

American College Massage School

INDEX February 24, 2017

<u>Subject</u>	<u>Page</u>
<u>Institute Overview</u>	
Philosophy Goals and Mission	2
Director	2
Personnel	2
Who will train you?	2
Map and Web Site	3
Why did we pick Crown Point and Elkhart?	3
<u>Class Administrative</u>	
Class Size	4
Admissions	4
<u>Institute Policies</u>	
General Rules	5
Payment methods	5
Code of Conduct and Dismissal	6
Absenteeism	7
Refund Policy OCTS and VA	8-9
<u>Status</u>	
State of Indiana	10
A.B.M.P.	10
A.M.T.A.	10
<u>Completion Process</u>	
Grades	11
Attendance	11
Payment	11
<u>Course Descriptions</u>	
Massage Therapist 50 Week Course	12
Introduction to Massage & Couples Massage	14
Sports Massage and Advanced Sports Massage	15
Reflexology	16
Aromatherapy	17
Tune up/Maternity 70 hour course	18
Submission of complaints/Regulation Statement	20
FAQ	21
Shopping for an education	21
Financing	22

Institute Overview

American College Massage School

Philosophy

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

Mission

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

Goals

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

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

Personnel

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

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

Director

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

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

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

Who will train you?

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

American College Massage School

Map to A.C.M.S.

100 South Main St.
Crown Point, Indiana 46307

131 East Franklin St.
Suite 10
Elkhart, IN 46516

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

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

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

Phone 219-661-9099 Main Office

Phone 219-661-9975 Crown Point School and Clinic

Phone 574-522-9095 Elkhart Indiana School and Clinic

Web Site: www.acmcollege.com

Why did we pick Crown Point and Elkhart?

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

American College Massage School

Class Administrative

Class Size

The average class size is 8, with a maximum of 10. All the staff here feels it is important to get individual close personal training.

Admissions

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

American College Massage School

Institute Policies

General Rules

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

Payment methods

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

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

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

If you default on the loan or payments to ACMS the student agrees to forfeit any Massage Therapist License.

Loans

TFC Credit has loans available for those who have trouble obtaining loans. Please call toll free 888-662-2585 for the application.

Payments as low as \$99 a month regardless of income or credit scores

Payment Discounts

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

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

The discount is \$2000.00. The discount is applied to the second half of tuition, and is not due as long as the student continues their 2nd half of education. This discount cannot be used with any other scholarships, government aid, or discount plans. Note: starting with issue 23 documents.

Late Payment

The enrollment agreement specifies the following:

“I agree to pay the first half of tuition to start and the balance is due on or before the half-way point of class. Otherwise, I’ll pay 10 percent of the unpaid balance as late fee.” If you have government aid, (i.e. vocational rehabilitation,

WorkOne ®), or use the schools finance company we wait for payment from them.

American College Massage School

Student Code of Conduct

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

Failure to keep any of the above code of conduct is reason for expulsion.

Dismissal

Students are subject to dismissal for the following reasons.

- Not following the Code of Conduct Rules.
- Failure to keep current with homework.
- Attending class under the influence of drugs or alcohol.
- Failure to make timely tuition payments.
- Any behavior which could discredit the school or the massage profession
- Unlawful behavior on school grounds.
- Inappropriate attire – **scrubs at all times** --- period
- Swearing, i.e. profanities, Curse words, or vulgar language or behavior.
- Cell phones are not to be taken into clinical massage rooms, students will be subject to 1 week suspension from school. If it continues the student will be expelled. You may use your cell phones to text at your desk, or for students with language issues they may use for translation. Phone calls are to be placed outside the class room so not to disturb other students. If you receive a call make it short. Your phone must be on mute/vibrate. The nature of cell phones with pictures and recordings is enough by itself not to have them with you when you are massaging.

I, _____ (printed name) understand the code of conduct, reasons for dismissal.

Student Signature _____ Date _____

American College Massage School

Institute Policies

Absenteeism

When absences occur, you will have sufficient time to make up classes. Every effort will be made to see that all students finish class in a timely manner, commensurate with each person's needs.

