TOUCHING AMERICA
SCHOOL OF MASSAGE
Educate • Empower • Inspire

Course Catalog
&
Student Handbook

600 Pine Forest Drive, Ste 120
Maumelle, AR 72113

(501) 772-1226

Revised - June 1, 2026

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Welcome

Dear Future Massage Therapist,

Welcome to Touching America School of Massage.

We are honored that you have chosen to pursue your massage therapy education with us and become part of a tradition that has helped shape the massage profession in Arkansas for decades. Beginning a career in massage therapy is both an educational journey and a personal commitment to developing the knowledge, skills, professionalism, and compassion necessary to serve others through therapeutic touch.

At Touching America School of Massage, we believe effective massage therapy education extends beyond learning techniques. Our program is designed to provide students with a strong foundation in anatomy, physiology, pathology, ethics, communication, business practices, and hands-on clinical skills. Through classroom instruction, practical application, and professional development, students are prepared to enter the profession with confidence and competence.

Massage therapy is a rewarding field that allows practitioners to make a meaningful difference in the lives of others. Whether your goal is to work in a wellness setting, medical environment, spa, rehabilitation practice, or private business, the education you receive here is intended to support your long-term success and professional growth.

This School Catalog & Student Handbook has been developed to serve as a guide throughout your enrollment. It contains important information regarding admissions, tuition, attendance requirements, academic expectations, school policies, graduation requirements, and licensure information. Students are encouraged to become familiar with the contents of this handbook and to refer to it whenever questions arise.

We are committed to providing a positive learning environment that encourages respect, professionalism, accountability, and lifelong learning. We look forward to supporting you throughout your educational experience and celebrating your accomplishments as you progress toward becoming a professional massage therapist.

We look forward to being part of your educational journey.

Sincerely,

Lea Riley, MTI
Owner & School Director
Touching America School of Massage, LLC

School History

Touching America School of Massage traces its roots to the earliest days of massage therapy education in Arkansas. Following the passage of Arkansas's first massage therapy law in 1951, Fred Farmere founded the Hot Springs School of Therapy Technology and received the school's license on April 1, 1957, establishing what would become the first massage therapy school in Arkansas.

Mr. Farmere directed the school until his passing in 1976. His wife, Martha Farmere, a licensed massage therapy instructor, continued the school's operation and upheld its commitment to quality massage therapy education. In 1980, the school relocated from Hot Springs to the Little Rock area, and in 1981 became known as Touching America, Hot Springs School of Massage.

In 1998, longtime instructor Ron Wallace purchased the school from Martha Farmere upon her retirement, continuing the educational traditions and professional standards established by the school's founders. The school was later purchased by graduates of the program, establishing a unique tradition in which stewardship of the institution remained in the hands of those who had personally experienced its education and values.

Among those graduates was Gregg Benefiel, who studied under Ron Wallace and later founded Massage Works School of Massage in Mountain View, Arkansas, in 2004. In 2010, Gregg Benefiel purchased Touching America School of Massage, returning to the very institution where he began his massage therapy education.

Today, Touching America School of Massage continues a legacy that spans generations of educators, practitioners, and graduates. Since its founding in 1957, the school has remained dedicated to preparing competent, ethical, and compassionate massage therapists while adapting to the evolving needs of the profession.

The school's tradition of leadership through those connected to its educational mission continues under current owner and School Director Lea Riley, who graduated from Touching America School of Massage in 2015 before returning to lead the institution. As a graduate, instructor, and school owner, Ms. Riley represents a continuation of the school's longstanding tradition of passing leadership to those who have personally experienced its education and values. Building upon nearly seven decades of massage therapy education, the school remains committed to preserving its heritage while preparing future generations of massage therapists for successful and rewarding careers in the profession.

Educational Philosophy

At Touching America School of Massage, we believe massage therapy is both a healthcare profession and a service profession. Effective massage therapists must possess not only technical skill and anatomical knowledge, but also professionalism, ethical judgment, communication skills, and genuine respect for the individuals they serve.

Our educational philosophy is built upon the belief that competent practitioners are developed through a combination of quality instruction, hands-on experience, critical thinking, and professional accountability. Students are encouraged to become active participants in their education, taking responsibility for their growth both inside and outside the classroom.

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We believe technical proficiency alone is not enough to create a successful massage therapist. Professionalism, integrity, compassion, reliability, and respect for client boundaries are equally important components of professional practice. These qualities help establish trust, promote client safety, and contribute to long-term success within the profession.

Massage therapy is a continually evolving field that requires a commitment to lifelong learning and professional development. Our goal is to prepare graduates who not only meet the requirements for licensure, but who also enter the profession with the knowledge, confidence, and ethical foundation necessary to serve their clients and communities with excellence.

Mission Statement

The mission of Touching America School of Massage is to provide high-quality massage therapy education that prepares students for successful and ethical careers in the massage profession. Through comprehensive classroom instruction, hands-on practical training, and professional development, we strive to equip students with the knowledge, clinical skills, critical thinking abilities, and professional standards necessary to serve clients with competence, compassion, and integrity.

We are committed to fostering a supportive learning environment that encourages personal growth, lifelong learning, professional excellence, and respect for the therapeutic value of massage therapy.

