



# Black Hills School of Massage

## Student Catalog

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## Introduction

Black Hills Health & Education Center is a beautiful health-oriented wellness and education center, located in the heart of the southern Black Hills of South Dakota, just 14 miles from Mt. Rushmore National Monument and approximately 20 miles from Custer State Park.

The private 265-acre campus includes beautiful grounds with an abundance of trees, vistas, hiking trails, and wildlife, along with a creek rippling through the canyon. The Wellness Center is host to many guests who come to participate in the lifestyle program. It includes guest rooms, a fireside room, treatment rooms, medical offices and a fully-equipped fitness room. The spacious Main Lodge includes a state-of-the-art kitchen, dining facilities, meeting rooms, fireside lounge, guest rooms, administrative offices, and the school of massage. Red Canyon Lodge provides housing for students and guests. Pine Lodge provides staff housing.

## Mission and Philosophy Statement

The mission of BHHEC School of Massage is to provide post-secondary vocational education in health ministry by means of massage therapy and hydrotherapy in conjunction with Christian ethics. Our program offers the highest quality education for those who desire to engage in the ministry of natural health care.

## Facility

The Center consists of a beautiful learning environment, surrounded by nature, clean air, and ambience for maximum learning. Massage equipment and tables are provided for use in the classroom and student clinic, as well as in the Lifestyle Center. Students receive supervised practice in all components of the program. The goal is to provide the student with an effective learning experience.

## Student Housing

Student housing is available in Red Canyon Lodge. Each student will have his or her own room but will share a bathroom with another student (a private bathroom is available for an extra fee). Students need to bring their own sheets, pillow, blankets, towels, alarm clock, clothes hangers, etc. and are responsible for providing their own toiletries and laundry detergent. A washer, dryer, small refrigerator, and microwave are provided in the communal living area of each 3-bedroom housing unit. Upkeep of personal space and laundry is the responsibility of the student.

## Meals

Two meals a day (breakfast and lunch) will be provided for students in the dining facility in the Main Lodge. It is the student's responsibility to arrive for meals on time. There will be no provision for meals outside of scheduled mealtimes. If a student wishes to have a third meal, he or she may purchase the option for a take-out meal. Some food items may also be available for purchase in the campus store.

## Additional Supplies Needed

A personal computer/tablet is strongly recommended for completing assignments and special projects. Wireless Internet access is available.

## Education Goals and Objectives

Graduates of the Black Hills Health & Education Center's massage therapy certification program will be prepared to:

- Join the massage therapy profession, meet all educational expectations for licensure in South Dakota, and take the MBLEx licensing exam
- Develop and implement a self-care strategy, based on the eight laws of health, including methods to maintain a safe, injury-free massage therapy practice
- Develop successful, professional, and ethical therapeutic relationships with clients, incorporating an awareness of maintaining professional boundaries and rules
- Design and begin to implement a strategy for creating and maintaining a successful massage therapy practice or employment situation
- Plan and provide effective hydrotherapy treatment sessions

## Career Opportunities in Massage

Massage therapy and hydrotherapy, both traditional natural therapies, are two of the oldest and simplest forms of medicine. Recent research has validated a lengthy list of benefits produced by massage on the physical, mental, and emotional levels. Ongoing research on the benefits and applications of massage therapy is rapidly expanding the field, offering new job opportunities and mainstreaming the use of massage in medicine. There are nearly unlimited career opportunities for therapeutic massage. Areas include preventive health care, health maintenance, hospital care, hospice care, rehabilitation, athletics, personal development, lifestyle education, and private practice or employment with other health care providers such as doctors, chiropractors, physical therapists, health clubs, pain clinics, spas, lifestyle centers, or overseas missionary centers.

At the Black Hills Health & Education Center, graduates are prepared for successful careers as health care providers. With a solid medical and spiritual foundation, graduates, guided by the Lord, can create career paths that are most suitable for them.

