

American College Massage School

INDEX Tuesday, March 1, 2010

<u>Subject</u>	<u>Page</u>
<u>Institute Overview</u>	
Philosophy Goals and Mission	2
Director	2
Personnel	2
Who will train you?	2
Map and Web Site	3
Why did we pick Crown Point and Elkhart?	3
<u>Class Administrative</u>	
Class Size	4
Admissions	4
Dismissal	4
<u>Institute Policies</u>	
General Rules	5
Payment methods	5
Financing	20
Code of Conduct	5
Financial Aid Description	21
Financial Aid Form	22
Absenteeism	6
Refund Policy	7
<u>Status</u>	
State of Indiana	8
A.B.M.P.	8
A.M.T.A.	8
<u>Completion Process</u>	
Grades	9
Attendance	9
Payment	9
<u>Course Descriptions</u>	
Massage Therapist 45 Week Course	10
Massage Therapist 30 Week Course (not available)	12
Introduction to Massage & Couples Massage	14
Sports Massage and Advanced Sports Massage	15
Reflexology	16
Aromatherapy	17
Submission of complaints	18
FAQ	19
Shopping for an education	19

American College Massage School

Institute Overview

Philosophy

American College Massage School, A.C.M.S., was created to provide reasonable priced massage therapy training - from people who love to teach massage - to people who have a great desire to learn massage.

Mission

To promote therapeutic massage, and expand the reach of massage through education.

Goals

To not only teach, but enrich the lives of each student.

To not only provide education, but touch each student's life as an individual.

Personnel

We will have a variety of teachers with diverse backgrounds. However, they will all have the same common thread, a passion to not only teach, but to mentor.

The teachers at A.C.M.S. are certified massage therapist, with time-tested massage skills. All have massage practices, and many have medical backgrounds. As of this date, all of our teachers graduated from our school, because we feel we do the best training. Other schools must think so too, because they hire A.C.M.S. graduates to teach. Don't settle for a second-hand education, when you can learn from the best.

Director

The director is Gale Miller. Mr. Miller has a diverse background, ranging from being a teacher and manager of computer professionals, to being a published author, editor of a literary magazine, and past president of a two non-profit organization. With these skills the director brings a strong background in, teaching, organization, and people skills.

Mr. Miller is an internationally certified massage therapist through the A.B.M.P., who teaches massage therapy and donates his time, and the time of his students to charity events through out the year.

The director realizes, through his own experience, how difficult it is to attend school when you have a family and a full time job. This is why he believes it is important to develop a program that fits a busy life style, but still maintains a high standard.

Who will train you?

A big building? A large administrative staff? Fancy brochures? No, not one of these will train you. People train, and people learn, everything else is just a prop. And when you graduate all of that stays behind except, what was left in your head. If you want to leave with the best training, stick with us, we are the best at massage.

American College Massage School

Map to A.C.M.S.

100 South Main St.
Crown Point, Indiana 46307

131 East Franklin St.
Suite 10
Elkhart, IN 46516

The **main office** is located in **Crown Point Indiana** and is the contact point for enrolling. The Elkhart location is an extended classroom.

A.C.M.S can be easily reached via any major expressway. We are located in Crown Point, Indiana which is in Northwest Indiana. We are only a few miles from Interstate 65 at exit U.S. 231. Exiting U.S. 231 West you will travel several miles until you reach downtown (Court house square) Crown Point. We are located at **100 South Main St.** Our school is on the corner of Main and Clark, on northeast side of the square.

The second location is in Elkhart Indiana at 131 East Franklin St., Suite 10, Elkhart, Indiana 46515. This location can be reached from the Indiana Toll road I80 exiting on ramp to **IN-19** and go 3.8 miles. Continue on **E Beardsley Ave** and go 800 feet Turn left on **N Main St** and go 0.4 miles. Continue on **S Main St** and go 0.2 miles. Turn left on **E Franklin St** and go 200 feet to **131 E Franklin St.** Phone 574-522-9095

Phone 219-661-9099 Main Office

Phone 219-661-9975 Crown Point School and Clinic

Phone 574-522-9095 Elkhart Indiana School and Clinic

Web Site: www.acmcollege.com

Why did we pick Crown Point and Elkhart?

Because massage therapy dates back 5,000 years, we felt that it would honor the history of massage by placing our schools in the prestigious historic district of Crown Point and Elkhart. In this day and age of fast food and malls, massage needs to be tied to its ancient roots, and not looked upon as--- *education dished out at the mall.* Because we value history and good old-time family values, students will not become a number in a computer, students will become one of our student family.