SCHOOL INFORMATION

School Name:	Touching America School of Massage
Location:	600 Pine Forest Drive, Suite 120 Maumelle, Arkansas 72113
Phone Number:	(501) 772-1226
Program Offered:	Professional Massage Therapy Program
Program Length:	500 Clock Hours
Instructional Formats:	Day Program Evening Program Intensive Program (Day & Evening)

Touching America School of Massage is a private vocational institution dedicated to providing massage therapy education that prepares students for entry into the massage therapy profession. The curriculum combines classroom instruction, hands-on practical training, and professional development to help students develop the knowledge, skills, and professional standards necessary for successful practice.

The school operates in accordance with applicable state laws and regulations governing massage therapy education. Graduates who successfully complete all program requirements may be eligible to apply for massage therapy licensure through the Arkansas Department of Health Massage Therapy Section, subject to all state licensing requirements in effect at the time of application.

Class start dates are determined by enrollment. A minimum of four (4) enrolled students is required for a class cohort to begin. The school reserves the right to postpone a scheduled start date if minimum enrollment requirements have not been met.

School Hours & Academic Calendar

Touching America School of Massage operates Monday through Wednesday and offers both day and evening instructional schedules.

Day Program: 9:00 a.m. – 4:00 p.m. (one-hour lunch break)

Evening Program: 5:30 p.m. – 10:30 p.m.

New student enrollment is offered on a rolling basis, with classes beginning on designated Mondays throughout the year as space and program availability permit.

The school operates according to an academic calendar established by the School Director. Scheduled holidays, school closures, and other important dates are communicated to students and may be modified when necessary to meet educational, operational, or regulatory requirements.

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Scheduled Holidays & Breaks

Specific dates for holidays, breaks, and scheduled closures are published through the school's academic calendar. Additional closures resulting from inclement weather, emergencies, or unforeseen circumstances may require adjustments to the academic schedule to ensure completion of all required program hours. Touching America School of Massage currently observes the following holidays and scheduled breaks:

- New Year's Day
- Spring Break
- Memorial Day
- Independence Day
- Summer Break
- Labor Day
- Thanksgiving Break
- Christmas Break

School Closures & Emergencies

Touching America School of Massage reserves the right to delay, cancel, reschedule, or modify classes due to inclement weather, emergencies, facility issues, instructor illness, or other circumstances beyond the school's control. Students will be notified of schedule changes as soon as reasonably possible. Any missed instructional hours resulting from school closures will be rescheduled as necessary to ensure completion of required program hours.

Regulatory Authority

Touching America School of Massage is licensed and regulated by the Arkansas Department of Health Massage Therapy Section. The school operates in accordance with all applicable laws, rules, and regulations governing massage therapy education within the State of Arkansas.

Arkansas Department of Health
Massage Therapy Section
4815 West Markham Street, Slot 8
Little Rock, Arkansas 72205
(501) 683-1448

PROGRAM OVERVIEW

The Professional Massage Therapy Program at Touching America School of Massage provides students with the education, practical training, and professional foundation necessary to enter the massage therapy profession. Through classroom instruction, hands-on practice, and supervised learning experiences, students develop the knowledge and skills required to provide safe, effective, and ethical massage therapy services.

The program consists of 500 clock hours of instruction and is offered through day, evening, and intensive scheduling options. Coursework combines the study of anatomy, physiology, kinesiology, pathology, massage theory and application, ethics, communication, business practices, and the laws and regulations governing the profession. Practical training emphasizes therapeutic techniques, body mechanics, draping, client interaction, and professional conduct.

The Professional Massage Therapy Program is available through three scheduling options designed to accommodate a variety of student needs and lifestyles.

Day Program	Classes are held Monday through Wednesday 9:00 a.m. to 4:00 p.m. 6 Month to completion
Evening Program	Classes are held Monday through Wednesday 5:30 p.m. to 10:30 p.m. 9 Month to completion
Intensive Program	Students attend both the day and evening schedules, Monday through Wednesday, allowing completion of program requirements in a shorter period of time. 4 1/2 Month to completion

Regardless of the schedule selected, all students complete the same 500-hour curriculum and must satisfy the same academic, attendance, practical training, clinic, and graduation requirements.

Students are expected to develop sound clinical judgment, professionalism, and a commitment to client-centered care throughout their training. The program is designed to prepare graduates for a variety of professional opportunities within the massage therapy field while providing the educational requirements necessary to pursue Arkansas massage therapy licensure.

Upon successful completion of all program requirements, students will be awarded a diploma from Touching America School of Massage.

Arkansas licensure requires graduation from an approved massage therapy program, successful completion of both the Massage & Bodywork Licensing Examination (MBLEx) and Arkansas State Law Examination, and compliance with all requirements established by the Arkansas Department of Health Massage Therapy Section.

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Program Goals

The Professional Massage Therapy Program seeks to prepare graduates who are able to:

- Demonstrate competency in foundational massage therapy techniques and application.
- Apply knowledge of anatomy, physiology, kinesiology, and pathology in professional practice.
- Maintain ethical and professional standards in all client interactions.
- Communicate effectively with clients, colleagues, and healthcare professionals.
- Practice safely while maintaining appropriate boundaries, sanitation, and client care standards.
- Demonstrate the knowledge, skills, and professionalism necessary for successful employment or self-employment within the massage therapy profession.

