

HIGHVIBE HEALING ARTS ACADEMY

School of Integrative Massage & Bodywork

HighVibe Healing Arts Academy
106 Cannons Lane, Louisville, KY 40206

ISSUE DATE | 10/1/22

Co-Administrators | Adriena Dame . Julia Mack
Faculty | Adriena Dame . Erin Love . Nicole Alexander

This document is certified as true and correct.

Adriena Dame, Founder

Signature: _____ Date: 10/1/22

A handwritten signature in black ink that reads "Adriena Dame". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

School of Integrative Massage & Bodywork

Pre-licensure Preparation Program

Date of Issue 10/1/22

TABLE OF CONTENTS

The HighVibe Experience	4
Program Overview & Objective	4
Registration & Enrollment	4
Professional Licensure	4
School History	5
School Facility	5
Class Enrollment	5
Learning Tools	5
Tuition Fees	5
Payment	5
State Requirements	5
Admission Requirement	6
Transfer Credit	6
Student Services	6
Service Learning	6
Sexual Harassment Policies	6
Statement of Non-Discrimination	6
Existence of the Kentucky Student Protection Fund	7
Process for Filing a Claim Against the Student Protection Fund	7
School Complaint Policy	7 - 8
Filing a Complaint with the Kentucky Commission on Proprietary Education	8

Course Descriptions | 9 - 10

Attendance, Absentee, Tardy & Mack-Up Work | 10

Grading Scale | 10

Withdrawal, Dismissal and Re-Admission | 11

School Schedule & Legal Holidays | 11

School of Integrative Massage & Bodywork

Program for Professional Licensure

THE HIGHVIBE EXPERIENCE

We are all energy vibrating at various frequencies that affect our quality of life—mentally, emotionally, physically and beyond. Conversely, our experiences, and how we respond to them, also have the power to affect vibrational frequencies. Embodying the HighVibe Experience life means operating from an energy field compassion to impact yourself and others in a positive and meaningful way. It means honoring ones energetic intelligence and making choices that elevate yourself and your community.

Mission

To cultivate health and wellness professionals who are equipped to embody a deeply conscious, trauma-informed, holistic approach to client care and self-care, including a mastery of Western and Eastern therapeutic techniques.

Philosophy of Education

The program's philosophy of education is to utilize a linear model of curriculum to present an eclectic array of therapeutic modalities, and to facilitate learning through experientially rich programmatic requirements.

Our program design is centered on empowering students not only through academic and hands-on learning, but through exercises in self awareness, social intelligence, personal enrichment, professional development.

Location

HighVibe Healing Arts Academy
106 Cannons Lane, Louisville, KY 40206

Parking: back (main lot), front, Cannons Ln.

PROGRAM OVERVIEW & OBJECTIVES

This 670-hour diploma program prepares students for a sustainable Integrative Massage & Bodywork career. Program includes a study of Western and Eastern techniques; anatomy, physiology, kinesiology, and pathology; and energetics, as well as an exploration of the human experience and the effects of therapy on the mind, body and emotions. Students are also tasked with preparing for Massage & Bodywork Licensing Exam (MBLEx), which is required for licensure.

Program curriculum includes theoretical studies, fundamental practice hours, and the opportunity to practice with a seasoned Licensed Massage and Bodywork Therapist, Energy Healing Practitioner, Intuitive, and other credentialed health and wellness practitioners.

REGISTRATION & ENROLLMENT

1. Applications are accepted year-round, and enrollment is open June - December for January term and January - June for July term).
2. Contact the school to schedule an interview and opportunity to view the facility.
3. Submit an application (must be 18 years of age, or older)
4. Upon approval, register and enroll on the announced registration and enrollment date.

PROFESSIONAL LICENSURE

1. Complete an approved educational program.
2. Pass the Massage & Bodywork Licensing Exam (MBLEx).
3. Complete the application process with the KY Board of Licensure for Massage Therapy.