American College Massage School

Class Administrative

Class Size

The average class size is 8, with a maximum of 15. All the staff here feels it is important to get individual close personal training.

Admissions

Students should be at least 18 years of age, and be in good health. Each prospective student, should be interviewed by the director. Students should have previous exposure to bodywork. This can be accomplished by getting a massage or visiting the school. Students must also conduct themselves as professionals, have a positive attitude, allocate sufficient time to study, and have a sincere desire to perform massage therapy in a positive manner.

Dismissal

Students are subject to dismissal for the following reasons.

- Not following the Code of Conduct Rules.
- Failure to keep current with homework.
- Attending class under the influence of drugs or alcohol.
- Failure to make timely tuition payments.
- Any behavior which could discredit the school or the massage profession
- Unlawful behavior on school grounds.
- Inappropriate attire

American College Massage School

Institute Policies

General Rules

There is no smoking in the school. No student will be allowed in class under the influence of drugs or alcohol. Clothing must be neat, clean, and appropriate for massage. Any type of revealing or provocative clothing is strictly prohibited. No inappropriate language or swear words are allowed.

Payment methods

The methods of payment are Personal Checks, Certified Bank Check, Money order, or **Major credit** card. Financing may be available for those who qualify. Please make all remittances **payable to; American College Massage School.**

Every effort will be made to accommodate students in making their payments, as we want everyone with a desire to become a therapist to have a chance to succeed.

We do not have Federal Grants; however, students can obtain tuition assistance from the Vocational Rehabilitation Services and Workforce Development if they have a special need.

Loans

TFC Credit has loans available for those who have trouble obtaining loans.

Please call toll free 888-662-2585 for the application.

Financial Aid – aid is available for hardship cases. See financial aid in this catalog.

Payment Discounts

This is new as of enrollment for May/June 2010 and only applies to students enrolling for classes for this date forward.

To qualify for this discount you must use the two payment interest free option, which requires half of the tuition to begin and the other half at mid-point of class.

The discount is \$500.00. The discount is applied to the second half of tuition, and is not due as long as the student continues their 2nd half of education. This discount cannot be used with any other scholarships, government aid, or discount plans. Note: starting with issue 23 documents.

Late Payment

The enrollment agreement specifies the following:

“I agree to pay the first half of tuition to start and the balance is due on or before the half-way point of class. Otherwise, I’ll pay 10 percent of the unpaid balance as late fee.” If you have government aid, (i.e. vocational rehabilitation, Workone), or use the schools finance company we wait for payment from them.

Code of Conduct

1. Respect other students and faculty members
2. Maintain a high level of personal hygiene
3. Confidentiality of all students, clients, and faculty members
4. Positive attitude
5. Sensitivity toward others
6. Maintain good morals

American College Massage School

Institute Policies

Financial Aid

Please view a soon to be released financial aid video on our web site

www.acmcollege.com

Please see index under **Financial Aid** for more information.

Absenteeism

Students are allowed to miss three classes without penalty. Holidays are not included. If more than three absences occur, you will be expected to make prior arrangements. Every effort will be made to see that all students, finish class in a timely manner, commensurate with each persons needs.

American College Massage School

Refund Policy

The following Indiana State law defines the refund policy.

570 IAC 1-8-6.5 Resident institutions; refunds

Authority: IC 20-1-19-4

Affected: IC 20-1-19-10

Sec. 6.5. (a) The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

(b) The following refund policy applies to each resident postsecondary proprietary educational institution, except as noted in section 4.5 of this rule:

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

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

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

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

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

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

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

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

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

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

&HST.(Indiana Commission on Proprietary Education; 570 IAC 1-8-6.5; filed Jan 17, 1995, 1:00 p.m.: 18 IR 1476)&EHST.

American College Massage School

Status

State of Indiana Approval

This institution is Regulated by:

**The Indiana Commission on Proprietary Education
302 W Washington St, Room E201
Indianapolis, IN 46204**

Toll Free Number 1-800-227-5695

or

(317) 232-1320

A.B.M.P.

The Associated Bodywork and Massage Professionals, A.B.M.P., approved A.C.M.S. as an institution that has met or exceeded its requirements in 1997. Their phone number is (800)-458-2267.

AMTA

The American Massage Therapy Association, A.M.T.A., approved A.C.M.S. as an institution that has met or exceeded its requirements in 2004. Their phone number is (847)-864-0123.