Program Curriculum

The Professional Massage Therapy Program consists of 500 clock hours distributed among the following subject areas:

Subject Area	Hours
Anatomy, Physiology & Kinesiology	150
Pathology & Contraindications	25
Massage Therapy Techniques	225
Hydrotherapy, Electrotherapy & Heliotherapy	25
Hygiene & Infection Control	25
Law, Business Management & Ethics	25
Related Subjects	25
Total Program Hours	**500**

Anatomy, Physiology & Kinesiology **150 Hours**

Instruction includes human anatomy, physiology, kinesiology, muscular structure, skeletal structure, movement principles, and the relationship of body systems to massage therapy practice.

Pathology & Contraindications **25 Hours**

Study of common conditions, contraindications, precautions, treatment modifications, and client safety considerations.

Massage Therapy Techniques **225 Hours**

Instruction in foundational massage therapy skills, Swedish massage techniques, therapeutic applications, body mechanics, draping, client positioning, pressure adaptation, and professional treatment procedures.

Hydrotherapy, Electrotherapy & Heliotherapy **25 Hours**

Study of therapeutic applications of heat, cold, water-based therapies, and introductory electrotherapy concepts relevant to massage therapy practice.

Hygiene & Infection Control **25 Hours**

Instruction in sanitation procedures, infection control, universal precautions, treatment room preparation, and professional hygiene standards.

Law, Business Management & Ethics **25 Hours**

Study of professional ethics, boundaries, Arkansas massage therapy law, scope of practice, business principles, and career development.

Related Subjects **25 Hours**

Instruction in wellness concepts, self-care, professional development, communication skills, and other subjects that support successful professional practice.

Student Supplies

Students are responsible for obtaining and bringing the necessary supplies required for classroom instruction and hands-on training. Required supplies include:

- One set of twin-size sheets for massage table use
- One small hand towel
- One large towel or small blanket for personal comfort during practical sessions

Recommended supplies include:

- Highlighters for note-taking and study
- Three-ring binder for course materials and handouts
- Pens, pencils, and paper for classroom assignments
- Index cards or other study aids (optional)

Additional supplies or materials may be required during the program. Students will be notified by the instructor if additional items are needed.

Students are expected to bring required supplies to each scheduled class, practical training session, and clinic activity. Students who forget required supplies may be permitted to borrow school supplies on a limited basis. Repeated failures to bring required supplies may result in the student being unable to participate in classroom, practical training, or clinic activities until the required supplies are provided.

Required Textbooks & Materials Provided by the School

The following textbooks and materials are included as part of the Professional Massage Therapy Program and are provided by Touching America School of Massage:

- *Massage Therapy: Principles and Practice* by Susan G. Salvo, EdD, LMT, BCTMB
- Professional Student Liability Insurance
- One initial supply of massage cream
- Cream Holster/Cream Holder
- Course Handouts and Instructional Materials

Additional educational materials may be provided throughout the program as needed to support classroom instruction, practical training, and student learning.

State Licensure

Massage therapy is a licensed profession in the State of Arkansas. Successful completion of the Professional Massage Therapy Program qualifies graduates to apply for massage therapy licensure through the Arkansas Department of Health Massage Therapy Section. Graduation from the program does not automatically grant a massage therapy license.

To obtain licensure in Arkansas, applicants must meet all requirements established by the Arkansas Department of Health, which currently include:

- Graduation from an approved massage therapy program.
- Successful completion of the Massage & Bodywork Licensing Examination (MBLEx).
- Successful completion of the Arkansas State Law Examination.
- Submission of all required applications, fees, and supporting documentation.
- Compliance with all criminal background check and licensure eligibility requirements established by the Arkansas Department of Health.

Licensure requirements are established by the Arkansas Department of Health and may change. Students are responsible for meeting all licensing requirements in effect at the time of application for licensure.

Admission and Enrollment

Admissions

Touching America School of Massage welcomes individuals who are committed to pursuing a professional career in massage therapy. Admission to the Professional Massage Therapy Program is based upon the applicant's ability to meet the school's admission requirements and all applicable requirements established by the Arkansas Department of Health Massage Therapy Section.

Applicants seeking admission must:

- Be at least eighteen (18) years of age.
- Possess a high school diploma, GED, or equivalent educational credential.
- Be physically and mentally capable of participating in classroom instruction and hands-on massage therapy training.
- Complete all required admissions and enrollment documentation.
- Meet all applicable requirements established by the Arkansas Department of Health Massage Therapy Section.

ADA Accommodations

Touching America School of Massage complies with applicable federal and state laws regarding reasonable accommodation for qualified individuals with disabilities. Students requesting accommodation should notify the School Director and provide appropriate documentation when applicable. Accommodation will be evaluated on an individual basis and must not fundamentally alter program requirements or prevent the student from safely performing the essential functions of massage therapy training.

Required Documentation

Applicants must provide all required documentation prior to acceptance into the program:

- Completed Enrollment Application
- Student Agreement
- Copy of a valid government-issued photo identification
- Copy of Social Security Card
- High School Diploma, GED, College Degree, or qualifying educational transcript
- Physician's statement verifying the applicant is in good health and able to participate in the massage therapy program.
- Negative TB Skin Test
- Any additional forms or documentation required by the school or the Arkansas Department of Health

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Incomplete applications may delay the admissions process.

Transfer Credit / Prior Education

Touching America School of Massage may, at its discretion, evaluate previously completed college coursework, CLEP examinations, or other officially documented education relevant to massage therapy. Credit may be granted in accordance with Arkansas Department of Health regulations and school policies.

Official transcripts and supporting documentation are required for consideration. In addition, applicants may be required to successfully complete a competency examination administered by the school to verify knowledge and proficiency in the subject area for which credit is requested.

