



# Colorado School of Healing Arts

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“A Legacy  
in Massage  
Therapy  
Education”

since 1986



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## MISSION STATEMENT

Our mission is to offer high quality education, create the opportunity for our students to experience their full potential and to develop the skills necessary in becoming successful Massage Therapists. We view this field as a service to humanity and assist students in connecting this training with their personal and professional goals.

CSHA specializes in the delivery of a comprehensive curriculum that is relevant to the current best practices within the Massage Therapy industry.

Our method of instruction encourages self awareness and personal growth allowing for greater effectiveness as a professional practitioner. Because Massage Therapy happens in the context of a professional relationship, a sense of community is created to help support students and alumni throughout their careers. We continuously assess and evaluate student outcomes and institutional goal achievements in order to improve our efforts to serve our students, staff, faculty, employers, and the community.

## CSHA CAMPUS DESCRIPTION AND LOCATION

The school's campus and administrative offices are located at 7655 W. Mississippi Ave, in Lakewood, Colorado (northwest corner of Wadsworth and Mississippi Ave). Our convenient location near the heart of Lakewood Civic Center park, and the vibrant Belmar residential, shopping and dining district enables us to serve the Denver/Boulder Metro communities, as well as the front range. Our warm and spacious facility features large classrooms, comfortable lounges, massage clinic, and professional class settings designed to enhance your learning. Each classroom is equipped with massage tables, visual aids and a variety of learning tools. We invite you to visit us soon. A virtual tour is available at <http://www.csha.net/about-csha/take-a-tour/> or visit us on Facebook- Colorado School of Healing Arts (CSHA).





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**This catalog is not complete without the included Tuition Addendum 1, 720 Hour Schedule Addendum 2, Continuing Education and Elective Schedule Addendum 3.**

# WELCOME TO CSHA

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## **The Colorado School of Healing Arts**

CSHA is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board. CSHA is owned and operated by Health Care Associates (HCA), Inc., a Colorado Corporation, since 1986. HCA is governed by a Board of Directors comprised of Dennis Simpson, Chris Smith, Anna Nicholas, and Amy Chavez. The school began offering continuing education classes in Evergreen, Colorado in 1986 and began offering Massage Therapy Programs in 1988. In 1992, CSHA moved from Evergreen to Lakewood, Colorado. In 1998, CSHA was granted accreditation by the Accrediting Commission of Career Schools and Colleges (ACCSC). In November of 2001, CSHA was approved by the U.S. Department of Education to offer Title IV Financial Aid to students who qualify. CSHA was granted Programmatic Accreditation with the Commission on Massage Therapy Accreditation (COMTA) in 2018.

## **CSHA Administrative Directors**

- ~ **Dennis Simpson**, LMT, Executive Director
- ~ **Chris Smith**, LMT, Director
- ~ **Amy Chavez**, LMT, Assistant Director
- ~ **Kris Will**, LMT, Director of Education, Student Advising





# ASSOCIATED MEMBERSHIPS AND APPROVALS

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## CSHA Faculty

CSHA is proud of our dedicated well trained faculty. All faculty have the required education and experience necessary and are approved by the Colorado Department of Higher Education, Private Occupational School Board. Their passion is evident in their ability to create a safe classroom environment open to all learning styles. All faculty participate in ongoing teacher training to ensure best practices in classroom management and curriculum delivery.

## Accreditation

The Colorado School of Healing Arts is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and programmatically accredited with the Commission on Massage Therapy Accreditation (COMTA). Both the Accrediting Commission of Career Schools and Colleges (ACCSC) and the Commission on Massage Therapy Accreditation (COMTA) are listed by the U.S Department of Education as a nationally recognized accrediting agency.

## Colorado School of Healing Arts is Approved By:

- ~ Colorado Department of Higher Education, Private Occupational School Board
- ~ NCBTMB Assigned School and Continuing Education Approved Provider for Trauma Touch Therapy™ Level 1, Hydrostone, Intro to Polarity, Seated Massage Level 1
- ~ Colorado Department of VocRehab
- ~ Tri - County Workforce Services
- ~ Century Link / Pathways to the Future
- ~ AT&T / The Alliance
- ~ Arapahoe / Douglas Works
- ~ Adams County Employment and Training Services
- ~ Colorado Office of Veterans Education and Training for Veterans Education Benefits (Post-911)
- ~ AFL/CIO for Displaced Workers
- ~ Colorado Department of Labor and Employment
- ~ Workforce Innovation & Opportunity Act (WIOA)
- ~ College Opportunity Fund
- ~ Peace Corps



## Colorado School of Healing Arts is a member of:

- ~ Associated Bodywork & Massage Professionals (ABMP)
- ~ American Massage Therapy Association (School Member)
- ~ Colorado Association of Career Colleges and Schools



# 720 HOUR MASSAGE THERAPY PROGRAM

720 Clock Hours

## Program Description

This 720 Hour Massage Therapy program exceeds the current national average of hours required in Massage Therapy education. The CSHA 720 Hour Program's singular focus is providing core competencies essential for a successful Massage Therapist. This program is the foundation of all Massage Therapy training offered at CSHA. The courses are structured and sequenced to provide students with an intrinsic knowledge, comprehension, and application of Massage Therapy techniques. Students are prepared to take the MBLEx Licensing Examination. Upon successful completion of program requirements, a Certificate of Completion will be awarded.

## Program Objectives

- ~ The 720 Hour Program prepares graduates for entry level positions in wellness centers, spas, health clubs, chiropractic offices and private practice.
- ~ The anatomy, physiology, and palpation included in the curriculum are central in preparing graduates to work with other health care professionals and to competently discuss indications/contraindications for Massage Therapy techniques with clients.

## Required Courses

### Clock Hour

Anatomy .....	60
Body Centered Therapy .....	30
Business and Wellness .....	44
Integrative Massage .....	40
Massage Level 1 .....	120
Massage Tier 2 .....	120
Massage Level 3.....	100
Massage Clinical.....	50
Palpation of Anatomy.....	40
Physiology .....	60
Sports Massage 1 .....	40
Elective (Choose one).....	16
Aromatherapy	
Infant Massage	
Intro to Polarity	
Prenatal Massage	
Seated Massage Level 1	



Students may complete the 720 Hour Massage Therapy Program in 9 or 12 months depending on your personal schedule. See course descriptions and prerequisites in this catalog. See tuition addendum for tuition, materials and textbook fees, and class schedule addendums for course dates and times. Completion: 18 month maximum



# CONTINUING EDUCATION COURSE LIST

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## **CSHA supports the increasing growth of the Massage Therapy Industry through a robust offering of Continuing Education Courses.**

Continuing Education courses are outside the scope of institutional accreditation.

Please see the course descriptions for details and prerequisites.

◆ = NCBTMB CE Approved

### **Cranial Sacral**

The theory behind Cranial Sacral Therapy is that the subtle motion of the cranial bones has an effect on the many tissues, fluids and systems at the core of the human body. Using gentle touch, the therapist manipulates the cranial sacral system (comprised of the bones and soft tissues of the cranium, spine and pelvis) to restore balance to the nervous system and its surrounding structures. Cranial Sacral Therapy can reduce/alleviate anxiety, migraine headaches, TMJ, the effects of whiplash as well as improve overall emotional and physical health and enhance sleep. Students will develop palpatory sensitivity and an understanding of the activities of the cranial bones and cerebrospinal fluid (CSF).