## Massage Therapy Program

The school offers a 600-hour, 6-month program in massage therapy. The certification program is designed to provide you with a core foundation of applied anatomy, kinesiology, and physiology as the basics for understanding the wonderful working of God in sustaining the human body. The learning journey continues as students study pathology, the indications and applications of massage and hydrotherapy, and how these modalities relate to health and disease. The student will also study the art and science of health service management that incorporates professional ethics, practice management, and business and marketing. A variety of scientific and evidenced-based therapeutic massage techniques are taught, in addition to wholistic nutrition, healthful lifestyle practices, infection and disease control, and spiritual care and communication in preparation for successful application of these new skills in a professional capacity.

## Admission Process

Submit completed application with \$100 non-refundable application fee. (Classes are limited in size. Prospective students are encouraged to begin the application process as soon as possible.) Upon receipt of the application, the student will be contacted within seven days to set up a personal on-site or telephone interview. Once the student has been accepted, he or she will be notified and a \$500.00 non-refundable enrollment fee will be due to hold his or her place in the class.

## Admission Requirements

- 18 years of age or older
- Be a high school graduate or have received a GED
- Telephone or personal interview
- Be able to meet financial agreements
- Criminal background check
- Physical exam, including results of a TB test
- Completed application and 2 letters of recommendation from individuals over the age of 25 who know you well and who are not relatives (e.g. pastor, teacher, employer)
- Students MUST check with the state in which they desire to practice to determine what requirements are necessary for licensure. This varies from state to state. The student is responsible for ensuring that this program meets his or her state's requirements.

## International Students

The school regrets that it cannot accept international students at this time.

## Tuition & Fees (600 hour program)

Application fee: \$100 (non-refundable)

Tuition only (local student commuting daily)

- 1<sup>st</sup> Term: \$2,750, plus books
- 2<sup>nd</sup> Term: \$2,750, plus books (minimal)
- TOTAL \$5,500.

Tuition plus room and 2 meals/day (private room/shared bath)

- 1<sup>st</sup> Term: \$4,995, plus books
- 2<sup>nd</sup> Term: \$4,995, plus books (minimal)
- TOTAL \$9,990

Tuition plus room and 2 meals/day (private room/private bath) \*

- TOTAL \$10,650

Additional meal per day (optional): \$1,100

Enrollment Deposit: \$500 (Non-refundable. Required to hold the student's place in the class. This fee will be applied towards tuition.)

Room Deposit: \$100 (refundable if dorm room is vacated in good condition.)

*\* Note: Private room/private bath is based on availability.  
Prices subject to change without notice.*

## **Payment of Tuition & Fees**

Payment for tuition, fees, and room & board is due in full at the beginning of the program. The school will also accept 2 payments of \$4,995: one at the beginning and one midway through the program. For those who are unable to do one of the above, the school offers a monthly payment plan. Please note that there will be a 6% interest charge for this option.

## **Other costs:**

**Books:** Students will receive a list of the names and the ISBN numbers of the required books and will be responsible to purchase them online before the classes begin. This will save money and give the student an opportunity to review the books before classes begin.

**Linens for Massage classes:** Linens are available for student use. Students will need to share the responsibility of laundering the sheets and towels.

**Massage Oils and Supplies:** Students will be charged \$25 for massage oil and other supplies.

**Scrubs:** Students are required to wear scrubs to class and will need to purchase their own scrubs for class. Students will also be required to purchase at least one set of scrubs with the school name embroidered on it for use in student clinic and off-campus events. These will be available for purchase after students' arrival (\$20/set; \$10/top only).

## **Cancellation and Refund**

Due to the limited class size, a strict refund policy is in effect as follows:

- No refund of application fees, enrollment fees, financing fees, cost of books, or equipment costs will be made.
- Students who withdraw prior to the first day of class or within the first three working days following enrollment will be refunded 100% of any monies that have been paid over the amount of the application fee and enrollment fee.
- Students who withdraw by submitting a written statement received by the Program Director within the first 25% of the program will receive a refund calculated by the total amount paid, minus \$50.00 (fifty dollars) for each four hours of class given through the last date of attendance, application fees, enrollment fees, financing fees, books or equipment, and dormitory and food service fees. Refunds will be made within 30 days from the written withdrawal.
- Students who withdraw after the first 25% of the program are not eligible for a refund.
- Students who are dismissed for breach of any part of the enrollment agreement or student manual are refunded by the same calculations. Tuition and enrollment fees are non-transferable for future classes.
- Should a class be cancelled by the Black Hills Health & Education Center, all fees paid for that class would be fully refunded, and students will be given a 10% discount on the next course.

