



“Until one is committed, there is hesitancy, the chance to draw back. Concerning all acts of initiative (and creation), there is one elementary truth, the ignorance of which kills countless ideas and splendid plans: that the moment one definitely commits oneself, then Providence moves too. All sorts of things occur to help one that would never otherwise have occurred. A whole stream of events issues from the decision, raising in one's favor all manner of unforeseen incidents and meetings and material assistance, which no man could have dreamed would have come his way. Whatever you can do, or dream you can do, begin it.

Boldness has genius, power, and magic in it. Begin it now.”



~ **Goeth**

## **ANN ARBOR SCHOOL OF MASSAGE, HERBAL & NATURAL MEDICINE**

3684 W. LIBERTY ROAD ANN ARBOR MICHIGAN 48103 734-769-7794

*Welcome to ANN ARBOR SCHOOL OF MASSAGE, HERBAL & NATURAL MEDICINE*

Massage Therapy(Naturopathic Physical Medicine). This program fulfills state and national licensure and certification requirements for this profession., QUALIFYING SUCCESSFUL GRADUATES TO TAKE THE MBLEX national exam and go on for licensure.

*The field of natural health and wellness continues to grow, with clients all over the nation awaiting formally trained practitioners from a hands-on, supervised and mentored professional learning environment.*

| TABLE OF CONTENTS  | <u>Page</u> |
|--|-------------|
| <u>Number</u>  |             |
| School Location, Telephone number, website .....         | 1           |
| School Official Mailing Address .....                    | 1           |
| Statement of Purpose: Program Education .....            | 1           |
| Catalog Volume Number .....                              | 1           |
| Central Office Location .....                            | 1           |
| Purpose of Program Education .....                       | 1           |
| Publication Number/Date .....                            | 1           |
| TABLE OF CONTENTS .....                                  | 2           |
| <u>TYPES OF DIPLOMAS ISSUED</u> .....                    | 1           |
| <b>MESSAGE THERAPY PROGRAM OVERVIEW</b> .....            | 2           |
| Enrollment Dates and POLICIES FOR ADMISSIONS .....       | 5           |
| Names of Governing Bodies .....                          | 6           |
| <b>School Staff and Instructors BIOGRAPHIES</b> .....    | 6 – 7       |
| Clock hours .....  | 8           |
| .....  |             |
| Student Clinic/Internships: Structuring/Policies .....   | 8           |
| Co-qualifications- Guidelines for Approved Sources ..... | 8           |
| <b>SCHOOL POLICIES</b> .....                             | 8-10        |
| <i>Dissolution of a Class; Non Discrimination</i> .....  | 8           |
| <i>Absences &amp; Lateness</i> .....                     | 9           |
| <i>Insubordination</i> .....                             | 9           |
| .....  |             |
| <i>Sacred</i> .....                                      | 9           |
| <i>Space</i> .....                                       |             |
| <i>Enrollment</i> .....                                  | 9           |
| <i>Contract</i> .....                                    |             |
| <i>Suspension/ Dismissal/Re-entry</i> .....              | 10          |
| <i>Make-Up Application, Fees, Work</i> .....             | 10          |
| Fees, Equipment, Student Expenditures.....               | 10          |
| Grading System .....                                     | 11          |
| Graduation requirements .....                            | 11          |
| .....  |             |
| Certification Programs .....                             | 11          |
| .....  |             |
| LIABILITY .....  | 11          |
| .....  |             |
| Refund Policy AND Refund Policy statement .....          | 12          |
| INSPIRATION, TESTIMONIALS, CAREER DEVELOPMENT.....       | 12          |
| TEACHER TRAINING, LIBRARY .....                          | 12          |
| PICTURE GALLERY .....                                    | End pages   |





MASSAGE THERAPY PROGRAM OVERVIEW

1) Progressive training, which integrates natural medicine applications into the professional massage therapy field, to provide a pathway for State Licensure and National Certification of the Massage Therapy profession. This program surpasses the minimum requirements of both entities.

2) 80 Hours of Required Student Clinic training enriches experience and skills by working with clients in the community on our premises.