~Cranial Sacral Level 1 – 50 clock hours

~Cranial Sacral Level 2 – 50 clock hours

**Other recommended classes that will enhance this modality: Neuroanatomy**

### **Lymphatic Drainage**

Adjunct healthcare professionals and the medical community are recognizing the benefits of Lymphatic Drainage Massage for post-surgical clients, and clients with edema and lymphedema. These courses fully address the anatomy and physiology of the lymphatic system fundamental to the technical skills and sequences acquired in the classes. Students who take all three classes will develop the skills necessary to address the superficial and deep flows of the entire lymphatic system as well as organs, oral and nasal passages, and joints.

~Lymphatic Drainage Level 1 – 45 clock hours

~Lymphatic Drainage Level 2 – 32.5 clock hours

~Lymphatic Drainage Level 3 – 32.5 clock hours

**Other recommended classes that will enhance this modality: Neuroanatomy, Pathology for Massage Therapists**

### **Neuromuscular Massage**

Neuromuscular Massage works with clients recovering from acute and chronic injuries to reduce pain and enhance mobility. This training focuses on numerous musculoskeletal pathologies, their neural components, and how these interact with and impact the musculoskeletal system. Through critical thinking and assessment, students learn discernment of the most effective course of treatment, providing an accurate application of Advanced Neuromuscular Techniques. Students are trained in the safe and correct use of T-Bars.

~Advanced Neuromuscular Techniques – 100 clock hours

**Other recommended classes that will enhance this modality: Neuroanatomy, Massage Level 3, Palpation of Anatomy**

## Oncology Massage Therapy

These courses train Massage Therapists to work with clients living with cancer whether they are currently receiving treatments, in remission, or in hospice. While the emphasis is on the physiology and psychology of the cancer diagnosis and treatment, the tools and skills learned in these courses also translate to working with any client who is medically frail. In Oncology Level 2, students receive practical experience in working with those living with cancer, and learn to provide physician directed and patient centered therapy. This hospital based Massage Therapy experience fosters the confidence and expertise necessary to successfully enter into the field of Oncology Massage Therapy.

~Oncology Massage Level 1 – 60 clock hours

~Oncology Massage Level 2 – 50 clock hours

**Other recommended classes that will enhance this modality: Healing Touch Level 1, Intro to Polarity, Lymphatic Drainage, Reflexology, Trauma Touch Therapy™, Pathology for Massage Therapists**

## Reflexology

These courses teach the history, theory and basic principles of Reflexology. Students will learn routines for the feet that support the health of the entire body. Students will learn the anatomy and physiology of the body with corresponding reference points to the feet. Advanced principles of hand and foot reflexology will be taught in Reflexology Level 2. Students will explore gait analysis, how structural problems can block energy flow, and biomechanics of the arches and their relationship to the lower leg muscles.

~Reflexology Level 1 – 24 clock hours

~Reflexology Level 2 – 60 clock hours



“Massage cannot be considered a single skill; a more appropriate concept is that of a collection of skills.”

—Mosby’s, Fundamentals of Therapeutic Massage





## Sports Massage

Sports Massage is a specialized field of Massage Therapy with a focus on the preventive, rehabilitative, and emotional healing of an athlete. Students will learn Sports Massage for athletic events, with teams and with individual athletes. Techniques from Neuromuscular, Myofascial, Lymphatic, and basic Sports Massage are combined to form an effective approach to therapeutic massage for athletes. Students will demonstrate proficiency in identifying and correcting inefficient movement in the body.

- Sports Level 2 – 30 clock hours
- Sports Level 3 – 40 clock hours

### **Other recommended classes that will enhance this modality: Sports Massage Level 1 Lymphatic Drainage**

## Trauma Touch Therapy™

The Trauma Touch Therapy™ courses are designed to train Massage Therapists to work at an advanced level with individuals who have experienced trauma. Students are prepared to work with psychotherapists and/or other healthcare professionals that work in the trauma community. Trauma Touch Level 2 assists students in developing a dynamic working partnership between client, therapist and adjunct healthcare practitioners, while working with three clients with trauma histories. Students will meet with an on-site supervisor (psychotherapist and/or other healthcare professional) throughout the externship.

- Trauma Touch Therapy Level 1 ♦ – 50 clock hours
- Trauma Touch Therapy Level 2 – 50 clock hours

### **Other recommended classes that will enhance this modality: Neuroanatomy**

## Other Continuing Education Options

- Applied Kinesiology
- Healing Touch Level 1
- Hydrostone ♦
- Neuroanatomy
- Pathology for Massage Therapists

### **Electives and other courses from the 720 Hour Massage Therapy program are available on an individual class basis for Massage Therapists.**

- Aromatherapy
- Infant Massage
- Intro to Polarity ♦
- Prenatal Massage
- Seated Massage Level 1 ♦



### **Advanced Neuromuscular Techniques\***

**100**

This course will provide advanced training for students wishing to further their education in therapeutic/ neuromuscular massage. The course will review soft tissue pathologies and introduce additional techniques to aid in their treatment. Included in these techniques is the introduction to and the appropriate use of T-bars. Prerequisites: Massage Level 3 or equivalency

### **Anatomy**

**60**

Understanding musculoskeletal anatomy and the physiological functions of the body is essential in the development of a successful therapeutic practice. Understanding body structure and function is the foundation upon which all other classes will be built. Prerequisites: None

### **Applied Kinesiology\***

**30**

A meridian based practical approach to health maintenance that utilizes muscle testing, neuro-lymphatic points, neuro-vascular points, and acupressure points to improve postural balance, reduce physical and mental pain and tension. Students will learn 14 meridians and basic Five Element theories and how to integrate these principles/techniques into a massage. Prerequisites: Anatomy, Massage Level 1, Palpation of Anatomy

### **Aromatherapy**

**16**

This course is designed as a comprehensive introduction to clinical Aromatherapy for the student and practitioner. It provides the therapist with the practical know-how of selecting, handling and blending essential oils for a clinical Aromatherapy Massage.

Prerequisites: Anatomy, Massage Level 1 or Reflexology Level 1

### **Body Centered Therapy**

**30**

This course is designed to increase the student's appreciation of the importance of the client/therapist relationship. In order to provide client centered therapy, the student must be proficient in the areas of presence, boundaries, somatic tracking and communication skills.

Prerequisites: Massage Level 1 and Massage Tier 2

### **Business and Wellness**

**44**

Learn the fundamentals of operating a Massage Therapy business. Includes how to get your business started, job interviewing and role playing, goal setting, taxes and record keeping, sales, marketing, portfolios, presentation, ethics and current laws and regulations. Included in the class are numerous wellness models to increase the student's awareness of both personal and financial well-being.

Prerequisites: None

### **CPR/ 1st Aid\***

**7**

This course will examine the basic CPR/1st Aid skills in relation to Massage Therapy and is recommended for all health care practitioners. Students will demonstrate the ability to perform CPR/1st Aid skills and basic victim assessment. Prerequisites: None



### **Cranial Sacral Level 1\***

**50**

This course will provide the student with the basic history and theory of Cranial Sacral Therapy. Introductory skills and the 10-Step Protocol will be presented in addition to exercises that further develop palpatory sensitivity. Prerequisites: Anatomy, Massage Level 1, Physiology

### **Cranial Sacral Level 2\***

**50**

This course will reinforce and further develop the technical and intuitive skills achieved in Cranial Sacral 1. This course includes intraoral techniques as well as tools for unwinding the tissues and correcting dysfunction in the cranial base, vault and temporal mandibular joint (TMJ).

