes \$60 handling fee)

Balance \$4730

Payments \$ 215 x 22

Books must be purchased at Orientation. HEC does not presale books. Students are not encouraged to buy textbooks previous to Orientation

MASTER BODYWORK THERAPIST

(Prerequisite - HEC, Inc. Advanced Practitioner Graduates Only)

1500 Hours/41 Credits

The Master Bodywork Therapist Program presents the education in a 24 month format

Completion Award: Diploma

Classroom hours/credits taken simultaneously

Master Bodywork Classroom Experience (Lecture) – 500 hours/ 20 credits

Master Bodywork Clinic Experience (Supervised Lab) - 1000 hours/ 21 credits

Total Clock hours/credits 1500/41

The Master Bodywork Therapist Program (MBT) is considered to be an advanced-level program and takes 24 months to complete. This training expands job opportunities in the career of therapeutic massage by building on the intermediate-level program training for health services and wellness massage. Earning the designation of Master Bodywork Therapist better prepares the student to deal with a more complex set of problems presented by the client to the massage therapist and to teach therapeutic massage.

The MBT Program is designed to present rehabilitative massage techniques for the professional massage therapist and to develop instructional skills in the educational process of massage. This training prepares the graduate for advanced-level employment in a broader job market and provides the additional training required to work within the health services realm and teaching positions. This program is required for Ontario, Canada students.

The following subject matter is covered: Massage Theory, Massage Techniques, Terminology, Anatomy, Public Health, Kinesiology, Self Help Exercise for Clients, Hydrotherapy, Evaluation & Therapeutic Application, Nutrition, First Aid, Ethics and Professionalism, Business Management, Communication Skills, and Self Care for Practitioners and Instructional Strategies.

MASTER BODYWORK CLASSROOM EXPERIENCE (LECTURE)

500 hours / 20 credits

The student will be assigned to various mentors depending on the plan developed to complete the each content area. The mentor will be responsible for guiding and reviewing the learning experience and validating successful completion. Each content area must be completed.

- **Coordinator**
- **Teaching Experience** (assistant)
- **Study Group/Tutoring, Public Presentations**
- **Thesis and/or Project**
- **Master Bodywork Group Meetings**

MASTER BODYWORK CLINIC EXPERIENCE (SUPERVISED LAB)

1000 hours / 21 credits

These course requirements assure that the student develops an area of expertise and a plan for future career development. Each content area must be completed.

- Case study Rehabilitative Massage Therapy Skills
- Clinical Practice in HEC approved clinics with outcome focus
- Reflective Learning
- Business Management
- Educational Management
- Educational Improvement
- Professionalism
- Testing skills

CLASS SELECTION CRITERIA FOR COMPLETING MASTER BODYWORK COURSE

All HEC, Inc. workshops or courses selected by the student to complete the Master Bodywork Course must be pre-approved by the mentor, course, clinic or workshop instructor. This is usually accomplished when the program plan for these courses is developed with the course mentor. If approval is granted for a class or courses to be attended, no additional tuition for that class or course is charged because the tuition fee for the Master Bodywork Course covers these costs. However, the student is responsible for the cost of all textbooks, required supplies, and any travel and lodging.

The student may use pre-approved classroom teaching to meet some of the requirements of the Master Bodywork Course. If this option is chosen, the student will not be paid as a full instructor but will instead be reimbursed as an assistant for those areas identified to meet course requirements. All supplies, subscriptions, membership fees or classes not part of HEC, Inc. offerings or not approved by school officials, are the responsibility of the student and are in addition to the tuition. Note: The student may concurrently attend classes and complete credits for additional courses, clinical practicum and Master Bodywork Course after completion plans for all components are completed.

Mandatory Orientation- January 14, 2012 **Time:** 9:00 am to finished
Student schedule is individualized to fit student's needs.

Graduation- December 17, 2013

Master Bodywork Therapist Program

Tuition	\$3000
Application Fee	\$ 25
Textbooks	\$ based on student choices

Payment Plan Option

Tuition	\$3000
Deposit	\$810(includes \$60 handling fee)
Balance	\$2250
Payments	\$ 150 x 15

GRADUATION REQUIREMENTS

All requirements must be completed to pass the program.

Therapeutic Massage Program

- Tuition & Fees Paid in Full
- Attendance requirements fulfilled
- Practical Exams Passed
- Completion to a minimum of Level 3 competencies
- Distance Learning and Handbook complete
- Online Chapter Tests & Exams passed
- 100 points for discussion board
- Lapeer Student Clinic Requirements Done

Advanced Practitioner Program

- Tuition & Fees Paid in Full
- Attendance requirements fulfilled
- Class Thesis Project and Presentation
- Completion of online portion
- Completion of Level 5 competencies

Master Bodywork Therapist Program

- Tuition & Fees Paid in Full
- Attendance requirements fulfilled
- Portfolio Completed
- Completions of level 6 competencies

PLACEMENT POLICY

Employment is not guaranteed nor is it implied at HEC, Inc. in any publications, instruction, or advertisement. Requests from businesses for student and graduate referrals for potential employment are posted on the information bulletin board. The posting of employment opportunities is the extent of the placement assistance provided by the school. Annual surveys of past graduates are conducted to validate placement rates.

TRANSFER CREDIT INTO HEC

Health Enrichment Center does not accept previous education or life experiences for credit in its Therapeutic Massage Program.

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