The program offers training and practicum in the following areas of bodywork therapy as indicated specifically on a program Syllabus and Overview for any given year, and with respect to available instructors:

Connective Tissue Massage, Swedish massage, Holistic Foot Reflexology - Assessment and Treatment, Prenatal Massage, Sports Massage, Polarity Therapy and adjunct energy balancing, myofascial release, neuromuscular therapy/trigger point work, Lymphatic massage Introductions, Integration and Style in Clinical Development, On-site supervised Student Clinic, Integrative applied natural therapeutics - hydrotherapy, applied botanical therapeutics, movement therapeutics; Special Populations. Elective Workshops in special topics are announced throughout the year (on our websites) outside of this program.

VISIT US ON INSTAGRAM: [https://www.instagram.com/annarbor\\_schoolofmassage/](https://www.instagram.com/annarbor_schoolofmassage/)

Please see our website ([www.naturopathicschoolofannarbor.net](http://www.naturopathicschoolofannarbor.net)) for current schedules.

### ENROLLMENT DATES

Our website, ([www.naturopathicschoolofannarbor.net](http://www.naturopathicschoolofannarbor.net)) provides all current enrollment dates. All contracts and the Admissions Application disclose enrollment dates, start dates and program end dates, whenever applicable. Students who sign contracts are agreeing to specific enrollment dates.

### POLICIES FOR ADMISSIONS

Contact the school for an Application for Admittance Packet via e mail: [nshaassociates@gmail.com](mailto:nshaassociates@gmail.com).

Timing: Registration for a space in the class is always open 8 months prior to any class start date. Class start dates are on the School website. All applications, enrollment and tuition arrangements, and eligibility for any Discounts, must be complete by current dates as stated on our website.

### ADMISSIONS PROCESS STEP BY STEP (see website for updates to this process)

1. Gather information: fully read over website, catalog, and application materials.
2. Schedule a visit to the school, for mutual vetting of the school, teachers, content. Clarify any questions about the programs. We encourage you to use the website to find basic answers to basic planning questions, as this is more current.
3. Complete and submit the ADMITTANCE APPLICATION PACKET Fee, and photo. Application is reviewed and if approved applicant will be notified.
4. Sign Enrollment Contract, pay tuition and fee balances. Note that the Enrollment Contract is the formal legal agreement between the school and the program participant. An Admissions Application is not a formal legal agreement to “provide” program participation.

The School encourages all enrollment arrangements to be complete 6 weeks before the beginning of any diploma program.



### GOVERNING BODIES

The school is governed by the BOARD OF AASM, a committee of the school

### SCHOOL FACULTY AND STAFF

NSHA has a core faculty of 6 teachers. An adjunct faculty of over a dozen teachers, offers teachings and experiences in Pre and Post Natal care, Chinese Herbology, Healing Diets, Feldenkrais, Yoga, Counseling Skills, Meditation, Oriental Medicine, After Life Care, Addictions and Trauma, Somatics, Specialized Herbal Medicine, and other topics.

Mary Light ND MH is the director and founder of NSHA. She has been in private practice since 1994, on the east coast and as of 2005, in Michigan. She designs the curriculum and teaches throughout all the programs offered at NSHA. Recent Continuing Education - Sept 2013 and ongoing: Visceral Manipulation, abdominal and pelvic, Barral Institute. Nov 2013: Nosara Institute, Costa Rica - study of yoga and movement. 2013 and

2014: Ethnobotanical/ Herbal travel education to Belize, Caribbean Costa Rica, and Patagonia.

Past Biographical History - Massage and Bodywork, 1991-1997: Kripalu Center for Yoga and Health, Florida School of Massage (Gainesville), combined 1,000 hour massage and hydrotherapy. Polarity Therapy 400 hours plus ten years of private practice, and ten years designing /executing workshops. Bodywork Certifications since 1995 : Prenatal Massage, Intra-Oral NMT, various Polarity Therapy Certifications.

Naturopathy- Diploma, School of Natural Medicine, 1999. Ann Wigmore Living Foods Certification, Puerto Rico, 1999. Founded Gaia Center for Herbal Studies, (school of herbal medicine) 2005 ([www.gaiaherbalstudies.net](http://www.gaiaherbalstudies.net)) .