Prerequisites: Cranial Sacral Level 1

### **Healing Touch Level 1\***

**20**

Healing Touch is an energy based therapeutic approach to healing. Healing Touch uses techniques to influence the energy system, thus affecting physical, emotional, mental and spiritual health. Participants receive a certificate from the Healing Touch Program and are eligible for advanced levels via [HealingTouchProgram.com](http://HealingTouchProgram.com). Prerequisites: None

### **Hydrostone\***

**14**

This course provides a basic understanding of the physiological effects and hands-on protocols needed to work with stones in a therapeutic or spa environment. Students will learn techniques with both hot and cold stones and their appropriate application to the body. Information will also be presented regarding therapist self care, emotions and their relation to stone therapy, as well as an overview of basic oriental meridian theory and stone placement.

Prerequisites: Anatomy, Massage Level 1, Physiology

### **Infant Massage**

**16**

Research has shown infants need touch for survival; it is not a luxury, but a necessity. Loving touch is like good nutrition, exercise, and adequate sleep. This course provides students with the skills needed to teach parents how to give infant massage to their children.

Prerequisites: Anatomy and Massage Level 1

### **Integrative Massage**

**40**

Integrative Massage is designed to build student confidence by integrating techniques learned throughout the 720 Hour Massage Therapy Program. Through the use of in-class supervised practice, the student will evaluate and apply different methodologies to treat various pathologies and special populations. Prerequisites: Massage Level 1 & Massage Tier 2 and be enrolled in Massage Level 3

### **Intro to Polarity**

**16**

Students will learn the basic theories and applications of Polarity Therapy. Students will learn how to increase energy movement in the body through a combination of light to firm pressure, gentle rocking and stretching. Prerequisites: None



### **Lymphatic Drainage Level 1\***

**45**

This course will define the fundamentals of Lymphatic Drainage Massage. Students will identify and apply the specific hand movements required for all aspects of Lymphatic Drainage. They will demonstrate competency in applying Lymphatic Drainage sequences to the face, neck, arms, upper torso, lower torso and legs. Prerequisites: Anatomy, Physiology, Massage Level 1, Massage Tier 2

### **Lymphatic Drainage Level 2\***

**32.5**

This course builds upon the basic skills taught in Lymphatic Drainage 1. Students will continue to expand their technical skill in providing Lymphatic Drainage Massage to the face, neck, upper and lower torso, arms, and legs with particular attention to working with the Deeper Flow as well as issues concerning lymphedema. Prerequisites: Lymphatic Drainage 1

### **Lymphatic Drainage Level 3\***

**32.5**

This course provides the sequences and techniques needed to fully address the entire body, intrinsically and extrinsically. Students will receive techniques and sequences to address working with the organs, joints, intraoral and nasal passages. Prerequisites: Lymphatic Drainage 2

### **Massage Clinic**

**50**

The CSHA Student Massage Therapy Clinic offers students a supervised educational environment for mastering Massage Therapy techniques. Working with members of the Front Range community allows students to focus on time management, S.O.A.P. charting, and communication skills. Prerequisites: Anatomy, Physiology, and Massage Level 1, Massage Tier 2, Massage Level 3, or taken concurrently with Massage Level 3

### **Massage Level 1**

**120**

Swedish Massage is a basic massage technique and style that forms the foundation in which other modalities are based. This course will present the six basic strokes of Swedish Massage as well as self-awareness through proper body mechanics. Included are discussions/lectures on history, indications/contraindications of massage, time management, ethics, communication skills, hydrotherapy, and massage with special populations. Prerequisites: Must be enrolled in the 720 Hour Massage Therapy Program

### **Massage Tier 2**

**120**

This course introduces the student to the normalization and redirection of the deeper fascial components of muscle and fascial sheaths. Emphasis is placed on developing the confidence, presence, and quality of touch needed for deep tissue work. Focus is more specifically on the various aspects of both mechanical and reflexive connective tissue functions. Students will be introduced to working in the lateral recumbent position, range of motion techniques, use of hydrocollators, topical analgesics, and hot/cold stone massage therapy. Prerequisites: Anatomy and Massage Level 1



### Massage Level 3

100

Students will demonstrate competency in the manual application of basic neuromuscular techniques. They will become skilled at friction manipulation that prevents and breaks up local adhesions in connective tissue, especially over tendons, ligaments, and scar tissue. They will display competency in efficiently working with proprioceptors that respond to massage techniques that stimulate the resetting of non-responsive reflex actions, by applying a range of methods that encourage a reset to the more normal neutral state, allowing for a reduction of pain as well as optimal range of motion. Course includes pathology, kinesiology, corrective soft-tissue injury intervention, neuromuscular re-education, and demonstration of allied therapies. Prerequisites: Anatomy, Physiology, Massage Tier 2

### Neuroanatomy\*

40

A solid foundation in the anatomy and physiology of the nervous system is beneficial for the understanding and successful implementation of the bodywork modalities of Cranial Sacral, Sports Massage, Neuromuscular Therapy and Trauma Touch Therapy™. This course is designed to study the in-depth structure and function of the central nervous system, with its osseous and meningeal protection, as well as the peripheral nervous system with its associated cranial and spinal nerves. The functional systems of the autonomic nervous system, limbic system, somato-sensory and proprioceptive systems will be examined. Each system will be examined and discussed at both the molecular and gross-anatomical level. Prerequisites: Anatomy and Physiology

### Oncology Massage Level 1\*

60

This course will prepare the student to provide comfort-oriented Massage Therapy to clients living with cancer whether they are currently receiving treatments, in remission, or in hospice. This course will dispel the myth of cancer as a contraindication to Massage Therapy. Students will learn pressure restrictions, site restrictions, and position restrictions specific to Oncology Massage Therapy or any medically frail client. Prerequisites: Anatomy, Massage Tier 2, Physiology

### Oncology Massage Level 2\*

50

Oncology 2 is the clinical portion of the Oncology Massage Therapy Program. Students will perform Oncology Massage Therapy in a supervised clinical setting at an off-site externship which includes a hospital oncology ward, chemotherapy infusion site, radiation center and hospice. Students will meet in a classroom setting once each week to discuss their experiences as well as to receive peer support. Prerequisites: Massage Tier 2, Oncology Massage Level 1, Must be a Licensed Massage Therapist.

### Palpation of Anatomy

40

This class is designed to refine and build upon the knowledge learned in Anatomy. Emphasis is placed on developing a three-dimensional understanding of the musculoskeletal system. Students will be taught to find and feel bony landmarks, skeletal muscles and tendons on the human frame. Prerequisites: Anatomy and Massage Level 1



### Pathology for Massage Therapists\*

40

This class presents baseline information on over 100 individual pathologies which Massage Therapists may encounter in clinical practice, including conditions of the musculoskeletal, neurological, cardiovascular, lymphatic, integumentary, digestive and immune system. It covers the etiology and symptoms of each condition, and reviews medical approaches to treatment and the potential positive or negative impact of massage on the particular pathology. Prerequisites: Anatomy and Physiology

### Physiology

60

This course is designed to help the Massage Therapy student understand the physiological functions of the body and a general awareness of the pathological conditions that may occur in the major body systems that could endanger the health of either the client or the practitioner. Understanding body structure and function is the foundation upon which all other classes will be built. Prerequisites: None

### Prenatal Massage

16

Prenatal Massage class is designed to teach the Massage Therapist specific techniques which can be used in working with pregnant clients throughout all stages of pregnancy and delivery. Prerequisites: Anatomy, Physiology, Massage Level 1 & Massage Tier 2

### Reflexology Level 1\*

24

This course will teach history, theory, and basic principles of reflexology. The student will learn the reference points on the feet corresponding to the anatomy of the body. Hands-on application of reflexology will be demonstrated with student exchange in class. Prerequisites: None

### Reflexology Level 2\*

60

Advanced principles of hand and foot reflexology will be taught in Level 2. Students will explore gait analysis, how structural problems can block energy flow, biomechanics of the arches, the relationship between the deep calf muscles and the integrity of the transverse and medial longitudinal arch, and examine scope of practice. Prerequisites: Reflexology Level 1





### Seated Massage Level 1

16

Introduction to basic principals of Seated Massage: body mechanics, exercises to prevent injuries, marketing, routines, optional routines, and trouble shooting techniques.

