

SOLEX MEDICAL ACADEMY

SCHOOL of MASSAGE THERAPY

COMPREHENSIVE CATALOG

2010

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100 North First Street
Springfield, IL 62777

SOLEX Medical Academy is accredited by the
Commission on Massage Therapy Accreditation (COMTA)

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Letter from the President

Dear Student,

Welcome to SOLEX Medical Academy, an Illinois State Board of Education Certified school that is committed to excellence through innovative instruction.

We are committed to providing the most comprehensive education available. To facilitate learning, we use small classes, equipped with modern equipment and taught by highly qualified instructors. Our goal is to offer you the quality education and experience that will equip you with the professional's knowledge, proficiency, and competencies demanded by employers; personal skills such as effective communication and understanding; standards of ethical behaviors; and solid business practices. Our graduates will be prepared to establish a private practice or work with other health specialists for the benefit of society.

At SOLEX Medical Academy, you will never sit in a lecture hall with hundreds of other students. You will get a balance of hands-on experience and professional instruction that employers require. You can take advantage of our fast-track programs, with curricula and class schedules that are designed to help you shorten the time from education to career. And you will benefit from proven job search assistance that can help you launch your new career.

Sincerely,

Leon E. Linton

President/Director

Introduction

Accreditation

SOLEX Medical Academy is accredited by the Commission on Massage Therapy Accreditation (COMTA).

Approvals

Certificate to Operate certificate programs is granted by the Illinois State Board of Education (ISBE), Educator and School Development division, Private Business and Vocational Schools (PBVS) unit. This approval must be renewed annually. For more information about ISBE and the certification process, visit <http://www.isbe.state.il.us>.

SOLEX Medical Academy is authorized under Federal law to enroll non-immigrant alien students.

Caveats

The SOLEX Medical Academy catalog is published for informational purposes and should not be construed as the basis of a contract between a student and this Academy. Information on regulations, policies, fees, curricula, courses and other matters mentioned in this catalog is subject to change without prior notice.

Products and brand names mentioned in this catalog are trademarks of their respective companies.

Philosophy and Mission Statement

Mission Statement

SOLEX Medical Academy is dedicated to providing a Massage Therapy program based on current information, technology, instruction, and best practices used in the field. Its comprehensive approach to the art and science of massage balances professional expertise with personal growth in a supportive environment.

Philosophy

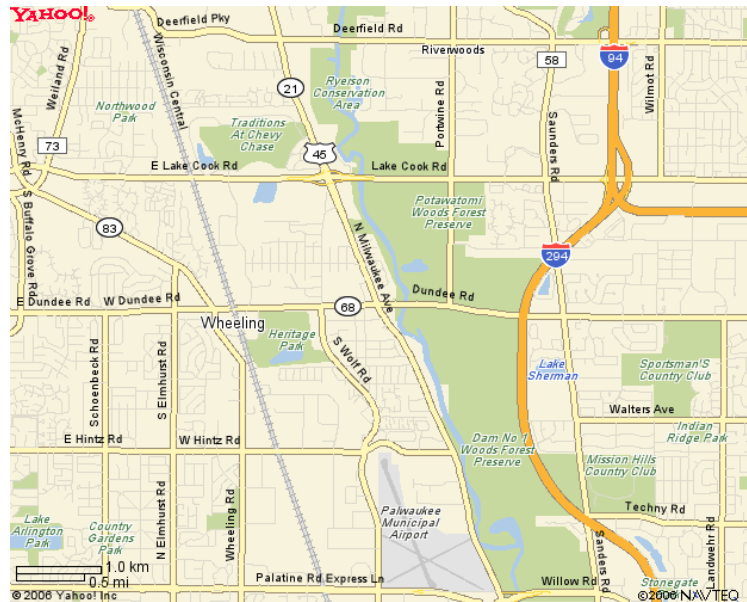
Our educational approach is holistic – committed to honoring the spirit as well as the body and the mind. The holistic approach integrates an understanding that there are physical, mental and emotional/spiritual components that impact client treatment. This provides the conceptual framework for the organization and structure of the massage therapy program, balancing technical studies in massage theory and fundamentals with the development of each student's creativity, graceful movement and capacity for compassionate touch.

This philosophy has resulted in a curriculum that emphasizes the relationship between the practitioner and client, as well as building knowledge and skill through planned sequential learning activities. Students advance from simple to more complex techniques, gaining technical competence, knowledge of legal and ethical responsibilities, and critical thinking and problem-solving skills. Students prepare for the clinical experience by mastering the skills and knowledge considered essential according to current practice and as mandated by state and local law. Our highly qualified and experienced faculty and staff work together to provide a learning environment designed to educate students according to the highest professional standards in the massage therapy field.

