



NOVA Training Center Therapeutic Massage School

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Table of Contents

History 3

Mission Statement 3

The mission of Nova Training Center is to train and develop caring, ethical, balanced, and certified massage therapists by delivering a high-quality program, clinical experiences, and career training 3

Institutional Goals..... 3

Owners..... 4

Administrators and Instructors 4

Licensure and Accreditation 4

Description of School Facilities..... 4

Non-Discrimination 5

Academic Calendar..... 5

General Admissions Requirements 6

 2. MBLEx Application Process and Background Checks 6

 3. Practicing with a Provisional License..... 7

 4. Massage Therapist Licensure in Virginia..... 7

Enrollment Procedures 8

Transfer of Credit Policy 9

Business Hours 11

School Closings and Make-up..... 11

Methods of Payment..... 11

Cancellation and Refund Policy 12

Student Rights and Responsibilities 17

Family Educational Rights and Privacy Act (FERPA) 18

Copyright..... 19

Student Conduct 19

Drug and Alcohol Abuse Prevention Policy 21

Complaint Policy 24

Confidentiality 25

Record Retention 26

Attendance Policy..... 29

Make-Up Work Policy 30

Student/Instructor Ratio..... 30

Satisfactory Academic Progress 31

Leave of Absence.....	32
Graduation Requirements	33
Therapeutic Massage Program Description	34
Module 1.....	34
Course Descriptions.....	40

History

NOVA Training Center is a private for-profit massage training institution owned and operated by NOVA Training and its Board of Directors.

The school was founded by Shannen Park. Ms. Park was born in South Korea. Her passion to help others led her to the massage field. She is an expert in the field with multiple degrees from prominent universities in Alternative Medicine, Acupuncture, Massage Therapy, and Chinese Medicine. She believes that everyone should incorporate massage into their daily life to achieve better health and a more balanced lifestyle.

Shannen Park's Credentials and Training include:

- Virginia University of Oriental Medicine Master's Program, Acupuncture and Oriental Medicine, M.S.O.M: Master of Science in Oriental Medicine (2013 – 2016)
- Yanbian Medical University, Jilin China Chinese Medicine Department (2011 – 2012)
- Yanbian Zhong Yi Kang Fu Menzhenbu Chinese Medicine Clinical Internship 2011
- Clinical Internship training in Jilin, China (2011 – 2012)
- Virginia College of Acupuncture and Oriental Medicine Acupuncture and Oriental Medicine (2005-2007)
- George Brown College, Toronto Canada. University of Toronto, Canada (1995-1998)

NOVA Training Center commenced training in March 2017 following certification by the State Council of Higher Education for Virginia (SCHEV).

Mission Statement

The mission of Nova Training Center is to train and develop caring, ethical, balanced, and certified massage therapists by delivering a high-quality program, clinical experiences, and career training

Institutional Goals.

- To prepare students to become licensed massage therapists.
- To provide students with an education that enhances the development of good work habits and safe practices while promoting the health and wellbeing of themselves and their clients.
- To offer students a thorough working knowledge of the structure and function of the human body and its correlation to healthcare methodologies.
- To create and implement internal checks and balances, as well as policies and procedures, that ensure compliance with all applicable laws, regulations, and standards established by State and Federal authorities and Accrediting Agencies.
- To provide wellness services to our local community.
- To prepare graduates for successful employment in the field.
- To provide and conduct all programs, student services, and institutional operations in an ethical and non-discriminatory manner.

- To maintain fair, ethical, clearly stated advertising, admissions, and enrollment practices by accurately and fairly representing the institution and its services to the public.
- To provide effective student services that recognize individual differences and ensure successful student retention, graduation, and employment.
- To utilize accreditation standards, benchmarks, and principles of ethics as a baseline from which to measure institutional and program quality, ongoing institutional quality improvement, and student satisfaction and outcomes.

Owners

Nova Training Center is owned by Shannen Park and Sunny Kim.

Administrators and Instructors

Shannen Park, MSOM, LMT, LAC, President
Michelle Yuen, Ph.D., LMT, Academic Director
Weidong Li, M.D., LMT, LAC
Laura Clancy, B.S., LMT
Maurice Ashby, B.A., LMT

Address and Contact Information

NOVA Training Center is located inside the Washington Metropolitan beltway in Annandale, Virginia, a bustling neighborhood in Fairfax County.

NOVA Training Center
4231 Markham St #224
Annandale, VA 22003
Telephone 703.266.2220/Fax 703.256.2112
Email: info@NOVAttrainingcenter.edu
www.NOVAttrainingcenter.edu
Contact: Shannen Park, President

Licensure and Accreditation

NOVA Training Center is certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV) and is accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is listed by the United States Department of Education as a nationally recognized accrediting agency.

Description of School Facilities

Our facility offers a conducive learning environment for the 600-hour Therapeutic Massage program. Space includes one private treatment room, clinic with 5 massage beds, administrative offices, and a didactic training classroom equipped with a television, projector, and whiteboard. The school also has

Wi-Fi and internet access, a student lounge, a student library, and a full-service kitchen with a refrigerator and warming appliances for instructors and students. The building is wheelchair accessible. There is ample parking available at no charge.

Non-Discrimination

NOVA Training Center (NTC) does not discriminate based on age, race, ethnic origin, gender, sexual orientation, religion, or any special status that is protected by law. From the student's initial contact with NTC and throughout the entire educational experience, all administrators, staff, instructors, and students are required to maintain the highest level of personal, professional, moral, and ethical standards in both their personal and professional lives. Any applicant or student who believes that he or she has been the subject of discrimination from an NTC instructor or staff member can file a complaint with the President or with the Academic Director. Any NOVA Training Center staff or instructor who has been found to have committed harassment will face discipline, up to and including dismissal.

Therapeutic Massage Program

NTC offers a 600 Hour Therapeutic Massage Program that enables students to sit for the Massage & Bodywork Licensing Examination (MBLEx) in Virginia. Patient care is at the heart of the curriculum which provides a foundation of basic and advanced approaches, including Swedish, sports, chair massage, and hydrotherapy. In the clinical setting, the therapeutic benefits of massage are explored as students learn to apply their skills to relax patients and to address common contraindications. The internship portion of the program provides the opportunity to put theory into practice as the students work on the public.

In addition to technique classes, applied science courses are offered to teach students about the structure and function of the body to help students make sound clinical decisions.

Program Objectives

The Therapeutic Massage program is designed to train students in the theory and technique of integrated bodywork modalities while developing skills in communication and ethics. The program objectives include:

- Developing the personal and professional potential of students in the massage field.
- Enabling students to develop professional skills for placement as a professional massage therapist or in a related field
- Preparing students to sit for the Massage & Bodywork Licensing Exam (MBLEx)
- Preparing students as entry-level massage therapists

Academic Calendar

The current academic calendar is published and updated regularly on the institution's website at <https://www.novatrainingcenter.edu/course-schedule>.

General Admissions Requirements

To be considered for admission, an applicant must:

- Be at least 18 years of age at the start of the program.
 - Possess a high school diploma or GED.
 - Demonstrate the academic ability to complete the program.
1. The Federation of State Massage Therapy Boards currently offers the Massage and Bodywork Licensing Examination, or MBLEEx (<https://www.fsmtb.org/>). It is multiple choice. Before registering, candidates must read the content outline. The FSMTB does not require transcripts, though candidates who were educated internationally will need to have their eligibility confirmed by the Virginia Board before they will be allowed to test. There is a \$265 fee. An approved candidate will receive an ATT; this grants a 90-day examination eligibility period. Examinations are scheduled through Pearson VUE.

Other examinations that may be found acceptable are 1) the National Certification Examination for Therapeutic Massage and Bodywork or 2) the National Certification Examination for Therapeutic Massage.

The National Certification Exam for Therapeutic Massage and Bodywork and the National Certification Exam for Therapeutic Massage are former offerings of the National Certification Board for Therapeutic Massage and Bodywork (<http://www.ncbtmb.com/>). Information is available from the National Certification Board for Massage and Bodywork, which can be reached by telephone at (800) 296-0664 or by email at ‘info at ncbtmb.org.’

The MBLEEx is now computer adapted. Examinees receive a “pass” or “fail” result. Score results are available to the candidate immediately after testing. The licensing agency will receive results electronically, generally within 24 hours of testing.

2. MBLEEx Application Process and Background Checks

Prospective massage therapists can apply online through the Department of Health Professions website (<https://www.license.dhp.virginia.gov/apply>).

The licensing agency will need a primary source verification of education. Generally, this means an official transcript. The Board has provided some advice to individuals whose schools have since closed -(https://www.dhp.virginia.gov/nursing/nursing_faq.htm#massage).

Applicants must have completed a criminal history background check as required by § 54.1-3005.1 of the Code of Virginia. Students with a criminal history are not automatically denied the ability to sit for the licensure exam. Applicants with criminal backgrounds are advised to provide complete documentation. Criminal history background checks for criminal convictions are required by the Virginia Board of Nursing. Convictions referred for board actions include: conviction of any felony or misdemeanor involving “moral turpitude” (lying, cheating, stealing,

etc.); convictions that indicate possible impairment or pattern of impairment (DUI, drug possession, etc.); Convictions Referred for Board Actions under § 54.1-3007; convictions not disclosed on current or previous applications (failure to disclose may be considered fraud or deceit in procuring or attempting to procure a license). Each application is considered on a case by case basis. There are no absolute bars to obtaining a massage therapy license. However, the following factors are considered: the number and/or pattern of convictions; the nature of convictions; and the recency of convictions. Further information is available at <http://www.dhp.virginia.gov/nursing/guidelines/90-59.doc>.

The fee for MBLEx application and initial licensure with the Virginia Board of Nursing (VBN) is \$140. Also, the Federation of State Massage Therapy Board (FSMTB) charges \$265 to sit for the MBLEx, plus \$40 to forward exam results to the VBN.

Application Checklist (Initial Massage Therapist License)

- A criminal background check (CBC) is required. For more information, see the Checklist Instructions below.
- Please review the [laws and regulations](#) governing Nursing and the Licensure of Massage Therapists.
- You will need an official transcript mailed directly to the BON from the school you attended.
- You will need to have taken the Massage & Bodywork Licensing Exam (MBLEx) and official exam results from the MBLEx need to be sent directly to the BON from the Federation of State Massage Therapy Boards (FSMTB).
- Additional documentation may be needed, so read carefully through the Checklist Instructions at: https://www.license.dhp.virginia.gov/apply/Forms/Nursing/LMT_Initial_Instr.pdf

Applications for licensure as a **Licensed Massage Therapist by Initial License** are now exclusively accepted online. Please read the application questions carefully before answering each question.