National Certification

ACMS is approved for student to take the NCBTMB. www.ncbtmb.com. This will allow you to be licensed in 30 plus states.

Federation of States MBLEx

ACMS is approved for students to take this test prior to graduating. www.fsmtb.org

Ohio Medical Board

American College Massage School

Completion Process

The following criteria, defines the requirements for completion.

Grades

Students are graded on practical and written test. The following defines the requirements.

- Completion of internship.
- Timely completion of home study and class assignments.
- 75 percent on all practical and written test.
- Timely completion of all internship, practical and written tests.
- Students are given 2 retakes on all tests. After 3 attempts, students must request in writing to attempt a 4th test, and it will be up to A.C.M.S. discretion to allow further attempts.

Attendance

- Complete attendance and participation for all sessions.

Payment

- Tuition payments and fees paid in full.

Re-enrollment

- Students are allowed to reentry the program within one year of the original graduation date. Any enrollment after that period must be requested in writing, and it will be up to A.C.M.S. discretion to allow further attempts.

American College Massage School

45 Week Massage Therapist Course

When you complete this course by passing practical and written exams, attending massage clinic, attending all required sessions, and completing all home study assignments, you will be a Massage Therapist. This course consists over **100 hours of anatomy & physiology**, and over **200 in-class hours of hands-on practical instruction** (*which includes 2 hours of ethics*). In addition to the practical instruction you will receive over **200 in-class hours at our supervised massage clinic**. You should plan to allow time for home study.

Title

Massage Therapist

Prerequisites

Admissions Acceptance

Length of course

45 Weeks

Hours per Week

12.00 hours In-Class

11.00 Hours Home Study

Number of Days Class Meets a Week

1 day in class room and 1 day in Clinic

Time of day

Anatomy, Physiology and Practical Classes

5:30p.m. to 9:30p.m.

Student Internship – Clinic Hours of Operation

Friday or Saturday 8:45a.m. to 4:00p.m.- Crown Point

Friday or Saturday 8:45pm to 4:00pm - Elkhart

In-Class Hours = 530 Home study = 470

Total Class Hours for Course

1,000

Fee Descriptions

Fees

Registration Fee	\$...100.00
Insurance	\$.....65.00
Tuition	\$8,135.00
Books	Included in Tuition
Total	\$8,300.00

(Continued next page)

American College Massage School

45

Week Massage Therapist (continued)

Course Description

- Anatomy and Physiology on all systems of the body
- Ethics
- Business Practices and job preparation
- Hands-on Instruction for Therapeutic Massage
- Hydrotherapy
- Pain relief through Trigger Point Therapy and Myofascial release
- Contraindications, Benefits, and Effects
- Therapeutic Exercise
- Reflexology
- SOAP Charting
- Other Modalities, infant massage, maternity massage, chair massage, deep tissue
- Pathology
- National Certification Exam Preparation

Please note:

We are always trying to improve our program and the above course description, is subject to change so that we may continue to be a leader in massage therapy education.

American College Massage School

30 Week Massage Therapist Course (Not available)

When you complete this course by passing practical and written exams, attending massage clinic, attending all required sessions, and completing all home study assignments, you will be a Massage Therapist. This course consists of four (6) hours of intensive hands-on, closely supervised, massage and bodywork, and four (4) hours class room anatomy & physiology each week, for a total of **over 100 in-class hours of anatomy & physiology**, and over **200 in-class hours of hands-on practical instruction** (*which includes 4 hours of ethics*). In addition to the practical instruction you will receive an over **200 in-class hours at our supervised massage clinic**. You should plan to allow time for home study. Please call to find out if the 30 week program is available at the campus you wish to attend.

Title

Massage Therapist

Prerequisites

Admissions Acceptance

Length of course

25 Weeks

Hours per Week

19.50 In-Class hours

11 Hours Home Study

Number of Days Class Meets a Week

1 day in class room and 2 days in Clinic

Time of day

Anatomy, Physiology and Practical Classes 5:30p.m. – 9:30p.m.

Student Internship – Clinic Hours of Operation 8:30a.m 4:00pm.

