

SHENANDOAH VALLEY
SCHOOL OF
THERAPEUTIC MASSAGE,LLC



*Listening to the
body with hands,
heart, and mind.*

HANDBOOK

SHENANDOAH VALLEY
SCHOOL OF
THERAPEUTIC MASSAGE, LLC

215 Piccadilly Street
Edinburg, Virginia 22824

540-984-9629 or 888-836-0400

www.svstm.com

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ABOUT US

History

The school was opened in 2003 by Neva Clayton, M.A., Ed.S., CMT.

Certification

The school is certified by the State Council of Higher Education of Virginia (SCHEV). Graduates of the 630-hour professional massage therapy program are eligible to take the National Certification Examination in Therapeutic Massage and Bodywork. This exam is required in several states, including Virginia, Maryland, and the District of Columbia for licensure or certification as a massage therapist.

Purpose

The purpose of the 630-hour therapeutic massage program is to assist students in acquiring the knowledge and skills necessary to become professional massage therapists. The holistic approach also aids the students in personal development, helping them to have the sensitivity to use their skills in a caring and appropriate manner.

Educational Objectives

The following educational objectives are to help students achieve:

1. knowledge of anatomy, physiology, kinesiology and pathologies of the human body
2. skills in assessment and mastery of massage techniques for therapeutic application
3. appropriate body mechanics and ethical and emotional boundaries
4. an understanding and ability to apply professional business practices

School Calendar

Classes meet on average for three weeks a month. The school will be closed for New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

Career Planning and Placement

The director will work with students to develop a career plan. In addition, there will be current information from potential employers available for students and graduates to examine. There is no assurance of a student gaining employment through the school's efforts.

Facility

The school is located at 215 Piccadilly Street in Edinburg, Va. There are three classrooms and one treatment room available for clinic use. Massage tables and chairs are provided. Books, charts and videos related to massage and healing modalities are available for student use.

Equal Opportunity

It is the school's policy to maintain and promote equal educational opportunity without regard to race, color, gender, age, religion, disability, national origin, or other non-merit factors.

ADMISSION INFORMATION

Admission Requirements

Students must be 18 years of age or older and must have a high school diploma or the equivalent. Students must be physically able to perform and receive massage therapy.

Admission Procedures

All applicants are required to submit to the school a completed Application for Admission and to be interviewed by the director.

Students accepted into the program may enroll by completing an enrollment agreement, submitting it with a \$100 enrollment fee and a \$450 tuition deposit with the completed Physician Certification Form. The school reserves the right to evaluate applications and to refuse applicants when it is considered to be in the best interest of the school.



Request for Advanced Standing

A student may request a specific clock hour status by submitting a written request with a copy of transcripts from an accredited school, or out-of-state equivalent, indicating the number of clock hours completed from his/her previous institution. The director will schedule a written and/or practical exam to evaluate the student's level of achievement. A score of 80 or above is required for credit to transfer. The decision of the director on the student's clock hour status is final. All students are required to complete 630 clock hours in order to graduate and receive a diploma. If a student transfers to a subsequent school, the subsequent school's transfer policy determines the transferability of the student's clock hours earned at this school.

Students Records Access

To ensure the privacy of official student records, all requests regarding reviewing or releasing student information must be made in writing to the director. The school will not release student record information without the student's permission, except to certain school and government officials as required by law. There is no fee for the first two transcript requests. Other requests will generate a \$3 handling charge.

Cost of the Program

The cost of the 630-hour Professional Therapeutic Massage Program can be found on our website, www.svstm.com or by calling the school at 888-836-0400. Tuition includes all textbooks and supplies, except for sheets and creams students will use in class and lab. Tuition is due the first day of class. Flexible payment schedules are available upon request. ***Payments made after the 15th of the month are subject to a \$25 late fee.* Students are responsible for any fees incurred if a check does not clear.