3. Practicing with a Provisional License

Once a candidate has submitted a completed application for licensure, he or she may provisionally practice massage therapy in Virginia up to 90 days with written authorization from the Board. The candidate may not use the title "massage therapist" or "licensed massage therapist" during this time of provisional practice. If the student fails the licensure exam, they cannot practice massage until the exam is retaken and passed.

4. Massage Therapist Licensure in Virginia

Information on massage therapist licensure is available from the Virginia Board of Nursing. The Board of Nursing can be reached at (804) 367-4515 or by email at

'nursebd@dhp.virginia.gov'. Individuals can contact the Board of Nursing to request written materials.

Licensed Massage Therapists in Virginia must also complete continuing competency requirements and be aware of license renewal requirements as well as Disciplinary Provisions. These requirements can be found here:

https://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm

Candidates should be aware that rules change periodically. Massage therapist regulations were last revised on January 2019.

https://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm

The state's professional association, the Virginia Chapter of the American Massage Therapy Association, is not involved with the initial licensing process but serves as an additional professional resource <http://va.amtamassage.org>

Enrollment Procedures

To enroll at NTC, you must complete the following five steps:

1. Submit an Enrollment Agreement

Complete and mail the Enrollment Agreement to NOVA Training Center, or complete the form in person, or complete the form online on the school website. All parts of the agreement must be completed.

2. Submit the Registration Fee

A non-refundable \$100 Registration Fee is paid after finalizing the Enrollment Agreement.

3. Provide the Required Documents

- Official diploma showing graduation from an accredited U.S. high school, college, or university or the equivalent as determined by the School;
- State or federal ID;
- Documentation of disabilities (if applicable).

4. Pass the Admissions Test

Demonstrate academic ability (by obtaining a score of 200 on the Wonderlic Admission Test (verbal) and 210 on Wonderlic Admission Test (qualitative)) and the motivation to complete the program. (Required \$45 Fee)

5. Interview

Students must schedule a personal interview with admissions personnel, so the school can certify that they meet the entrance requirements and are a good candidate for the therapeutic massage program. For applicants who reside outside of the Washington D.C. metropolitan area, a telephone interview may be arranged.

High School Diploma (or Equivalent)

NTC does not accept Ability-To-Benefit (A.T.B.) students for admissions. Therefore, to be accepted for admission, the school must have evidence on file that a student has received a high school diploma or recognized equivalent.

Academic Accommodations

In accordance with Section 504 of the Rehabilitation Act, as amended, and the implementing regulations (Section 504), NTC does not discriminate based on disabilities. Programs and activities subject to the nondiscrimination provisions of Section 504 include admissions and recruitment, treatment of students, academic adjustments (academic requirements, course examinations, and auxiliary aids), financial and employment assistance to students, and non-academic services. The person responsible for coordinating our efforts to comply with Section 504 is the Academic Director or President. They are responsible for (1) explaining to applicants and students how to obtain information about the process to secure academic adjustments, (2) receiving requests for academic adjustments, and (3) any special accommodations required to assist in completing the admissions and enrollment process.

Wonderlic Admissions Test

Exams are given by the President. Admissions personnel may not administer the test.

- If an applicant's scores are acceptable for admission into NTC, scores are entered in the student management system, and the Admissions department is advised.
- If an applicant does not successfully meet the requirements for the minimum required scores for entry, he or she may re-take the Wonderlic Assessment.
- The second attempt (first re-take) may be taken after two weeks have passed since the 1st attempt.
- The third attempt (second re-take) may be taken after 30 days have passed since the 2nd attempt.
- The fourth attempt (third re-take) may be taken after 12 months have passed since the 3rd attempt.

Remedial Education

NTC offers no remedial education or GED training programs. However, the Academic Director maintains listings of remedial and GED preparation programs through SkillSource and local adult learning providers.

Transfer of Credit Policy

NTC may grant credit for completion of certain modules taken at other postsecondary institutions accredited by an agency recognized by either the US Department of Education or the Council for Higher Education Accreditation.

Transfer of Credit from Another School

NTC may accept transfer clock hours for previously completed training that was completed at other schools or colleges if the institution is accredited with an accrediting agency that is recognized by the U.S. Department of Education. The student may be granted transfer hours up to 50% of the total program credits from an outside institution. The following steps are taken by NTC:

1. The Academic Director will review transcripts to determine what hours, if any, will be granted. This determination is made before the student starts.
2. The student must submit an Official Transcript (signed with the school seal), a catalog from the transferring institution, which describes the modules for which transfer hours are sought, and a syllabus from the transferring college.
3. Transfer hours/credits will be considered for credits toward graduation if the following criterion are met before starting at NTC:
 - Official transcript and catalog with module descriptions are approved
 - The module content is adjudged equivalent in content, hours and credits
 - A Grade Point Average (GPA) of 2.0 (C) or better was achieved
 - The module was completed no more than three years before the transfer request is made
4. NTC will review the transfer information within 14 calendar days. An email notice is sent to the student regarding the transfer decision.
5. All modules transferred from another institution will be marked as “transfer” in the student management system and on the corresponding transcript.
6. Students will be charged on a pro-rata basis on the number of hours remaining in the program.
7. Students may appeal the transfer decision by submitting a written notice to the Academic Director. A final written decision will be due within seven business days of the appeal.

Transfer of Credit To Another School

NTC makes no representation or guarantee regarding the transfer of hours/credits to other institutions. Acceptance of transfer is always at the discretion of the receiving institution. Students planning to attend another institution should check the policy of that institution regarding a transfer of hours/credits. In the event, a student is considering transferring to a new institution, NTC will provide guidance and assistance.

Self-Employment

Students enrolling in NTC’s massage therapy program, for which self-employment is a common vocational objective, are informed of this during the admissions process and acknowledge their understanding in writing, as follows:

1. At the time of enrollment, NTC students acknowledge their understanding in writing that self-employment is a common vocational objective of the program.
2. In addition to employment verification, a student signed attestation is required. No sooner than 30 days following graduation, a graduate must acknowledge in writing that he/she is satisfied with self-employment and that he/she is making training-related income.

Licensure Requirements in Other States

Before signing the Enrollment Agreement students must attest in writing to their understanding that licensure requirements in certain jurisdictions may prolong the placement process, as those graduates must first obtain their license/certification before practicing massage therapy.

Business Hours

Regular business hours are Monday through Friday from 9:00 a.m. to 6:00 p.m., and Saturday 10:00 a.m. to 6:00 p.m. NOVA Training Center's Therapeutic Massage program is 27 weeks in length. IDL course offerings are only offered for the following classes: N102 Medical Terminology (40 clock hours); NV101 Anatomy and Physiology (65 clock hours); NV 103 Pathology (40 clock hours); NV 107 Alternative Modalities (25 clock hours); and Ethics and Business (12 clock hours). These classes are offered synchronously and exclusively on the same schedule as residential (on-campus) courses. Questions regarding business hours and class times should be directed to the President at (703) 266-2220.

School Closings and Make-up

If the school closes for any unscheduled reason (snow days, building issues, etc.), students will be notified via email and text message. Make-up hours for that period will be scheduled and announced. Information regarding inclement weather closures will be posted on the school website.

Methods of Payment

NTC has several student financing options. It is our goal to assist you in identifying your best option and helping you through the process. The following payment options are available:

- Cash or Check (Cash payment will only be taken on Mondays)
- Discover, MasterCard, VISA, American Express, Money Order, or Travelers' Checks
- 0% Interest Payment Plans. Note: a \$50 fee shall be assessed for late tuition payments for students electing to pay by Payment Plan.

Fees

All students are guaranteed that tuition at the time of registration will not increase if they are actively and continuously enrolled in the same program.

TUITION:	\$7,300.00
NON-REFUNDABLE REGISTRATION FEE:	\$100.00
BOOKS/SUPPLIES*:	\$300.00
UNIFORM:	\$50.00
WONDERLIC ADMISSION TEST FEE:	\$45.00
TOTAL COST	\$7,795.00

**Students are charged for books and supplies received. If a student cancels before the program start date books and supplies must be returned within ten days in the condition that they were received. If the items are deemed resalable, a full refund will be issued. If a student withdraws, only the cost of the*

textbooks that the student has received will be included in the total cost of attendance for the refund calculation. Students will be issued a refund for all textbooks that were not distributed.

Other Fees

Service Charge: Personal checks returned by the bank for insufficient funds or any other reason will incur a \$35 bookkeeping fee and any bank charges. Additional copies of transcripts are available for \$25 per copy.

Collections

Students in arrears with payments are sent to a Collection Agency. Per the terms of enrollment, interest and collection fees may be added to the balance owed.

Failure to Pay

It is the policy of NTC that students or former students who have any unpaid obligations for tuition or fees due to the school who have not made acceptable arrangements for settlement of obligations, will be subject to the withholding of any grades, grade reports, transcripts, or certificates, and will not be able to participate in the Therapeutic Massage Program internship or continue with the program until there is a satisfactory settlement of unpaid debts. Failure to make payments will result in the administrative withdrawal of the student from the program.

Payment Plans

Payments will be due on dates designated within the payment plan, which is an addendum to this Enrollment Agreement. All payment arrangements must be discussed with the President before enrollment. The applicant must remain current on his or her plan payments to remain in good standing. If payment is not made by the due date, the student may be suspended. No official transcripts or diplomas will be issued to a student or graduate with outstanding debt to NTC.

Transcripts

The first transcript is issued at no cost to students, subsequent copies are \$25. Transcripts will be mailed or emailed within 7 days of receipt of the request.

Cancellation and Refund Policy

As an institution licensed by the State Council of Higher Education for Virginia (SCHEV) and accredited by the Accrediting Council for Continuing Education and Training (ACCET), Nova Training Center applies a refund policy consistent with both state and accreditation requirements and, where they differ, applies that which is most beneficial to the student.

Buyers Right to Cancel

All advanced monies paid by the applicant, other than the \$45 registration fee, will be refunded if the school rejects the applicant or if the applicant cancels enrollment within five (5) business days after

signing the agreement, even if the instruction has begun. These refunds will be made within 45 days of the student's notification to the school or the student's last date of recorded attendance.

