

Begin your new career path today!



Academic Catalog

*600-hour/12-month Massage & Bodywork
Therapy Program*

Bodycraft Location:

461 North Mulford Road, Unit 1
Rockford, IL 61107

Rock Valley College Location:

3301 North Mulford Road, Unit 1
Rockford, IL 61114
Classroom Building II (CL II)
Room 122 and 127

Contact info:

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BODYCRAFT

Wellness & Massage Center

PROGRAM OFFERED
**12-MONTH/600- Clock Hour Massage &
Bodywork School Program**

Breakdown

| | |
|---|-------------------------|
| History & Theory | 20 hours |
| Anatomy & Physiology | 75 hours |
| Kinesiology | 75 hours |
| Fundamentals of Therapeutic Massage & Bodywork | 87.5 hours |
| Deep Tissue Massage & Other Modalities | 80.5 hours |
| Student Clinic (4hrs) 80 HANDS ON HOURS/20 CLINIC OFFICE HOURS | 100 hours |
| Pathology | 40 hours |
| Business/Wellness/Ethics | 25 hours |
| Community Outreach | 17 hours |
| Electives | 80 hours |
| Total | <u>600 hours</u> |

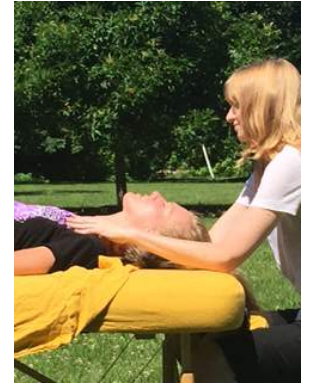
All students who complete 12-month/600 clock hours of study in Massage & Bodywork school program will receive a certificate of completion awarded by Bodycraft Wellness & Massage Center, LLC. Bodycraft Wellness & Massage Center, LLC. is approved to operate by Illinois Board of Higher Education Private Business Vocational School Division.

WE NOW HAVE OUR VETERANS APPROVAL!!!

This massage therapy program is approved by the State of Illinois and is eligible for federal funding for programs of education and training for veterans and other eligible persons.

OBJECTIVE

Our mission here at BODYCRAFT WELLNESS & MASSAGE CENTER, LLC, is to provide students with a safe and professional environment, which will fit the appropriate requirements and goals of becoming a successful massage therapist. Providing the highest quality of education will set us apart from other programs by creating elite, certified, and licensed massage therapists with not only a strong business background, but also with a high examination pass rate.



TUITION FEE

- Tuition-----\$7995.00

OTHER FEES ***The fees listed below are only an estimate, And are subject to change* *Textbook editions are subject to change***

- Electives-----SEE PRICING IN RVC CATALOG
- Books-----\$600.00
- ABMP student insurance-----included in tuition
- Professional Massage (1-Hour) --\$60.00
- (4) Sets of sheets (SIZE: TWIN) ---\$60.00
- Massage Table-----\$250.00



SCHEDULE OF TUITION & FEES

- Tuition---payment must be received in full at time of enrollment. A non-refundable administrative fee of \$495.00 will be kept from full tuition payment if a student decides to withdraw less than 10 days to programs scheduled start date. If student withdraws 1 business day prior to program start date the student will receive full tuition refund minus the \$495.00 administrative fee.
- Electives---each student has from program start date to program end date to complete 80 clock hours of electives.
- Books---each book must be purchased prior to the beginning of specific class segment. Bodycraft Wellness & Massage Center, LLC. will provide information about all required books for purchase. See class calendar.
- Student interview must be scheduled PRIOR to ENROLLMENT.
- ABMP student insurance---payment and paperwork will be received before program start date. Cost is now included in tuition.
- Professional Session---proof of a one-hour professional massage session is required before program start date.
- (4) Sets of sheets---must be purchased by the first day of class.

- Massage Table--- Bodycraft Wellness & Massage Center, LLC will provide information for purchase.
- **It will be the student's responsibility to pay full tuition at time of enrollment. Elective classes, books, and other supplies listed above will be an added expense and is the student's responsibility to procure. Student manuals, lotions, massage tables (in class use/rental use only), bolsters, blankets, and pillows will be supplied.**



Admission Requirements

- ✓ **Must be 18 years of age or older**
- ✓ **High school Diploma or GED**
 - ✓ **Student interview**
 - ✓ **Student insurance**
- ✓ **Professional Massage session**
- ✓ **Two Letters of Personal Reference**

Expected Fees after Graduating Program

- **MBLEx Exam**-----\$195 one-time fee
- **State License**-----\$175 every 2 years
- **Liability Insurance**-----\$199-300 every year
- **Fingerprinting**.....\$55 one-time fee
- **Continuing Education (24 hours/2 YRS) --- COST WILL VARY**
- **Board Certification Exam**-----\$250 (optional) + \$25 background check fee- www.ncbtmb.org

BOOK LIST

- **Understanding Anatomy & Physiology**, Second Edition by Gale Sloan Thompson **w/ workbook.**
- **Trail Guide to the Body**, Fifth Edition by Andrew Biel **w/ workbook.**
- **Theory & Practice of Therapeutic Massage**, Sixth Edition by Mark F. Beck **w/ workbook.**
- **A Massage Therapist's Guide to Pathology**, Sixth Edition by Ruth Werner.
- **Business Mastery**, Fifth Edition by Cherie Sohnen-Moe.
Student discount 10 % OFF Promo
Code: BODYCR18STUDENT <https://ya250.infusionsoft.com/app/storeFront/showProductDetail?productId=870>
- **OPTIONAL Text- Atlas of Skeletal Muscles**, Seventh Edition by Robert and Judith Stone.