The granting of transfer credit is not automatic and is determined on an individual basis. The school reserves the right to accept, deny, or limit transfer credit based upon its evaluation of the applicant's prior education, examination results, and program requirements.

State Fee Waivers and Assistance Programs

Certain applicants may qualify for a waiver of state-required initial licensure fees in accordance with Arkansas law. Eligibility may be available to individuals who:

- Receive Medicaid benefits;
- Participate in the Supplemental Nutrition Assistance Program (SNAP);
- Participate in the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC);
- Participate in the Temporary Assistance for Needy Families (TEA) program;
- Participate in the Lifeline Assistance Program (LAP);
- Have been approved for unemployment benefits within the previous twelve (12) months;
- Have a household income that does not exceed two hundred percent (200%) of the current federal poverty guidelines.

Applicants seeking a fee waiver must provide supporting documentation from the appropriate agency or other documentation required by the Arkansas Department of Health. Eligibility determinations and fee waivers are administered by the Arkansas Department of Health and are subject to current state laws and regulations.

Acceptance and Student Permit

Applicants who satisfy all admission requirements and are accepted into the program will be submitted to the Arkansas Department of Health Massage Therapy Section for Student Permit processing. Students are responsible for all state-required fees associated with the Student Permit process. A Student Permit must be issued by the Arkansas Department of Health before a student may attend classes.

Criminal Background Check

Following issuance of a Student Permit, students will receive the required criminal background check paperwork for completion in accordance with Arkansas Department of Health requirements. Certain criminal convictions may affect an individual's eligibility for massage therapy licensure. Applicants with questions regarding their eligibility for licensure are encouraged to contact the Arkansas Department of Health Massage Therapy Section prior to enrollment.

Enrollment

Enrollment is finalized once all admissions requirements, state requirements, and enrollment agreements have been completed.

Class start dates are determined by enrollment. A minimum of four (4) enrolled students is required for a class cohort to begin. The school reserves the right to postpone a scheduled class start date if minimum enrollment requirements have not been met.

Non-Discrimination Policy

Touching America School of Massage admits students without regard to race, color, national origin, sex, age, religion, disability, or any other classification protected by applicable law. The school is committed to providing equal educational opportunities and maintaining a respectful learning environment for all students.

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Academic Policies

Regular attendance and consistent academic performance are essential to success in the Professional Massage Therapy Program. Massage therapy education requires the development of both theoretical knowledge and hands-on practical skills, making active participation in classroom instruction, practical training, and clinical experiences an important part of the learning process.

Students are expected to maintain satisfactory academic progress, attend scheduled classes, complete required assignments and evaluations, and fulfill all program requirements necessary for graduation. The policies outlined in this section are intended to support student success while ensuring compliance with school standards and Arkansas massage therapy education requirements.

Attendance

Regular attendance is essential to successful completion of the Professional Massage Therapy Program. Because massage therapy education includes both classroom instruction and hands-on practical training, students are expected to attend all scheduled classes, laboratory sessions, clinics, and other required educational activities.

Arkansas law requires completion of all required program hours. Students are responsible for completing any missed instructional hours and for obtaining information, assignments, and materials presented during their absence.

Attendance records are maintained for all students and become part of the student's permanent educational record.

Excessive Absenteeism

Excessive absenteeism, excessive tardiness, failure to complete required make-up hours, or extended periods of non-attendance may adversely affect a student's academic progress and ability to complete the program.

Students with attendance deficiencies may be subject to academic counseling, probation, suspension, or dismissal depending upon the circumstances and the student's ability to meet program requirements.

The school maintains administrative procedures regarding attendance, make-up hours, leaves of absence, and academic review. Attendance concerns are evaluated on an individual basis, taking into consideration the student's academic progress, completion of make-up requirements, and overall participation in the program.

Tardiness

Students are expected to arrive on time and remain for the full scheduled class period. Late arrivals, early departures, and extended absences during class disrupt the learning environment and may result in missed instructional time.

Tardiness and early departures are recorded as part of the student's attendance record. Repeated tardiness or failure to attend the full scheduled class period may result in make-up requirements, academic review, or other actions deemed appropriate by the school.

Students who anticipate being late or absent should notify the school as soon as possible.

Make-Up Hours

Arkansas law requires completion of all required program hours for graduation. Students are responsible for making up any missed instructional hours resulting from absences, tardiness, or early departures.

Make-up hours must be completed in accordance with school policies and procedures and may be scheduled based upon instructor availability, classroom scheduling, and the nature of the missed instruction. Completion of make-up hours restores missed instructional time but does not remove the original absence from the student's attendance record.

Students are encouraged to make arrangements for make-up hours as soon as possible to avoid delays in academic progress and program completion.

Grading & Academic Progress

Student academic performance is evaluated through written examinations, quizzes, assignments, practical demonstrations, clinical performance, and other instructional activities as determined by the school. Students are expected to demonstrate both academic understanding and practical competency throughout the program.

The following grading scale is used:

Grade	Percentage
A	90% – 100%
B	80% – 89%
C	75% – 79%
F	Below 75%

Arkansas massage therapy education regulations require students to maintain a minimum overall grade average of 75% for successful program completion. In addition to meeting academic requirements, students must complete all required program hours, practical training, clinical experiences, and graduation requirements established by the school.

Student progress is monitored throughout the program through attendance, academic performance, practical competency, and overall progress toward graduation. Students experiencing academic difficulties may be provided opportunities for remediation, additional instruction, practical skill development, assignments, or retesting in accordance with school policies and procedures.