Cancellation Before the Start of Class or No Show

If an applicant accepted by the institution cancels before the start of scheduled classes or never attends class, the institution will refund all monies paid, less the registration fee.

Program Cancellation

If NTC cancels a program subsequent to a student's enrollment, all monies paid shall be refunded to the student.

Rejection of Applicant

If an applicant is rejected for enrollment by NTC, a full refund of all monies paid shall be due.

Cancellation After the Start of Class (Trial Period)

If a student cancels prior to the end of a three-day trial period, the institution will refund all monies paid, less the registration fee.

Withdrawal After the Start of Class

A refund will be made for all payments to the student and the applicable funding source less the registration fee. In calculating refunds, the following shall apply:

- a. Refund amounts will be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- b. Through 75% of the period of financial obligation, tuition charges retained will not exceed a pro-rata portion of tuition for the training period completed.
- c. After 75% of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

NTC Scholarships

NTC offers two scholarships annually:



Entrance Scholarship

Frequency: Annual

Eligibility: New students enrolling in the Therapeutic Massage program

Number of Scholarship Awards: 10 Students per year

Amount of Award: \$500

Required Documents:

1. NTC Scholarship Application

Due Date: Two weeks before the published cohort start date.

Award Process: Scholarship award decisions are determined and granted by the Nova Training Center Academic Director.

Conditions: Scholarship winners must enroll in the 600-hour Therapeutic Massage Program

Academic Scholarship

Frequency: Annual

Eligibility: Graduation from an accredited college with a medical major (medicine, nursing, acupuncture) and receipt of a valid state license from the required medical licensure board.

Number of Scholarship Awards: No limit

Amount of Award: \$2000

Required Documents:

1. NTC Scholarship Application

2. Evidence of a current Medical License or State License from an approved licensing agency in the United States

Due Date: Two weeks before the published cohort start date.

Award Process: Scholarship award decisions are determined and granted by the Nova Training Center Academic Director.

Conditions: Scholarship winners must complete the Therapeutic Massage Program. Payment plans are not available to scholarship winners.

How the Scholarship funds are distributed:

- Funds will be allocated to tuition ONLY. Students must meet the published satisfactory academic progress provisions to maintain eligibility. Withdrawal from the program will result in immediate termination of the scholarship. The first payment will be distributed after the first quarter.

Scholarship Criteria

Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in this catalog to remain eligible for the scholarship. If this scholarship is combined with other federal, state or institutional aid

resources, the total combined amount cannot exceed the student's direct cost of attendance (tuition, supplies, books and fees).

The scholarship will not be awarded to the student, in whole or in part, as a cash payment. Scholarship recipients must be in good financial standing with the institution to receive eligible scholarship disbursements. NTC makes available a limited amount of money each year for such scholarships. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students.

The student must enroll and begin the program of study at NTC for the cohort denoted on the application. Failure to do so will void the scholarship.

Recipients must also complete the standard application process and meet all admissions and eligibility requirements thereof.

In order to maintain eligibility, the student must:

- a. Maintain full-time student status.
- b. Maintain attendance in good standing throughout the program.
- c. Students must maintain Satisfactory Academic Progress (SAP) as described here to receive scholarship disbursements:

Satisfactory Progress: Evaluated at the end of Each Module

The student is required to make qualitative and quantitative progress toward program completion. To make satisfactory academic progress, students must submit all required module work and assignments and complete clinical hours.

- The student's academic average is reviewed to determine qualitative progress throughout the unit. The minimum required GPA-equivalent grade to progress is a 70% (C) grade after each evaluation period.
- Students failing to maintain SAP at the end of each module will receive a warning notice, and they will be required to meet with the Academic Director and to prepare an academic plan. The student is placed on warning status for the following quarter.
- SAP is assessed at the end of each Module. Students failing to meet SAP criteria at the end of the warning period are placed on probation for the next Module.
- Students who do not meet the SAP benchmarks at the end of the probationary period are withdrawn from the program. The maximum time frame to complete is not to exceed 150% of the published length of the program.

Scholarship Disbursements

The scholarship funds will be awarded in three (3) equal payments into the students account and at the beginning of each module and after a satisfactory SAP has been determined.

Impact of Withdrawal on Scholarships

In the event that the student withdraws from the program or is terminated by NTC for failure to comply with school policies, the NTC refund policy will not apply to the scholarship, in that the student will not receive a refund if the credit balance is due to the scholarship award.

NTC Tuition Assistance

The NTC owners established a student tuition assistance program for the purpose of assisting students in the payment of their tuition. The tuition assistance program is available to full-time students who display financial need. This program allows students to pay monthly versus quarterly. There is interest or fees for participation in this program. Payments must be made the first day of each month. A Student who voluntarily withdraws from or is terminated by NTC after starting classes is obligated to the institution for tuition and fees as per the refund policy. Failure to remit tuition and fees on the first day of each month may result in termination from the program.

Students desiring assistance must contact the president for assistance and complete the required tuition assistance application.

Academic Calendar

Standard lecture and lab hours are scheduled Monday through Wednesday. Classes canceled for holiday observance on a Monday are usually made up on a Thursday or Friday of the same week. The school reserves the right to utilize Thursdays, Fridays, and Saturdays for make-up work, snow days or other unusual circumstances.

Classroom Instruction/Lab: Monday - Wednesday 9:00 am – 1:00 PM and 2:00 - 6:00 pm

Internship/Clinic Hours: Monday - Wednesday 2:00 - 6:00 pm

Holidays

NTC is closed in observance of the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, and Christmas.

Student Rights and Responsibilities

What NOVA Training Center Instructors and Staff Expect of Students

While enrolled at NTC, students are expected to behave like professional massage therapists. These expectations are in addition to the standards that the instructors and staff expect of any participants in adults. Full compliance with all expectations, policies, and standards of conduct is required. Specifically, students should:

- Become competent in all forms of bodywork taught in the program
- Make positive contributions to the Commonwealth of Virginia
- Be receptive to constructive criticism
- Uphold high standards of personal, professional, and academic integrity
- Practice professional communication and interpersonal skills
- Be open to a variety of teaching styles and modalities
- Be respectful of different cultural/ethnic backgrounds and sexual orientations
- Work with ALL classmates in hands-on classes and practice sessions throughout the entire program
- Practice a high standard of personal hygiene
- Display a high level of emotional intelligence and maturity in all interactions
- Demonstrate a complete understanding of and compliance with all NTC student policies and procedures
- Take personal responsibility for their education
- Be open to being challenged to grow personally and professionally
- Arrive at class on time, attentive and ready to learn, without the use of drugs or alcohol

What Students Can Expect of the Instructors and Staff at NOVA Training Center

- A comprehensive education in the art and science of therapeutic massage
- A competent and experienced instructor
- A challenging workload
- A mix of theoretical and practical learning
- Fair and consistent testing and grading
- Respect for the student as an individual
- An environment in which to grow personally and professionally
- Opportunities to learn and practice a variety of massage techniques
- Superior training for a career as a professional massage therapist

Student Rights

NOVA Training Center students retain certain rights while engaged in their educational programs:

- The right to complain without retaliation
- The right to review their student file
- The right to appeal grades to the instructor and, if needed, the Academic Director, and receive an unbiased review
- The right to confidentiality
- The right to reasonable assistance from the instructional staff concerning academic problems, including advisement.

Family Educational Rights and Privacy Act (FERPA)

NTC follows FERPA General Guidance for Students on Disclosure of Education Records. NTC generally will not permit disclosure of personally identifiable information from the records of a student without the prior written consent of the student. Personally Identifiable Information (Directory Information) and academic information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To a parent or guardian regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21-year of age at the time of the disclosure to the parent.
2. To accrediting agencies, with which NTC has an active application or accreditation, or state licensing or regulatory bodies who require this information to carry out their lawful functions.
3. To appropriate parties in health or safety emergencies.
4. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities.
5. To comply with a judicial order or lawfully issued subpoena.
6. To officials of NTC who have been determined by the school to have legitimate educational interests in the records. A school official is a) person employed by the school in an administrative, supervisory, academic, or support staff position; or b) any school official who needs information about a student while performing instructional, supervisory, advisory, or administrative duties for NTC.

Directory Information

NTC designates the following information as directory information (personally identifiable information) which may be disclosed without the student's consent:

- Student's name
- Address: Local, e-mail and web site
- Telephone number (local)
- Program of study
- Participation in officially recognized activities
- Dates of attendance
- Certificates awarded
- Photograph of the student, if available
- Enrollment status (i.e., enrolled, continuing, future enrolled student, re-entry, withdrawn)

FERPA is administered by:

Family Compliance Office

United States Department of Education

400 Maryland Avenue, SW. Washington, D.C. 20202-5920

Maintenance of Academic Records

Students have the right to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to NTC. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period but in no case more than 30 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school requires the presence of a school official during the inspection and review of a student's records.

Copyright

NTC prohibits the illegal copying of copyrighted texts, publications, documents, and computer software. Instructors may only copy portions of texts for single use as handouts to illustrate lesson plans, as permitted by federal copyright law. Students may not illegally copy texts or software for distribution, use, or sale. If this policy is violated, the person responsible will be subject to disciplinary action, up to and including termination. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties.

Facility-Related Rules

- No food or drinks are allowed in classrooms
- Food and beverages can only be consumed in the student lounge/kitchen
- All trash must be disposed of properly
- NTC is non-smoking - Smoking is only permitted at ground level at least 50 feet from any door
- Treat all NTC materials and property with respect

Student Conduct

Students are expected to respect the rights of other students to learn in a safe, comfortable environment. In as much, students are required to be attentive and not disruptive during class. Students who display bad conduct will receive a verbal reprimand their instructor, a written reprimand that will be added to their record, or be suspended or dismissed from the program, depending on the severity of the infraction. The President reserves the right to dismiss students for any of the following (this list is not exhaustive):

- Failure to follow explicit rules and regulations
- Failure to uphold the enrollment agreement

- Possessing or brandishing a weapon
- Cheating on any assignments or tests
- Interfering with others' learning
- Attending class while under the influence of drugs/alcohol
- Being tardy or absent an excessive number of times
- Failure to pay tuition
- Engaging in threatening behavior
- Using excessive coarse language
- Stealing school property or anyone else's property
- Putting clients' health at risk by negligence
- Consistently poor classroom performance

Classroom and Laboratory Conduct

- Safety — Because of the health hazards inherent in the field, safety is stressed throughout the program.
- Eating — No food or beverage (except water) is allowed in classrooms or laboratories.
- Breakage — A payment may be charged for any deliberate breakage of equipment.
- Cleanliness — Students are observed based on how they care for and maintain equipment.
- Housekeeping — Duties are required of all students. Students are responsible for keeping facilities and equipment clean and neat at all times.
- Homework — Required homework assignments are to be turned in when due. Each student should be prepared to devote time daily to home study.