### CAROLE FLORENCE, ND, CMT

Carole began her natural medicine studies in 2009. She currently has a private practice in Plymouth, Michigan, and teaches various segments in our Core Naturopathy program and in our Holistic Human Biology and Energy Anatomy program. The mother of 3 teen daughters, she pursues continuing education in many healing arts subjects, including herbal studies and energy medicine. Carole completed both the ND and Massage Therapy program at NSHA.

See Website for current instructors [www.naturopathicschoolofannarbor.ne5](http://www.naturopathicschoolofannarbor.ne5)

### CLOCK HOURS

MASSAGE THERAPY ENERGY MEDICINE PROGRAM: The State of Michigan approves our current program for 669 clock hours. We have since added an additional 80 required CLINIC hours. The National Certification Board for Therapeutic Massage and Bodywork has approved our program and School as a 750 hour program, recognizing the inclusion of off -premises field work.

### INTERNSHIP STATUS AND CLINICAL HOURS FOR PARTICIPANTS

Enrolled students will complete internship requirements and student clinic requirements outside of the stated and given schedule for classroom clock hours. Students will be guided into creating a schedule to complete these requirements outside of the scheduled classroom clock hours. The School does not pay students to provide services in clinical situations, including student clinic, health fairs, and expositions. According to Michigan law, students are not compensated in any way, for class work, including with tips.

### CO-REQUISITES – GUIDELINES FOR APPROVED SOURCES

All program students- naturopath, massage therapy and natural medicine- are required to complete a First Aid/CPR course, requiring physical presence. Approved courses are available through the American Heart Association and the Red Cross. Classes are generally no more than 4-6 hours. Additionally, all are required to take a Human Trafficking course, (At this writing here is an online option: <https://wildirismedicaleducation.com/courses/mi-human-trafficking-training> ) Participants pay for these fees on their own.

Signed and dated documentation is required to validate completion of both of the above stated co-requisites in order to qualify for graduation.

### SCHOOL POLICIES

As required and approved by the State of Michigan Proprietary Schools Department of Education, School policies are disclosed below. The School reserves the right to add additional policies if unforeseen circumstances arise.

#### NON-DISCRIMINATION POLICY

AASMHNM does not discriminate regarding race, creed, color, national origin, sex, age, marital status or sexual orientation. In this regard, the School expects tolerance and full traditionally conveyance of respect for all who are associated with our student groups, staff, and clinic guests.

#### DISCLOSURE OF FEES:

**Fees for Labs, Application to Graduate, Make-up Class Fees, and Leave Of Absence are disclosed at request and upon Enrollment Contract forms .**

ABSENCES  
and Lateness

In keeping with state and national standards, the School takes attendance as to promptness for all classes, requiring all students to telephone or text the school in the event they are to be late. Participants are encouraged to arrive 15 minutes prior to the start hour of a class, to settle in. Students absent beyond 2 days per year, must arrange by formal contract to make up classes missed, and are required to pay for these classes at the discretion of the School. Currently the fee for Make Up Class is \$100/day, with the two day allowance being without charge. Students may also make up REQUIRED HOURS by agreement with the School.

**Students who are absent without notification from classes for 30 days or more, and do not respond to school contact, are considered voluntarily withdrawn from all School programs. Their Enrollment Contract is null and void. Any Payment Plan contract, however, must be fully paid out, immediately.**

INSUBORDINATION and SUSPENSION

The school operates within a reality that Teachers and Administrators fulfill a respected role to carry the responsibility to guide, mentor, oversee and teach students. Insubordination is demonstrated by violation of school policies and rules, by repeated negotiating and argumentation- with Teachers - to reach objectives beyond those policies and rules or immediate answers to questions of mandates by Teachers - whether in class or outside of class; by harassment of teachers or school staff through sarcasm, insults, continued argumentation, threats, pestering, games, gossip – in word or deed – covertly or overtly. If this occurs, School staff will point it out to the student with a one time warning. Continuation of insubordinate behavior may lead to immediate and full dismissal, solely at the discretion of the School. Such actions may bring about a permanent dismissal. Refunds are not given in such cases.

. ENROLLMENT CONTRACT AGREEMENTS, timelines, and tuition payment schedules.

The Enrollment Contract is the primary legal agreement between School and Participant. Signing of the Enrollment Contract indicates understanding of, and compliance with all policies.

