“A Legacy in Massage Therapy Education” since 1986

7655 West Mississippi Ave, Suite 100
Lakewood, Colorado 80226

303-986-2320 • 800-233-7114
FAX: 303-980-6594 • www.csha.net
OUR MISSION

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

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

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

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

## Table of Contents

Mission Statement and Location .................................................. 2  
Welcome to CSHA ...................................................................... 4  
Associated Memberships and Approvals ................................. 5  
720 Clock Hour Massage Therapy Program .............................. 6  
Continuing Education Course List ........................................... 7-9  
Course Descriptions ................................................................. 10-15  
Important Information ............................................................... 16-32  
Admissions, Enrollment, Transfers, and Registration ............ 17-18  
Tuition ....................................................................................... 18  
Attendance Policy ..................................................................... 19  
Tuition/Fees Refund Policy ......................................................... 20-21  
Satisfactory Academic Progress Policy (SAP) ......................... 22-25  
Code of Conduct Policy .............................................................. 26-29  
Student Services ..................................................................... 30-31  
Career Services ......................................................................... 32

---

**ALL ADDENDUMS SHOULD BE CONSIDERED PART OF THE SCHOOL CATALOG**
The Colorado School of Healing Arts

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

CSHA Administrative Directors

~ Dennis Simpson, LMT, Executive Director
~ Gina Simpson, LMT, Director, Financial Aid Administrator
~ Amy Chavez, LMT, Assistant Director
~ Chris Smith, LMT, Director of Education
~ Kris Will, LMT, Director of Education, Student Advising
CSHA Faculty
CSHA is proud of our dedicated well trained faculty. All faculty have the required education and experience necessary and are approved by the Colorado Department of Higher Education, Private Occupational School Board. Their passion is evident in their ability to create a safe classroom environment open to all learning styles. All faculty participate in ongoing teacher training to ensure best practices in classroom management and curriculum delivery.

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

Colorado School of Healing Arts is Approved By:
- Colorado Department of Higher Education, Private Occupational School Board
- NCBTMB Assigned School and Continuing Education Approved Provider for Trauma Touch Therapy\textsuperscript{TM} Level 1, Hydrostone, Intro to Polarity, Seated Massage Level 1
- Colorado Department of VocRehab
- Tri - County Workforce Services
- JTPA (Job Training and Placement Assistance)
- Century Link / Pathways to the Future
- AT&T / The Alliance
- Arapahoe / Douglas Works
- Adams County Employment and Training Services
- Colorado Office of Veterans Education and Training for Veterans Education Benefits (Post-911)
- AFL/CIO for Displaced Workers
- Colorado Department of Labor and Employment
- Workforce Investment Act (WIA)
- College Opportunity Fund
- Peace Corps

Colorado School of Healing Arts is a member of:
- Associated Bodywork & Massage Professionals (ABMP)
- American Massage Therapy Association (School Member)
- Colorado Association of Career Colleges and Schools
720 HOUR MASSAGE THERAPY PROGRAM
720 Clock Hours

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

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

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Clock Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy</td>
<td>60</td>
</tr>
<tr>
<td>Body Centered Therapy</td>
<td>30</td>
</tr>
<tr>
<td>Business and Wellness</td>
<td>44</td>
</tr>
<tr>
<td>Integrative Massage</td>
<td>40</td>
</tr>
<tr>
<td>Massage Level 1</td>
<td>120</td>
</tr>
<tr>
<td>Massage Tier 2</td>
<td>120</td>
</tr>
<tr>
<td>Massage Level 3</td>
<td>100</td>
</tr>
<tr>
<td>Massage Clinical</td>
<td>50</td>
</tr>
<tr>
<td>Physiology</td>
<td>60</td>
</tr>
<tr>
<td>Palpation of Anatomy</td>
<td>40</td>
</tr>
<tr>
<td>Sports Massage 1</td>
<td>40</td>
</tr>
<tr>
<td>Elective (Choose one)</td>
<td>16</td>
</tr>
<tr>
<td>Aromatherapy</td>
<td></td>
</tr>
<tr>
<td>Infant Massage</td>
<td></td>
</tr>
<tr>
<td>Intro to Polarity</td>
<td></td>
</tr>
<tr>
<td>Prenatal Massage</td>
<td></td>
</tr>
<tr>
<td>Seated Massage Level 1</td>
<td></td>
</tr>
</tbody>
</table>

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

CSHA supports the increasing growth of the Massage Therapy Industry through a robust offering of Continuing Education Courses. Continuing Education courses are outside the scope of institutional accreditation. Please see the course descriptions for details and prerequisites.

♦ = NCBTMB CE Approved

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

~Cranial Sacral Level 1 – 50 clock hours
~Cranial Sacral Level 2 – 50 clock hours

Other recommended classes that will enhance this modality: Neuroanatomy

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

~Lymphatic Drainage Level 1 – 45 clock hours
~Lymphatic Drainage Level 2 – 32.5 clock hours
~Lymphatic Drainage Level 3 – 32.5 clock hours

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

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

~Advanced Neuromuscular Techniques – 100 clock hours

Other recommended classes that will enhance this modality: Neuroanatomy, Massage Level 3, Palpation of Anatomy
Oncology Massage Therapy
These courses train Massage Therapists to work with clients living with cancer whether they are currently receiving treatments, in remission, or in hospice. While the emphasis is on the physiology and psychology of the cancer diagnosis and treatment, the tools and skills learned in these courses also translate to working with any client who is medically frail. In Oncology Level 2, students receive practical experience in working with those living with cancer, and learn to provide physician directed and patient centered therapy. This hospital based Massage Therapy experience fosters the confidence and expertise necessary to successfully enter into the field of Oncology Massage Therapy.
- Oncology Massage Level 1 – 40 clock hours
- Oncology Massage Level 2 – 50 clock hours