Sexual Harassment

“Sexual Harassment” is the creation of a hostile work environment through coercion, humiliation, or intimidation whether physical or verbal, including anything that could make someone uncomfortable as a result of a sexually offensive environment. Because this definition is not and cannot be completely clear, what is harassment depends on the facts of each case. The point is that NTC does not tolerate sexual harassment. Everyone who works at or attends classes at NTC should not be subjected to sexual harassment and must report it if it occurs. Any reports or complaints should be given to an instructor or the President. Those who have been found guilty of violating the policy may receive a written warning and be terminated from the program depending on the violation. Anyone who makes false accusations will be subject to disciplinary action. Sexual harassment is serious, and making up stories to injure others is on par with committing harassment in the first place.

Personal Property

NTC assumes no responsibility for loss, theft, or damage of any personal property or vehicle in, on, or adjacent to the school's property. Students should arrange for adequate coverage of their personal belongings.

Scholastic Honesty

It is assumed that students are enrolled in a class to learn. Therefore, cheating is not an acceptable practice. Dishonesty of any type, including cheating on examinations or plagiarizing materials, can

result in a grade of “F” and may be cause for dismissal. Plagiarism includes passing off or attempting to pass off the ideas or writing of another person as one’s own.

Drug and Alcohol Abuse Prevention Policy

NTC supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. NTC prohibits the unlawful possession, use, sale, or distribution of alcohol and illicit drugs on its property, or as part of any school function. Should a student act in violation of this policy, disciplinary measures up to, and including dismissal from the school, and notification of appropriate law enforcement authorities, will ensue. Also, if the student wishes to remain enrolled at NTC, the student may be required to undergo professional counseling.

NTC Substance Abuse Policy

NTC is committed to providing students, staff, and clients with a safe and healthful school and workplace. NTC recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. NTC recognizes that controlled substance use and alcohol misuse diminish workplace safety and undermine the school’s ability to fulfill its mission. Therefore, an Alcohol and Drug-Free Workplace Policy has been developed. Compliance with this policy is considered a condition of attendance at NTC.

The possession, use, consumption, sale, dispensing, distribution or manufacture of alcohol or controlled substances is prohibited on NTC property.

Treatment

NTC does not offer formal substance abuse treatment programs. We do, however, strongly encourage all students to seek counseling, treatment, or rehabilitation if substance abuse is suspected or known to be a problem. If you believe that you, or a student has a substance abuse problem, please call the national hotline number, below, or visit the following website: www.samhsa.gov/treatment/index.aspx or call the 24-hour national hotline: 1-800-662-HELP (4357)

Local or Statewide Support Groups

Alcoholics Anonymous HOTLINE (540) 752-2228 <http://www.aavirginia.org>

Narcotics Anonymous HOTLINE (800) 777-1515 <http://www.drughelpline.org>

Standards of Conduct

Students are not permitted to be at NTC or attend any school-related activity while under the influence of alcohol or non-prescribed controlled substances. Students are prohibited from the unlawful possession, use, consumption, sale, dispensing, distribution, or manufacture of alcohol or controlled substances while at NTC, in the parking lots, or common areas in and around the building.

VIRGINIA LAWS REGARDING ALCOHOL USE AND DRUG ABUSE

Legal Sanctions, Alcohol

The students and staff should be aware of legal penalties applied for conviction in cases of drug or alcohol abuse. An offense is classified in the Code of Virginia as a misdemeanor or a felony, depending upon the type and the amount of the substance(s) involved.

Virginia's Alcohol Beverage Control Act contains provisions governing the possession, use, and consumption of alcoholic beverages. The Act applies to all students and employees of NTC. As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, the pertinent laws, and sanctions for violations, are summarized below:

1. It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both. At a minimum, if found guilty and convicted of such an offense, there is a mandatory fine of at least \$500 or 50 hours of community service as a condition of probation supervision. Additionally, such person's Virginia driver's license may be suspended for no more than one year.
2. It is unlawful for any person to sell alcoholic beverages to persons under the age of 21 years of age. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is purchased is under the legal drinking age. The criminal sanction for violation of the law is the same as #2 above.
4. It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Violating the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.

Legal Sanctions, Controlled Substances, and Illicit Drugs

The unlawful possession, distribution, and use of controlled substances and illicit drugs, as defined by the Virginia Drug Control Act, are prohibited in Virginia. Controlled substances are classified under the Act into "schedules," ranging from Schedule I through Schedule VI, as defined in sections 54.1-3446 through 54.1-3456 of the Code of Virginia (1950), as amended. As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, pertinent Virginia laws, including sanctions for their violation, are summarized below.

1. Possession of a controlled substance classified in Schedules I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment of ranging from one to ten years, or in the discretion of the jury of the court

trying the case without a jury, confinement in jail for up to twelve months and a fine up to \$2,500, either or both.

2. Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to six months and a fine up to \$1,000, either or both.
4. Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$500.
5. Possession of a controlled substance classified in Schedule VI of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.
6. Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a felony conviction for which the punishment is imprisonment from five to forty years and a fine up to \$500,000. Upon a second conviction, the violator must be imprisoned for not less than five years but may suffer life imprisonment and fined up to \$500,000.
7. Possession of a controlled substance classified in Schedules III, IV, or V of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.
8. Possession of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to thirty days and a fine up to \$500, either or both. Upon a second conviction, punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.
9. Possession of less than one-half ounce of marijuana with intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to thirty years.

Complaint Policy

NTC is dedicated to the satisfaction and success of every student. When a grievance arises, all parties are expected to communicate with temperance and mutual respect in a responsible, honest, and direct manner.

Students should know they will not be subject to any adverse action on the part of NTC or its employees as a result of lodging a complaint. If the matter relates to a grade, the instructor should be consulted first, and the issue should be resolved within two business days. If there is a further concern or a non-academic issue, students may submit a written complaint to the Academic Director. The Academic Director can meet with the student to reach a resolution. If no resolution is reached, the Academic Director can refer the grievance to the President who will submit written findings to the student. When grievances that cannot be resolved after exhausting the grievance process of NTC, a student can contact the State Council of Higher Education for Virginia (SCHEV) as a last resort

State Council of Higher Education for Virginia
101 N. 14th Street, 9th Floor, James Monroe Building
Richmond, VA 23219
Tel: (804) 225-2600 Fax (804) 225-2604 Website: www.schev.edu

NOTICE TO STUDENTS

NOVA Training Center is accredited by the Accrediting Council for Continuing Education & Training (ACCET). For this reason, NTC has posted ACCET Document 49.2 – [ACCET Complaint Procedure for Institutions Applying for ACCET Accreditation](#) and includes this language here.

It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required by ACCET and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure, which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency. If a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented; however, the complainant will be requested to subsequently submit the complaint in writing.

2. The written complaint must contain the following information: a) Name and location of the institution; b) A detailed description of the alleged problem(s); c) The approximate date(s) that the problem(s) occurred; d) The names and titles/positions of all individual(s) involved in the problem(s), including instructors, staff, and/or other students; e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET; f) The name, email address, telephone number, and mailing address of the complainant.
3. If the complainant specifically requests that anonymity is maintained, ACCET will not reveal his or her name to the institution involved; and g) The status of the complainant with the institution (e.g., current student, a former student, etc.).
4. In addition to the written complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., student's enrollment agreement, syllabus or module outline, correspondence between the student and the institution).
5. SEND TO: ACCET CHAIR, COMPLAINT REVIEW COMMITTEE 1722 N Street, NW, Washington, DC 20036 Telephone: (202) 955-1113
Email: complaints@accet.org
Website: www.accet.org
Note: Complainants will receive an acknowledgment of receipt within 15 days.

Confidentiality

Massage therapists are ethically and professionally obligated to hold client information in confidence. Students are expected to maintain the same ethical standard. Breaches in confidentiality are grounds for disciplinary action. Students are asked to maintain confidentiality regarding personal information revealed by the instructor, students, clinic clients, and staff. Any confidential information garnered publicly or after graduation shall be held in confidence as well. Discussion of clinic clients shall be limited to appropriate academic topics. The names of clinic clients shall not be revealed when discussing any clinical/academic situation. Information regarding individual student grades, academic status, and financial status shall be kept confidential among appropriate school officials. Information revealed by students to counseling interns shall be kept confidential between the student and the counselor unless there is a perceived risk of harm to the student or another individual.

Receiving Compensation before Reaching Professional Status

Receiving compensation implies professional status and registration in the Commonwealth of Virginia. Therefore, students are prohibited from receiving compensation for providing massage or bodywork services before graduation from the Therapeutic Massage program. Compensation includes, but is not limited to accepting a fee or other means of compensation for services. Students are not covered by the NTC liability insurance policy for any massage or bodywork service for which they receive compensation, or which is not documented in training requirements.

Record Retention

Student information is not disclosed without the student's consent. NTC shall maintain students' records for five (5) years from the date of enrollment except for student academic and attendance records. Academic and attendance records are permanently retained by NTC and are available to students/graduates upon request. Any student requesting a copy of his/her records must notify the school in writing. There is no charge for the first transcript requested. Students may submit a written request should they wish to prevent the disclosure of their academic information.

Professional Attire

While a student is engaged in school-related activities, all clothing must be **neat, modest, and clean**. Shoes must be worn in halls and restrooms for both safety and hygiene. Clothing should be appropriate for the class or activity. Instructors will provide guidelines for appropriate clothing for specific classes and clinic participation. Students should not wear:

- Shorts or skirts that are higher than mid-thigh
- Bicycle shorts
- Clothes, including shoes, with holes or frayed areas
- Sheer, see-through blouses
- Exposed midriffs, cleavage, backs or visible undergarments
- Shirts with low necklines and exposed cleavage
- No spaghetti strap shirts or dresses
- Clothing with inappropriate messages (alcohol, smoking, sexual innuendo, etc.)
- Visible pierced body jewelry, except earrings and small, discreet nose studs
- Excessively tight or loose garments

If a student is wearing inappropriate attire, he or she may be asked by the instructor to either change the attire or to leave the school and return wearing appropriate clothing.