SCHOOL HISTORY

HighVibe Healing Arts Academy is a HighVibe Living LLC enterprise that launched in 2022 with offerings of Continuing Education courses for licensed massage therapists and vitality enrichment workshops for the community. The academy's inaugural School of Integrative Massage & Bodywork launched its first term January 2023. The school is located at the cusp of St. Matthews and Crescent Hill at 106 Cannons Lane, Louisville, KY 40206. The academy is founded by Adriena)Z(Dame, Licensed Massage and Bodywork Therapist, Energy Healer, Intuitive, wellness entrepreneur and writer. Adriena has been developing and instructing health, wellness, massage, bodywork, energy healing and intuitive development courses for several years.

SCHOOL FACILITY

The boutique-style learning atmosphere fuses small-group classes that take place in our learning studio with professional practice in our adjoining clinic, allowing students to work one-on-one with clients. This fusion provides an apprentice-like experience with successful Massage and Bodywork Therapists working in a professional office setting.

CLASS ENROLLMENT

Limited class enrollment (no more than 12 students) optimizes individual instruction and guidance. Enrollment is open/continuous, and is required at least 60 days in advance of starting terms (Jan/July).

LEARNING TOOLS

The school is responsible for providing equipment and supplies such as massage tables and stools for use in class. Students are responsible for purchasing/providing the following, and should budget for approximately \$370:

- = books/reference materials & note taking tools
- = massage sheets and lotion/oil
- = treatment supplies (cupping and Gua Sha)

PROGRAM TUITION: \$7,500

TUITION PER COURSE

Massage Theory, Practice & Ethics: \$4,252
Allied Modalities & Practitioner Enrichment: \$2,126
Anatomy & Physiology: \$1,122

PAYMENT

- **Minimum Tuition Deposit:** \$500 —*Due within 10 days of acceptance.*
- **Minimum Down Payment:** \$1,750
Due at least 30 days prior to the start of classes.
- **Payment Plans are available.** Payments are due by the 1st of every month, commencing on the first month of student's starting semester (January or July). Full tuition must be paid no more than 30 days prior to student's originally scheduled program completion date. Any and all savings will be redeemed at the end of the payment plan term, not the beginning.
- Cash, Check, Debit/Credit Card payments are acceptable. \$50 late payment/returned check fee.

CANCELLATION & REFUND POLICY

Students have 30 days from the date of enrollment to withdraw from the program and receive a full refund of tuition paid, less the \$500 deposit. Students have 30 days from the start of classes to withdraw from the program and receive a partial refund of tuition paid, less the \$500 deposit, and less any tuition paid for classes that have commenced up until the point of withdrawing from program and classes scheduled on the day of withdrawal.

STATE REQUIREMENTS

Kentucky State Law requires State Licensure, approved Licensing Exam, and a minimum of 600 hours of training for the Practice of Massage and Bodywork Therapy from a Kentucky Board Approved school.

Good moral character and a background check are requirements for licensure as a licensed massage and bodywork therapist in Kentucky. The Kentucky Board of Licensure for Massage Therapy may deny a license to practice massage and bodywork therapy if an applicant has a criminal record or there is other evidence that indicates the applicant lacks good moral character.

ADMISSION REQUIREMENTS

1. Be at least 18 years of age and possess a High School Diploma or its equivalent.
2. Submit an Application (use the school's online form), which includes a request for two Reference Statements—one from anyone except a family or clergy member and one from an educational instructor or work supervisor.
3. Minimum Tuition Deposit of \$500 to hold spot.

TRANSFER CREDIT

The school does not award credit for previous academic work for any course except an approved Anatomy and Physiology course that directly resembles the course in HSIMB's pre-licensure program. A minimum grade of a C+ (79%) is required to receive such transfer credit. An official transcript is required.

STUDENT SERVICES

The school provides academic and practical advising to all students to ensure satisfactory progress through their program. Special attention is given to those students who need additional assistance within reason. Academic and practical tutoring is available to students by appointment. Students must contact the Student Administrator or Student Advisor to request a tutorial appointment with an instructional staff member. Professional advisement for graduates of the program is provided free of charge. Discounts for products, supplies and services (i.e. student massage and continued education) are provided to graduates of the diploma program. Graduates

must contact the Student Administrator or Program Director to request an advisory appointment with a staff member. The school does not guarantee employment or licensure. The school does not provide housing, transportation or childcare for students.