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

Reflexology
These courses teach the history, theory and basic principles of Reflexology. Students will learn routines for the feet that support the health of the entire body. Students will learn the anatomy and physiology of the body with corresponding reference points to the feet. Advanced principles of hand and foot reflexology will be taught in Reflexology Level 2. Students will explore gait analysis, how structural problems can block energy flow, and biomechanics of the arches and their relationship to the lower leg muscles.
- Reflexology Level 1 – 24 clock hours
- Reflexology Level 2 – 60 clock hours

“Massage cannot be considered a single skill; a more appropriate concept is that of a collection of skills.”
—Mosby’s, Fundamentals of Therapeutic Massage
Sports Massage
Sports Massage is a specialized field of Massage Therapy with a focus on the preventive, rehabilitative, and emotional healing of an athlete. Students will learn Sports Massage for athletic events, with teams and with individual athletes. Techniques from Neuromuscular, Myofascial, Lymphatic, and basic Sports Massage are combined to form an effective approach to therapeutic massage for athletes. Students will demonstrate proficiency in identifying and correcting inefficient movement in the body.
~Sports Level 2 – 30 clock hours
~Sports Level 3 – 40 clock hours
Other recommended classes that will enhance this modality: Sports Massage Level 1 Lymphatic Drainage,

Trauma Touch Therapy™
The Trauma Touch Therapy™ courses are designed to train Massage Therapists to work at an advanced level with individuals who have experienced trauma. Students are prepared to work with psychotherapists and/or other healthcare professionals that work in the trauma community. Trauma Touch Level 2 assists students in developing a dynamic working partnership between client, therapist and adjunct healthcare practitioners, while working with three clients with trauma histories. Students will meet with an on-site supervisor (psychotherapist and/or other healthcare professional) throughout the externship.
~Trauma Touch Therapy Level 1 ♦ – 50 clock hours
~Trauma Touch Therapy Level 2 – 50 clock hours
Other recommended classes that will enhance this modality: Neuroanatomy

Other Continuing Education Options
~Applied Kinesiology
~Healing Touch Level 1
~Hydrostone ♦
~Neuroanatomy
~Pathology for Massage Therapists

Electives and other courses from the 720 Hour Massage Therapy program are available on an individual class basis for Massage Therapists.
~Aromatherapy
~Infant Massage
~Intro to Polarity ♦
~Prenatal Massage
~Seated Massage Level 1 ♦
# COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advanced Neuromuscular Techniques</strong>*</td>
<td>100</td>
</tr>
<tr>
<td>This course will provide advanced training for students wishing to</td>
<td></td>
</tr>
<tr>
<td>further their education in therapeutic/neuromuscular massage. The</td>
<td></td>
</tr>
<tr>
<td>course will review soft tissue pathologies and introduce additional</td>
<td></td>
</tr>
<tr>
<td>techniques to aid in their treatment. Included in these techniques is</td>
<td></td>
</tr>
<tr>
<td>the introduction to and the appropriate use of T-bars. Prerequisites:</td>
<td></td>
</tr>
<tr>
<td>Massage Level 3 or equivalency</td>
<td></td>
</tr>
<tr>
<td><strong>Anatomy</strong></td>
<td>60</td>
</tr>
<tr>
<td>Understanding musculoskeletal anatomy and the physiological functions</td>
<td></td>
</tr>
<tr>
<td>of the body is essential in the development of a successful</td>
<td></td>
</tr>
<tr>
<td>therapeutic practice. Understanding body structure and function is the</td>
<td></td>
</tr>
<tr>
<td>foundation upon which all other classes will be built. Prerequisites:</td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
<tr>
<td><strong>Applied Kinesiology</strong>*</td>
<td>30</td>
</tr>
<tr>
<td>A meridian based practical approach to health maintenance that</td>
<td></td>
</tr>
<tr>
<td>utilizes muscle testing, neuro-lymphatic points, neuro-vascular</td>
<td></td>
</tr>
<tr>
<td>points, and acupressure points to improve postural balance, reduce</td>
<td></td>
</tr>
<tr>
<td>physical and mental pain and tension. Students will learn 14</td>
<td></td>
</tr>
<tr>
<td>meridians and basic Five Element theories and how to integrate these</td>
<td></td>
</tr>
<tr>
<td>principles/techniques into a massage. Prerequisites: Anatomy, Massage</td>
<td></td>
</tr>
<tr>
<td>Level 1, Palpation of Anatomy</td>
<td></td>
</tr>
<tr>
<td><strong>Aromatherapy</strong></td>
<td>16</td>
</tr>
<tr>
<td>This course is designed as a comprehensive introduction to clinical</td>
<td></td>
</tr>
<tr>
<td>Aromatherapy for the student and practitioner. It provides the</td>
<td></td>
</tr>
<tr>
<td>therapist with the practical know-how of selecting, handling and</td>
<td></td>
</tr>
<tr>
<td>blending essential oils for a clinical Aromatherapy Massage.</td>
<td></td>
</tr>
<tr>
<td>Prerequisites: Anatomy, Massage Level 1 or Reflexology Level 1</td>
<td></td>
</tr>
<tr>
<td><strong>Body Centered Therapy</strong></td>
<td>30</td>
</tr>
<tr>
<td>This course is designed to increase the student’s appreciation of the</td>
<td></td>
</tr>
<tr>
<td>importance of the client/therapist relationship. In order to provide</td>
<td></td>
</tr>
<tr>
<td>client centered therapy, the student must be proficient in the areas</td>
<td></td>
</tr>
<tr>
<td>of presence, boundaries, somatic tracking and communication skills.</td>
<td></td>
</tr>
<tr>
<td>Prerequisites: Massage Level 1 and Massage Tier 2</td>
<td></td>
</tr>
<tr>
<td><strong>Business and Wellness</strong></td>
<td>44</td>
</tr>
<tr>
<td>Learn the fundamentals of operating a massage/bodywork business.</td>
<td></td>
</tr>
<tr>
<td>Includes how to get started, goal setting, taxes and record keeping,</td>
<td></td>
</tr>
<tr>
<td>sales, marketing, portfolios, presentation, ethics and current laws</td>
<td></td>
</tr>
<tr>
<td>and regulations. Included in the class are numerous wellness models</td>
<td></td>
</tr>
<tr>
<td>to increase the student’s awareness of both personal and financial</td>
<td></td>
</tr>
<tr>
<td>well-being. Prerequisites: None</td>
<td></td>
</tr>
<tr>
<td><strong>CPR/1st Aid</strong>*</td>
<td>7</td>
</tr>
<tr>
<td>This course will examine the basic CPR/1st Aid skills in relation to</td>
<td></td>
</tr>
<tr>
<td>Massage Therapy and is recommended for all health care practitioners.</td>
<td></td>
</tr>
<tr>
<td>Students will demonstrate the ability to perform CPR/1st Aid skills</td>
<td></td>
</tr>
<tr>
<td>and basic victim assessment. Prerequisites: None</td>
<td></td>
</tr>
</tbody>
</table>
COURSE DESCRIPTIONS