Location

SOLEX Medical Academy is located at:

350 East Dundee Road,
Suite 207,
Wheeling, Illinois 60090.



History of the School

- In 1995, SOLEX Computer Academy received its Certificate of Approval to Operate as a Private Business and Vocational School from the Illinois State Board of Education (ISBE) was launched as a for-profit business and vocational school focused on delivering hands-on training in information technology.
- In 2001, SOLEX Computer Academy became SOLEX Academy with an expanded menu of instructional programs to better respond to the training needs of employers and students. The curriculum included nine computer and business technology courses plus English-as-a-Second Language, basic nurse assistant training and a 510-hour massage therapy program.
- In 2004, the Massage Therapy program was separated from SOLEX Academy and SOLEX Medical Academy was formed. It is a separately incorporated L-Plus Corporation, operating under a local business license issued by the City of Wheeling.
- SOLEX Medical Academy received approval from the Illinois State Board of Education in June 2004 to operate as a private business and vocational school offering a 600-hour massage therapy program.

- SOLEX Medical Academy was granted initial accreditation by the Commission on Massage Therapy Accreditation (COMTA) in April 2006.
 - COMTA awarded a five year grant of continuing accreditation in April 2009.
 - SOLEX Medical Academy received ISBE and COMTA approval to offer a 720-hour massage therapy program beginning January 2010.
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Administration

Faculty

SOLEX Medical Academy faculty are experienced professionals with extensive teaching and consulting expertise in their field. Instructors are chosen based on the optimum combination of prior teaching experience, subject knowledge, and employment experience in their field. At minimum, faculty require either a minimum of two years of experience in their field and a degree or certificate from an ISBE approved school in the relevant instructional subject area(s). Faculty are not only teach you the knowledge required to be successful in your field, but also how to apply your newly acquired knowledge to real life practice. Our instructors are licensed massage therapists and medical professionals who continually update their skills to keep in step with the changing demands of the massage and bodywork field. Instructors are encouraged to become a registered member of a professional organization related to their teaching specialty.

Staff

SOLEX Medical Academy staff are administrative professionals with experience in post-secondary education. Every staff member is committed to providing quality education and training to SOLEX Medical Academy students.

Facilities

All classes are taught at the Wheeling location: 350 E. Dundee Rd. Ste. 207, Wheeling, IL 60090. SOLEX is conveniently located near all major Chicago expressways and has ample free parking. SOLEX Medical Academy features modern, well-lit and air-conditioned classrooms and state-of-the-art equipment. The building complies with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. ADA amenities include wheelchair entrance ramp access, elevators, restroom accessible facilities, and other "reasonable" accommodations upon request. Specific equipment for each program is listed under [General Academic Information: Class Size and Equipment](#). A collection of books and magazines relating to massage is maintained in the Learning Resource Center. There is ample parking in the front and the sides of the building. This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

Office Hours

SOLEX Medical Academy is open from 9:00 am to 10:00 pm, Monday through Friday. Saturday hours are from 10:00 am to 2:00 pm. The Academy is closed during the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Students should check with the Student Liaison to make appointments for enrollment, financial and career advisement or assistance.

Admission Information

General Admission Requirements

SOLEX Medical Academy maintains an open admissions policy. Students are advised of the criteria required under the Massage Licensing Act (225 ILCS 57§45) for a license to practice as a massage therapist in Illinois. The admission process takes into consideration academic history and career objectives. To enroll into the Massage Therapy program applicants must be at least 18 years of age, of good moral character, and provide proof of a high school diploma or GED.

Since massage therapist is an occupation licensed through the Illinois Department of Professional Regulation, applicants considering a career as a massage therapist are advised of the State's criteria (see Licensing Requirements).

Academic Year

SOLEX Medical Academy operates on an open entry enrollment policy. This means that there are no set academic semesters as there would be in a traditional school setting. To maximize responsiveness to students' learning needs, SOLEX will schedule a class once enough persons display an interest and are able to attend at similarly convenient times. The minimum class size may vary. Currently, massage therapy requires a minimum class size of six students. This method of scheduling classes enables SOLEX to meet the needs of students with full-time jobs, families or other obligations. Students interested in registering for a program should call the Academy at 847-229-9595 to find out what programs are scheduled to begin and at what times. Typically, programs are offered every twelve weeks.