Our programs are solely for adult students, and it is adult students who sign enrollment contracts and payment plan program contracts. While it is possible that students may be receiving parental or spousal supports of various types, the School is not obligated to meet parents/family/spouse/any outside entity, in person, via telephone, or via written message. The School will not resolve any problems a student may have or be experiencing through the family or friends of the student- through meetings, phone calls, written messages or any other means. Our enrolled adult students are entirely responsible for their obligations – admissions, contractual, academic, financial, and policy related- while associated with The School during all contractual periods.

Our CONFIDENTIALITY POLICIES restrict us from sharing information with persons other than signatories of the Enrollment Contract, except in the case of medical emergencies, legal issues, or when urgent need to contact the designated “Emergency Contact Person(s)” is deemed.

SCHOOL VISITS, FAMILY  
AND FRIEND VISITS

The School offers several events throughout the year that are open to the public. Family and friends of students are welcome to attend these events as a way to connect with the school environment and the school staff, to pick up literature, and connect socially. We encourage the healthy connection to the school in this manner.

SCHOOL VISITS are times when outside prospective participants are welcome to sit in on a class. The designated time is 11-noon, with exact dates posted on the website. Visitors to the school *must* RSVP. Enrolled students are thus made aware that the school welcomes prospective students to sit in on Living Classes. Content of a confidential nature is avoided during such times, to protect the integrity of our enrolled students.

SUSPENSION, DISMISSAL, RE-ENTRY

Participants may be suspended due to policy violations. Participants may be suspended due to falling behind in academic work (through lack of assignment completion, absences, lack of make-up work, quiz failures), or due to policy violations. Students are informed in writing of suspension, including via e mail.

Dismissal of a student may occur solely at the discretion of the school, and is often due to policy violations, including behavioral disruptions of the class and school environment. Both suspension and dismissal may occur due to lack of tuition payment. No refunds are given to students who have been formally dismissed. Re-entry may occur through a new application for admittance, and progression of a plan to make up school work, as well as resolution of all overdue payments. Students are not guaranteed re-entry to the school if due to disruptive behavior, use of alcohol or drugs during class, addiction problems, unattended mental health problems, or policy violations.

LEAVE OF ABSENCE

Due to any personal trauma or situation, a student may apply for a Leave of Absence. Students who do not do so may forfeit their legal status of progression with the school. **The Leave of Absence administrative fee is \$300.00. A Leave may be for a month, or up to one year. Leave of Absence contracts are individual and drawn up as to circumstance.**

EQUIPMENT, TEXT BOOKS AND SUPPLIES

**The website offers a PDF of required equipment for programs.** Students are expected to anticipate and be prepared to purchase all required books, supplies and nominal amounts of personal equipment throughout the course of the program. This is an investment for students' personal use and professional study, practice, field work and assignments. In addition to a massage table (required early during the first year), students are required to have an Iris Loupe, LED flashlight, sheets/pillows/lubricants for bodywork, some simple inexpensive accouterments for herbal medicine work such as castor oil and a hot water bottle, a blood pressure cuff (second year naturopath) a consult coat and name tag (second year), as well as notebooks/pen/pencils. The school provides the student with references to an appropriate purchase source. All books and supplies are purchased by individual students and become their personal professional property. A budget of not less than \$300.00/year must be considered for these expenditures, including any and all books and supplies, although thus far, much less has been spent by students.

#### GRADING SYSTEM – EVALUATION SYSTEM

The school administers frequent short quizzes. A score of 80% or more is “passing”. A score of 79% or less is failing, and the quiz would be re-taken. Practical Exams reflect back to the School the ability of the participant to demonstrate skills; practical exams are given periodically. The school does not pre-disclose to students quiz content- it is understood that content may be taken from class participation in lecture, and from reading assignments, as well as guest lectures and film showings. Participants are regularly given notice of where they stand, and they are encouraged to ask and engage in evaluation at any time.

The positive comportment, attitude, initiative, participation, and engagement of students during the entire program time is taken into consideration. Participants who support sacred space, respect policies, engage in respectfully representing the School, and function as professionals are given references, referrals, and consideration for special projects and posts within and outside of the School.