Clock Hours

Cranial Sacral Level 1* 50
This course will provide the student with the basic history and theory of Cranial Sacral Therapy. Introductory skills and the 10-Step Protocol will be presented in addition to exercises that further develop palpatory sensitivity. Prerequisites: Anatomy, Massage Level 1, Physiology

Cranial Sacral Level 2* 50
This course will reinforce and further develop the technical and intuitive skills achieved in Cranial Sacral I. This course includes intraoral techniques as well as tools for unwinding the tissues and correcting dysfunction in the cranial base, vault and temporal mandibular joint (TMJ). Prerequisites: Cranial Sacral Level I

Healing Touch Level I * 20
Healing Touch is an energy based therapeutic approach to healing. Healing Touch uses touch to influence the energy system, thus affecting physical, emotional, mental and spiritual health. Participants receive a certificate from the Healing Touch Program and are eligible for advanced levels via HealingTouchProgram.com. Prerequisites: None

Hydrostone* 14
This course provides a basic understanding of the physiological effects and hands-on protocols needed to work with stones in a therapeutic or spa environment. Students will learn techniques with both hot and cold stones and their appropriate application to the body. Information will also be presented regarding therapist self care, emotions and their relation to stone therapy, as well as an overview of basic oriental meridian theory and stone placement. Prerequisites: Anatomy, Massage Level 1, Physiology

Infant Massage 16
Research has shown infants need touch for survival; it is not a luxury, but a necessity. Loving touch is like good nutrition, exercise, and adequate sleep. This course provides students with the skills needed to teach parents how to give infant massage to their children. Prerequisites: Anatomy and Massage Level 1

Integrative Massage 40
Integrative Massage is designed to build student confidence by integrating techniques learned throughout the 720 Hour Massage Therapy Program. Through the use of hands-on simulations, the student will explore and evaluate different methodologies in treating various pathologies and special populations. Prerequisites: Massage Level 1 & Massage Tier 2 and be enrolled in Massage Level 3

Intro to Polarity 16
Students will learn the basic theories and applications of Polarity Therapy. Students will learn how to increase energy movement in the body through a combination of light to firm pressure, gentle rocking and stretching. Prerequisites: None
**COURSE DESCRIPTIONS**

*Outside Institutional Accreditation*

---

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

**Lymphatic Drainage Level 2***  
This course builds upon the basic skills taught in Lymphatic Drainage 1. Students will continue to expand their technical skill in providing Lymphatic Drainage Massage to the face, neck, upper and lower torso, arms, and legs with particular attention to working with the Deeper Flow as well as issues concerning lymphedema. Prerequisites: Lymphatic Drainage 1

**Lymphatic Drainage Level 3***  
This course provides the sequences and techniques needed to fully address the entire body, intrinsically and extrinsically. Students will receive techniques and sequences to address working with the organs, joints, intraoral and nasal passages. Prerequisites: Lymphatic Drainage 2

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

**Massage Level 1**  
Swedish Massage is a basic massage technique and style that forms the foundation in which other modalities are based. This course will present the six basic strokes of Swedish Massage as well as self-awareness through proper body mechanics. Included are discussions/lectures on history, indications/contraindications of massage, time management, ethics, communication skills, hydrotherapy, and massage with special populations. Prerequisites: Must be enrolled in the 720 Hour Massage Therapy Program

**Massage Tier 2**  
This course introduces the student to the normalization and redirection of the deeper fascial components of muscle and fascial sheaths. Emphasis is placed on developing the confidence, presence, and quality of touch needed for deep tissue work. Focus is more specifically on the various aspects of both mechanical and reflexive connective tissue functions. Students will be introduced to working in the lateral recumbent position, range of motion techniques, use of hydrocollators, topical analgesics, and hot/cold stone massage therapy. Prerequisites: Anatomy and Massage Level 1
Massage Level 3

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

Neuroanatomy*

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

Oncology Massage Level 1*

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

Oncology Massage Level 2*

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

Palpation of Anatomy

This class is designed to refine and build upon the skills learned in Anatomy. Emphasis is placed on developing a three-dimensional understanding of the musculoskeletal system. Students will be taught to find and feel bony landmarks, skeletal muscles and tendons on the human frame. Prerequisites: Anatomy and Massage Level 1
Pathology for Massage Therapists*  40
This class presents baseline information on over 100 individual pathologies which Massage Therapists may encounter in clinical practice, including conditions of the musculoskeletal, neurological, cardiovascular, lymphatic, integumentary, digestive and immune system. It covers the etiology and symptoms of each condition, and reviews medical approaches to treatment and the potential positive or negative impact of massage on the particular pathology. Prerequisites: Anatomy and Physiology

Physiology  60
This course is designed to help the Massage Therapy student understand the physiological functions of the body and a general awareness of the pathological conditions that may occur in the major body systems that could endanger the health of either the client or the practitioner. Understanding body structure and function is the foundation upon which all other classes will be built. Prerequisites: None

Prenatal Massage  16
Prenatal Massage class is designed to teach the Massage Therapist specific techniques which can be used in working with pregnant clients throughout all stages of pregnancy and delivery. Prerequisites: Anatomy, Physiology, Massage Level 1 & Massage Tier 2