Classes are held Monday through Saturday. The school is closed during the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

Non-Discrimination Policy

SOLEX Medical Academy is willing to consider all candidates for enrollment without regard to the race, gender, religion, nationality, age, disability, sexual orientation or other status protected by law.

Admission of applicants with a disability/medical condition will be made on a case-to-case basis. In order to achieve optimal educational results, applicants with a physical or other disability or illness that contraindicates attending SOLEX will be requested to visit their doctor to gain written medical clearance prior to enrollment. A form will be provided to the applicant for submission to the doctor. This will qualify the individual for enrollment and assist the instructor in the incorporation of reasonable accommodations as needed for the student to progress academically and meet program objectives.

The Academy will be fair in all areas of employment and does not discriminate on the basis of race, gender, religion, nationality, age, disability, sexual orientation or other status protected by law. Disability will be considered as long as it does not preclude the employee from performing his/her assigned tasks and does not endanger the health and safety of other employees, students and visitors.

Admission and Registration

SOLEX programs are conducted on an open-entry basis and accept students throughout the year. Acceptance is contingent on the applicant meeting the prerequisites noted above, and upon the applicant and authorized SOLEX representative signing the Enrollment Agreement. Students with disabilities must submit the vocational assessment/medical clearance form before the Enrollment Agreement can be signed.

All applicants must first meet with the program coordinator or designee for a personal interview. During the interview, the following topics will be discussed:

- Applicant's career goals and interests;
- General admissions requirements;
- Career opportunities and Illinois Department of Professional Regulation licensing requirements;
- Licensing requirements and massage regulatory agencies of all other states in the USA;
- Highlights of the program's academic performance; e.g., numbers enrolled, numbers completed, numbers achieving licensing, numbers employed, and so forth;
- Description of program, including hours of class instruction and of homework as applicable.
- Explanation of the open-entry/fixed sequence so that the student understands that classes begin when a minimum of six students are registered up to a maximum of 12 students per one instructor;
- Total cost, including books and fees and the applicant's right to cancel;
- SOLEX's tuition payment plans and refund policy;
- SOLEX's complaint and conduct policies; and
- Availability of placement assistance.

Following the interview, applicants must submit a signed Enrollment Agreement together with the \$150 enrollment fee. The potential student must also submit any documentation requested for verification of the admissions requirements and, for students with disabilities, the vocational assessment form. Following the evaluation of the submitted documentation, applicants will be notified of acceptance or denial. Students accepted into the program will receive a copy of the Enrollment Agreement with the co-signature of the authorized SOLEX representative. The acceptance letter will also inform the student of the scheduled start date and how to purchase books and supplies.

Transfer and Re-Admitted Students

SOLEX Medical Academy currently does not allow enrollment in a course after it has officially started. The program may accept transfer of credits from students of other institutions or programs on a case-by-case basis.

Any student, except those dismissed for conduct violations, may apply for re-admission. The student must execute a new enrollment agreement and pay an enrollment fee. Students dismissed for non-payment must pay the balance owed before being allowed readmission.

Transfer of Credit Policy

SOLEX College may accept the transfer credits of a prospective student to its training programs. The transfer credit may be awarded for comparable courses completed at another postsecondary institution. Transfer students must first meet the admissions requirements of SOLEX Medical Academy. To be eligible for graduation and receive a certificate of completion, no more than 50% of the scheduled clock hours for the program may be transferred from another institution. All requests for transfer of credit must be submitted in writing to the Student Services Office. Transfer of credit decisions are solely at the discretion of SOLEX Medical Academy. Further information regarding specific credit evaluation and a copy of the complete written policy is available from the Student Services Office.

Foreign Students

SOLEX Medical Academy is authorized under Federal law to enroll non-immigrant alien students. All policies, procedures, catalog provisions and business conduct rules are equally applicable to foreign students without exception. SOLEX Medical Academy is required by SEVP to maintain additional documentation and tracking information for its foreign students. Questions about SEVP requirements should be addressed to the Executive Director of SOLEX Medical Academy.

Tuition and Financial Assistance

Tuition and Fees

	Tuition	Textbook fee	Enrollment Fee	Total cost
Massage Therapy Program	\$9995*	\$350	\$150	\$10,495

*Effective date: January 4, 2010

Tuition is subject to change without notice. The \$150 enrollment fee is required at the signing of the Enrollment Agreement to secure a place in the upcoming class. Tuition payment is due in full or a payment plan must be agreed upon before the first day of class. Payment is accepted in the form of cash, money order, personal check, or cashier's check. However, students having difficulty making full payment may work out a payment plan with the Student Services Office. Checks returned for insufficient funds will be assessed a nonrefundable fee of \$26.00.