In-Class Hours = 530 Home study = 470

Total Class Hours for Course

1,000

Fee Descriptions

Fees

Registration Fee	\$...100.00
Insurance	\$....65.00
Tuition	\$8,135.00
Books	Included in Tuition
Total	\$8,300.00

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American College Massage School

30 Week Massage Therapist (continued)

Course Description

- Anatomy and Physiology on all systems of the body
- Ethics
- Business Practices and job preparation
- Hands-on Instruction for Therapeutic Massage
- Hydrotherapy
- Pain relief through Trigger Point Therapy Myofascial release
- Contraindications, Benefits, and Effects
- Therapeutic Exercise
- Reflexology
- SOAP Charting
- Other Modalities, infant, maternity, and chair massage, deep tissue
- Pathology
- National Certification Exam Preparation

Please note:

We are always trying to improve our program and the above course description, is subject to change so that we may continue to be a leader in massage therapy education.

American College Massage School

Introduction to Massage And Couples Massage

This course is open to **anyone** interested in obtaining a general knowledge of massage therapy for their own personal use, or as an introduction to exploring massage therapy as a career. During the course, you will give and receive a massage. You will be required to bring, massage oil, a twin size sheet, and a large bath or beach towel for draping during the massage.

The couples massage requires two people to enroll at a time.

The class size will be **limited to 16 students**. The instructors, are experienced massage therapists. Please call for dates.

This is only an introductory course and **you will not be** qualified to work on the general public.

Title

Introduction to Massage

Prerequisites

None

Length of course

1 Class

Hours per Class

6

Time of Day

Call for times

Total Hours for Course

6

Day(s) of Week Class Meets

Sunday

Fee Descriptions

Registration Fee

Tuition

Handouts

Total

Fees

\$49.00

\$50.00

Included in Tuition

\$99.00

American College Massage School

Sports Massage And Advanced Sports Massage

The Sports Massage class will prepare the experienced massage therapist to work with athletes. The class will present theory and practical sports massage. Trigger point therapy, pre-event, and post-event massage will be practiced and studied. The Advanced Sports Massage will address athletic injuries, and requires previous sports massage training.

Title

Sports Massage
And
Advanced Sports Massage

Prerequisites

Must be a Massage Therapist

Length of course

6 Classes

Hours per Class

4

Number of Days Class Meets a Week

1

Time of day

Call for times

Total Hours for Course

24

Day(s) of Week Class Meets

Monday - Saturday

Fee Descriptions

Registration Fee

Tuition

Handouts

Total

Fees

\$...100.00

\$...290.00

Included in Tuition

\$...390.00

American College Massage School

Reflexology

This class teaches you the techniques for the ancient art of Reflexology. It is a basic course designed for individual practice of Reflexology or to incorporate into your massage routine. In addition to class room time, you will need to devote 6 or more hours a week to practice, and do five(5) reflexology critiques. **This course is included in the Massage Therapist course.**

Title

Basic Reflexology

Prerequisites

Admissions Acceptance

Length of course

6 classes

Hours per Class

2

Number of Days Class Meets a Week

1

Time of day

Call for times

Total Class Room Hours for Course

12

Day(s) of Week Class Meets

Monday - Saturday

Fee Descriptions

Registration Fee

Tuition

Book(s)

Total

Fees

\$...100.00

\$...290.00

Included in Tuition

\$...390.00

American College Massage School

Aromatherapy

Out of all of our senses, the sense of smell is most closely related to memory. This is an excellent way to instantly have your clients recall your last session. However, blending of oils and scents is a delicate matter. This course will teach the how, why, and what, of aromatherapy. Students will receive a package of aromatherapy products.

Title

Basic Aromatherapy

Prerequisites

Admissions Acceptance

Length of course

1 Class

Hours per Class

5

Number of Days Class Meets a Week

1

Time of day

Call for times

Total Hours for Course

5

Days of Week Class Meets

Monday - Sunday

Fee Descriptions

Registration Fee

Tuition

Handouts

Total

Fees

\$...39.00

\$...60.00

Included in Tuition

\$...99.00

American College Massage School

Grievances

Submission of Complaints

Any complaints should be filed in writing with the director of A.C.M.S. at the following address.

Attn.: Gale Miller
A.C.M.S.
100 South Main St.
Crown Point, IN 46307

Any complaints about the school should be registered with the following Indiana State Department.

This institution is regulated by:

**The Indiana Commission on Proprietary Education
302 W Washington St, Room E201
Indianapolis, IN 46204**

Toll Free Number 1-800-227-5695

**or
(317) 232-1320**

American College Massage School

FAQ

1. Does ACMS graduates qualify for the National Certification Exam? Yes and we have many students pass the exam.
2. Does Indiana have licensing? Yes, effective for 2009. We qualify.
3. What is the difference between the AMTA and ABMP? Both are malpractice insurance companies that have educational requirements to obtain malpractice insurance. They also help students by providing them with information on massage.
4. Where do students obtain employment? The best way is to start your own business, which is more lucrative, but does take time to establish. Or to be employed by nursing homes, health care providers, chiropractors, salons, health club, or spas. Our students have worked in all environments.