Reflexology Level 1*  24
This course will teach history, theory, and basic principles of reflexology. The student will learn the reference points on the feet corresponding to the anatomy of the body. Hands-on application of reflexology will be demonstrated with student exchange in class. Prerequisites: None

Reflexology Level 2*  60
Advanced principles of hand and foot reflexology will be taught in Level 2. Students will explore gait analysis, how structural problems can block energy flow, biomechanics of the arches, the relationship between the deep calf muscles and the integrity of the transverse and medial longitudinal arch, and examine scope of practice. Prerequisites: Reflexology Level 1
<table>
<thead>
<tr>
<th>Course</th>
<th>Clock Hours</th>
<th>Description</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Seated Massage Level 1</strong></td>
<td>16</td>
<td>Introduction to basic principals of Seated Massage: body mechanics, exercises to prevent injuries, marketing, routines, optional routines, and trouble shooting techniques.</td>
<td>Anatomy and Massage Level 1</td>
</tr>
<tr>
<td><strong>Sports Massage 1</strong></td>
<td>40</td>
<td>This course identifies the goals for pre- and post-event massage as well as maintenance massage. Students will learn which combinations of basic massage strokes and stretches best create optimal conditions for the preparation and recovery from physical exertion as well as facilitate the body's natural healing process after injury. Students will learn the benefits and physiologic changes created by event sports massage. Upon completion of Sports Massage 1, students will be able to demonstrate an appropriate event massage sequence for both upper and lower body.</td>
<td>Anatomy and Massage Level 1</td>
</tr>
<tr>
<td>*<em>Sports Massage Level 2</em></td>
<td>30</td>
<td>This class will focus on identification and normalization of physical patterns of dysfunction as it relates to athletic performance. Students will utilize tools such as the Kinetic Chain, Muscle Testing, Neuromuscular Techniques, and Therapeutic Taping as effective forms of treatment for athletes.</td>
<td>Massage Level 1 and Sports Massage Level 1</td>
</tr>
<tr>
<td>*<em>Sports Massage Level 3</em></td>
<td>40</td>
<td>Students will assess and treat myofascial dysfunction created by injury, strain and/or imbalances, as well as treat myofascial networks that influence the structural integrity of the athlete and performance. Students will observe and work with the body's self-regulating mechanisms using noninvasive, passive and gentle approaches to restore functionality.</td>
<td>Sports Massage Level 2</td>
</tr>
<tr>
<td><strong>Trauma Touch Therapy™ Level 1</strong>*</td>
<td>50</td>
<td>Trauma Touch Therapy trains Therapists to work with individuals who have experienced trauma using touch, movement and breathing exercises without retraumatization of the client. Develop appropriate client/therapist boundaries to insure safety. Recognize the somatic effects of trauma.</td>
<td>Must have completed 500 hours in Massage Therapy training or be a psychotherapist or approved adjunct health care professional.</td>
</tr>
<tr>
<td><strong>Trauma Touch Therapy™ Level 2</strong>*</td>
<td>50</td>
<td>An externship that will help students create a model for healthy client/therapist relationship by working with three individual clients with trauma histories. Students will work with an on-site supervisor (psychotherapist and/or other health care professional) throughout the externship.</td>
<td>Trauma Touch Therapy™ Level 1</td>
</tr>
</tbody>
</table>
Calendar
See the attached schedules for the exact dates and times of the 9 and 12 month 720 Hour Massage Therapy program and continuing education courses.

Term Schedule
Winter Term ~ beginning of January to mid-March
Spring Term ~ beginning of April to mid-June
Summer Term ~ beginning of July to mid-September
Fall Term ~ beginning of October to mid-December

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

CSHA Educational Objectives and Massage Industry Standards require the ability to:
~ Establish and maintain professional interpersonal relationships requiring integrity and emotional maturity.
~ Create a safe and comfortable environment requiring active listening, social perceptiveness, and ability to be present and focused.
~ Apply finger, hand and arm pressure to specific areas of the body requiring trunk strength, manual dexterity and multi limb coordination.
~ Establish flow and rhythm using leaning, pulling, lifting and pushing actions requiring whole body movement.
~ Assess client’s soft tissue and joint range of motion requiring proprioceptive and palpatory sensitivity.
~ Confer with clients about health histories and massage needs requiring oral/written comprehension and oral/written expression.
~ Develop client treatment plans that specify types of massage indicated and contraindicated requiring decision making, knowledge application and problem solving.
~ Perform massage therapy for up to 1½ hours requiring strength and stamina.
~ Consult with other health care professionals requiring ability to learn medical terminology and communicate professionally either verbally or in writing.
~ Perform client charting and maintain treatment records requiring fluency in the English, ability to work with massage terminology, ability to read and write.
~ Provide clients with guidance and information about techniques requiring good communication skills.
~ Know when to refer clients to other types of professionals requiring sensitivity to scope of practice boundaries.
~ Be a successful student and Massage Therapist requiring punctuality, appearance, attitude, ethics, professionalism and engagement in all aspects of client care.
Admissions Policy
Applicants must be at least 18 years of age and have a high school diploma or GED. All students wishing to enroll into a program must submit a completed application and a copy of your High School Diploma or transcript or GED. Upon receipt of your completed application you will be contacted by an Admissions Representative to schedule your entrance and financial interviews. Students are selected based on integrity, physical ability (see educational objectives), emotional maturity, resilience, and commitment to and ability to complete the full program. Colorado requires successful passing of the Massage and Bodywork Licensing Exam (MBLEx) in order to become a Licensed Massage Therapist.

The Application /Enrollment fee is refundable under the following conditions:
1. nonacceptance into the program; or
2. a written request to withdraw within three days after notification of acceptance into the CSHA program.

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

CSHA neither denies admission nor discriminates students enrolled at the school on the basis of race, religion, color, gender, sexual orientation, genetic information, age, disability, or national origin.

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

Credit For Previous Training
Students who wish to receive credit for previous training must submit an official transcript prior to enrollment. The school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. CSHA has no written agreement with any other institution.