Prerequisites: Anatomy and Massage Level 1

### Sports Massage 1

40

This course identifies the goals for pre- and post-event massage as well as maintenance massage. Students will learn which combinations of basic massage strokes and stretches best create optimal conditions for the preparation and recovery from physical exertion as well as facilitate the body's natural healing process after injury. Students will learn the benefits and physiologic changes created by event sports massage. Upon completion of Sports Massage 1, students will be able to demonstrate an appropriate event massage sequence for both upper and lower body.

Prerequisites: Anatomy, Physiology, and Massage Level I

### Sports Massage Level 2\*

30

This class will focus on identification and normalization of physical patterns of dysfunction as it relates to athletic performance. Students will utilize tools such as the Kinetic Chain, Muscle Testing, Neuromuscular Techniques, and Therapeutic Taping as effective forms of treatment for athletes.

Prerequisites: Massage Level 1 and Sports Massage Level 1

### Sports Massage Level 3\*

40

Students will assess and treat myofascial dysfunction created by injury, strain and/or imbalances, as well as treat myofascial networks that influence the structural integrity of the athlete and performance. Students will observe and work with the body's self-regulating mechanisms using noninvasive, passive and gentle approaches to restore functionality.

Prerequisites: Sports Massage Level 2

### Trauma Touch Therapy™ Level 1\*

50

Trauma Touch Therapy™ trains Therapists to work with individuals who have experienced trauma using touch, movement and breathing exercises without retraumatization of the client. Students will demonstrate an awareness of appropriate client/therapist boundaries to ensure safety and develop the ability to recognize and work with the somatic effects of trauma. Prerequisites: Must have completed 500 hours in Massage Therapy training or be a psychotherapist or approved adjunct health care professional.

### Trauma Touch Therapy™ Level 2\*

50

An externship that will help students create a model for healthy client/therapist relationship by working with three individual clients with trauma histories. Students will work with an on-site supervisor (psychotherapist and/or other health care professional) throughout the externship.

Prerequisites: Trauma Touch Therapy™ Level 1



# IMPORTANT INFORMATION

This catalog contains a summary of many of the academic and financial policies and procedures detailed in the CSHA Student Policies and Procedures Manual.

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## Calendar

See the attached schedules for the exact dates and times of the 9 and 12 month 720 Hour Massage Therapy program and Continuing Education courses.

## Schedule

Winter Term ~ beginning of January to mid- March

Spring Term ~ beginning of April to mid-June

Summer Term ~ beginning of July to mid- September

Fall Term ~ beginning of October to mid-December

## Class hours are as follows:

Day classes: between the hours of 8 a.m. and 6 p.m.

Evening classes: between 4:30 p.m. and 10:30 p.m.

Weekend classes: between hours of 8 a.m. and 9 p.m.

## School Holidays

Easter ~ Memorial Day ~ 4th of July ~ Labor Day ~ Thanksgiving ~ Christmas Day ~ New Years Day

## CSHA Educational Objectives and Massage Industry Standards require the ability to:

- ~ Establish and maintain professional interpersonal relationships requiring integrity and emotional maturity.
- ~ Create a safe and comfortable environment requiring active listening, social perceptiveness, and ability to be present and focused.
- ~ Apply finger, hand and arm pressure to specific areas of the body requiring trunk strength, manual dexterity and multi-limb coordination.
- ~ Establish flow and rhythm using leaning, pulling, lifting and pushing actions requiring whole body movement.
- ~ Assess client's soft tissue and joint range of motion requiring proprioceptive and palpatory sensitivity.
- ~ Confer with clients about health histories and massage needs requiring oral/written comprehension and oral/written expression.
- ~ Develop client treatment plans that specify types of massage indicated and/or contraindicated, which requires decision making, knowledge application and problem solving skills.
- ~ Perform massage therapy for up to 1½ hours requiring strength and stamina.
- ~ Consult with other health care professionals requiring ability to learn medical terminology and communicate professionally either verbally or in writing.
- ~ Perform client charting and maintain treatment records requiring fluency in English, ability to work with massage terminology, ability to read and write.
- ~ Provide clients with guidance and information about techniques requiring good communication skills.
- ~ Know when to refer clients to other types of professionals requiring sensitivity to scope of practice boundaries.
- ~ Be a successful Student and Massage Therapist requiring punctuality, appearance, attitude, ethics, professionalism and engagement in all aspects of client care.



## State Massage License Requirements

Colorado has a mandatory practice act, which means you cannot practice as a Massage Therapist in this state without a Colorado license. To become eligible for the Colorado Massage Therapy license, ALL of the following must be completed:

- ~ Successful completion of a state approved Massage Therapy program.
- ~ Fingerprint / Background check.
- ~ Successful passage of the MBLEx (Massage and Bodywork Licensing Exam).
- ~ Successful completion of the Colorado State Massage Therapy License application.
- ~ Current professional liability insurance.

The school does not guarantee the passage of the Massage Therapy examination as part of a state requirement for licensure as a Massage Therapist. Success is enhanced by diligent review of Anatomy, Physiology, and Massage Levels 1, 2, and 3, in addition to participation in the CSHA MBLEx prep classes and/or other outside resources.

**IMPORTANT:** Any of the following, regardless of the age of the individual at the time the incident occurred, may result in a delay or denial of your Colorado State Massage Therapy license application and liability insurance.

- ~ A misdemeanor.
- ~ A DUI or DWAI.
- ~ A felony.
- ~ An arrest for a sexual offense.
- ~ A medical or mental health diagnosis that affects your ability to practice Massage Therapy safely and competently.
- ~ A record of excessive use of drugs or alcohol.
- ~ Any disciplinary action against a Massage Therapy License in another state or another health care license in Colorado.

For further information on Colorado Massage Therapy Licensing, go to [www.colorado.gov/pacific/dora/Massage\\_Therapy](http://www.colorado.gov/pacific/dora/Massage_Therapy). Licensing requirements vary by state, please see [www.fsmtb.org/consumer-information/regulated-states](http://www.fsmtb.org/consumer-information/regulated-states). Also, local municipal ordinances may apply in the absence of state law.

## Admissions Policy

Applicants must be at least 18 years of age and have a high school diploma or GED. All students wishing to enroll into a program must submit a completed application and a copy of your High School Diploma or transcript or GED. Upon receipt of your completed application you will be contacted by an Admissions Representative to schedule your entrance and financial interviews. Students are selected based on integrity, physical ability (see educational objectives), emotional maturity, resilience, and commitment to and ability to complete the full program. Colorado requires successful passing of the Massage and Bodywork Licensing Exam (MBLEx) in order to become a Licensed Massage Therapist.