Financial Assistance

Financial aid can help students pay their school-related expenses and is available for those who qualify in the form of grants and loans. These funds are provided by federal and state sources and are awarded on the basis of financial need.

Students interested in qualifying for federal financial aid should complete the Free Application for Federal Student Aid (FAFSA). You may apply by completing a paper-based FAFSA or by using the online process at www.fafsa.ed.gov. The school code is **041175**. Upon completion of the FAFSA, it is recommended that you contact SOLEX's financial aid officer for review. The financial aid officer will then help you devise a financial plan, based on financial aid eligibility and family circumstances, to help you cover your educational expenses.

Students who have lost a job or qualify for low-income support can apply for financial assistance through the Illinois Employment and Training Centers (IETCs) within your geographical location. Please contact SOLEX to receive information about the IETC closest to you or visit <http://www.ides.state.il.us/ietc/map.htm>. By visiting the Center, you may be eligible for a tuition subsidy.

Delinquent Tuition

Tuition generally must be paid in full before the first day of class unless other arrangements have been approved. If tuition is not paid in full, a reminder will be mailed to the student via certified mail on the 10th day of class. If the tuition remains unpaid, a second and final reminder will be mailed to the student via certified mail on the 20th day of class. If the balance remains unpaid at the 30th day of class, the student shall be academically withdrawn from the program with a grade of Y (Financial Dismissal), which has no effect on the student's GPA. No student will receive a certificate of completion until full payment is made.

Buyer's Right to Cancel

The student has the right to cancel the initial application agreement until midnight of the fifth business day after the student has been accepted into the program (i.e., the date the school has co-signed the application agreement). Pursuant to 105 ILCS 425§15.1(5), if the information about the Buyer's Right to Cancel is not provided in writing to the prospective student, the applicant has the right to cancel enrollment at any time and receive a refund of all monies paid to date within 10 days of cancellation. The "Buyer's Right to Cancel" information is stated on the back of the application agreement.

Cancellation and Refund Policy

Refunds are made when a student cancels or withdraws from a course of study within a certain timeframe. Refunds are also made if an applicant makes a payment to secure a position in the class, and the class is not held or the applicant is not accepted for enrollment.

Voluntary cancellation of enrollment only occurs when a student gives notice of such cancellation. Notice may be given in writing and delivered to the Student Services Office via regular mail or email, in person, or by phone in circumstances that prevent other delivery

methods. The date of determination is based on the postmark date of the letter of cancellation, or the receipt date if the letter is hand-delivered to the school, emailed, or made verbally. International students cannot drop a course without the permission of a Designated School Official or the Director of the International Students Office.

Written acknowledgement of a student's cancellation or written withdrawal will be mailed to the student within 15 calendar days from the date of receipt of the student's cancellation.

Refunds based on students' voluntary cancellation or withdrawal from SOLEX will be made within thirty (30) calendar days from the date of receipt of the student's cancellation.

Involuntary cancellation of enrollment (administrative dismissal). An unexplained absence of more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance. SOLEX Medical Academy may also terminate the student's enrollment for cause. (Refer to the Attendance Policy or the Satisfactory Academic Progress Policy for more information on how and why SOLEX Medical Academy may terminate a student's enrollment.) Refunds based on students' involuntary cancellation or withdrawal from SOLEX will be made within thirty (30) calendar days from the last day of attendance. Administrative dismissals will be reported to CIS/SEVIS for international students, and can result in a loss of student status and possible deportation.

Refund Calculations

- Applicants who are not accepted for enrollment by SOLEX Medical Academy shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.
- Any deposit or down payment made by the student or on behalf of the student shall become part of the tuition.