Refunds

A student may withdraw from the program at any time by submitting a written notice to the Director. Depending on the timing of the receipt of the written notice, the refund due the student is as follows:

Enrollment fee of \$100 is non-refundable.

If the student withdraws prior to the fourth business day after enrolling in the program, the full tuition deposit is refundable. If the student withdraws on the fourth business day but before the first day of class, \$100 of the tuition deposit is non-refundable. Any tuition on deposit greater than \$100 is refundable.

If a student withdraws or whose studies are terminated during the first 25% of the program, 75% of the total cost is refundable. If the student withdraws or whose studies are terminated during the second 25% of the program, 50% of the total cost is refundable.

If the student withdraws or whose studies are terminated during the third 25% of the program, 25% of the total cost is refundable. If the student withdraws or whose studies are terminated after the completion of 75% of the program, none of the cost is refundable.

If the student withdraws or whose studies are terminated and is on a monthly payment plan, there will be no refund beyond half of the monthly payment, unless termination is at the end of that month, whereby no refund would be given.

ACADEMIC INFORMATION

Attendance, Grading and Graduation

Attendance: Students are required to attend 90% of classes and activities. The 10%, or 61 hours, must be equally divided amongst the 3 terms and amongst the anatomy, bodywork and lab hours. This would equal approximately 6 hours each of anatomy class and lab, and 8 hours of bodywork each term. Hours or assignments over 10% missed due to lateness or absence are required to be fulfilled prior to graduation. Tutoring is available at \$30 per hour. If a student is more than ½ hour late, he or she will be required to make up the class. **Students will be required to complete the program of study within 150% of the time, dating from the initial class attended.

Clock hour: One in-class hour equals 50 minutes of supervised instruction (per the NCBTMB exam handbook).

Grading system: Testing will occur approximately every 15 lecture hours. There will be a written and practical final exam at the end of each term. A student is required to obtain a minimum grade of 70% on each test, with a cumulative grade of 75% in order to graduate. A student has the option to retake a test with a score of 70 or below. If a test must be retaken a 'proctor fee' of \$30 will be charged to the student.

Satisfactory progress: In order to maintain satisfactory progress, a student is required to obtain a minimum grade of 70% on all tests within a term prior to advancing to the next term. If a student fails a term, he or she can retake that term the next time a class begins, and the student will be charged 2/3rds of the

cost of the term for that particular class. Towards the end of the first term, there will be a second interview to check in with the student regarding specific needs or issues.

Diploma: A diploma is awarded to each student upon graduation from the Professional Therapeutic Massage Program.

Clothing: Students are required to dress appropriately for each class or school workshop. This consists of wearing clean scrub pants and SVSTM T-shirts. The first T-shirt is free. If the student arrives without the appropriate clothing, he or she will need to purchase another shirt. (Spaghetti strap tops, short shorts, swim suits or other revealing clothing is not considered appropriate attire.)

Personal Hygiene: Students are required to maintain a high level of personal hygiene for each class. This includes clean, short fingernails, minimal or no cologne or perfume (due to others' sensitivities), and clean body, hair and breath.

Graduation Requirements: To receive a Diploma for completion of the 630-hour Professional Therapeutic Massage Program, a student must complete the following:

Complete all of the course work and hour requirements as outlined in this handbook.

Take at least 35% of the hour requirements at this facility, including the Boundaries and Ethics Class.

Earn a cumulative grade of at least 75% on all tests in the program.

Resolve all financial obligations to the school, including any borrowed items.

Student Conduct and Complaints

Student Conduct: By enrolling as a student at the school, students accept the school's policies. Any disciplinary action will be limited to conduct which adversely affects the school's pursuit of its purpose. The following misconduct is subject to disciplinary action, which may include dismissal.

Dishonesty: All forms of dishonesty, including cheating or knowingly furnishing false information.

Disruption: Disruption or obstruction of teaching or other activities.

Abuse: Abuse or the threat of abuse of any form toward anyone.

Harassment: Any type of harassment, whether sexual or otherwise.