Hygiene Standards

While a student is engaged in school-related activities, strict attention should be paid to personal hygiene. The student should take measures to ensure:

- Clean and neatly groomed hair
- Clean, short fingernails
- An absence of offensive odors such as cigarette smoke, bad breath, and body odor
- An absence of strong perfumes, essential oils, scented deodorants, and lotions and other scents. Be aware that clients and classmates may have allergies or sensitivities.

Telephones

NTC's office telephones are not for student use. Use of cellular phones in the classroom is disruptive to the instructor and classmates and is not permitted. Family members may reach a student in the event of an emergency through the school. No student will be called out of class for a telephone call except in the case of an emergency. Please inform your family and friends of classroom hours and the school policy regarding phone calls. Cell phones are permissible on school grounds but must be turned off during classes or placed on silent mode.

Textbooks

Required textbooks are referenced in the syllabi. Textbooks can be purchased personally or through the school. All students are required to have the books before the start of each module.

Student Services

At NTC, we are committed to supporting each student from orientation through graduation and beyond. We intend to provide services to help each student stay enrolled, complete the program, get certified or registered in the chosen State of residence/employment, and launch his or her career. The school provides the following student support services:

New Student Orientation

Accepted applicants are required to attend orientation. Orientation provides new students with an overview of NTC's policies, procedures, and curriculum. Enrollment Agreements are signed at or before orientation.

Student Information Boards & Website Blog

The Student Information Board located at the school and the blog on our website impart important information about jobs, industry changes, MBLEx criteria, and more.

Student ID

All students are provided a Student ID card. Student ID photos are taken at Orientation. Identification cards are distributed during the first week of class. There is a \$25 charge for replacing lost cards.

Instructor Assistance

NTC's instructors have regularly scheduled weekly office hours and are also available by appointment. Students should speak to their instructors about scheduling appointments if extra help is needed.

Student Resources

Texts, magazines, article and industry relevant material is available for students to review, borrow or utilize onsite to improve their academic skills.

Student Liability Insurance

Liability insurance is provided for students when participating in hands-on class work. The coverage is in effect when students are in classes or completing training requirements, including practice sessions outside of school, provided that no monetary or equivalent compensation is paid to the student and provided that the session is documented as required homework.

Therapeutic Massage Education and Promotion

Students, instructors, staff, and graduates frequently interact with the community through special events, presentations, and demonstrations, as well as through regular academic programs. These services are free to the community, which fulfills, in part, student service-learning requirements, assists with client-based development, and increases public awareness of the profession and the benefits of therapeutic massage.

Job Placement

All graduates are entitled to receive job placement assistance upon completion of the programs. While the school does not guarantee employment, a reasonable effort will be made to assist all graduates in securing training-related employment in a position of their choice. Our team will provide:

- Help to prepare a professional resume
- Techniques of interviewing and conducting an active job search
- Help with applications and employment forms
- Contacting employers to identify job openings
- Marketing resumes and promoting graduates to prospective employers
- Assisting students by faxing their resumes and providing references to employers
- Follow-up and documentation of interviews, job search activity, job placement, and retention.

Full participation by the student is necessary to achieve positive results. NTC does not guarantee employment.

Working in the Therapeutic Massage Field

According to the Department of Labor's Occupational Outlook Handbook, "Employment of massage therapists is projected to grow 20 percent from 2021 to 2031, much faster than the average for all occupations. About 25,200 openings for massage therapists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire."

The handbook does caution that the demand may decrease if the overall economy is doing poorly. The handbook also explains that building a strong client base takes time. It suggests that new professionals in this field "should expect to work only part-time until they can build their client base." It also recommends marketing, networking, joining a professional organization, and getting additional training in specific modalities as strategies to build a client base.

A day in the life of a massage therapist:

Here are some of the responsibilities that massage therapists do on a typical day:

- Organize and arrange massage rooms
- Speak with clients about their needs and what they hope the massage will achieve
- Provide information about flexibility, good posture, and relaxation techniques
- Prepare client records, invoices and document services
- Perform massages

- Schedule appointments and collect payments from clients
- Prepare and distribute marketing materials to maintain a base of clients

Work environment

You may obtain employment in a spa, hotel, hospital, physical therapy office, client's home, airport, shopping mall, or other health and wellness facility.

- Working hours vary
- Massage therapists are often self-employed

Wages:

The wages and earnings in this field can vary greatly depending on where you work, what hours you work, how many clients you have, and your experiences. Check the U.S. Department of Labor's Occupational Outlook Handbook for data on the median annual wage of massage therapists throughout the country.

Transportation

NTC does not provide student transportation. Students must arrange for their transportation to and from school. Carpooling among students is a viable means of ensuring transportation. Students requiring rides may post information on student bulletin boards throughout the schools. For information on a taxi, bus and subway transportation, please contact (703) 266-2220.

Academic Information

Academic Year

An academic year at NTC is 27 weeks of instruction and 600 clock hours of instruction. The 600 hours of instruction in the Therapeutic Massage program includes 342 hours of classroom instruction, 158 hours of laboratory or applied learning, and a 100-hour internship/clinical experience.

Attendance Policy

Attendance and promptness are important factors in a student's academic and professional success. An absence is considered time missed, regardless of the reason. If a student must be absent, the student must notify the school before classes start. When a student's cumulative hours fall below 80%, the student will be placed on attendance probation. If the student's cumulative hours fall below 70%, the student may be subject to withdrawal from the program. Students who fail to attend 80% or more of the program hours will not graduate. Students arriving more than 15 minutes late to class or leaving more than 15 minutes early will be marked "tardy." Three tardies will count as a full day's absence.

Due to the intensive nature of the Therapeutic Massage program, any student who is absent for seven consecutive days of scheduled classes will be withdrawn.

Tardiness/Early Departure

Arriving or leaving class 15 minutes after the start of class will be recorded in the student's attendance record. Three tardies or early departures is equivalent to one absence.

Make-Up Work Policy

We offer students the opportunity to schedule make-up work. Students may only make-up 10% of work missed each quarter. Students do not simply complete missed work during make-up sessions; they must also attend a tutoring make-up session, which is comparable in content, delivery, and timing. Students must also:

- Complete make-up work on Thursday, Friday or Saturday
- Provide a valid documented reason for missing scheduled classes, i.e., court appearances, doctors appointment, or death of a family member.
- Complete all makeup work within seven days of the date of missed work
- Note: all make-up work will be proctored by an instructor during a predetermined time.

Grading Scale

Grades will be allocated for each module as follows:

Letter Grade	GRADE
A	93 - 100%
B	82 - 92%
C	70 - 81%
D	60 - 69%
F	59% and below

Module grades are based upon quizzes and exams administered for each module.

Attendance and Grade Reports will be issued at the end of each module.

The President and Academic Director are responsible for overseeing grading. Tests/quizzes/assignments are graded by the instructor of record and recorded in Orbund by the President or Academic Director.

Student/Instructor Ratio

NTC's classroom is well-equipped with projectors, televisions, and whiteboards. The classroom can accommodate up to 15 students. NTC typically maintains a student-to-instructor ratio of 15:1 maximum for classroom instruction and 3:1 for hands-on-practice.

Satisfactory Academic Progress

NTC employs proactive strategies for effective instruction, advisement, tutoring, and intervention that effectively support academic achievement. Students are expected to maintain Satisfactory Academic Progress (SAP) at the end of each module. Students are required to make qualitative and quantitative progress toward program completion. To make satisfactory academic progress, students must submit all required module work and assignments and complete clinical hours.

The Academic Director is responsible for calculating SAP for each enrolled student. The Academic Director monitors academic success on a module-by-module basis and intervenes as appropriate to assist students at risk of not meeting SAP standards. Students who are at risk for failing to meet SAP criteria are evaluated and counseled by the Academic Director.

The Academic Director works with at-risk students to develop an academic plan. At-risk students are placed on an academic plan through the next official evaluation point.

Students must maintain Satisfactory Academic Progress to remain in their enrolled program.

- Students are expected to maintain a Cumulative Grade Percentage Average of at least 70% throughout the program.
- Students are expected to complete the program within 150 percent of the published length of the program.
- For transfer students, hours accepted for transfer towards the student's program will count towards time earned.

To ensure that students are making progress both quantitatively and qualitatively, SAP is officially evaluated at the end of each Module.

- Students failing to maintain SAP at the end of each module will receive a warning notice, and they will be required to meet with the Academic Director and to prepare an academic plan. The student is placed on warning status for the following quarter.
- Students failing to meet SAP criteria at the end of the warning period are placed on probation for the next Module.
- Students who do not meet the SAP benchmarks at the end of the probationary period are withdrawn from the program.

SAP Appeals

Students may appeal a determination that they are not making SAP to the President and the Academic Director to account for mitigating circumstances. To be eligible for an appeal, the President and Academic Director must determine that the student will be able to meet SAP standards by the end of the program. Students who successfully appeal an SAP determination will be placed on SAP probation for the remainder of the program. Students must submit a written appeal to the Academic Director within seven calendar days. The Academic Director will respond to all appeals within seven days of receipt of a request for SAP appeal. A student who appeals must submit information explaining why he or she failed to meet SAP standards, and what has changed in his or her situation that will allow him or her to make SAP by the next evaluation point.

Students who successfully appeal a determination that he or she is not meeting SAP standards must develop an academic plan that specifies the percentage of work the student must complete.

Leave of Absence

Leaves of absence (LOA) may be granted on a case by case basis.

Students may request a leave of absence (a temporary absence from classes) only for emergency situations, such as serious illness, debilitating injury, or death in the immediate family, etc.

Leave of absence requests must be submitted in writing (unless emergency circumstances prevent a student from doing so). Please note, that if a student is absent and a leave of absence is not requested within seven (7) consecutive days of study, the student will be automatically withdrawn from the program.

Leave of absence requests must be signed and dated and specify the reason for the leave requested.

The student must also attest to understanding that failure to return within the timeframe agreed to in the leave of absence will result in the student being automatically withdrawn from the program.

No fee is assessed for leave of absence requests but all leaves of absence must be approved and documented and will only be approved if assessed as reasonable within the context of the NTC curriculum.

No leave of absence request will exceed one-half of the 27 weeks required to complete NTC's program. Any requests to extend a leave of absence (or additional leaves of absence) will only be granted if they do not exceed this specified time limit.