Failure to maintain satisfactory academic progress may result in academic counseling, probation, suspension, or dismissal from the program. The school maintains administrative procedures regarding academic review, remediation, probation, retesting, and continued enrollment. Students

are encouraged to seek assistance from instructors as early as possible when academic concerns arise.

Evaluations & Testing

Student learning is assessed throughout the program using a combination of written examinations, quizzes, practical evaluations, clinical performance, and instructor observation. Evaluations are designed to measure both academic knowledge and practical competency in accordance with program objectives and Arkansas massage therapy education requirements.

Students are expected to demonstrate proficiency in theoretical concepts, professional conduct, communication skills, and hands-on massage therapy techniques. Practical evaluations may be conducted throughout the program to assess the student's ability to safely and effectively apply skills learned in the classroom.

Students who do not achieve a passing score on an examination or practical evaluation may be provided opportunities for remediation and retesting in accordance with school policies and procedures. Additional instruction, practice, or assignments may be required prior to retesting.

As part of the graduation process, students must successfully complete a final practical evaluation demonstrating competency in the knowledge, skills, professionalism, and techniques required for entry-level massage therapy practice.

Student Records

Touching America School of Massage maintains educational records for all students in accordance with applicable state laws and regulatory requirements. Student records may include admissions documents, attendance records, grades, evaluations, transcripts, financial records, and other information related to enrollment and academic progress.

Student records are considered confidential and are maintained for educational, administrative, and regulatory purposes. Information contained within a student's record will not be released to unauthorized individuals without the student's written consent, except as permitted or required by law.

Students may review their educational records or request copies of certain documents by submitting a request to the school. Official transcripts and other records may be subject to applicable processing fees.

The school maintains administrative procedures regarding record retention, transcript requests, release of information, and access to student records.

STUDENT CONDUCT

Students of Touching America School of Massage are expected to conduct themselves in a manner that reflects the standards of the massage therapy profession. Professional behavior, mutual respect, personal responsibility, and ethical conduct are essential components of a successful educational experience and future professional practice.

The school is committed to maintaining a safe, respectful, and productive learning environment for all students, instructors, staff, clients, and visitors. Students are expected to demonstrate professionalism in their appearance, communication, classroom participation, interactions with others, and adherence to school policies.

Conduct that disrupts the learning environment, compromises safety, violates professional or ethical standards, or interferes with the rights of others may result in disciplinary action in accordance with school policies and procedures.

Professional Conduct

Massage therapy is a profession that requires trust, integrity, respect, and accountability. Students are expected to conduct themselves in a professional manner at all times while attending classes, participating in practical training, interacting with clients, communicating with instructors and classmates, and representing the school.

Professional conduct includes demonstrating honesty, respect for others, ethical behavior, personal responsibility, appropriate communication, and a commitment to maintaining a positive learning environment. Students are expected to treat fellow students, instructors, staff, clients, and visitors with courtesy and professionalism.

Because massage therapy involves direct interaction with clients and the public, students are encouraged to develop professional habits throughout their education. Punctuality, reliability, confidentiality, appropriate boundaries, and respect for client dignity are essential components of professional practice and are expected throughout the program.

Students are responsible for becoming familiar with and adhering to all school policies, professional standards, and applicable laws and regulations governing the massage therapy profession.

Sexual Harassment and Sexual Misconduct

Touching America School of Massage is committed to maintaining a learning environment that is safe, professional, respectful, and free from harassment, discrimination, intimidation, and misconduct.

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Sexual harassment, sexual misconduct, unwelcome sexual advances, inappropriate physical contact, sexually explicit comments, requests for sexual favors, or any conduct that creates an intimidating, hostile, or offensive educational environment will not be tolerated.

Students are expected to maintain appropriate professional boundaries and conduct themselves in a manner consistent with the ethical standards of the massage therapy profession. Allegations of harassment or misconduct should be reported to the School Director as soon as possible.

The school maintains administrative procedures for reporting, investigating, and addressing complaints of harassment, discrimination, retaliation, and misconduct.

Dress Code

Students are expected to maintain a clean, professional appearance that reflects the standards of the massage therapy profession. Clothing should be neat, modest, and appropriate for both classroom instruction and hands-on practical training.

Students should wear comfortable professional attire that allows freedom of movement and participation in practical classroom activities. Business casual attire is acceptable. Clothing should permit students to safely perform and receive massage techniques, stretching activities, and other hands-on educational experiences.

Students are encouraged to wear footwear appropriate for standing and moving throughout extended periods of classroom and practical instruction.

Jewelry that may interfere with massage techniques, client comfort, or safety should be removed during practical training and clinical activities. Jewelry worn on the hands is not permitted during hands-on work.

Fingernails must be kept short and maintained in a manner that prevents discomfort or injury to clients and fellow students. Artificial nails are not permitted during practical training or clinical activities.

The school reserves the right to determine whether attire, grooming, or personal appearance is appropriate for participation in classroom, practical, or clinical activities.

Personal Hygiene

Personal hygiene is an essential component of professional massage therapy practice and contributes to client comfort, safety, and overall professionalism. Students are expected to maintain appropriate personal hygiene while attending classes, participating in practical training, and providing services within the student clinic.