****The list of books is subject to change with each program, please consult with the program director before you purchase! ****

TEACHING METHODS

- ✓ *Lecture*
- ✓ *Class Discussions*
- ✓ *Hands-on*
- ✓ *Reading & Writing assignments*
- ✓ *Use of technology & instruction resources*
- ✓ *Teaching methods for all learning styles (visual, auditory, tactile/kinesthetic, etc.)*



GRADING & ATTENDANCE POLICY

All students must maintain a minimum grade of 70% for all massage therapy related course and clinical work as described. All students are responsible for coming to class prepared and on time. There is a certain amount of days that each student can miss per course to maintain a minimum grade of 70% in each course. After that it is the student's responsibility to make-up any lecture, hands-on, homework, exams, etc. See attached Veterans Addendum for specific grading and attendance policies specific for eligible veterans.

REFUND / CANCELLATION POLICY

- **Cancellation Policy:**
 - Bodycraft Wellness & Massage Center, LLC reserves the right to limit enrollments or cancel any class. Every effort will be made to notify registrants when a class is cancelled. Students may choose alternate courses if available or receive full refunds if the classes are canceled before scheduled start date. All paid fees are non-refundable if classes have already started.
 - If necessary, a student may choose to cancel their enrollment prior to the start of the program, or elective course. Requests to cancel must be submitted in writing or via email to BODYCRAFT WELLNESS & MASSAGE CENTER's owner and/or administrator, and must be received at least ONE business day BEFORE the classes are scheduled to begin.
 - Tuition---payment must be received in full at time of enrollment. A non-refundable administrative fee of \$495.00 will be kept from full tuition payment if and only if a student decides to withdraw less than 10 days to programs scheduled start date. If student withdraws 1 business day prior to program start date the student will receive full tuition refund minus the \$495.00 administrative fee.
 - Acknowledgment of cancellation will be provided.
- **Withdrawal Policy:** Students, who elect to withdraw from the program once the class schedule has begun, must submit a withdrawal request in writing or



via email to the BODYCRAFT WELLNESS & MASSAGE CENTER's owner and/or administrator. Refer to the *Refund Policy* for more details.

- **Refund Policy:**

- No refunds will be granted after a class begins (massage program electives and/or general classes).
- If extenuating circumstances exist (i.e., military activation, death of immediate family member, or serious medical condition) a student may submit a *Tuition Appeal* form with supporting documentation in writing or via email to BODYCRAFT WELLNESS & MASSAGE CENTER's owner and/or administrator. A *Tuition Appeal* does not automatically result in a refund. *Tuition Appeals* may be submitted within the semester in which the student was enrolled in the program.
- Refund of monies spent on course equipment and classroom materials is NOT refundable.
- Refunds are issued only when the Cancellation and Withdrawal policy guidelines are properly followed.
- Refund check (if eligible) will be issued based on the refund schedule within 30 days upon proper receipt of cancellation or withdrawal.
- Refund check will be made payable to the original payee and sent by mail to the student address on file.

Veterans Addendum: see attached veteran's addendum policy for more detailed information regarding specific requirements for eligible veterans. All eligible veterans must follow specific guidelines in this catalog under grading, attendance, and refund cancellation policy per Bodycraft Wellness & Massage Center, LLC and in addition must also follow separate veteran addendum listed. All eligible veterans must maintain an 80 % attendance rate and a minimum of 80% for each subject/lesson in the Massage Therapy Program. See attached document for those who apply.



Program Course Descriptions

History & Theory (20 hours)

H & T- 8 classes

In this course students will learn about the history of massage and bodywork. Students will receive an overview of different skill sets used in different environments. Students will also learn about different massage and bodywork modalities.

Anatomy & Physiology (75 hours):

A&P- 25 classes

Students will learn the structure and function of every system in the human body. Students will have a general understanding of healthcare related and medical terminology. This course will also cover concepts about the energetic anatomy and how the human body has the amazing ability to heal itself when allowed.

Kinesiology for Massage Therapists (75 hours):

Kinesiology- 25 classes

Students will learn how to locate and palpate the major muscle groups as well as the skeletal bony landmarks in the human body. Students will also be able to identify the origin, insertion, action, and fiber direction of these major muscles. Students will understand the structure and function of the joints and muscles.