Grade Appeal Procedure

If a student chooses to appeal a grade, it is the student's responsibility to contact their instructor to clarify how the grade was determined and to express any concern. If the concerns are not resolved, students may appeal a final grade if the student feels grading criteria was not followed as stated in the syllabus, or if grading criteria were not consistently followed for all students. Students should know they will not be subject to any adverse action on the part of NTC or its employees as a result of lodging a complaint.

A student must follow the procedure below to appeal a grade:

- Contact the instructor within one week of the end of the class and request a conference explanation of how the grade was determined.
- If the conference between the instructor and the student cannot resolve the issue, the student should appeal to the Academic Director
- Submit a written grade appeal to the Academic Director.
- The written appeal must state the instructor's name and the reason(s) that the student believes the grade did not accurately reflect his or her performance.

If no resolution is reached, the Academic Director can refer the grievance to the President. The President will review the findings and render a written decision within seven (7) business days. When disputes cannot be resolved after exhausting the grievance process of NTC, a student can contact the State Council of Higher Education for Virginia (SCHEV) as a last resort:

State Council of Higher Education for Virginia
101 N. 14th Street, 9th Floor, James Monroe Building
Richmond, VA 23219
Tel: (804) 225-2600
Fax: (804) 225-2604
Website: www.schev.edu

Graduation Requirements

Graduates will receive a NOVA Training Certificate in Therapeutic Massage. To graduate, students must meet the following requirements at the end of a program:

- Final grade point equivalent average of 70% or higher
- A record of attendance of no less than 80% of the total program hours
- Fulfillment of financial obligations to the school

Grounds for Disciplinary Action

Grounds for disciplinary action, include:

- Failure to comply with the Satisfactory Academic Progress Policy
- Failure to make up-to-date payment of tuition and fees
- Failure to comply with Standards of Conduct Policies

Therapeutic Massage Program Description

Description

NTC offers a 600 Hour Therapeutic Massage Program that enables students to sit for the Massage & Bodywork Licensing Examination (MBLEx) in Virginia. Patient care is at the heart of the curriculum which provides a foundation of basic and advanced approaches, including Swedish, sports, chair massage, and hydrotherapy. In the clinical setting, the therapeutic benefits of massage are explored as students learn to apply their skills to relax patients and to address common contraindications. The internship portion of the program provides the opportunity to put theory into practice as the students work on the public.

Program Objectives

The Therapeutic Massage program is designed to train students in the theory and technique of integrated bodywork modalities while developing skills in communication and ethics. The program objectives include:

- Developing the personal and professional potential of students in the massage field.
- Enabling students to develop professional skills for placement as a professional massage therapist or in a related field
- Preparing students to sit for the Massage & Bodywork Licensing Exam (MBLEx)
- Preparing students as entry-level massage therapists

Academic Curriculum

NTC offers a sequential Therapeutic Massage program made up of five training modules. An overview of the courses and graded elements within each of the five (5) training modules is provided below. Transcripts will depict grades and attendance within each module.

Module 1

Courses in the Module: CPR/First Aid, Medical Terminology, Therapeutic Massage

Module Hours: 80

Clock Hour Breakdown: 72 hours lecture/8 hours lab

Module Description:

In this module students are introduced to basic care for injuries or sudden illnesses, and ways to handle emergencies. Instruction is provided on how to recognize the signs of a heart attack and provide care for an adult who is experiencing breathing, choking or cardiac arrest. Students also learn common Latin/Greek word roots, prefix, suffixes and terminology used in the field. Students delve into the history, development, benefits of massage, current applications, and basic massage techniques.

Module Performance Objectives:

Upon completion of this module, students will understand and be able to perform the following:

- Assess a victim during a medical emergency
- Perform CPR on adults
- Manage adult breathing emergencies
- Manage soft tissue injuries and bleeding
- Identify medical terminology associated with massage therapy
- Identify pertinent abbreviations used in healthcare and their meanings
- Use relevant anatomic and physiologic terms correctly
- Describe professional touch
- Identify personal interpretations of touch and their influence on professional interactions
- Explain the rich heritage and history of therapeutic massage
- Explain the influence of historical events on the current development of therapeutic massage
- Explain the meaning of evidence-informed practice
- Define the terms indication and contraindication
- Explain therapeutic change, condition management, and palliative care as therapeutic approaches
- Identify good health and personal hygiene practice

Module Required Materials/Text:

Mosby's Fundamentals of Therapeutic Massage 6th Edition by Sandy Fritz, 2017, Elsevier

Grading System:

This module will be graded as follows:

- 5 quizzes each worth 1 Points = 7 %
- 1 Module Exam = 75%
- Laboratory Performance (based on the scale below) = 18%
- 5 Homework Assignments

Laboratory Grading Rubric:

Lab Competency	Performance Rating Points			Score
	Needs Improvement	Meets Expectations	Excellent	
	0	1	2	

Module 2

Courses in the Module: Anatomy, Physiology, Kinesiology

Module Hours: 130

Clock Hour Breakdown: 100 hours lecture/30 hours lab

Module Description:

In this module students learn the four key structures in the body that are essential for movement: connective tissue formations such as bone, fascia, tendon, and ligament, along with joints, muscles, and nerves. Students also learn to “build a body” from small components into larger interconnected segments vs. dissecting the body layer by layer into small isolated pieces. Bio-mechanical principles such as statics and dynamics, force, inertia, torque, vectors, friction, velocity, and momentum, along with the laws of motion, are covered. Students also study the complex aspects of posture and gait.

Module Performance Objectives:

Upon completion of this module, students will understand and be able to perform the following:

- Describe the terms and concepts related to kinesiology and biomechanics, and their relationship and relevance to the practice of therapeutic massage on one or more written evaluations
- Identify names, locations, and actions of all major muscles in the body, and identify the muscle’s role in complex movements such as posture, gait and activities of daily living on one or more written evaluations
- Document and analyze passive range of motion according to the functional capabilities of each major diarthrotic joint of the body
- Analyze and document the posture and gait of a client

Module Required Materials/Text:

Applied Anatomy & Physiology for Manual Therapists by Pat Archer, Lisa A. Nelson, 2nd edition, 2020 Wolters Kluwer Lippincott Williams & Wilkins, ISBN- 978-0 998 26636 7
Illustrated Essentials of Musculoskeletal Anatomy by Kay W. Sieg and Sandra P Adams, 6th Edition, Megabooks 2019, ISBN 978-0-935157-11-6
Trail Guide to Movement: Building the Body in Motion by Andrew Biel, 1st Edition, 2015. Books of Discovery, ISBN: 978-0-9914666-2-7

Grading System:

This module will be graded as follows:

- 10 quizzes each worth 1 Points = 5%
- 1 Module Exam = 75%
- Laboratory Performance (based on the scale below) = 18%
- 5 Homework Assignments = 2%

Laboratory Grading Rubric:

Lab Competency	Performance Rating Points			Score
	Needs Improvement	Meets Expectations	Excellent	
	0	1	2	

Module 3

Courses in the Module: Pathology, Practice and Massage Theory

Module Hours: 151

Clock Hour Breakdown: 96 hours lecture/55 hours lab

Module Description:

This module introduces students to fundamental concepts in Pathology. Students learn how to apply concepts such as adverse effects and evidence-informed practice to devise treatment plans for clients. Students also perform basic Swedish massage strokes, and study the benefits of each stroke, and their correlation to body mechanics.

Module Performance Objectives:

Upon completion of this module, students will understand and be able to perform the following:

- Exhibit proper hygiene, sanitation of the facility and equipment, good housekeeping practices, and standard precautions
- Use proper therapist hygiene, correct hand-washing procedure, proper use of gloves, the sanitation of massage equipment, proper cleanliness and management of massage linens, and proper cleanliness and management of lubricants and supplies on a practical evaluation
- Devise a treatment plan to reduce or manage stress; reduce or manage pain
- Identify contraindications including endangerment areas, medications and side effects, and contraindications
- Use clinical reasoning to identify contraindications, an understanding of when there is a need for increased therapist caution, and the capacity to choose appropriate adaptive measures for session planning
- Use health intake forms, pathology reference books, drug reference books, and research literacy when determining if conditions are contraindicated or require caution, a physician's release, or adaptations
- Identify equipment and features, lubricants, supplies, and factors for creating a comfortable, inviting, and safe session space.
- Correctly set up, organize, adjust for comfort and safety, sanitize, and properly use massage equipment, lubricants, and supplies related to the practice of massage therapy on a practical evaluation

Module Required Materials/Text:

Mosby's Fundamentals of Therapeutic Massage by Sandy Fritz, 7th Edition, Elsevier, ISBN-13: 978-0323661836

MODULE 4 (Internship)

Courses in the Module: NV104B Internship

Module Hours: 100

Clock Hour Breakdown: 100-hour internship

Module Description:

In this module, students synthesize knowledge from Modules 1, 2 and 3, apply skills in a clinical setting, and develop experience managing workflow. Students perform massages at the onsite clinic under the supervision of a Licensed Massage Therapist instructor.

Module Performance Objectives:

Upon completion of this module, students will understand and be able to perform the following:

- Provide clients with an overview of a massage session, session planning, customization of a session, and suggest client self-care activities
- Conduct a 1-hour session including opening the session, sequencing body regions, sequencing strokes
- Effectively negotiate a customized session and deliver the agreed session via a massage integrating an effective opening, sequencing of body regions to meet the client's specifications, techniques and depth of work to meet the client's specifications, closing, and suggesting one client self-care activity
- Communicate with clients, bolster clients comfortably and safely in the prone, supping, side-lying, and semi-reclined positions
- Conduct draping methods on clients, exposing only appropriate areas for massage and bodywork
- Provide appropriate assistance to clients on and off a massage table
- Apply gliding, torsion, soft-tissue deformation, shearing oscillating, percussion, joint movement, hot and cold hydrotherapy in customized massage sessions
- Apply client positioning methods, appropriate draping, and effective client communication

Attendance

It is VERY IMPORTANT that you attend all appointment time slots for which you are scheduled. You may not remove your name from the schedule unless you are given permission from the school director. The President will initial the scheduled time slot which Interns are required to arrive 30 minutes prior to the start of their clinic shift. Interns are required to check in with the school director.

Violations of the attendance requirements will be addressed by the president or instructor. Any incident which occurs will be subject to "Disciplinary Action" as outlined in this document but is still subject to direct action as deemed appropriate by the President or Academic Director.

Internship (NV104) requires 100-hour of training and providing massage sessions to the general public. Scheduling will be done through Acuity Scheduling software. This training will be given at your "Clinic Orientation" class during class. All interns are required to set and maintain their own schedules through Acuity Scheduling.