If more than 30 consecutive days of school are missed you will be placed on a leave of absence.

Class Hours: ACMS reserves the right to change class hours as needed.

American College Massage School

OFFICE FOR CAREER AND TECHNICAL SCHOOLS RESIDENT REFUND POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each resident postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - (d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

OCTS Resident Refund Policy Revised 8/3/16

Student Signature _____ **Date** _____

American College Massage School

VA Refund Policy

Federal VA Policy:

Title 38 US Code CFR 21.4255 Refund Policy; Non-Accredited Courses for IHL/NCD

A refund of the unused portion of the tuition, fees and other charges will be made to the veteran or eligible person who fails to enter or fails to complete the course as required by Veteran Administration regulation. The refund will be within 10% (percent) of an exact pro rata refund. No more than \$10.00 of the established registration fee will be retained if a veteran or eligible person fails to enter and complete the course.

The code states that the exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

This policy will change upon accreditation of the school by an accrediting body recognized by the U.S Department of Education. The State Approving Agency will be notified accordingly.

Student Signature _____ **Date** _____

State Approving Agency Approved: If you are a Veteran or eligible dependent with education benefits, you can use your GI Bill® Education benefits here.

American College Massage School

Status

State of Indiana

Indiana Department of Workforce
Development Office for Career and Technical Schools
10 N Senate Avenue, Suite SE 308
Indianapolis IN 46204

OCTS@dwd.in.gov

<http://www.in.gov/dwd/2731.htm> 317-234-8338 or 317-232-1732

A.B.M.P.

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

AMTA

The American Massage Therapy Association, A.M.T.A.
A.C.M.S. became a member of this institution 2004. Their phone number is (847)-864-
0123.

Federation of States MBLEx

ACMS is approved for students to take the test. www.fsmtb.org

Ohio Medical Board 614-466-3934

Veterans Administration

Facility Code 2-5-5075-14 Web site .www.va.gov
Eligibility call center..... 888-442-4551

American College Massage School

Completion Process

The following criteria, defines the requirements for completion.

Grades

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

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

Attendance

- Complete attendance and participation for all sessions. After 30 calendar days absent you are considered dropped, however, you can be re-instated by request to the director.

Payment

- Tuition payments and fees paid in full.

Re-enrollment

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

American College Massage School

50 Week Massage Therapist Course

When you complete this course by passing practical and written exams, attending massage clinic, attending all required sessions, and completing all assignments, you will be a Massage Therapist. This course consists over **140 hours of anatomy & physiology, Kinesiology**, and over **200 in-class hours of hands-on practical instruction** (*which includes 10 hours of ethics*). In addition to the practical instruction you will receive over **200 in-class hours at our supervised massage clinic. New 2 payment discount reduces tuition \$1,000 on 2nd payment.**

Title

Massage Therapist

Prerequisites

Admissions Acceptance

Length of course

50 Weeks

Hours per Week

12.00 hours In-Class 600 hour course

20.00 hours in class 1,000 hour

Number of Days Class Meets a Week

1 week day, 1 weekend day time class/clinic 600 hour course

1 week day, 2 weekend day time class/clinic 1,000 hour course

Time of day

Anatomy, Physiology and Kinesiology (A&P&K) and Practical Classes

5:25p.m. to 9:55p.m or Thursday alternate day as needed 9:25am to 1:55pm

Student Internship and training – Clinic Hours of Operation

(Thursday alternate day as needed) Friday or Saturday 8:30 am - 4:00p.m. 600 hours

(Thursday alternate day as needed) Friday and Saturday 8:30 am to 4:15pm. 1,000 hours

Fee Descriptions

Fees

Registration Fee

\$...100.00

Tuition

\$9,700.00

Books

Included in Tuition

Total

\$9,800.00

(Continued next page)

American College Massage School

Week Massage Therapist (continued)