Black Hills School of Massage reserves the right to cancel a program if there is not sufficient enrollment or at their discretion.

## Maintenance of Student Records

All student records will be maintained at the Black Hills Health & Education Center's principal place of business in South Dakota for at least 5 years. The Black Hills Health & Education Center is aware of the confidential nature of students' records, both academic and personal. Information in the student's file or any other information about a student will not be released to a third party without the prior written consent of the student. All records are securely stored. Transcripts shall be released upon written request from students and graduates.

## Transferability of Credits

Credits or units awarded at this school may or may not be transferable to institutions of higher learning. It is the responsibility of the student to inquire from other institutions if credits from the School of Massage are transferable or if certification applies to particular states.

## Attendance

Attendance is mandatory. This is an hours-based program. Students are considered tardy if they arrive after the beginning of class time. Students are expected to arrive on time and stay to the end of class. Three late arrivals and/or early departures equal 1 absence and must be made up. Timeliness shows respect for the instructor and other students. It is critical for a professional to be on time and prepared for each class.

If a student misses any portion of a class, it is the student's responsibility to gather the information, notes, etc. from his or her fellow classmates. Since both knowledge and concepts build upon each other, the student will be required to write a 3-page paper explaining the subject material of the class that he or she missed, in order to ensure that he or she understands the material. Excessive absences (more than 10% of the program) are grounds for dismissal.

## Leave of Absence

BHHEC School of Massage acknowledges the need for a leave of absence in certain emergency situations. In addition to our regular attendance policy, an additional week leave of absence is allowed, provided the student submits a request in writing to the Program Director for pre-approval. Non-emergency situations will not be approved. Time missed will need to be made up.

## Creating a Healthy Environment

This school promotes natural health and Christian ethics. The campus is a smoke-free, alcohol-free, and drug-free campus.

## Massage School Attire

Scrubs and closed-toed shoes are the required attire in the classroom. The school uniform is to be worn in the clinic and at all school activities in the community. Jewelry, including wedding rings, is not to be worn during class or clinics due to hygienic and safety reasons. Professionalism at all times is expected. On-campus attire is to be neat, clean, modest, and void of jewelry. Tattoos are to be covered. Cut-offs, low-cut tops, sleeveless shirts, or shirts with obscene print or those promoting products contrary to Christian or health principles are not acceptable.

## Conduct

Students are expected to behave in a professional, Christian, and courteous manner at all times. Honesty, integrity, and clear intent are necessary for work as a massage therapist. A student may be placed on probation or dismissed for misconduct at the discretion of the Director. Examples of misconduct include cheating, breach of confidentiality, immodest dress, being under the influence of alcohol or illegal drugs, making sexual advances or innuendoes, violation of draping or sanitary standards; disruptive behavior or any other behavior inconsistent with the massage industry code of ethics, possession or use of any weapon on school premises, violation of school policy on infectious conditions, violation of school safety regulations, failure to maintain appropriate hygiene, or behavior which is deemed by the Director to be inconsistent with the standards of the Black Hills Health & Education Center.

## Grievances

In the spirit of Christian openness and cooperation, a student with a grievance against another person (staff or fellow student) is asked to go first to that person directly, state the problem and his or her feelings about it, and attempt to work through the issue. Our administration maintains an open-door policy and is available to students to aid in this process. Issues that cannot be resolved person-to-person may then be submitted in writing and will be addressed directly by the Program Director.

## Student Complaint Procedure

The goal of BHHEC School of Massage is to provide the student with the best education possible. Any student concerned about a class issue or grade should first address the class instructor either verbally or in writing. If this is not feasible, the student should state the complaint in writing to the Program Director. All complaints and grievances will be settled in a fair and timely manner.