Alcoholic beverages/illegal substances: None are allowed on the premises.

Theft or damage: To property of other individuals or to the school or premises.

Non-Compliance and Dismissal Policy: Students who fail to comply with attendance, academic or student conduct policies are subject to dismissal by the director. The director and the student will meet to review the non-compliance issue and the student will be notified of the resolution in writing.

Complaints: Students with concerns or questions may make an appointment with the director to discuss the issue. If the student is not satisfied with the resolution of the issue, he/she may also contact the following organizations:

State Council of Higher Education of Virginia (SCHEV)
101 N. 14th Street, 9th floor
Richmond, VA 23219 or

The Commission on Massage Therapy Accreditation
820 Davis Street
Evanston, IL 60201

THE 630-HOUR PROFESSIONAL THERAPEUTIC MASSAGE PROGRAM

The purpose of the 630-hour Professional Therapeutic Massage Program is to prepare the student to be able to perform an excellent therapeutic massage through proper assessment, design of treatment and execution of the massage in a holistic way. The structure of the program schedule is flexible and can be set by appointment. Specific class times are established at the time of enrollment.

Graduates of this program are eligible to take the National Certification Examination in Therapeutic Massage and Bodywork (the NCBTMB requires a 550-hour program which is certified to operate by the state; this school meets that requirement.) The national exam is required in several states, including Virginia, Maryland, and the District of Columbia for licensure or certification as a massage therapist.

Course # and Description In-class Clock Hours

110 - First Term Anatomy 60

This course offers the student history and theory of massage, as well as a foundation in anatomy particularly the cells and tissues in the body

112 - Swedish Relaxation Massage Techniques 80

These techniques prepare the student to give a full-body relaxation massage

115 - Supervised Lab..... 60

Supervised lab is designed to assist the students in mastering massage techniques while learning appropriate body mechanics to reduce stress on the student's own body.

210 - Second Term Anatomy..... 60

The student learns the muscular system in depth, paying specific attention to origins and insertions and actions of the muscles. Pathologies are presented with cautions, contraindications and potential treatments examined.

212 - Deep Tissue Massage 80

The student learns deep tissue massage techniques for a therapeutic approach to easing muscle tightness and improving range of motion. It is more of a corrective approach to massage. Additional bodywork modalities are introduced.

215 - Supervised Lab..... 60

Supervised lab is designed to assist the students in mastering deep tissue massage techniques while refining appropriate body mechanics to improve the effectiveness of the strokes and to reduce stress on the student's own body. There will be four student clinic sessions with clients.

310 - Third Term Anatomy 70

This course offers a deeper look at the body's systems and how the body functions interact and support one another. There also is training in starting a business and developing professionalism in a massage practice. More pathologies are discussed with cautions, contraindications and potential treatments examined.

312 - Third Term Bodywork 80

This course teaches myofascial release techniques as well as assessment and creation of individual bodywork sessions.

Additional bodywork modalities are introduced.

315 - *Supervised Lab* 60

There will be a lab project where the student will focus on one lab partner to perform myofascial release therapy. Supervised lab will assist the students in mastering the MFR techniques as well as to further refine body mechanics. There will be six student clinic sessions with clients.

316 - *Other Modalities*..... 20

Included in the above program are 10 hours of Boundaries and Ethics (required) as well as a 16 hour weekend of Pathologies (also required), which is part of 40 hours of Pathologies required by the NCBTMB. An additional 20 hours of Alternative Therapies is incorporated into the program as introductory workshops. These may vary according to the availability of presenters. Each student is required to perform 10 clinic sessions with external clients.

Ethics and Professional Standards

This school conducts its program in accordance with the Code of Ethics and the Standards of Practice of the American Massage Therapy Association and the Code of Ethics and the Standards of Practice of the National Certification Board for Therapeutic Massage and Bodywork. These guidelines are required to be practiced within the school at all times by all school personnel and students. These guidelines are taught as part of the Basic Massage Class and are emphasized throughout the program. These guidelines include professionalism, legal and ethical requirements, confidentiality, business practices, draping, roles and ethical boundaries, and prevention of sexual misconduct.