Students should arrive for class clean, well-groomed, and prepared to participate in hands-on activities. Particular attention should be given to hand hygiene, oral hygiene, clean clothing, and overall personal cleanliness. Because massage therapy involves close personal contact, students

are expected to maintain hygiene standards that promote a comfortable and professional learning environment.

Excessive body odor, poor personal hygiene, or other conditions that may negatively impact clients, classmates, instructors, or the learning environment may result in a student being asked to correct the issue before participating in classroom, practical, or clinical activities.

To promote client comfort and accommodate individuals with sensitivities or allergies, perfumes, colognes, scented lotions, scented body sprays, and other fragranced products should not be worn during class, practical training, or student clinic activities.

Tobacco, Vaping, and E-Cigarettes

Students are expected to maintain a professional educational environment and comply with all school policies regarding tobacco products, electronic cigarettes, vaping devices, and related products. The use of such products is prohibited inside school facilities and during any educational activity where prohibited by school policy or applicable law.

Drug and Alcohol Policy

Students are prohibited from attending class, clinic activities, school functions, or any educational activity while under the influence of alcohol, illegal drugs, controlled substances not prescribed to the student, or any substance that may impair judgment, performance, safety, or professional conduct.

Touching America School of Massage is committed to maintaining a safe, professional, and educationally appropriate learning environment. Students are expected to conduct themselves in a manner consistent with the responsibilities of the massage therapy profession.

The school maintains administrative procedures regarding violations of this policy.

Cell Phone & Electronic Devices

Cell phones and other electronic devices should be used in a manner that does not disrupt classroom instruction, practical training, clinical activities, or the learning environment.

Students are expected to silence mobile devices during class and to limit personal use to scheduled breaks, emergencies, or situations approved by the instructor. Electronic devices may be used for educational purposes when permitted as part of classroom activities or assignments.

The use of cell phones, smart watches, cameras, audio recording devices, or other electronic equipment in a manner that interferes with instruction, compromises confidentiality, or distracts from learning activities is prohibited.

Students participating in practical training or student clinic activities must give their full attention to clients, classmates, and instructional activities. Repeated misuse of electronic devices may result in disciplinary action.

Classroom Expectations

Students are expected to actively participate in classroom instruction, practical training, discussions, demonstrations, and other learning activities. Respectful behavior, professional communication, and cooperation with instructors and classmates contribute to a positive educational environment and are expected at all times.

Students are responsible for arriving prepared for class, completing assigned coursework, bringing required materials, and participating in educational activities to the best of their ability. Questions, discussion, and constructive feedback are encouraged as part of the learning process.

Disruptive behavior, inappropriate language, harassment, bullying, intimidation, dishonesty, or conduct that interferes with instruction or the learning experience of others will not be tolerated.

Students are expected to respect school property, equipment, supplies, and facilities. Any damage resulting from misuse, negligence, or intentional misconduct may result in disciplinary action and financial responsibility for repairs or replacement.

The school is committed to maintaining a safe, respectful, and professional learning environment for all students, instructors, staff, clients, and visitors.

Grounds for Disciplinary Action

Touching America School of Massage expects students to conduct themselves in a manner consistent with the standards of the massage therapy profession and the policies of the school. Violations of school policies, professional standards, or applicable laws and regulations may result in disciplinary action.

Grounds for disciplinary action may include, but are not limited to:

- Failure to comply with school policies or program requirements.
- Excessive absenteeism, tardiness, or failure to complete required make-up hours.
- Academic dishonesty, including cheating, plagiarism, or falsification of records.
- Disruptive, disrespectful, threatening, harassing, or inappropriate behavior.
- Violation of professional boundaries, confidentiality, or ethical standards.
- Failure to maintain appropriate standards of professionalism, hygiene, or conduct.
- Damage to school property or misuse of school equipment.
- Possession or use of alcohol, illegal drugs, or controlled substances while attending school activities.
- Conduct that endangers the health, safety, or welfare of students, clients, instructors, staff, or visitors.

- Violation of federal, state, or local laws that may affect participation in the program or eligibility for licensure.

Depending upon the nature and severity of the violation, disciplinary action may include counseling, written warnings, probation, suspension, dismissal, or other actions deemed appropriate by the school. The school maintains administrative procedures regarding disciplinary review, corrective action, and student appeals.

STUDENT CLINIC

The Student Clinic provides students with the opportunity to apply classroom knowledge and practical skills in a supervised educational setting. Participation in clinic activities allows students to develop confidence, professionalism, communication skills, client interaction experience, and practical competency while preparing for professional practice.

The Student Clinic is an educational component of the Professional Massage Therapy Program and is designed to help students integrate theoretical knowledge with hands-on application. Students are expected to conduct themselves in a professional manner and adhere to all school policies, ethical standards, and applicable laws and regulations while participating in clinic activities.

Additional requirements, procedures, and expectations related to clinic participation are maintained through school policies and administrative procedures.

Student Clinic Eligibility

Students must satisfy the following requirements before becoming eligible to participate in student clinic activities involving members of the public:

- Complete 100 hours of Anatomy, Physiology, Pathology, and Contraindications.
- Complete 100 hours of Technical Training.
- Complete all required instruction in Personal Hygiene, Sanitation, Ethics, and Professional Standards.
- Provide proof of Student Liability Insurance.

Additional Arkansas requirements include:

- All student clinic massages must be performed under instructor supervision.
- The student's status as a student practitioner must be clearly disclosed to the client.
- No more than fifty (50) hours of student clinic massage may be applied toward licensure requirements.
- Students may not accept payment, trades, barter, or donations for student clinic services.
- Students may accept gratuities during supervised clinic activities.