## Dismissal from Program

Students will be dismissed from the program for the following reasons:

- Poor academic performance or a failing grade in any segment of the program
- Inappropriate or disorderly conduct or any behavior which causes public embarrassment to BHHEC or to the profession of massage therapy
- Health concerns which preclude the successful practice of massage or place the client or student at risk
- Failure to meet financial obligations to the school
- Excessive absences (more than 10% of total classes)
- Failure to comply with policies outlined in this catalog, the enrollment agreement, or the student manual. (Enrollment agreement and student manual will be reviewed during the admissions process and during orientation.)



# Massage Therapy Certification Program Classes

## **Swedish Massage**

This class covers the history, theory, and principles of body massage, and practical application of techniques for this modality. We discuss the indications, contraindications, effects, and uses of these techniques. The student will learn how to collect information from a client, perform assessments, and create an effective treatment strategy. The student will also learn how to document findings, application of techniques, and about client response. The course covers proper draping practices, the use of appropriate equipment and supplies, standard/universal precautions, proper body mechanics, and self-care techniques. Through demonstration and practice, the student will perform each of the primary massage strokes: touch, friction, kneading, joint movements, percussion, vibration, stroking, and stretching. He or she will also learn the physiological effects and therapeutic applications for each.

Swedish massage is the most popular and well-known massage modality in the United States and Europe. While the course focuses on Swedish massage, it sets a foundation for exploring and practicing any bodywork modality, providing the student with tools to either focus in Swedish as his or her technique of choice or branch out into other approaches.

## **Advanced Massage Classes**

This intensive class teaches a variety of massage and bodywork modalities designed to relieve muscular pain and achieve specific outcomes. This class will cover topics such as Deep Tissue, Neuromuscular Therapy, Sports Massage, Pregnancy and Pediatric Massage, and Manual Lymph Drainage. Some courses will include guest instructors who specialize in these areas.

## **Clinical Experience**

This class affords the student the opportunity for hands-on practice with a variety of clients in two very different clinical settings. Students will begin this clinical segment after completion of Swedish massage and will perform massage on clients in both the student clinic and in the BHHEC wellness center. This experience provides the opportunity for students to apply occupational theory, skills, and concepts they have learned in class as they incorporate massage skills and techniques to provide clients with professional massages. Focus is on the application of integrating different modalities and advanced techniques with ongoing supervision and case management by clinical faculty members. All hands-on sessions require SOAP notes for all clients.

Because our massage school is affiliated with a Lifestyle Wellness Clinic, students are afforded the additional exposure of performing massage and hydrotherapy in an actual healthcare setting. Students are able to learn first hand about how massage can improve medical problems such as migraine headaches, carpal tunnel issues, back and neck pain, sciatica, and more. Students will also have the opportunity to provide chair massages in the community at health fairs, sports events, etc.

## **Functional Anatomy for Massage Therapists**

This class is a concentrated study of the human musculoskeletal system (muscles, bones, and joints). Understanding the structure and function of this system is essential to safely and effectively performing massage therapy techniques. Massage therapists need a thorough understanding of how the musculoskeletal system works, including biomechanical concepts of movement, and how muscle tightness and muscle weakness can affect biomechanics and the treatment plan. The school classes begin with this course, as it is the foundation/core component on which the student will build his or her massage experience.

## **Kinesiology**

Massage therapists are frequently asked by their clients for exercises to help alleviate or prevent repetitive sore and/or knotted muscles. Massage therapists need a thorough understanding of how the musculoskeletal system works; how to strengthen and/or stretch specific muscles or muscle groups; and how to prevent injuries. This class builds on knowledge learned in Anatomy through practical application of anatomy and kinesiology principles in living persons.

This class helps the student understand the kinesiology of exercise and the biomechanical concepts of movement and dysfunction that pertain to activities of daily living. The course goal is to allow massage therapists to better understand how muscle tightness and muscle weakness can affect biomechanics and the treatment plan; as well as aid the therapist in helping clients to safely incorporate exercise into their own self-care routines.