Text Books

Structure and Function of the Body by Gary A. Thibodeau and Kevin T. Patton, 13th Edition, © 2003 by Elsevier Science.

Trail Guide to the Body, by Andrew Biel, © 2005 by Books of Discovery

The Anatomy Coloring Book by Wynn Kapit and Lawrence Elson © 1993 by HarperCollins Publishers.

Introduction to Massage Therapy by Mary Beth Braun and Stephanie Simonson, © 2005 by Lippincott Williams & Wilkins.

Reference Books

Mosby's Fundamentals of Therapeutic Massage by Sandy Fritz, 2nd Edition © 2000 by Mosby, Inc.

The Myofascial Release Manual by Carol J. Manheim, 2nd Edition © 1994 by SLACK Incorporated.

Mosby's Basic Science for Soft Tissue and Movement Therapies by Sandy Fritz, et al, 1st Edition © 1999 by Mosby, Inc.

Principles of Anatomy and Physiology by Gerald Tortora and Sandra Reynolds Grabowski, 9th Edition © 2000 by HarperCollins Publishers.

A Massage Therapist's Guide to Pathology by Ruth Werner and Ben E. Benjamin, © 1998 by Williams and Wilkins.

Trail Guide to the Body by Andrew Biel © 1997 by Andrew Biel.

INSTRUCTORS

Neva Clayton, M.A., Ed.S., School Director and Instructor is a graduate of the Massage Therapy Program at the Virginia School of Massage, where Clayton joined the staff of VSM in 1996. A Certified Massage Therapist, she started a private practice in Harrisonburg, Virginia, moving it to the Bompiani Chiropractic Center in 1998 where she continues her practice. Over the years Neva has taught a variety of classes at the Virginia School of Massage as well as specialized workshops.

Neva earned Masters and Educational Specialist degrees in Community Agency Counseling at James Madison University and for a time divided her work between counseling and massage therapy. She ultimately focused her work on massage therapy and teaching of massage. The two healing modalities have contributed to her listening skills and therapeutic approach.

She also attended the School for Women Healers for several years, learning techniques to explore the spirit and emotions. This personal work was vital to enhancing her personal and professional lives. Neva sees her life's work as a journey toward healing and helping the Earth and her inhabitants.



Annette La Rocque Fitzsimmons is a Certified Massage Therapist in Virginia. She earned a Bachelor of Arts degree in Dance from Bennington College and danced professionally in NYC with Steve Paxton. Annette is a graduate of Potomac Massage Training Institute (PMTI), and she also is a certified Yoga instructor. She maintains a private practice in Woodstock, VA.

Mary McKechnie-Harless is a Certified Massage Therapist in Virginia. She earned a Bachelor of Arts degree from the University of Maryland's College of Behavioral and Social Sciences in 1985. She graduated from the Potomac Massage Training Institute (PMTI) in 1988, was an instructor at PMTI for 2 years and also had a private massage practice in Maryland. After a long career in the Information Technology and Computer Training field, Mary has returned to her avocation in bodywork. She has a private practice in Woodstock, Virginia.

Holli Phillips is a Certified Massage Therapist whose training in healthcare stretches nearly ten years, starting with work in the emergency medical services field as a medic. She pursued a career in nursing until the birth of her twin sons, when she chose to follow a career in health services which allowed for more flexibility, allowing time for her family to come first. She graduated from the Shenandoah Valley School of Therapeutic Massage and now works at Warren Memorial Hospital as a massage therapist in their Wellness Services department. She appreciates the opportunities to help people to feel better without the use of medications or needles.

Melissa Smith-Heltzel, is a Certified Massage Therapist in Virginia. She earned a Bachelor of Science degree in Parks and Recreation Management at West Virginia University and worked for the U.S. Forest Service as an environmental education and information specialist. Leaving the Forest Service to raise her family, she entered the Virginia School of Massage in 1999. Melissa maintains a private massage practice from her home west of Woodstock, Virginia.