The Application /Enrollment fee is refundable under the following conditions:

1. Nonacceptance into the program; or
2. Notifying CSHA to cancel the enrollment agreement within three business days of signing the enrollment agreement and prior to entering classes.



# IMPORTANT INFORMATION

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## Admissions Policy (Cont'd)

Students taking individual courses must submit a completed application and a copy of your high school diploma or transcript or GED prior to registering for a class.

CSHA neither denies admission nor discriminates towards students enrolled at the school on the basis of regard to race, sex, gender, sexual orientation, gender identity, gender expression, religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, marital status, genetic information, and/or status as an honorably discharged veteran or member of the military.

## Transfer Fee (New Students)

Transfer fee hours from an accredited and state approved school will be \$1 per clock hour for courses being transferred into the 720 Hour CSHA Massage Therapy Certificate Program.

## Credit For Previous Training

Students who wish to receive credit for previous training must submit an official transcript prior to enrollment. Non-CSHA students wanting to transfer comparable course work into the 720 Hour Massage Therapy Program must meet existing transfer requirements and complete a minimum of 25% of the required course work at CSHA.

The school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. CSHA has no written agreement with any other institution.

## Enrollment

You may enroll any time throughout a scheduled school year. Students meeting course, program and financial requirements will be enrolled on a first-come-first-serve basis. When classes are full, students will be placed on a waiting list.

For students enrolled in the Massage Therapy program, a \$1250 deposit is required if you do not utilize Title IV funds, and an interest free, in-house payment agreement is available.

## Registration Information

All Continuing Education class registration is done through the CSHA business office. A deposit of 15% of each class fee, plus books and materials fees are required at the time of registration. The balance due on the class must be paid in full before the first day of class, or a payment agreement must be signed prior to the first day of class. To ensure space in any class, we recommend registration a minimum of two weeks in advance.

Continuing Education classes are not within the School's scope of accredited program by ACCSC.

All class dates, times and instructors are subject to change.

## Tuition

See Tuition Addendum included with the catalog for the most current prices.

## Students with Special Needs

Students with documented disabilities have rights and responsibilities in the post-secondary education setting. They have the right to reasonable accommodations in order to access CSHA programs and services, provided that the student has reviewed and addressed the following:



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## Students with Special Needs (Cont'd)

- ~ Has met any applicable CSHA program admissions requirements.
- ~ Has submitted documentation that confirms the disability and the need for reasonable accommodations.
- ~ Has given adequate notice of accommodations.
- ~ Has not requested a modification that fundamentally alters the requirements and expectations of any CSHA program or class activity.
- ~ Will be able to perform all Massage Therapy duties and tasks in order to meet CSHA educational objectives and industry standards.

Accommodations may include:

- ~ Extended testing time (untimed tests are not offered)
- ~ Scribe to record answers
- ~ Test reader
- ~ Larger font
- ~ Separate room

## Requesting Accommodations

To receive accommodations, all students must document their disability by providing ALL of the following:

1. Request for Accommodations Form and
2. Providing a doctor's note and/or current psycho educational testing, and
3. Scheduling a meeting with the CSHA Education Department.

Note: Request for Accommodations Form must be submitted at least 6 weeks prior to the scheduled start date of the term.

## Completion Time

The maximum timeframe to complete the program shall not exceed 1.5 times (150%) the normal duration of the program.

Normal Time Frame	Maximum Time Frame (150%)
9 months (31 weeks)	13.5 months (47 weeks, 1080 hours)
12 months (41 weeks)	18 months (61 weeks, 1080 hours)

## Clock Hours

A clock hour is defined as a minimum of 50 minutes of instruction.

## Class Size

A maximum number of students in a class is established at 30. All dates and times are subject to change dependent upon student enrollment/registration.

The teacher:student ratios are as follows:

Lecture class- 1:30      Bodywork class- 1:24      Student Massage Clinic- 1:8



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## Postponement of a Starting Date

"Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth; a) Whether the postponement is for the convenience of the school or the student, and; b) a deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Act of 1981."

## Attendance Policy

80% attendance is required in each class/program.

100% of missed class time, including partial attendance (rounded up to the nearest half-hour), must be made up at the school and documented in order to receive credit.

Students whose absences exceed the attendance policy, are required to meet with the Education Department and may be Dismissed from the program.

## Make-Up Policy

Students will be required to make-up all course work missed as the result of any absence or partial attendance. All make-up work must be completed and hours documented on the school premises. Arrangements to take a missed exam must be made with the instructor and the missed exam must be made up before the next class meeting. The student must complete make-up work by the due date listed on the Student Progress Report emailed to the student. Students who do not make up all missed coursework and document all required makeup hours, will fail the class.

## Student Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress (SAP) is reviewed to determine if a student is eligible to continue to the next evaluation point. SAP applies to all students regardless of funding and is measured at two evaluation points. The school must determine that the student has successfully completed both the clock hours and weeks of instructional time required for the period evaluated. All students will be monitored by the CSHA Education Department and Financial Aid Department to ensure that they are meeting the SAP requirements.

THERE ARE TWO SAP REQUIREMENTS: QUALITATIVE AND QUANTITATIVE

Evaluation Point	Cumulative Hours Completed	Minimum Percentage of Hours Completed to the Clock Hours Scheduled (Quantitative)	Minimum Cumulative GPA (Qualitative)
1	360	67%	70% (2.0)
2	720	67%	70% (2.0)



# IMPORTANT INFORMATION

**Qualitative** - Student must achieve a minimum 2.0 Grade Point Average (GPA) and completion of all coursework in order to pass each class. In order to graduate, a student must achieve a final 2.0 GPA upon completion of the program. The school maintains all student progress records.

If the student's cumulative GPA is below a 2.0 at the first evaluation (360 hour midpoint), the student will be placed on SAP Warning for the next evaluation period. The student must raise their cumulative GPA to a minimum of 2.0 by the completion of the program.

**Grading Scale** - Grades will be forwarded to the student via email notification in a password protected document.

90 – 100% = 4.0

80 – 89% = 3.0

70 – 79% = 2.0

60 – 69% = 1.0

0 – 59% = 0

Every class is weighted at 100% when calculating the GPA.

**Quantitative** - In order for a Title IV eligible student to receive funds, a minimum of 12 clock hours per week (part time) is required throughout their program. Full time status is a minimum of 24 clock hours per week. The maximum timeframe to complete the program shall not exceed 1.5 times (150%) the normal duration of the program. The student must complete the program within the maximum timeframe. Maximum timeframe and the pace of completion will be evaluated as seen in the following chart:

Program	Qualitative Measure Evaluation Points	Normal Time Frame	Quantitative Measure Pace of Completion	Maximum Time Frame (150%)
720 Hour Massage Therapy	360 hours	9 months (31 weeks)	At 16 weeks	13.5 months (47 weeks, 1080 hours)
720 Hour Massage Therapy	720 hours	12 months (41 weeks)	At 20 weeks	18 months (61 weeks, 1080 hours)

Attendance is monitored daily by the CSHA Education Department to ensure that the student is achieving pace of completion.

### Failure to Meet SAP Requirements (Qualitative/Quantitative)

If a student fails to meet pace of completion, they will be placed on SAP Warning for the next evaluation period. If the student fails to meet pace of completion by the end of the warning period, the student will be dismissed from the program, and financial aid eligibility will be terminated. If a student is not meeting SAP requirements at the first evaluation (360 hour midpoint) they will be placed on a SAP Warning and will be required to meet with the Education Department to ensure the student will achieve SAP Requirements. The student will remain eligible for Federal Student Aid as long as



# IMPORTANT INFORMATION

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they are making progress by successfully completing and passing their classes with a minimum GPA of 2.0. Students who do not achieve Satisfactory Academic Progress (SAP) will be notified by the CSHA Education Department.