Clinic Participation

As part of the educational process, students may participate in supervised student clinic activities designed to enhance practical skills, professional communication, client interaction, and overall readiness for professional practice.

Student clinic experiences provide opportunities to apply classroom knowledge and hands-on training within a supervised educational environment while developing professionalism, confidence, and sound clinical judgment.

Participation in clinic activities is subject to school policies, educational objectives, and applicable Arkansas massage therapy education regulations. Students are expected to comply with all clinic procedures, professional standards, sanitation requirements, ethical obligations, and instructor directions while participating in clinic activities.

Client Confidentiality

Respect for client privacy and confidentiality is an essential component of professional massage therapy practice. Information obtained from clients during student clinic activities, including health information, personal information, treatment discussions, and session details, must be treated as confidential.

Students may access client information only as necessary to provide services within the educational setting and are expected to exercise discretion and professionalism at all times. Client information may not be discussed with individuals who do not have a legitimate educational or professional need to know.

Written records, intake forms, health information, and other client documents must be handled and stored in accordance with school policies and applicable privacy requirements.

Failure to maintain client confidentiality may result in corrective action and may affect a student's standing within the program.

Professional Boundaries

Professional boundaries are essential to the safe, ethical, and effective practice of massage therapy. Students are expected to maintain appropriate professional relationships with clients, classmates, instructors, staff, and visitors at all times.

Students must conduct themselves in a manner that promotes client comfort, dignity, privacy, and trust. Professional boundaries include appropriate communication, respectful behavior, proper draping, informed consent, and adherence to ethical standards of practice.

Personal, social, financial, romantic, or other relationships that may compromise professional judgment or interfere with the educational or therapeutic relationship should be avoided. Students are expected to recognize and maintain appropriate boundaries throughout all classroom, practical, and clinic activities.

Boundary concerns, ethical questions, or situations that create uncertainty should be discussed with an instructor or the School Director. Failure to maintain appropriate professional boundaries may result in corrective action and may affect a student's standing within the program.

Liability Insurance

Professional liability insurance is required for all students participating in hands-on training, practical classroom activities, and student clinic experiences. Liability insurance helps protect both the student and the public while participating in educational activities associated with the massage therapy program.

Touching America School of Massage provides student professional liability insurance coverage as part of the cost of enrollment. Students are covered while participating in approved school activities conducted under the supervision and authority of the school.

Liability insurance coverage provided through the school does not authorize students to practice massage therapy outside the scope of the educational program or outside activities approved by the school. Students are responsible for complying with all school policies, professional standards, and applicable laws and regulations governing massage therapy practice.

FINANCIAL INFORMATION

Tuition and Fees

Students are responsible for all tuition, fees, and other charges associated with enrollment in the Professional Massage Therapy Program. Current program charges include:

Item	Amount
Application Fee (Non-Refundable)	$50.00
Arkansas Criminal Background Check Fee	$75.00
Arkansas Massage Therapy Learning Permit Fee	$36.25
Program Tuition	$5,000.00
TOTAL	**5501.25**

Tuition covers instruction, educational materials provided by the school, and participation in the Professional Massage Therapy Program.

Tuition does not include fees or expenses associated with state licensure, examinations, license renewals, professional memberships, continuing education, or professional equipment and supplies purchased by the student for use after graduation, including massage tables, chairs, linens, bolsters, lotions, or other practice equipment.

Upon graduation and release from the program, graduates are responsible for all fees associated with obtaining professional licensure. Current fees include the Massage & Bodywork Licensing Examination (MBLEx) fee of $235.00, the Arkansas Massage Therapy License fee of $80.00, and the Arkansas State Law Examination fee of $25.00. Licensing and examination fees are established by regulatory agencies and testing organizations and are subject to change.

Additional charges may apply for replacement supplies, replacement materials, transcript requests, returned payments, late fees, or other services provided by the school.

Payment Plans

Touching America School of Massage offers monthly payment arrangements to eligible students. Payment plans are established through the Enrollment Agreement and Tuition Payment Agreement.

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Monthly payments are due on the first (1st) day of each month unless otherwise specified in writing. Students are responsible for ensuring payments are made on time and in accordance with their payment agreement.

Payment plan amounts are determined based upon the student's program schedule and anticipated completion timeline. Regardless of the payment arrangement selected, all tuition, fees, and other financial obligations must be paid in full prior to graduation and issuance of a diploma.

Credit card payments are accepted; however, all credit card transactions are subject to a 3% processing fee based on the amount charged. This fee is assessed by the payment processor and is non-refundable.

Late Payments and Delinquent Accounts

Payments not received by the fifth (5th) day of the month are considered late and will be assessed a $30.00 late fee.

Students whose account remains unpaid after the fifteenth (15th) day of the month will be suspended from class attendance, practical training, clinic participation, examinations, and other school activities until all past-due tuition, fees, and applicable late charges have been paid and the account is brought current.

Students with outstanding financial obligations may be denied access to transcripts, academic records, graduation documents, and diploma issuance until all financial obligations have been satisfied.

Refund Policy

Students have the right to cancel enrollment and receive a refund of tuition in accordance with the following policy.

A student who cancels enrollment within seventy-two (72) hours of signing the Enrollment Agreement is entitled to a full refund of tuition paid.

A student who cancels enrollment more than seventy-two (72) hours after signing the Enrollment Agreement, but before the first scheduled class, is entitled to a refund of tuition paid less a $100 administrative fee.