Enrollment
The 720 Hour Massage Therapy Program is set up on an open enrollment basis. You may enroll any time throughout a scheduled school year. Students meeting course, program and financial requirements will be enrolled on a first-come-first-serve basis. When classes are filled, students will be placed on a waiting list.
Registration Information
All class registration is done through the CSHA business office, open Monday through Thursday, 9 a.m. - 6 p.m., Friday 9 a.m.- 5 p.m. A deposit of 15% of each class fee plus book and material fees are required upon class registration. For students enrolled in the 720 Hour Massage Therapy Program, we will withhold this fee out of tuition payments received. For students registering for continuing education courses, the 15% deposit must be paid to confirm registration, otherwise the student will be placed on a waiting list for full classes. The balance due on the class fee must be paid on or before the first day of class, or a payment agreement must be signed prior to the first day of class. To insure space in any class, we recommend registration a minimum of two weeks in advance.

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

Students with Special Needs
Students with documented disabilities have rights and responsibilities in the post-secondary education setting. They have the right to reasonable accommodations in order to access CSHA programs and services, provided that the student:
- Has met any applicable CSHA program admissions requirements.
- Has submitted documentation that confirms the disability and the need for reasonable accommodations.
- Has given adequate notice of accommodations.
- Has not requested a modification that fundamentally alters the requirements and expectations of any CSHA program or class activity.
- Will be able to perform all Massage Therapy duties and tasks in order to meet CSHA educational objectives and industry standards. Accommodations may include:
  - Extended testing time (Maximum of double time)
  - Reader for tests
  - Reader/Recorder for tests
  - Larger font for test pages

Requesting Accommodations
To receive accommodations, all students must document their disability by providing ALL of the following:
1. Request for Accommodations Form and
2. Providing a doctor’s note and/or current psycho educational testing, and
3. Scheduling a meeting with the CSHA Education Department.
Note: Request for Accommodations Form must be submitted at least 6 weeks prior to the scheduled start date of the term.
Completion Time
The maximum time frame shall not exceed 1.5 times the normal duration or number of clock hours required to complete a program. Example: Students may complete the 720 Hour Massage Therapy Program in a minimum of 9 months or a maximum of 12 months.

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

Class Size And Times
Minimum class size is established at 6 students, with a maximum number of students in a class at 30. All times and dates are subject to change dependent upon student enrollment.

Class hours are as follows:
Day classes: between the hours of 8 a.m. and 6 p.m.
Evening classes: between 4:30 p.m. and 10:30 p.m.
Weekend classes: between hours of 8 a.m. and 9 p.m.

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

Attendance Policy
100% attendance is required in each class; students missing a class must meet with the Education Department and provide documentation. All missed class time, including partial attendance which is rounded up to the nearest half hour, must be made up at the school. Student absences may be subject to one of the following outcomes:
   a. Probation
   b. Retake class due to excessive absences
   c. Dismissal from class or programs
Students must set up an appointment with one of the Directors of Education to determine what action is necessary. Note: Externships and Student Clinic have individual attendance policies that are more specific to the needs of the class. See each individual class outline for details on any variance.
Remember: Certain recreational or sporting activities may result in injuries that would inhibit a student’s ability to complete classes as scheduled. Please consider the consequences before an injury may occur.
**Completion**
Students successfully completing the 720 Hour Massage Therapy Program will receive a certificate upon their exit interview.

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

**Student is entitled to upon withdrawal/termination**

<table>
<thead>
<tr>
<th>Percentage of Program</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within first 10% of program</td>
<td>90%*</td>
</tr>
<tr>
<td>After 10% but within first 25% of program</td>
<td>75%*</td>
</tr>
<tr>
<td>After 25% but within first 50% of program</td>
<td>50%*</td>
</tr>
<tr>
<td>After 50% but within first 75% of program</td>
<td>25%*</td>
</tr>
<tr>
<td>After 75%</td>
<td>no refund</td>
</tr>
</tbody>
</table>

* less cancellation fee

1. The student may cancel the enrollment agreement at any time prior to close of the third business day after signing the enrollment agreement.
2. All refunds will be made within 30 days from the date of termination. Because this training is time based, refunds will be calculated based on hours completed at the time of withdrawal. The official date of termination or withdrawal of a student shall be determined in the following manner:
   a. The date on which the school receives notice of the student’s intention to discontinue the training program; or
   b. The date of termination, due to the student violating published school policy; or
   c. Should a student fail to return from an approved Leave of Absence, the effective date of termination for a student on an extended Leave of Absence or a Leave of Absence is the earlier of the date the school determines the student is not returning or the day following the expected return date which is the start of the next term.
3. The student will receive a full refund of tuition & fees paid if the school discontinues a program/stand-alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.
5. Students who have not visited the school’s facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school’s facilities and inspection of equipment.
6. Complaints may be filed online at any time with the Colorado Department of Higher Education, Private Occupational School Board at http://highered.colorado.gov/dpos, 303-862-3001. All student complaints submitted to the Division must be in writing and “shall be filed within two years after the student discontinues training at the school.”

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

Title IV Refund Policy
For any Title IV Aid* recipient terminating their program of study after entering the institution and before completing at least 60% of the payment period, the statutory Return of Title IV Fund policy will be implemented. This policy will calculate the amount of financial aid funds earned by the student during their enrollment. The calculation for the return of the Title IV funds for CSHA is based on the percentage of the payment period completed in the calendar days as determined by the last date of recorded attendance (excluding scheduled breaks of 5 days or more and days that a student was on an approved leave of absence).

CSHA will determine:
1. The Title IV Aid disbursed or that could have been disbursed.
2. The percentage of the Title IV Aid earned by the student.
3. The amount of Title IV Aid earned by the student.
4. The total Title IV Aid to be returned or disbursed as a post withdrawal disbursement.
5. The amount of unearned Title IV Aid to be returned by the school.
6. The amount of unearned Title IV Aid to be returned by the student.

After the return of Title IV Aid is complete, CSHA will follow the State of Colorado refund guidelines. The student will be obligated for any tuition, fees, books or equipment not covered by Title IV funds.