**IMPORTANT:** Failure to achieve SAP requirements will result in Dismissal from the program. The school reserves the right to dismiss those students whose academic record calls into question their ability to comply with the student Satisfactory Academic Progress policy (SAP), pass the required national massage therapy examination (MBLEx) and be employable in the field regardless of meeting the SAP benchmarks.

## Interruptions, Course Incompletes, and Withdrawals

If the student needs to take off more time than allotted in the enrollment agreement or more than 14 consecutive calendar days (except for scheduled breaks), the student must take a Leave of Absence, if eligible, or withdraw from the program and reenroll when ready to return. Students who withdraw prior to completing the course of study and who wish to return will reenter at the same progress status as applicable at the time of withdrawal.

## Noncredit, Remedial Course, Repetitions and Summer Terms

Course incompletes, repetitions, and noncredit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's Satisfactory Academic Progress standards.

## **Failure of a Class Policy**

For a student enrolled in the Massage Therapy program, a failed class definition is a class where the student completes and receives a failing grade.

The Student's progress and program will be interrupted while retaking and passing the failed class prior to re-instatement into the program where the student will resume their scheduled classes (see Program Interruption). Students with documented mitigating circumstances may petition the CSHA Education Department, who may be able to offer the student an alternative plan of action (see Incomplete Policy).

## **Retaking a Class**

Any student who fails a class may retake the class at half price. A student must retake and receive a passing grade, for a failed class that is part of the Massage Therapy program, before re-instatement.

Students wanting/needing to retake a class that has been passed or failed, can do so at half price, space permitting.

## **Incomplete Policy**

To pass the class, all assignments, labs and make up must be turned in on their due date. Students with documented mitigating circumstances may apply for an extension with proper documentation and approval from the Education Department prior to the last day of class. Students who do not make up all coursework missed, will fail, be given a failing grade of 69%, and will need to retake the class.

## **Program Interruption**

Program Interruption occurs when a student fails a class within the Massage Therapy Program (see Failure of a Class Policy and Reinstatement Policy). Classes taken during Program Interruption are outside of the program enrollment agreement and will include out of pocket expenses. Upon successful completion, the passing grade will supersede any failed grade for that class in the GPA.

## **Withdrawal Policy**

To withdraw from the program, notification of intent to withdraw is recommended as soon as possible to minimize financial burden. Students must meet with the Director of Education and then the Financial Aid Administrator.

Students who withdraw are subject to the Tuitions/Fees Refund Policy, and for Financial Aid Students this includes the Return to Title IV Aid policy. (Tuition/Fees Refund Policy and Return to Title IV Aid Policies are listed in this manual). GPA may be affected if the student withdraws.

Grade received upon withdrawal will be commensurate with progress in the class. If withdrawn prior to any class evaluations, the student will receive a grade of 70%. Upon successful completion of the class, the new grade will supersede the grade at the time of withdrawal in the GPA.

## **Leave of Absence Policy (LOA)**

A student may request a Leave of Absence (LOA) by meeting with a Director of Education and Financial Aid Administrator (if applicable) to sign the LOA required paperwork.

A Leave of Absence period may not exceed 180 days within the 12-month period. The period of the Leave of Absence may not begin until the student has submitted and the school has approved a written and signed request for an approved Leave of Absence except in those cases where unforeseen circumstances would prevent a student from submitting a request in advance.

The school may grant more than one Leave of Absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined Leaves of Absence do not exceed 180 days within the 12-month period starting on day one of the first LOA.

Students taking a Leave of Absence will still be required to make payments if indicated on their enrollment agreement. Due to interruption of Student Progress, Financial Aid and/or Veteran's benefits will be delayed until the student returns from the LOA.

If a student does not return from a Leave of Absence on the scheduled date, the student will be withdrawn from school and the CSHA refund policy will apply. The Return to Title IV aid and refund calculations are based on the student's last day of recorded attendance (LDA). Refunds will be made within 30 days of the last date of attendance for withdrawal.

Leave of Absence may result in a change of program elective and may require a rewrite fee of \$25.



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## Tuition/Fees Refund Policy

Students not accepted to the school are entitled to a refund of all moneys paid. Students who cancel their enrollment agreement by notifying the school within three (3) business days of signing the enrollment agreement and prior to entering classes are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days of signing the enrollment agreement, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the enrollment agreement price, whichever is less. In the case of students withdrawing after the commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended. The refund is based on the last day of attendance.

<b>Student is entitled to upon withdrawal/termination</b>	<b>Refund</b>
Within first 10% of program	90%*
After 10% but within first 25% of program	75%*
After 25% but within first 50% of program	50%*
After 50% but within first 75% of program	25%*
After 75%	no refund

\*less cancellation fee

1. The student may cancel the enrollment agreement at any time prior to close of the third business day after signing the enrollment agreement and prior to entering classes.
2. All refunds will be made within 30 days from the date of termination/determination. The Date of Determination is based on non-attendance for a maximum of 14 consecutive calendar days. Because this training is time based, refunds will be calculated based on hours completed at the time of withdrawal\*. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination; or
  - c. Should a student fail to return from an approved Leave of Absence, the effective date of termination for a student on an extended Leave of Absence or a Leave of Absence is the earlier of the date the school determines the student is not returning or the day following the expected return date which is the start of the next term.

\* The State of Colorado defines the time of withdrawal as the student's Last Date of Attendance.

3. The student will receive a full refund of tuition & fees paid if the school discontinues a program/stand-alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.
5. Students who have not visited the school's facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school's facilities and inspection of equipment.
6. Complaints may be filed online at any time with the Colorado Department of Higher Education, Private Occupational School Board at <http://highered.colorado.gov/dpos>, 303-862-3001. All student complaints submitted to the Division must be in writing and "shall be filed within two years after the student discontinues training at the school."





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**A complete Student Policy and Procedures Manual will be given to each student enrolled in the 720 Hour program; class by class students can pick one up in the business office.**

## Return to Title IV Refund Policy

Title IV Federal Student Aid (FSA) funds include: Pell grants, William D. Stafford Direct Subsidized and Unsubsidized Federal Loans, or Parent Loans for Undergraduate Students (PLUS).

If a student withdraws from CSHA and the student received Title IV Federal Student Aid (FSA) assistance during the payment period for which the Return to Title IV refund must be calculated, CSHA must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return to Title IV (R2T4) funds formula. The Title IV FSA program rules may require a return to the Federal government of all, or a portion of, the amounts disbursed during the term. The amount of FSA assistance earned by a student is based the following formula:

$$\frac{\text{Clock Hours Scheduled to be Completed through the Last Date Attended (Numerator)}}{\text{Total Clock Hours in Payment Period (Denominator)}}$$

Note: Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the numerator and denominator. The calendar days on an approved Leave of Absence are excluded from both the numerator and denominator. Percentages are calculated to the fourth decimal place.

Based on the calculation, through the 60% point in each payment period, scheduled hours are used to determine how much Title IV FSA funding the student has earned at the time of withdrawal. After the 60% point, a student has earned 100% of the Title IV FSA funds.