Fundamentals of Therapeutic Massage & Bodywork (87.5 hours)

FTMB- 25 classes

This course will cover the basic Massage therapy session protocols. In this class students will learn basic techniques, styles of draping, proper use and safety of equipment, personal hygiene, cleanliness, safety practices, therapist care, benefits, etc.

Deep Tissue Massage Techniques & Other Modalities (80.5 hours)

DT- 23 classes

This course will review major muscle groups and how to use deep tissue techniques from a therapeutic approach. We will also address other modalities that relate to the practice of massage therapy.

Student Clinic (80 hands on hrs. + 20 clinic office hrs. =100 hours)

Student Clinic- (4 hour shifts)

Students are required to work twenty-five 4hour shifts of clinical hours to complete the 100 hours required. Students will be performing student massages in a positive, safe, and professional environment. All hours will be completed on location at Bodycraft Wellness & Massage Center. All hours will be supervised by on-site instructors and/or staff.

Pathology (40 hours)

Patho- 16 classes

In this course students will be able to identify common pathologies, contraindications, areas of caution, special populations, and classes of medications.

Business/Wellness/Ethics (25 hours)

BWE- 10 classes

In this course student will recognize the value of taking care of oneself when working such a physically demanding job. Students will also learn and discuss ethics, boundaries, laws, and specific regulations. Students will also attain skills used when they enter the business world, for example, marketing tips, types of businesses, etc.

Community Outreach (17 hours)

Hours may vary

Students will be required to fulfill these hours outside of the classroom. All events must be approved first before fulfilling. All events are on a volunteer basis ONLY. No payment will be rendered for any events. Examples of events include: sporting events-runs/walks, assisted living facilities, hospitals, fundraisers or benefits, wellness fairs, teacher's appreciation week, etc. All events will either be provided by BWMC or will need to be approved by BWMC. All students will be supervised on-site at approved outreach events.

Electives (80 hours)

Hours per each elective selected may vary. These remaining hours will not be included in tuition cost. All electives must be approved in advance. Students will have 1 year from program start date to complete all 80 hours. Refer to Rock Valley College catalog for updated course electives they will change every semester. All elective classes are NCBTMB approved. These elective courses will not be counted towards continuing education hours until student graduates, passes MbLex exam, and has an active license in state that person resides.



Program Electives

*Please see elective catalog for descriptions and pricing of electives. The program elective list will change every trimester. It is mandatory that each student will complete the minimum of **80 elective hours** in the category of massage and/or bodywork studies. Only classes offered by and only if offered by Bodycraft Wellness & Massage Center LLC and/or Rock Valley Community College will be accepted for this program. This is to ensure that the proper hours are achieved and classes meet all local, state, national, and federal requirements to complete this program. These electives will be an added expense to the original tuition payment. It is the student's responsibility to pay for the 80 hours of electives classes, as well as maintaining class approvals with above institutions noted to complete this program in addition to meeting the grading criteria noted below. All electives must be completed by program end date.*

Disability Accommodations: Rock Valley College and Bodycraft Wellness & Massage Center is committed to providing an accessible and supportive learning environment for all students. Any student requiring an academic accommodation due to a disability should contact the Disability Support Services (DSS) office; 3 weeks advance notice is preferred. The DSS office is located on the ground floor of the Student Center and can be reached at (815) 921-2371. Office Hours: Monday-Friday, 8:00am-5:00pm.

CONSUMER INFORMATION

- 13 students were admitted in the program as of July 1, 2017 of that reporting period.
- 11 students were admitted in the program during the next 12-months and classified as a new start.
- 12 students were admitted in the program during the 12-month reporting period.
- The number of students enrolled in the program during the 12-month reporting period who: 0 students transferred out of the program and into another program at the school, 5 students completed or graduated from the program, 1 student withdrew from the school for medical reasons, and 5 are still enrolled.
- The number of students enrolled in the program who were: 11 students were placed in their field of study, 0 placed in a related field, 0 placed out of the field, 0 not available for placement due to personal reasons, and not employed.
- 11 students took and passed the State licensing exam or professional certification exam during the reporting period.
- 7 of the graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period.
- The average starting salary for all school graduates employed during the reporting period is \$23,108-\$38,000 per year to start.
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COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION" 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701 PHONE # (217) 782-2551 or at www.ibhe.org.

An accrediting body recognized by the U.S. Department of Education does not accredit Bodycraft Wellness & Massage Center, LLC. This does not mean that this program is not credible. This means that every new program must wait 2 years to receive extra credentials. If you have any questions with this please let us know (815) 977-4743. Bodycraft Wellness & Massage Center, LLC. does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.



STUDENT Enrollment CHECKLIST

- ✓ Bodycraft's enrollment agreement completed
- ✓ Rock Valley College's Application (if RVC student)
- ✓ Tuition Payment- cash, check, credit card, Sallie Mae funding, etc. (if RVC student please make checks payable to "Rock Valley College").
- ✓ ABMP application completed (cost included in program tuition)
- ✓ Professional Massage Assessment form completed
- ✓ 2 letters of personal or professional reference



THANK YOU! We are looking forward to enrolling you into our Massage & Bodywork Therapy Program.