*Title IV funds include: Pell Grants, and/or Direct Subsidized and Unsubsidized Federal Loans, and/or Parent Loan for Undergraduate Students (PLUS). The Financial Aid Administrator provides students and graduates support in budget and personal financial planning skills and advising.

Graduation Requirements for the 720 Hour Massage Therapy Program
Students will be considered a graduate of the 720 Hour Massage Therapy Program upon completion of all required coursework with a minimum GPA of 2.0 in all subject areas. The graduation process is as follows:

a. Students must turn in a copy of their MBLEx scores to CSHA.
b. Timely payment-in-full of all tuition and fees.
c. Completion of a Financial Aid Exit Counseling Session (applies to Financial Aid students only).
d. Completed 50 count client list.
e. Must have an “Active” license as a Massage Therapist through Colorado Department of Regulatory Agencies (DORA). Please contact the Education Department if you are relocating to another state.
f. Schedule an appointment for a Certificate Exit Interview through the Registrar, as soon as you receive your DORA “Active” license. (At that time mention if you want to do a practical session).
g. Satisfactory completion of Exit Interview.
h. Completed Graduate Survey.

**Satisfactory Academic Progress Policy (SAP)**
A student’s Satisfactory Academic Progress (SAP) in the program is required to determine if a student is eligible to continue to the next evaluation point. SAP applies to all students regardless of whether they are receiving Title IV funds. SAP is measured at two evaluation points. The school must determine that the student has successfully completed both the clock hours and weeks of instructional time required for the period evaluated. For program specific evaluation points, please see chart on following page.

If a Title IV eligible student is not meeting the SAP requirement at the first evaluation (360 hour midpoint) they will be placed on academic probation and will be required to meet with the Education Department to fill out an academic plan. This academic plan will include a Contract for Success to ensure the student will meet SAP and the time frame for completion of their program. The student will remain eligible for Federal Student Aid as long as they are making progress by successfully completing and passing their classes with a minimum GPA of 2.0.

All students will be monitored by the CSHA Education Department through the CSHA Class Management system to ensure that they are meeting the SAP requirements.

There are two SAP requirements; qualitative and quantitative.

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

If the student’s cumulative GPA is below a 2.0 at the first evaluation (360 hour midpoint), the student will be placed on academic probation for the next evaluation period. The student must raise their cumulative GPA to a minimum of 2.0 by the end of the program. The GPA is determined by dividing the points (grade x class hours) accumulated by the hours attempted.

**Grading Scale**

~ 90 – 100% = 4.0  
~ 80 – 89% = 3.0  
~ 70 – 79% = 2.0  
~ 60 – 69% = 1.0  
~ 0 – 59% = 0

Failing a class will affect your GPA.

Grades will be sent to students in a password protected email each term.
Quantitative – In order for a Title IV eligible student to maintain funds, a minimum of 12 clock hours per week (part time) is required throughout their program. Full time status is a minimum of 24 clock hours per week. The pace of completion is monitored daily by the CSHA Education Department through the Class Management System and Freedom Software to ensure that the student is maintaining attendance in all scheduled classes. 100% attendance is required in each class; students missing a class must meet with the Education Department and provide documentation. 100% of any missed hours must be made up at the school. (Please see CSHA Attendance Policy and CSHA Make Up Policy).

The pace of completion will be evaluated per program as seen in the following chart:

<table>
<thead>
<tr>
<th>Program</th>
<th>Qualitative Measure Evaluation Points</th>
<th>Quantitative Measure Pace of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>720 Hour Massage Therapy</td>
<td>360 hours &amp; 720 hours</td>
<td>~9 month program at 15 weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>~12 month program at 20 weeks</td>
</tr>
</tbody>
</table>

The student must complete the program within the maximum timeframe. Maximum timeframe is 1.5 times the timeframe required to complete the program:

<table>
<thead>
<tr>
<th>Program</th>
<th>Normal Time Frame</th>
<th>Maximum Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>720 Hour 9 month Massage Therapy</td>
<td>9 months</td>
<td>~13.5 months</td>
</tr>
<tr>
<td>720 Hour 12 month Massage Therapy</td>
<td>12 months</td>
<td>~18 months</td>
</tr>
</tbody>
</table>

If a Title IV eligible student fails to meet pace of completion, they will be placed on Financial Aid Warning for the next evaluation period. If the student fails to meet pace of completion by the end of the warning period, the student may be dismissed from the program, and financial aid eligibility is terminated.

If a student is not a Title IV recipient and, at the time of a SAP evaluation, is not meeting the minimum standards of attendance and a cumulative GPA of 2.0 or better, they will be placed on academic probation. The student will be advised on the potential of being dismissed from the program if not able to complete within the maximum timeframe for program completion.

Withdrawing from a Class

Withdrawing from a class may result in the student falling below part time status and may affect their Financial Aid grace period. Requires an out of pocket payment for the percentage of the withdrawn course completed based on the State Refund Policy (notification of intent to withdraw is recommended as soon as possible within the term to minimize withdrawal fees). There is a $25.00 schedule rewrite fee. Students will return to the class/school based on the next scheduled class start date at the time of their withdrawal. Excessive withdrawals from classes may result in inability to meet pace and
subsequent dismissal will occur from the program. Students who do not meet the Satisfactory Academic Progress (SAP) policy will be notified via a Student Progress Report Form and are required to meet with the CSHA Education Department.

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

SAP Dismissal Reinstatement Policy
Students who have been dismissed from the program for failure to maintain Satisfactory Academic Progress (SAP) may apply for readmission to the school 6 months after having been dismissed. Students who wish to be reinstated must go through the application/admission procedure again and will be required to submit a written appeal. The appeal from the student must state why they did not meet SAP and what has changed that would now allow them to meet SAP. In addition, the student must reestablish Title IV eligibility, meet with the Education Department and will be placed on Probation upon return.

Title IV students must meet with the CSHA Financial Aid Administrator to determine eligibility for funds per the remaining classes within the eligible program they are reapplying to.