Stefanie van Gulden, BA has been a Certified Massage Therapist since 1995. A graduate of the Virginia School of Massage she was also an instructor there from 1998-2005. In addition, Stefanie is an Associate Polarity Practitioner and is certified in pregnancy and infant massage. Her teaching experience also includes workshops such as joint mobilization and business and marketing. She has a private practice in Orange, Virginia.

Faustine Settle (*Adjunct Instructor*) is a Medical Massage Therapist with 17 years teaching and private practice experience in Ohio and Virginia. She teaches Ethics, Therapeutic Touch, Explorations in Movement, and a variety of courses including Medical Massage. Her clinical work has involved both Hospice and hospital settings, and her private practice centers on the medically-involved client and the emotional aspects of healing.

FACULTY ACCESSIBILITY

Due to the close schedule of classes for the full-time program and the evening/Saturday classes for the part-time program, faculty and staff members are available by appointment, both in person and by telephone. Students can access staff and faculty before and after classes to set up an appointment, or they may telephone the school to make an appointment.

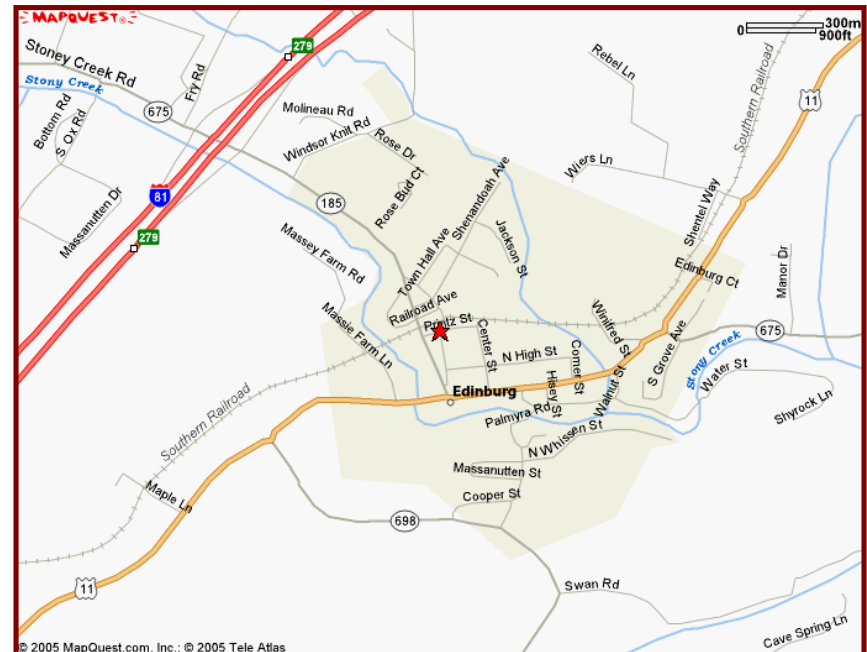
STATEMENT OF RESPONSIBILITY

As owner/director of SVSTM, Neva Clayton is responsible for the school, for fulfilling financial responsibilities incurred in the running of the school, obtaining and renewing appropriate licenses and certifications of the school, receiving tuition payments and refunding tuition when necessary. In the event of conflict between students or between a student and staff member, she will act as mediator to help resolve conflicts.

DIRECTIONS TO OUR LOCATION

Shenandoah Valley School of Therapeutic Massage, LLC
215 Piccadilly Street
Edinburg, VA 22824
540-984-9629 or 888-836-0400

From I-81 (Virginia) take Exit 279 (Edinburg) toward VA-185 onto Stony Creek Blvd. Go past the railroad tracks and turn left onto Printz Street. The school is located on the right at the corner of Printz and Piccadilly Streets.



Revised January 10, 2010