Title IV FSA funds that require refunds are credited in the following order:

- ~ Unsubsidized Direct Stafford loans (other than Graduate PLUS loans)
- ~ Subsidized Direct Stafford loans
- ~ Direct PLUS
- ~ Federal Pell Grants

Return of Unearned FSA Funds CSHA must return the lesser of the following:

- ~ The amount of FSA Program funds that the student does not earn; OR
- ~ The amount of institutional costs that the student incurred for the period multiplied by the percentage of funds that were not earned. Earned means the percentage of funds that were earned over time (during the payment period) by the student.

If there are additional FSA funds that must be returned as indicated on the completed R2T4 calculation, the student must return or repay, as appropriate:

- ~ Any FSA loan funds in accordance with the terms of the loan;
- ~ Any remaining unearned FSA grant (Not to exceed 50% of the grant as an overpayment of the grant; the school currently refunds the Student Grant Overpayment on behalf of the student.)

If a student earned more aid than was disbursed, CSHA may owe the student a Post-Withdrawal Disbursement (PWD) which must be paid as soon as possible, but no later than 180 days from the date the school determined the student withdrew (for loans) or no later than 45 days from the date



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the school determined the student withdrew (for grants). The school is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a PWD of Title IV loan funds; however, if the student (or parent in the case of a PLUS loan) is eligible to receive a PWD of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a PWD. A PWD of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account in order to satisfy tuition and fees, or to the student. CSHA will seek the student's authorization to use a PWD for all other educationally-related charges in addition to tuition and fees. All Direct Loan refunds will be made by EFT to the U.S. Department of Education and COD disbursement records will be updated when refunds are made. The student is notified by letter from the school of all Direct Loan refunds made on their behalf, including the amount, date, and loan type. CSHA is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the student's withdrawal. The information presented above is subject to change based on Federal regulations.

## Graduation Requirements:

Students will be considered a graduate of the 720 Hour Massage Therapy Program upon completion of all required hours and coursework with a minimum GPA of 2.0 in all subject areas, and complete a Financial Aid Exit Counseling Session (Financial Aid students only). Upon graduation, a Certificate of Completion will be awarded.

Graduates are also responsible to complete the CSHA Exit Process, which requires the following:

- ~ Must turn in a copy of their passing MBLEx scores to CSHA.
- ~ Timely payment-in full of all tuition and fees.
- ~ Must have an "Active" license as a Massage Therapist through the Colorado Department of Regulatory Agencies (DORA). Please contact the Education Department if you are relocating to another state.
- ~ Schedule an appointment for an Exit Interview through the Registrar, as soon as you receive your DORA "Active" license.
- ~ Completion of Graduate Survey and Exit Interview with Careers Services Department.

## Code of Conduct

Everyone at the Colorado School of Healing Arts has the right to feel respected and safe. Colorado School of Healing Arts strives to provide a school environment that is safe, conducive to learning and free from unnecessary disruption. Successful Massage Therapists must uphold the highest standards of ethical conduct, and have a mature and disciplined ability to create safety and demonstrate excellent boundary management skills. The school reserves the right to be the sole judge of such conduct which may be detrimental to the school, student's progress or the Massage Therapy profession.

Students must abide by the following Code of Conduct. Failure to do so may result in probation, suspension or dismissal.

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- A. Students must comply with all CSHA policies and procedures.
- B. Students are required to maintain impeccable oral and body hygiene, keep hands in good condition, fingernails very short and free of polish (no artificial nails).
- C. Students are required to refrain from the use of heavy scents or smoking prior to a massage.
- D. Students may not smoke inside the school building. This includes the use of vaporizer pens or e-cigarettes. Smoking is only allowed outside in the designated smoking area at the south side of the building.
- E. It is required that students wear a CSHA Tee Shirt, CSHA Polo shirt, or scrubs in all classes (academic, bodywork, labs, and school sanctioned events). Students must wear professional attire, which include slacks, Capri pants, knee length shorts/skirts, or jeans in good repair. Students must also wear shoes that support the practice of good hygiene and body mechanics in all bodywork classes.

Not accepted:

- ~Shorts or skirts above the knee
- ~Ripped or torn clothing
- ~Exposed torso or visible undergarments
- ~Pants/shirts with open design, showing skin
- ~Modifying CSHA tee shirt or polo shirts
- ~Flip flops or sandals (in bodywork classes, lab or clinic)

The Education Department, faculty and staff reserve the right to be the sole judge of what constitutes appropriate student dress and footwear.

- F. Students are required to wear name badges at all times while on campus.
- G. No food or drink (other than bottled water) in the classrooms.
- H. Cell Phones are not allowed in the classroom, labs, and clinic treatment rooms. Cell Phones MUST be turned off and put away. Cell phone use is allowed in the lobby, the student lunchroom, the hallways, on the deck, and quiet use in the library.
- I. iPads and laptop computers are allowed in class for note taking only and under the supervision of the instructor. Hand written class notes are highly encouraged and have been found to support retention.
- J. Students must treat all fellow students, staff and school property with respect and care. Avoid any behavior which is detrimental to the welfare or safety of other students or school personnel, or behavior which interferes with the school's ability to provide educational opportunities to other students including:
  - ~Inappropriate draping.
  - ~Obscenities or vulgarities.
  - ~Sexual innuendos including any sexual jokes or comments.
  - ~Not following CSHA Harassment Policies.
  - ~Inappropriate use of school facilities and equipment.
  - ~Students must comply with the CSHA Communicable Disease Policy to safeguard the health of their clients and fellow students.
  - ~No misuse or mistreatment of any school property. Student will be subject to a minimum of \$50.00 fine up to the full replacement cost of school equipment if damaged beyond repair.



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- ~No destroying or defacing public property or theft of school or personal property of others.
  - ~Students may not engage in fighting, assault, threat of bodily harm, or sexual harassment.
  - ~No verbal or physical abuse of any member of the CSHA community.
  - ~Physical contact between student/student, staff/student must be professional at all times.
- K. Weapons of any kind are not allowed on CSHA campus.
- L. Students must evaluate all social media posts, likes, shares, texting, and tweeting in consideration of how it reflects on their professionalism
- ~Minimize the power differential with all clients.
  - ~Minimize dual relationships.
  - ~Social interactions and/or dating clients is prohibited.
  - ~Students dating other students during their program is highly discouraged.
  - ~Sexual advances in any massage therapy setting, regardless of location, is prohibited.
  - ~Students must consider all social media posts, likes, shares, texting and tweeting as to how it reflects on their professionalism.
- M. Students must follow the CSHA drug and alcohol policy.
- ~No alcohol allowed on campus.
  - ~No recreational drugs, including medical marijuana, allowed on campus.
  - ~Students may not receive or perform massage within 12 hours of taking recreational drugs, alcohol, medical marijuana or prescription narcotics.
  - ~Distribution, possession, use, or being under the influence of alcohol, an illegal drug, or controlled substances as defined in section 12-22-303, Colorado Revised Statutes, is not allowed.
  - ~Students may not attend class under the influence of drugs or alcohol.
- N. Students must comply with state laws regarding massage training.
- ~Students may not receive compensation for massage and bodywork prior to confirmation of their state Massage Therapy license.
  - ~Students must identify themselves as Student Massage Therapists when performing any massage prior to graduation and state licensure.
  - ~Students may not advertise or claim to be licensed prior to graduation and DORA approval.
- O. Students must behave ethically and with integrity.
- ~Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information; and
  - ~Forgery, alteration or misuse of school documents, records, identification materials, educational materials and Internet access of school property are strictly prohibited.
  - ~Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities, including fines. For more detailed information: <http://www.copyright.gov/>
- P. Animals or pets of any type may not be in the building. (Exception: Service Dogs)
- Q. Students may not bring children to class or lab/library or leave children unattended or unsupervised on school property or grounds.
- R. In addition, students must:
- ~Maintain appropriate and professional communications in classroom, labs and any school sanctioned events, and it is suggested that students use similar discretion when posting on social media sites.