Module 5

Courses in the Module: Massage Therapy & Bodywork Applications, Ethics & Business

Module Hours: 139

Clock Hour Breakdown: 79 hours lecture/60 hours lab

Module Description:

In this module students study a variety of massage techniques and methods including, Sports Massage, Deep Tissue Massage, Muscle Energy Techniques, Chair Massage, Hydrotherapy and Spa, and Alternative Modalities. Business, scope of practice, code of ethics, and standards in the massage industry are also covered, as well as training related career pathways in the massage field.

Module Performance Objectives:

Upon completion of this module, students will understand and be able to perform the following:

- Conduct proprioceptive neuromuscular facilitation and general sports massage techniques
- Conduct postural deviations
- Conduct postural analysis
- Prepare an athlete to resume training
- Apply Swedish and Deep Tissue Massage and related techniques
- Locate trigger points and perform myofascial release and postural realignment
- Apply integrative concepts used in therapeutic massage
- Maintain a code of ethics and standards of practice for therapeutic massage
- Complete and explain informed consent forms
- Maintain professional boundaries and therapeutic relationships
- Show adherence to the Health Insurance Portability and Accountability Act (HIPPA)

Module Required Materials/Text:

Mosby's Fundamentals of Therapeutic Massage by Sandy Fritz, 7th Edition, Elsevier, ISBN-13: 978-0323661836

Grading System:

This module will be graded as follows:

- 10 quizzes each worth 1 Points = 5%
- 1 Module Exam = 75%
- Laboratory Performance (based on the scale below) = 18%
- 5 Homework Assignments = 2%

Laboratory Grading Rubric:

Lab Competency	Performance Rating Points			Score
	Needs Improvement	Meets Expectations	Excellent	
	0	1	2	

Course Descriptions

The following courses make up the Therapeutic Massage curriculum and modules. Courses marked with an “*” are offered individually but only to corporate clientele in accordance with a written corporate training contract.

N101 CPR/First Aid

Course Hours: 10 Hours

Clock Hour Breakdown: 5 hours lecture/5 hours lab

Course Description:

This course encompasses First Aid and CPR requirements for massage therapists. During the First Aid portion of the course students will learn basic care for injuries or sudden illnesses; handling emergencies; basic disease transmission precautions; recognizing and caring for bleeding, wounds, and sudden illness; and immobilizing muscles, bone, and joint injuries. The CPR portion of the course includes an overview of how to recognize the signs of a heart attack and provide care for an adult who is experiencing breathing, choking, or cardiac emergency.

Course Objectives:

Upon completion of this course, students will understand and be able to perform the following:

- Preventing medical emergencies from occurring
- Steps to take before delivering care during a medical emergency
- Normal functions of the human body
- Assessing a victim during a medical emergency
- Performing CPR on adults
- Managing adult breathing emergencies
- Managing soft tissue injuries and bleeding

N102 Medical Terminology*

Course Hours: 40 Hours

Clock Hour Breakdown: 40 hours lecture

Course Description:

This class is designed for the student to understand and become comfortable with anatomy, physiology, and kinesiology medical terminology. Students also learn Greek and Latin derivatives used by healthcare professionals.

Course Objectives:

Upon completion of this course, students will understand and be able to perform the following:

- Identify medical terminology associated with massage therapy
- Identify pertinent abbreviations used in healthcare and their meanings
- Use relevant anatomic and physiologic terms correctly
- Professional record keeping

N103 Therapeutic Massage*

Course Hours: 30 Hours

Clock Hour Breakdown: 22 hours lecture/8 hours lab

Course Description:

Students learn basic techniques; endangerment zones, contraindications, self-care, and hygiene.

Course Objectives:

Upon completion of this course, students will understand and be able to perform the following:

- Describe professional touch
- Identify personal interpretations of touch and their influence on professional interactions
- Explain the rich heritage and history of therapeutic massage
- Explain the influence of historical events on the current development of therapeutic massage
- Explain the meaning of evidence-informed practice
- Describe the fundamentals of the Western scientific process
- Define the terms indication and contraindication
- Explain therapeutic change, condition management, and palliative care
- Identify good health and personal hygiene practice
- Explain the major disease-causing agents
- Describe methods for preventing and controlling a disease

NV101 Anatomy and Physiology*

Course Hours: 65 Hours

Clock Hour Breakdown: 65 hours lecture

Course Description:

Students are introduced to the muscular and skeletal anatomy of the human body. Students learn the basics of the language of human anatomy, including planes, directions, and anatomical positions. Also covered is an overview of the skeleton, bony landmarks, skeletal joints, and the properties, actions, and design of muscular tissue. Students will palpate the origin and insertions of muscles and observe the actions of specific muscles.

Course Objectives:

Upon completion of this course, students will understand and be able to perform the following:

- Recognize the following anatomical terminology:
 - The human body's organ systems and their major functions
 - Levels of structural organization
 - Orientation and directional terms
 - Regional terms used to designate specific body areas
 - Body Planes and sections

- Anatomical variability
- Body cavities and their membranes
- The four abdominopelvic quadrants and the local internal organs
- The nine abdominopelvic regions and the local internal organs
- Homeostasis, positive and negative feedback mechanisms

NV102 Kinesiology

Course Hours: 65 Hours

Clock Hour Breakdown: 35 hours lecture/30 hours lab

Course Description:

This course explains the origin, insertion, and actions of the muscles that move the body. Students learn how to locate bony landmarks, muscles, tendons, ligaments, and associated structures, as well as the relationship and function of muscles associated with dysfunction and pain.

Course Objectives:

Upon completion of this course, students will understand and be able to perform the following:

- Examine the historical and cultural aspects of kinesiology
- Interpret evidence-based knowledge models
- Understand the subdisciplines of theoretical knowledge
- Evaluate the professional activities and development expected of an entry-level professional
- Integrate basic anatomy, physics, calculus, and physiology for the study of human movement

NV103 Pathology*

Course Hours: 40 Hours

Clock Hour Breakdown: 40 hours lecture

Course Description:

Students learn the structure, function, and diseases of the human body and their association to the muscular and skeletal systems, integumentary, cardiovascular, respiratory, nervous, endocrine, digestive, urinary, and immune systems.

Course Objectives:

Upon completion of this course, students will understand and be able to perform the following:

- Homeostasis
- Diseases and conditions that avert homeostasis and intercept the normal bodily functions
- How, when, and where massage or bodywork can be applied to rectify abnormal homeostasis and the limits thereof
- Communicating effectively with patients and healthcare professionals to identify the variables in each patient's situation and design treatment plans that benefit each patient
- Identifying possible risks and modify the massage techniques to provide the patient with benefits while avoiding risks
- Indication and contraindication
- Contraindications to massage and adaptations

NV104A Practice and Massage Theory

Course Hours: 111 Hours

Clock Hour Breakdown: 56 hours lecture/55 hours lab

Course Description:

Students learn and practice therapeutic massage techniques to increase relaxation, reduce stress, manage massage contraindications, draping techniques, and proper body mechanics.

Course Objectives:

Upon completion of this course, students will understand and be able to perform the following:

- Massage therapy session basics, including intake, and draping procedures
- Swedish massage strokes and sequences
- How to conduct a comprehensive history assessment and care/treatment plan
- Determine appropriate pressure, drag, and duration
- Write comprehensive case studies
- Analyze care/treatment plans
- Offer and justify alternative approaches to care
- Equipment and set up procedures for a massage session
- Perform a full body massage

NV104B Internship

Course Hours: 100 Hours

Clock Hour Breakdown: 100-hour internship

Course Description:

This course enables students to synthesize knowledge, apply skills in a clinical setting, and develop experience managing workflow. Students will be under the direct supervision is provided by a licensed massage therapy instructor.

Course Objectives:

In this course, students integrate skills, knowledge, and abilities acquired in lecture and lab courses as they perform massages at the NTC massage clinic.

Internship Policies:

Students must agree to and practice the following guidelines as an intern:

1. Students will not set a price or collect any fees for their practice of massage.
2. Students will not advertise or promote themselves as a licensed or certified professional therapist.
3. Students will not practice massage on the general public unless in a supervised setting approved by NTC.

NV105 Sports Massage*

Course Hours: 44 Hours

Clock Hour Breakdown: 20 hours lecture/24 hours lab

Course Description:

This course focuses on therapies and modification of massage techniques vital to working with injured athletes.

Course Objectives:

Upon completion of this course, students will understand and be able to perform the following:

- Anatomy, physiology and kinesiology massage techniques for athletes
- Therapeutic effects of sports massage on athletes
- Proprioceptive neuromuscular facilitation and general sports massage techniques
- Postural deviations and postural conditions
- Postural analysis and postural observation
- Observations for acute injury evaluation and injury mechanisms
- Preparing an athlete to resume training
- Massage guideline for basic strains and sprains
- Ice massage and muscle cramping

NV106 Deep Tissue Massage*

Course Hours: 30 Hours

Clock Hour Breakdown: 12 hours lecture/18 hours lab

Course Description:

Deep Tissue massage uses strong pressure; slow, deep strokes; and friction across the muscle grain to release chronic muscle tension. Advanced techniques, trigger point work, myofascial release, and postural release are taught in the course.

Course Objectives:

Upon completion of this course, students will understand and be able to perform the following:

- Swedish and Deep Tissue Massage and related techniques
- Common pathologies and contraindications to massage therapy
- Healing mechanisms of the body/mind
- Personal growth and awareness
- Professionalism and safety criteria

NV107 Alternative Modalities***Course Hours:** 25 Hours**Clock Hour Breakdown:** 25 hours lecture**Course Description:**

This course examines holistic forms of healthcare that add to the effectiveness of traditional allopathic care, including energy systems, art, imagery, Traditional Chinese Medicine, Reflexology, and hands-on healing approaches.

Course Objectives:**Upon completion of this course, students will understand and be able to perform the following:**

- Physiologic mechanisms of complementary bodywork systems
- Technical skills used in the various systems
- Integrative concepts used in therapeutic massage

NV108 Ethics and Business***Course Hours:** 12 Hours**Clock Hour Breakdown:** 12 hours lecture**Course Description:**

Students learn professional ethics, legal regulations, and management skills in the massage therapy field. Students also learn how to create a safe working environment for their clients and therapists; establish appropriate boundaries with clients; communication and conflict resolution skills; preventing sexual misconduct; and how to professionally react to a client's emotional response to bodywork. This class also provides detailed information on how to start and maintain a successful therapeutic massage practice, including career planning, job-seeking, and marketing strategies.