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

Withdraw Policy
A student may be advised or choose to withdraw from a class or program. Notification of intent to withdraw is recommended as soon as possible within the class to minimize withdrawal fees. Students who withdraw from a class and/or program are subject to the State Refund Policy, and for Financial Aid Students this includes the Title IV Refund policy. (State Refund Policy and Title IV Refund Policies are listed in this manual). When students withdraw from a class and then retake that class, the student must pay full tuition and retake the entire class. GPA will be affected if a student withdraws from a class. Excessive withdrawals from classes that affect ability to complete in the timeframe may result in dismissal from a program. Students who withdraw from a Program have a minimum of six-months before they can re-apply after the date of withdrawal. Please refer to the Reinstatement Policy in this manual.
**Leave of Absence Policy (LOA)**

A student may request a Leave of Absence (LOA) by meeting with a Director of Education and signing the LOA required paperwork. A Leave of Absence period may not exceed 180 days within any 12-month period. The school may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student’s immediate family, military service requirements, or jury duty, provided that the combined Leaves of Absence do not exceed 180 days within the 12–month period. The period of the Leave of Absence may not begin until the student has submitted and the school has approved a written and signed request for an approved Leave of Absence except in those cases where unforeseen circumstances would prevent a student from submitting a request in advance.

Students taking a Leave of Absence will still be required to make payments if indicated on their enrollment agreement.

In the event a student takes a Leave of Absence after beginning classes, the student will be required to retake the entire class at full price in the next available term. Any charges, per the State Refund Policy, are in addition to the Enrollment Agreement. Due to interruption of Student Progress, Financial Aid and/or Veteran’s benefits will be delayed until the student returns from the LOA. If a student does not return from a Leave of Absence on the scheduled date, the student will be withdrawn from school and the CSHA refund policy will apply. The return of Title IV aid and refund calculations are based on the student’s last day of recorded attendance. Refunds will be made within 30 days of the date of determination for withdrawal.

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

**Tutoring**

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

**Retaking a Course**

Any student who fails a course and has completed all classes within that course, may retake the course at half price, within a six-month time limit from the last day of the failed course. After this grace period, full tuition will be charged. Students must still complete the program within the allotted time.

Students wanting to retake a course that has been passed can do so at half price (space permitting) on a not for credit basis.

**Make-up Policy**

Students will be required to make-up all course work missed as the result of any absence or partial attendance. All make-up work must be done on the school premises. Arrangements to take a missed exam must be made with the instructor and the missed exam must be made up before the next class meeting. The student must complete make-up work by the due date listed on the Makeup Student Progress Report emailed to the student. Students who do not make up all missed coursework will fail the class.
Code of Conduct
Everyone at the Colorado School of Healing Arts has the right to feel respected and safe. Colorado School of Healing Arts strives to provide a school environment that is safe, conducive to learning and free from unnecessary disruption. Successful Massage Therapists must uphold the highest standards of ethical conduct, and have a mature and disciplined ability to create safety and demonstrate excellent boundary management skills.

The school reserves the right to be the sole judge of such conduct which may be detrimental to the school, student’s progress or the Massage Therapy profession.

CSHA CODE OF CONDUCT –
Students must abide by the following Code of Conduct. Failure to do so may result in probation, suspension or dismissal.
A. Students must comply with all CSHA policies and procedures.
B. Students are required to maintain impeccable oral and body hygiene, keep hands in good condition, fingernails very short and free of polish (no artificial nails).
C. Students are required to refrain from the use of heavy scents or smoking prior to a massage.
D. Students may not smoke inside the school building. This includes the use of vaporizer pens or e-cigarettes. Smoking is only allowed outside in the designated smoking area at the south side of the building.
E. Students are required to wear professional clothing whenever they are on campus. In addition, it is required that students wear a CSHA Tee Shirt or CSHA Polo shirt in all classes (academic, bodywork, labs, events, and externships). Students must wear acceptable pants which are slacks, capri pants, shorts/skirts below the knee, or jeans in good repair. Students must also wear shoes which support the practice of good hygiene and body mechanics in all bodywork classes. Scrubs are considered acceptable apparel.

Not accepted:
~Shorts (Sports Massage class is exempt)
~Ripped or torn clothing,
~Exposed torso or visible undergarments,
~Modifying CSHA tee shirt or polo shirts
~Flip flops or sandals (in bodywork classes, lab or clinic).

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

F. Students are required to wear name badges at all times while on campus.

G. No food or drink (other than bottled water) in the classrooms.

H. Cell Phones are not allowed in the classroom, labs, and clinic treatment rooms. Cell Phones MUST be turned off and put away. Cell phone use is allowed in the lobby, the student lunchroom, the hallways, on the deck, and quiet use in the library.

I. iPads and laptop computers are allowed in class for note taking only and under the supervision of the instructor. Hand written class notes are highly encouraged and have been found to support retention.

J. Students must treat all fellow students, staff and school property with respect and care.

Avoid any behavior which is detrimental to the welfare or safety of other students or school personnel, or behavior which interferes with the school’s ability to provide educational opportunities to other students including:
~Inappropriate draping.
~Obscenities or vulgarities.
~Sexual innuendos including any sexual jokes or comments.
~Not following CSHA Harassment Policies.
~Inappropriate use of school facilities and equipment.
~Students must comply with the CSHA Communicable Disease Policy to safeguard the health of their clients and fellow students.
~No misuse or mistreatment of any school property. Student will be subject to a minimum of $50.00 fine up to the full replacement cost of school equipment if damaged beyond repair.
~No destroying or defacing public property or theft of school or personal property of others.
~Students may not engage in fighting, assault, threat of bodily harm, or sexual harassment.
~No verbal or physical abuse of any member of the CSHA community.
~Physical contact between student/student, staff/student must be professional at all times.

K. Weapons of any kind are not allowed on CSHA campus.

L. Students must behave professionally while on CSHA campus and in all social media.
~Minimize the power differential with all clients.
~Minimize dual relationships.
~Social interactions and/or dating clients is prohibited.
~Students dating other students during their program is highly discouraged.
~Sexual advances in any massage therapy setting, regardless of location, is prohibited.
~Please consider all social media posts, likes, shares, texting and tweeting as to how it reflects on your professionalism.