Course Description

Course # In-class Course 600 hours

- 101** **Anatomy and Physiology & Kinesiology (A&P)**
Meets within the clock time of 5:25pm – 9:55pm - 50 weeks with 140 hours
- 102** **Practical Hands-on training**
Meets within the clock time of 5:25pm and 9:55pm - 50 weeks with 85 hours
- 103** **Clinical/ Hands-on training(200)**, Communication and Sanitation, benefits, Universal precautions, body mechanics, history,Client data, documentation, professional standards, therapeutic communications, contraindications, and other modalities , Clinical Pathology(40) and recognition of conditions as it relates to massage and bodywork theory assessment and practice, business and ethics hours(20), CPR Certification (10), Anatomy and Physiology/ Research projects, Indiana Massage law.
- Meets within the clock hours of 8:30am - 4:15pm - 50 weeks with 375 hours**

Course # In-class Course 1000

- 101** **Anatomy and Physiology & Kinesiology (A&P)**
Meets within the clock time of 5:25pm – 9:55pm - 50 weeks with 140 hours
- 102** **Practical Hands-on training**
Meets within the clock time of 5:25pm and 9:55pm - 50 weeks with 85 hours
- 103** **Clinical/ Hands-on training(200)**, Communication and Sanitation, benefits, Universal precautions, body mechanics, history,Client data, documentation, professional standards, therapeutic communications, contraindications, and other modalities , Clinical Pathology(40) and recognition of conditions as it relates to massage and bodywork theory assessment and practice, **business and ethics hours(20)**, CPR Certification (10). Anatomy and Physiology/ Research projects, Indiana Massage law
- Meets within the clock hours of 8:30am - 4:15pm - 50 weeks with 387.50 hours**
- 104** **Clinical/ Hands-on training(200)**, Communication and Sanitation, benefits, Universal precautions, body mechanics, history,Client data, documentation, professional standards, therapeutic communications, contraindications, and other modalities , Clinical Pathology(40) and recognition of conditions as it relates to massage and bodywork theory assessment and practice, business and ethics hours(20), CPR Certification (10). Anatomy and Physiology/ Research projects.
- Meets within the clock hours of 8:30am - 4:15pm - 50 weeks with 387.50 hours**

Please note:

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

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American College Massage School

Introduction to Massage And Couples Massage

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

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

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

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

Title

Introduction to Massage

Prerequisites

None

Length of course

1 Class

Hours per Class

6

Time of Day

Call for times

Total Hours for Course

6

Day(s) of Week Class Meets

Sunday

Fee Descriptions

Registration Fee

Tuition

Handouts

Total

Fees

\$49.00

\$50.00

Included in Tuition

\$99.00

Education

It's not just our business

It's our passion

.....

American College Massage School

Sports Massage And Advanced Sports Massage

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

Title

Sports Massage
And
Advanced Sports Massage

Prerequisites

Must be a Massage Therapist

Length of course

6 Classes

Hours per Class

4

Number of Days Class Meets a Week

1

Time of day

Call for times

Total Hours for Course

24

Day(s) of Week Class Meets

Monday - Saturday

Fee Descriptions

Registration Fee

Tuition

Handouts

Total

Fees

\$...100.00

\$...290.00

Included in Tuition

\$...390.00

American College Massage School

Reflexology

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

Title

Basic Reflexology

Prerequisites

Admissions Acceptance

Length of course

6 classes

Hours per Class

2

Number of Days Class Meets a Week

1

Time of day

Call for times

Total Class Room Hours for Course

12

Day(s) of Week Class Meets

Monday - Saturday

Fee Descriptions

Registration Fee

Tuition

Book(s)

Total

Fees

\$...100.00

\$...290.00

Included in Tuition

\$...390.00

American College Massage School

Aromatherapy

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

Title

Basic Aromatherapy

Prerequisites

Admissions Acceptance

Length of course

1 Class

Hours per Class

5

Number of Days Class Meets a Week

1

Time of day

Call for times

Total Hours for Course

5

Days of Week Class Meets

Monday - Sunday

Fee Descriptions

Registration Fee

Tuition

Handouts

Total

Fees

\$...39.00

\$...60.00

Included in Tuition

\$...99.00

American College Massage School

Tune up/Maternity and Infant Massage

This class teaches hands-on techniques for maternity massage and general massage. It is an add-on class, however, **we do teach basic maternity in our MT program**. Seventy hours is the minimum requirement to finish.