Course Objectives:**Upon completion of this course, students will understand and be able to perform the following:**

- Maintain a code of ethics and standards of practice for therapeutic massage
- Complete an informed consent process
- Maintain professional boundaries and therapeutic relationships
- Effective communication skills
- Identify and resolve conflict in the professional setting
- Problem-solving approaches
- Legal and professional credentialing
- Identify and report unethical conduct
- Health Insurance Portability and Accountability Act (HIPPA) requirements

NV109 Chair Massage*

Course Hours: 10 Hours

Clock Hour Breakdown: 2 hours lecture/8 hours lab

Course Description:

Students learn how to conduct a 15-minute chair massage using a specially built massage chair that allows the client to remain fully clothed. Students also learn how to use this therapeutic technique to introduce people to the benefits of massage.

Course Objectives:

Upon completion of this course, students will understand and be able to perform the following:

- Chair Massages
- Contraindication of chair massage
- Contraindication during pregnancy
- Scalp, Neck, Arm and Hand Massage techniques

NV110 Hydrotherapy and Spa*

Course Hours: 10 Hours

Clock Hour Breakdown: 4 hours lecture/6 hours lab

Course Description:

This class will focus on how to use hot and cold hydrotherapy applications to relieve tension, pain, and increase healing.

Course Objectives:

Upon completion of this course, students will understand and be able to perform the following:

- Hydrotherapy specifics
- General effects of hot and cold water applications
- Using hydrotherapy methods
- Hydrotherapy applications in a spa, sports and fitness environment, and healthcare setting

NV111 Muscle Energy Technique*

Course Hours: 8 Hours

Clock Hour Breakdown: 4 hours lecture/4 hours lab

Course Description:

Students learn MET, or Muscle Energy Technique and how it's used to lengthen shortened or spastic muscles, improve weakened ligaments, increase muscle strength and improve range of motion. Students also learn isometric contraction of muscles and resisted movement.

Course Objectives:

Upon completion of this course, students will understand and be able to perform the following:

- Muscle energy techniques and applications
- Elongation methods

Right to Make Changes or Revisions

This Catalog is an official publication of NTC. The school reserves the right to make changes or revisions to the catalog at any time using official addendums. Such changes may include but are not limited to, courses, methods, instructors, staff, provisions or requirements, the cancellation of courses or programs, and any other change deemed necessary in the best interests of the school and its students. It is advised that all students read and fully understand the regulations and policies stated herein.

International Students

Nova Training Center (NTC) is authorized by the Department of Homeland Security's Student Exchange Visitor Program (SEVP) to issue Forms I-20 – Certificate of Eligibility for Nonimmigrant Student Status to international nonimmigrant students.

General Policy Statements

Nova Training Center policy and procedure regarding the enrollment and training of international nonimmigrant students shall at all times be governed and updated in accordance with the current Student and Exchange Visitor System (SEVIS) School User Manual, SEVP Guidance Broadcasts, Field Representative Guidance, and further information provided on the Department of Homeland Security's Study in the States website. General compliance will also be periodically reviewed in accordance with ACCET Document 50I – On-Site Compliance Checklist Relative to Enrolled Non-Immigrant Students.

Admission Requirements

Nova Training Center (NTC) is authorized by the Department of Homeland Security's Student Exchange Visitor Program (SEVP) to issue Forms I-20 – Certificate of Eligibility for Nonimmigrant Student Status to international nonimmigrant students.

Conditions

M-1 nonimmigrant students can only study in full-time programs. We recommend that you contact NTC at least three months before your planned period of study to allow enough time for the Form I-20 to be timely issued and provided to the U.S. Embassy or Consulate with other supporting documentation.

How to Enroll at NTC

You must register at NTC by submitting a completed application via info@novatrainingcenter.edu and making the following steps.

1. You must submit the following documents to support your application:
 - a. A copy of the identification page in a valid passport with at least 6 months remaining in addition to the projected period of study at NTC
 - b. Proof of financial support (a bank letter or bank statement if you are paying for your own studies, or a bank letter or statement from a sponsor with a notarized attestation of full support, indicating a balance in U.S. Dollars to fully cover your tuition and living expenses, with all documents translated into English)
2. Evidence of English language proficiency, including a TOEFL Score of at least 45 iBT, IELTS 5.0, TOEIC 440, or satisfactory completion of at least two academic years (60 semester credits/90 quarter credits) of education at the baccalaureate level from an institution accredited by an agency recognized by the U.S. Secretary of Education.
3. Completed Application-for-Admission-International, Student Enrollment Agreement, International Student Enrollment Acknowledgement, I-20 Request Form.

4. Document Review and I-20 Issuance

NTC will review your documentation and, if complete, create and print the Form I-20 – Certificate of Eligibility for Nonimmigrant (M-1) Student Status.

If the student wishes to have documents sent by UPS (costs of shipping and handling vary by country), the shipping costs will be deducted from the initial deposit.

SEVIS Fee

Upon receipt of the Form I-20, the student must complete Form I-901 and pay the \$350 SEVIS fee. This payment can be made online with a credit card at: <https://www.fmjfee.com/i901fee/index.jsp>.

U.S. Consulate or Embassy Interview

To apply for an M-1 Visa, the student should consult the instructions on his or her country's U.S. Embassy or Consulate website. In general, the applicant will present all of the above-referenced documents to the U.S. Embassy or Consulate in his or her country of origin, including:

- The student's passport
- A signed Form I-20 – Certificate of Eligibility for Nonimmigrant (M-1) Student Status
- I-901 Proof of Payment
- Proof of Financial Support Documentation
- Any other documentation to support the student's intent to return to his or her home country at the end of his or her studies (property ownership, employment, career goals, etc.)

NOTE: The U.S. Embassy and Consular officials have exclusive authority to accept or reject a student visa application!

Transfer Students

Transfer students must provide a copy of the most recent Form I-20 form from the previous U.S. based institution that was attended to info@novatrainingcenter.edu, in addition to the passport information and proof of financial eligibility described above, as well as a copy of the student's I-94 and a completed Transfer Request Form.

An M-1 student may only transfer programs within the first six months of arriving in the United States. The only exception to this is if you are unable to stay at a school because of circumstances beyond your control, such as if a school closes.

- Within six months of your arrival in the United States or, if you changed to M-1 status from another nonimmigrant classification, within six months of the change
- If your documentation confirms that you are an M-1 student
- You remain engaged in a full course of study at your current school
- You plan to pursue a full course of study at your new school
- You are financially able to attend the new school
- You are continuing with the same educational objective

Refunds

If a visa application is rejected, NTC will not refund the initial tuition deposit mailing and /or bank fees will also be deducted from the student's refund.

Important Information for M-1 Students

All NTC M-1 students must be enrolled full-time, be in class a minimum of 22 hours per week, maintain a minimum cumulative attendance of 80%, and make normal progress towards the completion of their studies.

Students must notify NTC of any change in their personal information no later than 10 days after the change is implemented, including any change in address, contact information, or financial circumstances.

Travelling on an M-1 Visa

You cannot enter the United States more than 30 days prior to your program start date on your I-20. Report immediately to NTC when you arrive!

Maintaining M-1 Visa Status

Vacation, temporary absence, or other break in study

M-1 students should speak with their DSO if they are planning to do any of the following:

- Take a break from school.
- Travel outside the United States.
- Move to a new address.
- Request a program extension.

M-1 students are not eligible for an annual vacation. However, M-1 students may travel abroad during times when school is not in session, such as weekends, holidays or time between terms. During this absence, an M-1 student's record in the Student and Exchange Visitor Information System (SEVIS) will be terminated.

Program Completion

M-1 students are only admitted into the United States for the period of time that is needed to complete their course of study as indicated on their Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status," plus any practical training (PT) after they complete their program. This time cannot exceed one year.

M-1 students have 30 days after completion of their program (the program end date on your Form I-20) to leave the United States. The latest date you may remain in the United States is the "admit until" date on your Form I-94, "Arrival/Departure Record," unless you filed for an extension with USCIS.

Program Extension

If an M-1 student needs more than one year to finish their program or any relevant Practical Training, that student may work with their designated school official (DSO) to request an extension of stay (8 CFR 214.2(m)(10)).

The following rules apply for M-1 extensions of stay:

- M-1 students may only request extensions in one-year maximum increments at a time.
- An M-1 student's record is only eligible for an extension within a very specific time frame.
- The cumulative time of extensions that can be granted to an M-1 student is limited to a period of three years from the M-1 student's original start date, plus 30 days.
- This three-year maximum limit includes extensions granted due to school transfer or reinstatement to lawful status.

If an M-1 student wants to file for an extension of stay, they must talk with their DSO as soon as possible. Before the M-1 student applies for an extension with U.S. Citizenship and Immigration Services (USCIS), their DSO should request an extension of stay in the Student and Exchange Visitor Information System (SEVIS).

An M-1 student's SEVIS record is only eligible for an extension during a very specific period of time:

- Up to 60 days before the student's program end date listed on the Form I-20.
- But no later than 15 days before the program end date listed on the Form I-20.

To request an extension of stay from their DSO, an M-1 student must provide proof of financial responsibility for the entirety of the proposed extension. If the DSO confirms that the M-1 student has an educational or medical justification for filing an extension and the financial resources to remain in the United States, the DSO will input the request for an M-1 extension of stay on the student's record in SEVIS.

After granting the request, the DSO will print and sign a new Form I-20 for the student. The student must use this updated form to apply for an extension of stay with USCIS.

Program Withdrawal

A student who fails to make normal progress or maintain minimum requirements for full-time program attendance will be automatically withdrawn from the program and his or her SEVIS record will be terminated. When an M-1 SEVIS record is terminated, the student loses all on- and/or off-campus employment authorization. Termination for a violation of status will result in the student and dependents having to leave the United States immediately. The student cannot re-enter the United States on a terminated SEVIS record.

Practical Training for M-1 Students

M-1 students are not eligible for employment during their program of study but may obtain authorization for practical training employment. You may participate in practical training employment after the completion of your vocational program.

If you want to participate in practical training employment in the United States, talk with your DSO about your options. Practical training employment requires your DSO's recommendation and authorization from USCIS.

If you choose to work without authorization, you will be forced to leave the United States immediately. You may not be able to re-enter the United States at a later date.