#### GRADUATION REQUIREMENTS

**Students apply for graduation with the Application for Graduation form, which has a fee of \$80.00.** This application must be submitted 30 days prior to the last scheduled day of class. Students who fail to meet graduation requirements will not graduate or receive a diploma, until such requirements are met. There are no exceptions to this policy.

1) Complete all co-requisites, with signed documentation 2) 80% or above academic standing 3) All work from absences is made up 4) All tuition and fee balances paid. 5) Completion of all field work, projects, and clinical requirements.

#### CERTIFICATION COURSES AND CLASSES

Several tyoes pf classes are offered by our staff , held at the school facility , which are not included in the state licensed diploma programs, but rather they are courses for professional and personal enrichment and continuing education. Our staff and faculty engages in offering continuing education whenever possible. The two seasonal Foundational Herbal Studies series, as well as various short individual classes, are examples of these offerings. It is fully disclosed and made clear that these classes are not part of the State approved diploma programs, but rather are part of an ongoing learning community committed to offering continuing education.

#### REFUND POLICY

In accordance with the dictates of State Law, NSHA discloses their mandated refund policy for our School: All tuition and fees paid by the applicant shall be refunded if requested in person or in writing within three (3) business days after signing an Enrollment Contract with the school. After this time no refunds are due. There are no exceptions to this policy. All refunds requested via this policy shall be returned to the student within 30 days.

**LIABILITY:** Participants are required to sign a Release of Claim for their participation in school activities. Participants are free to sit out activities, such as walking a field trail for herbal medicine, or trying out an herb. Nothing is forced upon participants. The Release of Claim applies to participant activities. Our philosophy is that participants freely approach the school to voluntarily engage in active learning, including activities both inside and outside of the physical premises. The School does not force students to do anything, including travel to and from the premises. A copy of the Release of Claim is available upon request.

#### PAYMENT PLAN CONTRACTS: PPC

NSHA offers contractual Payment Plan allowing for monthly installments of tuition to be paid. REquest the current Payment Plan terms at the time you are considering enrollment. Programs are not “pay as you go”; students who have left or withdrawn must still pay in full the contracted balances as determined by the Payment Plan Contract. The School may decline to enter into this contract for any reason, and may decline requests for PPC. All Payment Plan contract arrangements add on an administrative fee.

### Inspiration, Testimonials, and Career Development

We have all witnessed the growth- and even explosion - in popularity for yoga, natural foods, bodywork, and many other forms of natural health and wellness care. These are clearly specialized and respected career pathways which do not require an allopathic medical science background to excel. Nor do they require the years and years of schooling in an institutional college. This type of training is direct and focused.

What is required to excel? Certainly a passion and inspiration, together with discipline and continued study - as well as a direct understanding of the business and cultural environment in which a practitioner will work and live. It is necessary to study in an environment with experienced teachers. Programs for training do not merely give graduates "a credential", they offer support, mentoring, guidance, and specific training and knowledge. They offer a long term connection to a respected learning community which endeavors to continue to support students, graduates, and alumni alike. They offer the public the confidence of knowing solid training backs your practice.

We receive more and more requests every week for consultations, advisory, and guidance in natural health methods. Consumers in our community actively seek trained, skilled practitioners who learn within hands-on experiential settings such as our own at NSHA. The days are waning when a mere correspondence course will substitute for inquiry based training with real clients, sound research, interactive discussion, and living teachers. Moreover, a growing number of people are specifically seeking non-medical model advisory.

### CAREER DEVELOPMENT

Our grads offer services in private practice, and also may act as consultants for group practices. They may provide a variety of services for fees based on the skill set they have learned and practiced within the school. Graduates who bring additional certifications to their training, or obtain such after our training, offer unique services and advisory to clientele uniquely attracted to their gifts. The road is wide open for teaching, establishing schools, workshops, and training; for writing and blogging, developing products, conducting research, and generally adding to the body of work. Further work is needed on the political and professional organizational realm within natural medicine and in the field of establishing testing standards. Massage Therapy field standards are well developed.

### TEACHER TRAINING

The School offers an in-house option to learn to facilitate and focalize classes. . Contact the School for details. This experience can apply to endeavors around the nation.