SERVICE LEARNING ASSISTANTSHIP

HSIMB provides a limited number of part-time positions for students to earn money that is applied toward their tuition expenses. Jobs may take place on/off campus. Students can apply after they have been accepted into the program and submitted their tuition deposit. Earnings are limited. Positions are not guaranteed.

SEXUAL HARASSMENT POLICY

Every person should be able to work and learn in an environment free from sexual harassment. Sexual harassment by supervisors, managers, other employees or non-employees, including clients, students or visitors is strictly prohibited. Conduct which may constitute sexual harassment includes unsolicited verbal comments, gestures, or physical contact of a sexual nature which is unwelcome. Pleasant, courteous, mutually respectful interaction that is acceptable to the parties is not sexual harassment.

STATEMENT OF NON-DISCRIMINATION

HighVibe Healing Arts Academy does not discriminate on the basis of age, race, gender, gender identity, ethnicity, sexual orientation, disability, nationality, place of origin, or religion. Reasonable accommodations are available to address the needs of individuals with disabilities provided the individual is physically capable of performing the techniques being taught.

Existence of the Kentucky Student Protection Fund

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Student Protection Fund

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38, 2017 and provide the requested information to the following address:

Kentucky Commission on Proprietary Education, 500 Mero Street, 4th Floor, Frankfort, KY 40601. The form can be found on the website at <http://www.kcpe.ky.gov/>.

School Complaint Policy

Students must address their concerns about HighVibe Healing Arts Academy or any of its educational programs by following the grievance process outlined in HHAA's catalog. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management. Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with Kentucky Commission on Proprietary Education, as well as with other relevant agencies or accreditors, if applicable.

Students wishing to communicate about a complaint are required to:

1. Submit a written complaint via email at highvibehealingarts@gmail.com. The subject line should read: "STUDENT COMPLAINT" in all caps.
2. Send a text message to 502-821-0305. Message should read: "STUDENT COMPLAINT SUBMITTED VIA EMAIL."

The form may be mailed to the following address:

Kentucky Commission on Proprietary Education, 500 Mero Street, 4th floor, Frankfort, Kentucky 40601. The forms can be found on the website at <http://www.kcpe.ky.gov/>.

4. Once our administrative staff has had a chance to review the complaint, student may be contacted to further investigate the matter, or to discuss resolution pathways.
5. In the event that an agreeable resolution pathway cannot be established independently of exterior forces, an external mediation agent will be sought.

Filing a Complaint with the Kentucky Commission on Proprietary Education

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, 2017 Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4th floor, Frankfort, Kentucky 40601. The forms can be found on the website

HighVibe School of Integrative Massage & Bodywork

Course Descriptions

This 670-hour Diploma Program prepares individuals for an exciting Integrative Healing Arts Career. Curriculum includes theoretical studies, fundamental practice hours, and the opportunity to practice with seasoned professionals of diverse healing arts backgrounds. The program is composed of an eclectic blend of courses within the fields of Natural Healing, Massage, and Bodywork. Classes are designed to introduce the individual to a variety of massage and bodywork modalities and subjects related to natural healing. Students begin to develop a basic understanding of the underlying theory and progress to more advanced understanding while developing practical skills. The program provides a substantial opportunity to develop competency and confidence associated with all aspects of the program.

MASSAGE THEORY, PRACTICE & ETHICS | 350 HRS

This course includes modules centered on the history, modern-day function, code of ethics and standards of practice of massage therapy in Western culture using Western and Eastern modalities. Students will also learn how to effectively:

create safe space for, and effectively communicate with, clients

- apply a variety of contemporary western massage techniques—(1) Swedish Massage, (2) Deep Tissue Massage, (3) Advanced Palpation, (4) Postural Assessment, (5) Neuromuscular Trigger-point Therapy; (6) Myofascial Massage; (7) Stretching Techniques; (8) Medical and Orthopedic Massage; (9) Chair Massage
- maintain and working knowledge of indications and contraindications for massage and bodywork
- construct meaningful treatment plans
- operate with a working knowledge of the anatomy of the muscles, bones, and kinesiology
- use safe and beneficial biomechanics to ensure a comfortable delivery of therapeutic care

The Ethics component of this course explores the dynamic therapist/client relationship, clarifies the difference between personal and professional relations in the profession of massage & bodywork, imparts the importance of adhering to a professional code of ethics within the practice of the healing arts. Students also study the requirements and procedures for licensure in the state of Kentucky. The importance of research and continuing education will be identified to enhance the student's awareness of appropriate resources for information and educational experiences.