## **Physiology**

This class is an in-depth overview of the structure and function of the human body, covering all major body systems including the cardiovascular, integumentary, endocrine, lymphatic, immune, digestive, urinary, reproductive, respiratory, and nervous systems. This subject includes medical terminology, the physiological effects of stress and touch, and instruction on how to access and understand supportive research. Special emphasis will be given to issues related to massage.

## **Pathology for Massage Therapists**

This course is a concentrated study of common pathologies affecting the human body, especially those pathologies common to the musculoskeletal system, and how they relate to a massage therapy practice with various client populations, including those with HIV and AIDS. Common diseases and disorders will be covered along with the indications and contraindications for massage therapy. This course will also provide an introduction to pharmacology and its impact on massage implications, from assessment to the type of massage strokes indicated, general effects of drug therapy on massage and general cautions and contraindications for drugs and massage therapy. Students will also learn to accurately take blood pressure and pulse readings, and to understand what constitutes normal and abnormal ranges for both of these objective screenings.

## **Business, Marketing, and Ethics**

This class covers professional ethics, legal regulations, and practice management skills for a successful massage therapy career. The student will learn how to create a safe working environment for client and therapist, He or she will learn how to keep appropriate boundaries between client and therapist, communication and conflict resolution skills, how to prevent sexual misconduct; and how to appropriately and professionally react to a client's emotional response to bodywork. This class will provide detailed information on how to start and maintain a successful massage therapy practice. It also covers career planning, job-seeking skills, marketing strategies, and in order to prepare the student to explore the many options that await him or her upon graduation.

## **Hydrotherapy**

Water, in all its forms (solid, liquid, and vapor), has tremendous healing capabilities. This course demonstrates how various hot and cold hydrotherapy techniques (including hot and cold packs, immersion baths, and ice massage) can be integrated into a therapeutic massage practice. The course will cover the history, theory, and practical application of techniques for this modality. This course discusses the indications, contraindications, effects, and uses of these techniques. In addition to learning the theory and principles of clinical hydrotherapy as well as spa treatments, students will practice the application of techniques, and learn how to document their findings and client response. Students will then perform hydrotherapy on actual clients both in a medical wellness clinic setting, under the direction of clinic staff, and in the Student Community Clinic.

## **Nutrition**

Students will gain an understanding of the basics of nutrition that will include a study of the macronutrients and micronutrients. This is a practical course that stresses the importance of the body's need for proper hydration and healthful eating practices. Topics include community nutrition, weight management, and physical fitness. It will also include the fundamentals of a plant-based diet and its health benefits with a short hands-on internship in a vegan kitchen, where students will spend some time experiencing the art of plant-based cooking.

## **Psychology and Communication – Spiritual Care**

This class is designed to help the therapist recognize the client's spiritual needs as well as help nurture the students' own spiritual lives. The textbook, *Ministry of Healing*, shares beautifully how Jesus met the needs of those in need by lovingly caring for and healing them. The students will learn the benefits of prayer and how to pray with the client. In this course students will learn how to minister to the community with health presentations and volunteer services. Forgiveness is also an important spiritual part of healing which is discussed. The psychology component includes the role of touch in growth, development, and emotional healing, the mind-body connection, the various personality types, defense mechanisms, and boundaries. The student will learn how to identify emotional releases and describe various techniques of caring for clients with emotional releases.

## **CPR and First Aid**

This class is an American Heart Association course for healthcare providers on Basic Life Support (CPR and AED).

## Grading System

Academic transcripts reflect a pass/fail grading system. For those who relate better to grades, we include the following explanation: A= 90–100, B= 80-89, C= 70–79, P= Passed, F= Failed, I= Incomplete, W= Withdrawal: Student has withdrawn from the full program and has notified the Program Director in writing. No credit is given for Incomplete, Failed or Withdrawn courses.

### **Satisfactory Progress:**

We require students to maintain satisfactory progress throughout our program. For his or her progress to be deemed satisfactory, the student must meet the following criteria:

- A passing grade (70%) in every course
- 90% or higher attendance over the course of the entire program
- Students who fail an individual course will be given avenues toward achieving a passing grade before the required completion date **whenever possible**.
- Black Hills Health and Education Center wishes for the student a wonderful experience as he or she learns and grows to become an effective therapist in the service of others.