M. Students must follow the CSHA drug and alcohol policy.
~No alcohol allowed on campus.
~No recreational drugs, including medical marijuana, allowed on campus.
~Students may not receive or perform massage within 12 hours of taking recreational drugs, alcohol, medical marijuana or prescription narcotics.
~Distribution, possession, use, or being under the influence of alcohol, an illegal drug, or controlled substances as defined in section 12-22-303, Colorado Revised Statutes, is not allowed.
~Students may not attend class under the influence of drugs or alcohol.

N. Students must comply with state laws regarding massage training.
~Students may not receive compensation for massage and bodywork prior to confirmation of state Massage Therapy license.
~Students must identify themselves as Student Massage Therapists when performing any massage prior to graduation and state licensure.
~Students may not advertise or claim to be licensed prior to graduation and DORA approval.

O. Students must behave ethically and with integrity.
~Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information; and
~Forgery, alteration or misuse of school documents, records, identification materials, educational materials and Internet access of school property are strictly prohibited.
~Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities, including fines. For more detailed information: http://www.copyright.gov/

P. Animals or pets of any type may not be in the building. (Exception: Service Dogs)

Q. Students may not bring children to class or lab/library or leave children unattended or unsupervised on school property or grounds.

R. In addition, students must:
~Maintain appropriate and professional communications in classroom, labs and any school sanctioned events, and it is suggested that students use similar discretion when posting on social media sites.
~Comply with the CSHA Code of Ethics.
~Maintain passing grades throughout the program (comply with SAP Policy).
~Keep tuition payments up-to-date.
~Complete probationary conditions.
~Follow stated complaint policy.
Financial Aid Students: It is your responsibility to renew your FAFSA. If you fail to renew your FAFSA, as it is required to continue your scheduled disbursements, you will be suspended from all classes until FAFSA is renewed or other payment arrangements are made.

Student/Instructor Associations: It is imperative that students respect ethical boundaries regarding student/teacher associations. Socializing and/or dating (dual relationships) between instructors or administration and students is not allowed while the student is enrolled in any class or program at CSHA. Instructors, administrators, lab/library assistants, and students in violation of this policy may be dismissed.

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

Note-These actions may or may not be sequential

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

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

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

School Reinstatement Policy
Withdrawn or Dismissed students may re-apply six months after the date of withdrawal/dismissal. Students who wish to be reinstated must go through the application procedure and are required to submit a written appeal identifying the change in circumstances previously cited at time of withdrawal/dismissal. Submission of documentation does not guarantee re-admission.
State Massage License Requirements
Colorado has a mandatory practice act, which means you may not practice as a Massage Therapist in this state without a Colorado license. To become eligible for state licensure, you must complete the following:
- Successful completion of state approved Massage Therapy program.
- Pass the MBLEx
- Fingerprint / Background Check
- Current professional liability insurance

The school does not guarantee passing of the MBLEx. Success is enhanced by diligent review of Anatomy, Physiology, Business, and Massage levels 1-3, in addition to participation in the CSHA MBLEx prep classes and/or other outside resources.

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

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

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

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

Student Advising
Student Advising is available and coordinated through the Education Department. The Financial Aid office is available to advise students regarding financial assistance for those who qualify. With the support of the FA office, the Admissions representatives are available to assist students with scheduling of classes and programs.
Referral Service
We provide courtesy referrals for graduates and send letters of recommendation to prospective employers at the request of alumni. There is no promise or guarantee that completion of training will automatically secure the student with a position in the fields of massage therapy or healing arts.

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

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

Learning Resource System
Colorado School of Healing Arts Learning Resource System (LRS) includes all the materials needed to support the student’s learning experience. This includes:
~Classroom resources- 8 classrooms which includes 2 massage labs, and an additional 8 private clinic treatment rooms. All training equipment is provided including: massage tables, massage bolsters, massage chairs, skeletons, muscle models, hot stones, hydrocolators, anatomy – physiology - trigger point and meridian charts. All equipment is available for use during class and are available for study groups when not in use for classes.

The Library Resource Center (LRC) consisting of the following:
~Library/Lab Assistants are all Licensed Massage Therapists and graduates of the school. They staff the library Monday through Sunday and are available for student and faculty support.
~Lending Library/Research Library - Materials and publications available for check out by CSHA students, graduates and faculty.
~Make-up Review Video Library- Available for viewing on school premises
~Computer stations - The library contains student computers for word processing and internet research or CD ROM access.
~Audio-visual resources.
~Study areas (library, classrooms, student lounge and outdoor deck)
~Student lab is an extension of the classroom and supervised by library/lab assistants.
~Free 1-hour mini-library classes. Topics include library/lab orientations, study skills, prepping for tests and for the MBLEx, body mechanics and Tai Chi for career longevity. Student lounge and Outdoor deck provide alternative places for study. Wi-Fi is available for student use on site.
CSHA demonstrates an on-going commitment to the success of each student and graduate. Working as partners, the school assists graduates to realize their professional goals. Although CSHA cannot guarantee placement, we work with a diverse group of employers that appreciate the specialized training of our Massage Therapists. Career Services, in conjunction with the Business and Wellness class provides the tools and resources for graduates to succeed in their new career.

CSHA Career Services assists our graduates in a variety of ways, including:
~Maintaining a current listing of massage therapy opportunities.
~Assistance in researching potential employers.
~Help plan your career goals and job search.
~Interview preparation, guidelines and follow-up.
~Maintaining relationships with current and potential employers.
~Assessment of professional appearance.
~Critique and proofread resume.
~Evaluate your professional image as presented in your portfolio.
~Provide information regarding your options in the Massage Therapy industry.
~Coordinate career fairs, employer open houses, and hiring events.
~Confirms your Massage Therapy employment information for ongoing Graduate Verification of Employment requirements from regulatory agencies.
CSHA is about...instruction, skill, service, trust. It’s about you!

www.csha.net

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

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