This course also includes a study of advanced techniques, preparing students to address common injuries and pathologies, like carpal tunnel, fibromyalgia, sciatica, chronic neck, shoulders, back, and hip pain, ankle sprains, . . . Students will also learn a variety of passive and active stretching techniques.

ALLIED MODALITIES & PRACTITIONER ENRICHMENT | 220 HRS

Allied Modalities & Practitioner Enrichment includes a series of diverse course modules designed to ensure that students are equipped with the necessary tools to meet clients where they are on their respective care journeys and cultivate a highly customized wellness experience. Content includes a study of Eastern massage and bodywork modalities like acupressure, Thai Metta Bodywork, Gua Sha, and light touch energy healing techniques as well as trauma-informed care, basic life support CPR, practitioner sustainability, and the business of massage.

Student will gain real-world experience working in HighVibe's clinic and in the respective businesses of our community partners (i.e. non-profits, Chiropractic offices, Physical Therapy Clinics, Yoga studios, Medical Offices, . . .

ANATOMY & PHYSIOLOGY | 100 HRS

This course introduces students to the basic anatomy and physiology of the human body, from cells and tissues to systems and the whole organism. Students embark on a detailed study of the skeletal and muscular systems, and explore physiology with an understanding of its relation to the health and wellness model. The study of the skeletomuscular system will present a detailed understanding of kinesiology—muscle origins, insertions, and actions. Additionally, students learn to identify and define common medical terminology and its relation to the professional practice of

massage and bodywork. *Note: Sections of this course may be presented in an online format. Transfer credit from a college-level course from an accredited program with comparable course content is permitted with approval.*

ATTENDANCE, ABSENTEE, TARDY & MAKE-UP WORK POLICIES

Students are required to attend all classes and fulfill all course requirements with a minimum passing grade of C. Any and all absences and/or tardies must be made up, per the instructors discretion and written guidelines noted in course syllabus.

Students who miss more than 3 classes will be required to meet with an advisor for a Success Plan Review. Students who miss more than 10 classes may be asked to sit out until the next term (re-enrollment fee may apply) . Thereafter, students who neglect to uphold the criteria set forth in their customized success plan may be dismissed from the program, forfeiting any scholarship, assistantship, or other education funding or discounts that may have been provided.

GRADING SYSTEM

90 = 100	A	0 = 69	Failing
80 = 89	B		
70 = 79	C		

WITHDRAWAL, DISMISSAL & RE-ADMISSION

Students withdrawing from an entire semester's course load must complete a Withdrawal Form, submitted to the Co-Administrators via email, text, and in printed form.

- Students who voluntarily leave the program will be withdrawn effective with the date they initiate their withdrawal.
- Students eligible for return who fail to register for courses during a semester will be administratively withdrawn from the program.
- Students who drop all their courses for the semester will be administratively withdrawn from the program
- Students who withdraw or drop all their courses and are administratively withdrawn will lose access to services and privileges available to enrolled students, as well as all financial assistance that may have been provided via scholarships, assistantships, early registration or any other financial benefits.
- Students with a cumulative grade point average of less than 2.00 who are withdrawn from the program are not eligible for readmission for the following semester. Should students wish to petition for readmission for the next term, petitions must be submitted to the co-administrators by published deadlines.

TRANSCRIPT REQUEST

Students may submit a Transcript Request form through the school website.

SCHOOL CALENDAR

- 1/10 2023 - 6/29 2023
- 7/11 20203 - 12/28/23

LEGAL HOLIDAYS

- New Year's Eve & Day | 12/31 & 1/1
- Birthday of Martin Luther King, Jr. | 1/17
- President's Day | 2/21
- Memorial Day | 5/30
- Juneteenth | 6/20
- Independence Day | 7/4
- Labor Day | 9/5
- Columbus Day | 10/10
- Veterans Day | 11/11
- Thanksgiving Day | 11/24
- Christmas Day | 12/25