Title

Massage

Prerequisites

Admissions Acceptance

Length of course

10 Weeks – weeks do not need to be consecutive

Time of day

Call for times

Total Hours for Course

77

Days of Week Class Meets

Monday - Sunday

Fee Descriptions

Fees

Registration Fee

\$...90.00

Tuition

\$...300.00

Handouts

Included in Tuition

Total

\$...390.00

No cost to ACMS Graduates

American College Massage School

Course 102A

Course # 102 In-class Course 77 hours (Tune up) - weeks do not need to be consecutive
Practical Hands-on training

103 **Meets within the clock time of 5:25 and 9:55**

Clinical/ Hands-on training(200), Communication and Sanitation(10), benefits(10), Universal precautions(10), body mechanics(10), history(10), Client data(10), documentation(10), professional standards(10), therapeutic communications(10), contraindications(10), and other modalities(5) , Clinical Pathology(40) and recognition of conditions as it relates to massage and bodywork theory assessment and practice,

Meets within the clock hours of 8:30am and 4:15pm weeks

This class is a tune up class to increase the skills of the massage therapist through hands-on training. It includes the following but is not limited to:

1. Effleurage – Arms, legs
 - Touch - superficial initial contact – hands to face
 - Aura – touching the energy field
 - Superficial – feather touch
 - Deep – forearm – mechanical effect
2. Petrissage – Hands and feet – windshield wiper thumb motion
3. Friction – Arms, legs and Back
 - Circular – Circling thumbs
 - Transverse/Cross Fiber – motion across fibers of muscle
 - Compression – Rhythmic pressing
 - Rolling
 - Stripping/chucking – between metacarpals
 - Wringing – like wringing a wash cloth
 - Vibration
 - Shaking

American College Massage School

Grievances

Submission of Complaints

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

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

Regulation Statement

Indiana Department of Workforce
Development Office for Career and Technical Schools
10 N Senate Avenue, Suite SE 308
Indianapolis IN 46204

OCTS@dwd.in.gov

<http://www.in.gov/dwd/2731.htm> 317-234-8338 or 317-232-1732

Complaints should first be filed with the school to be resolved. If there is no resolution, then file complaint with OCTS.

I, _____ (printed name) understand the complaint process

Signature of Student _____

Date _____

American College Massage School

FAQ

1. Does ACMS graduates qualify for the National Test? Yes and we have many students pass the exam.
2. Does Indiana have licensing? Yes, effective for 2009. We qualify.
3. What is the difference between the AMTA and ABMP? Both are malpractice insurance companies that have educational requirements to obtain malpractice insurance. They also help students by providing them with information on massage.
4. Where do students obtain employment? The best way is to start your own business, which is more lucrative, but does take time to establish. Or to be employed by nursing homes, health care providers, chiropractors, salons, health club, or spas. Our students have worked in all environments. We have over 60 employers at any given time looking for MT's

Shopping for an Education

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

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

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

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

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

Not necessarily. Grants for massage education usually max out at \$5,000. If the tuition is \$30,000 you still owe \$25,000.

American College Massage School

Financing

1. If you finance tuition it is half down and the 2nd half at mid point. No interest. **New 2 payment discount reduces tuition \$1,000 on 2nd payment.** Also see in index Institute Policy for discount program.
2. We have several financing options. If you have poor credit we can finance. If you have good credit we can provide you with a very reasonable loan. Please call Mr. Miller to discuss financing. Toll free 888-662-2585.
Payments as low as \$99.00 a month.

Major credit cards are accepted

American College Massage School

**Certifying Massage Therapist
Since 1998**

**Over 125 graduating class
Student Clinic has done over 100,000
Massages**