After classes begin, tuition refunds will be based upon the percentage of the program completed as of the student's official withdrawal date. The official withdrawal date shall be the date written notice of withdrawal is received by the school or the student's last date of attendance, whichever is later.

Percentage of Program Completed	Tuition Retained by School	Tuition Refunded to Student
Up to 10%	10%	90%
More than 10% through 20%	20%	80%
More than 20% through 25%	25%	75%
More than 25% through 50%	50%	50%
More than 50% through 75%	90%	10%
More than 75%	100%	0%

Registration fees, criminal background check fees, learning permit fees, textbooks, supplies, liability insurance, and other non-tuition charges are non-refundable once paid, issued, purchased, submitted, or processed.

Students who withdraw or are dismissed from the program remain responsible for any tuition incurred, fees, and charges incurred through the date of withdrawal or dismissal.

All refund requests must be submitted in writing. Approved refunds will be issued within thirty (30) days of the student's official withdrawal, cancellation, or termination date.

Financial Assistance

Touching America School of Massage understands that the cost of education can be a concern for prospective students. To help make massage therapy education accessible, the school offers several payment and funding options for qualified students.

In-House Financing

Touching America School of Massage offers in-house financing through monthly payment plans. Approved students may divide tuition costs into manageable monthly payments without interest charges. Payment arrangements are established through the Enrollment Agreement and Tuition Payment Agreement. Students interested in payment plan options are encouraged to discuss available arrangements with the school prior to enrollment.

Arkansas Rehabilitation Services (ARS)

Touching America School of Massage works with Arkansas Rehabilitation Services (ARS), a state agency that assists eligible individuals with disabilities in obtaining education and vocational training that supports employment goals. Depending on eligibility and program approval, ARS may assist with tuition, fees, books, supplies, and other educational expenses. Individuals who have a physical, mental, emotional, sensory, developmental, or other disability

that may affect employment are encouraged to contact Arkansas Rehabilitation Services directly to determine eligibility and available benefits.

Arkansas Services for the Blind

Eligible students who are blind or visually impaired may qualify for educational assistance through Arkansas Services for the Blind. Assistance may include vocational training support, educational expenses, and other services designed to promote independence and employment opportunities. Students should contact Arkansas Services for the Blind directly for information regarding eligibility and available benefits.

World Services for the Blind

Touching America School of Massage also works with World Services for the Blind (WSB), an internationally recognized organization dedicated to providing education, training, and vocational opportunities for individuals who are blind or visually impaired. Qualified students may be eligible for educational assistance and supportive services through WSB programs. Students should contact World Services for the Blind directly for eligibility requirements and program information.

Arkansas State Fee Waiver Programs

Certain students may qualify for waivers of initial state licensing fees through programs authorized by Arkansas law. Individuals receiving benefits through programs such as Medicaid, SNAP, WIC, TEA, Lifeline Assistance, unemployment benefits, or those meeting applicable income requirements may be eligible for a waiver of certain Arkansas Department of Health licensing fees.

Eligibility requirements, supporting documentation, and approval decisions are determined by the Arkansas Department of Health and applicable state agencies. Students seeking fee waiver information are encouraged to contact the Arkansas Department of Health or the school for current eligibility requirements and application procedures.

Other Funding Sources

Students may also choose to pursue personal financing through banks, credit unions, private lenders, scholarships, grants, veterans' benefits, workforce development programs, or other funding sources. Availability, eligibility requirements, loan terms, and approval decisions are determined solely by the sponsoring organization or financial institution.

GRADUATION

Graduation Requirements

To be eligible for graduation from the Professional Massage Therapy Program, students must successfully complete all requirements established by Touching America School of Massage and the Arkansas Department of Health Massage Therapy Section.

Graduation requirements include:

- Successful completion of the 500-hour Professional Massage Therapy Program.
- Completion of all required classroom, practical, and clinical training components.
- Maintenance of a minimum overall grade average of 75%, as required by Arkansas massage therapy education regulations.
- Successful completion of all required examinations, evaluations, practical assessments, and program assignments.
- Successful completion of the final practical evaluation demonstrating competency in entry-level massage therapy skills.
- Satisfaction of all financial obligations to the school.
- Compliance with all applicable school policies and graduation requirements.

Meeting graduation requirements qualifies a student for the awarding of a diploma and certified transcript matching ADH requirements from Touching America School of Massage. Graduation from the program does not automatically grant massage therapy licensure. Graduates must satisfy remaining licensing requirements established by the Arkansas Department of Health Massage Therapy Section, including successful completion of the Massage & Bodywork Licensing Examination (MBLEx) and the Arkansas State Law Examination.

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Student Handbook Acknowledgment

I acknowledge that I have received a copy of the Touching America School of Massage Student Handbook & Catalog.

I understand that it is my responsibility to read and become familiar with the information, policies, procedures, requirements, and expectations contained within the handbook. I further understand that failure to read the handbook does not relieve me of my responsibility to comply with school requirements.

I understand that Touching America School of Massage reserves the right to revise, modify, or update handbook information, policies, procedures, tuition, fees, schedules, curriculum, and program requirements when necessary. Students will be notified of significant changes affecting enrollment or program completion requirements.

By signing below, I acknowledge receipt of the Student Handbook & Catalog and agree to comply with the requirements of the school.

Student Signature: _____ Date: _____

Printed Name: _____