- ~Comply with the CSHA Code of Ethics.
- ~Maintain passing grades throughout the program (comply with SAP Policy).
- ~Keep tuition payments up-to-date.
- ~Complete probationary conditions.
- ~Follow stated complaint policy.
- ~Financial Aid Students: It is your responsibility to renew your FAFSA. If you fail to renew your FAFSA, as it is required to continue your scheduled disbursements, you will be suspended from all classes until FAFSA is renewed or other payment arrangements are made.
- ~Student/Instructor Associations: It is imperative that students respect ethical boundaries regarding student/teacher associations. Socializing and/or dating (dual relationships) between instructors or administration and students is not allowed while the student is enrolled in any class or program at CSHA. Instructors, administrators, and students in violation of this policy may be dismissed.

## School Disciplinary Policies

Disciplinary action may be taken for failure to comply with any CSHA Policy listed in the Student Policies and Procedures Handbook or the CSHA Personal Safety, Anti-Discrimination/Anti-Harassment, and Violence Against Women Act (VAWA) Policy Handbook. All matters that involve disciplinary actions will include the School Director and the Directors of Education. After consultation with the party/parties involved and action is deemed necessary, the Directors of Education will proceed as follows:

Note-These actions may or may not be sequential

Probation/Academic Probation ~ Probationary status indicates that a student may continue in the program and/or class for a specified period of time under conditions monitored by the Directors of Education.

Program Dismissal ~ The student will be dismissed from the program. If unable to contact the student, a dismissal notice may be sent by certified mail to the student. A dismissed student may request a re-evaluation of his/her particular circumstances within one week of notification of action. A three-member review committee composed of administration and faculty members will review the student's file, after the student has the opportunity to present his/her case, and issue a final decision.

Interim Measures ~ CSHA reserves the right to take whatever interim measures it deems necessary to protect the rights and personal safety of all members of the school community to include: probation, no contact orders, changes of class schedule, and changes of instructor. Failure to adhere to any interim measures is a violation of CSHA policy and may lead to additional disciplinary action.

## School Reinstatement Policy

If approved, Withdrawn or Dismissed students may be allowed to reapply as soon as the next start date, after the date of withdrawal/dismissal. Previously Withdrawn or Dismissed students who wish to be reinstated must go through the application procedure and are required to submit a written appeal identifying the change in circumstances previously cited at time of withdrawal/dismissal.

Students on a Program Interruption will meet with the Education Department to complete the Reinstatement process for the next available start date.



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## Student Complaint Procedure

Any student issue or concern with another student or instructor ideally is the responsibility of the student to approach the individual with whom they have a concern and attempt to work out the problem. As needed, student complaints or grievances can be made to the Directors of Education verbally and/or in writing. Any complaint will be promptly investigated and a final response by the school will be given within 15 business days.

Complaints may be filed online at any time with the Colorado Department of Higher Education, Private Occupational School Board at <http://higher.ed.colorado.gov/dpos>, 303-862-3001. All student complaints submitted to the Division must be in writing and "shall be filed within two years after the student discontinues training at the school."

## Student Complaint Procedure (Cont'd)

The student/graduate may contact the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201 703-247-4212, [www.accsc.org](http://www.accsc.org). All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

## STUDENT SERVICES

The school maintains appropriate and sufficient student services to support student training and development pre and post graduation. The Student Policies & Procedures Handbook provides more detailed information on student services, including the services listed below, student ID cards, and use of the facility.

### Student Advising

Student Advising is available and coordinated through the Education Department. The Financial Aid office is available to advise students regarding financial assistance for those who qualify. With the support of the FA office, the Admissions representatives are available to assist students with scheduling of classes and programs.

### Tutoring

Tutoring is available for students who need academic support. The Director of Education will assist the student in the recommendation of a tutor; cost will be the responsibility of the student.

### Referral Service

We provide courtesy referrals for graduates and send letters of recommendation to prospective employers at the request of alumni. There is no promise or guarantee that the completion of training or a courtesy referral will automatically secure the graduate with a position in the field of Massage Therapy.

### School Bookstore

The school bookstore stocks textbooks, anatomical charts, skeletons, lotions, oils, bolsters, massage tables, seated massage chairs and many other items of interest to the massage therapist.

## Financial Aid

Financial Aid is available to those who qualify. The Financial Aid office provides students and graduates support in practical budgets, personal financial planning skills, and advising.

## Learning Resource System

Colorado School of Healing Arts Learning Resource System (LRS) includes all the materials needed to support the student's learning experience. This includes:

-Classroom resources- 8 classrooms which includes 2 massage labs, and an additional 8 private clinic treatment rooms. All training equipment is provided including: massage tables, massage bolsters, massage chairs, skeletons, muscle models, hot stones, hydrocolators, anatomy – physiology - trigger point and meridian charts. All equipment is available for use during class and are available for study groups when not in use for classes.

The Library Resource Center (LRC) consisting of the following:

- Library/Lab Faculty are all Licensed Massage Therapists and graduates of the school. They staff the library Monday through Sunday and are available for student and faculty support.
- Lending Library/Research Library - Materials and publications available for check out by CSHA students, graduates and faculty.
- Reference Library - Magazines, books, and materials available for in-building use.
- Make-up Review Video Library- Available for viewing on school premises
- Computer stations - The library contains student computers for word processing and internet research or CD ROM access.
- Audio-visual resources.
- Study areas (library, classrooms, student lounge and outdoor deck)
- Student lab is an extension of the classroom and supervised by library/lab assistants.
- Free 1-hour mini-library classes. Topics include library/lab orientations, study skills, prepping for tests and for the MBLEx, body mechanics and Tai Chi for career longevity.
- Student lounge and Outdoor deck provide alternative places for study.
- Wi-Fi is available for student use on site.



## **CSHA Career Services assists our graduates in a variety of ways, including:**

- Maintaining a current listing of Massage Therapy opportunities.
- Assistance in researching potential employers.
- Help plan your career goals and job search.
- Interview preparation, guidelines and follow-up.
- Maintaining relationships with current and potential employers.
- Assessment of professional appearance.
- Critique and proofread resume.
- Evaluate your professional image as presented in your portfolio.
- Provide information regarding your options in the Massage Therapy industry.
- Coordinate career fairs, employer open houses, and hiring events.
- Confirms your Massage Therapy employment information for ongoing Graduate Verification of Employment requirements from regulatory agencies.



CSHA demonstrates an on-going commitment to the success of each student and graduate. Working as partners, the school assists graduates to realize their professional goals. Although CSHA cannot guarantee placement, we work with a diverse group of employers that appreciate the specialized training of our Massage Therapists. Career Services, in conjunction with the Business and Wellness class provides the tools and resources for graduates to succeed in their new career.





# The Colorado School of Healing Arts



CSHA is about...instruction, skill, service, trust.  
It's about you!

**f** Find us on Facebook- Colorado School of Healing Arts (CSHA)

Photos of CSHA faculty, students, graduates, and classrooms were taken by a CSHA staff member.  
In addition, some I-Stock photos were purchased to use in the promotion of specific programs.