Shopping for an Education

Will I pay too much for my education? Does Tuition include books?

We include books and malpractice insurance in the tuition. Nationwide the price of our tuition is on average. If you pay more than \$10,000 for tuition you are probably paying for the big building. Because, the education is not better, it's just more expensive.

Will an associate's degree offer me more job opportunities?

People with associates degrees and certification work side by side making the same wage. The State of Indiana and National Certification requires 500 hours.

If a school offers financial aid will I pay less for my education?

Not necessarily. Grants for massage education usually max out at \$4,000. If the tuition is \$26,000 you still owe \$22,000.

How do I get my State license? Our school qualifies students to take the state exam prior to graduating, and the test is good in 40 plus states.

American College Massage School

Financing

- 1. If you finance tuition it is half down and the 2nd half at mid point. No interest. Also see in index Institute Policy for discount program.**
- 2. We have several financing options. If you have poor credit we can finance. If you have good credit we can provide you with a very reasonable loan. Please call Mr. Miller to discuss financing. Toll free 888-662-2585.**

Major credit cards are accepted

- 3. Financial Aid – next page**

American College Massage School

Financial Aid

This is a self-funded financial aid program. The school is starting this program because Federal government financial aid for Massage Therapy is only creating unnecessary debit for parents and their children. The career schools that offer financial aid will charge from \$16,000 to \$26,000 for an education that only will get grants and aid for about \$4,000.00. This leaves the parents and their children a student loan of \$12,000 - \$22,000. And that's not including the interest that's accruing on the student loan. The debit of the student loan follows them for the rest of their lives; not even filing bankruptcy will relieve it.

We want to fix that problem.

And here's how we are going to do it. We are going to offer an education that will get you the same state license and the same job pay as the schools with federal financial aid.

And we are going to offer financial aid so that the total cost of the education is \$1,000.00.

Yes, you read that right \$1,000.00, for an education we charge over \$8,000.00.

\$1,000 is the cost of a Happy Meal everyday for a year. This should make a lot of people happy.

Skeptics will say there must be a catch. Those skeptics will be left behind while others take advantage of this educational opportunity.

Q. How can we afford to educate people with such a low price?

A. Easy, we have a few empty seats, why shouldn't we fill them.

Q. Who qualifies for this?

A. 1. Ages 18-21 who are living with their parents. 2. Proof that they qualify for assistance because they are in financial need. We will provide a form on our web site www.acmcollege.com and in this catalog.

When much is given, much is expected. This is our chance to help the parents and the young people of this area with an education that will never be outsourced, never be outdated, without age discrimination, and provides a living wage.

The Financial Aid program is effective as of May/June enrollment 2010 starting with document Issues 23. If it is a success we will continue it, and maybe expand it.

Regulated by Indiana Commission on Proprietary Education, American Massage Therapy Association, Associated Body and Massage Professionals, Ohio Medical Board. National Certification Board- www.NCBTMB.org Federation of States www.massage-exam.com/indiana-massage.php#anchor
We are accredited to get your **license** in every state that has licensing.

American College Massage School

Financial Aid Form

Student Name _____ **SS#** ____-____-_____
Address _____ **City/State/Zip** _____
Home Phone _____ **Cell Phone** _____
Work Phone _____ **DOB** ____-____-____ mm-dd-yyyy.
Parents Name _____

1. **House Hold Income Circle**
(\$0-\$10,000) (\$10,000-\$20,000) (\$30,000-\$40,000) (\$50,000 or greater)
2. **I do qualify for FASA Circle Yes or No**
3. **I have submitted proof I qualify for FASA Circle Yes or No**
4. **I live with my parents Circle Yes or No**
5. **I am between the age of 18-21 Circle Yes or No**
6. **I do have the full adjusted financial aid tuition of \$1,000.00. To be paid at the time class starts. Circle Yes or No**

If any of the information submitted is found to be false I will not be eligible. I also understand that if I do not follow student guidelines as in this catalog or student start-up packet, this student aid can be revoked.

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____

School Signature _____ **Date** _____

Please note: This is Not Government Financial aid. It is self-funded financial aid for parents of young people that are in financial hardship.

American College Massage School

**Certifying Massage Therapist
Since 1998**