For students accepted into SOLEX Medical Academy, refunds are calculated as follows. When a written notice of cancellation is received:

- Before midnight of the fifth business day after the date of acceptance but prior to the first day of scheduled classes, the student receives a 100% refund of all tuition and enrollment fees. (All Programs)
- After midnight of the fifth business day after the date of acceptance but prior to the close of business on the first day of scheduled classes, the school shall retain the enrollment fee of \$150. The student receives a 100% refund of all other charges paid to date.
- After completion of the first day of scheduled classes, but prior to completion of 5% of the course (varies per length of program), the school shall retain the \$150 enrollment fee, 10% of the tuition amount and other instructional charges or \$300.00; whichever is less, plus the cost of any textbooks and materials that have been provided to the student by the school.*
- After completion of 5% of the course, the school shall retain the \$150 enrollment fee, cost of textbooks and materials provided to the student by the school, and a percentage of tuition as stated in the following table:

Percentage of days in class completed by the student at time of notice of cancellation:	Amount of Student Refund	Amount School May Retain
Prior to first day of classes	<ul style="list-style-type: none"> • 100% of tuition 	<ul style="list-style-type: none"> • \$150 enrollment fee
After first day to 5%:	<ul style="list-style-type: none"> • Cost of tuition less \$300 	<ul style="list-style-type: none"> • \$150 enrollment fee • \$300 tuition • \$350 Book Fees*
Over 5% during the first 4 weeks of classes:	<ul style="list-style-type: none"> • 80% of tuition 	<ul style="list-style-type: none"> • \$150 enrollment fee • 20% tuition • \$350 Book Fees*
After the first 4 weeks to 25%:	<ul style="list-style-type: none"> • 55% of tuition 	<ul style="list-style-type: none"> • \$150 enrollment fee • 45% tuition • \$350 Book Fees*
Over 25% to 50%:	<ul style="list-style-type: none"> • 30% of tuition 	<ul style="list-style-type: none"> • \$150 enrollment fee • 70% tuition • \$350 Book Fees*
Over 50%:	<ul style="list-style-type: none"> • 0%** 	<ul style="list-style-type: none"> • \$150 enrollment fee • 100% tuition** • \$350 Book Fees*

*Unless the student can return all the textbooks and materials in unused and unmarked condition.

For refund purposes, the percent of days in class is calculated based on the total number of hours of training. The massage therapy program totals 720 hours, therefore 5% of the course constitutes 36 hours (720 hours x 5%). For accounting purposes, the amount of tuition and other instructional charges to be reimbursed is based on the tuition cost x allowable refund percentage. For example, if the student paid \$9995 to enroll in the massage therapy program, the refund amount owed to a student who completed 20% of the course would be \$5497.25 (Tuition of \$9995 x 55%; the school retains 45%)

All refunds will be issued or paid to the student within 30 calendar days of the date after receipt of the cancellation notice.

- SOLEX Medical Academy does not make refunds which exceed those prescribed in the above table, which is in compliance with 105 ILCS 425.15.1a.
- ****In accordance with Illinois Compiled Statute 425.15.1a, no refunds will be made after the student completes more than 50% of the instructional program.**
- A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the preceding cancellation provisions.
- If SOLEX Medical Academy does not provide a prospective student with a copy of the student's valid enrollment agreement and either a paper or electronic version of the school catalog, all monies paid will be refunded.
- If SOLEX Medical Academy shall refund all monies paid to it if the course of instruction is cancelled or discontinued.
- SOLEX Medical Academy shall refund all monies paid to it if the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

Student Services

Transcript Policy

Transcripts are available to students who have completed at least one evaluation period and have met all financial obligations to the school. A student must request a copy of their transcript by filling out the Transcript Request Form at the Student Services Office. The student must allow five business days for processing, and may choose to pick up the transcript in person, or have it mailed or faxed to them. The first requested transcript is free of charge, and \$10 fee is assessed for each additional copy of the transcript.

Graduation

In accordance with the policies of the Illinois State Board of Education, SOLEX Medical Academy awards a certificate of completion confirming that all educational and administrative requirements have been met to those students who complete the Massage Therapy Program.

A student must achieve a cumulative grade point average of 2.0 or higher at the end of the normal program length or at the end of the maximum time frame in order to be eligible for graduation. In addition, students must also maintain a cumulative minimum attendance of 70% of the total scheduled hours. Students must also meet their financial obligations to the school.

Placement Assistance

SOLEX is committed to a proactive strategy for placing graduates in suitable job openings. The Director of Operations coordinates all job placement activities which includes self-directed job search and job readiness preparation on a one-on-one or group basis. These services include but are not limited to:

1. Assistance with resume writing;
2. Practice with completing job applications;
3. Development of interviewing skills;
4. Help with completing licensing applications; and
5. Issuing letters of recommendations.

SOLEX has ties with numerous companies that are always looking for qualified massage therapists. Notices of job openings are posted to alert students to available opportunities. The Director of Operations also establishes agreements with potential hiring agencies to provide SOLEX graduates with another source of job referrals. Instructors are encouraged to advise students about job opportunities and expectations based on their experience in the field, and to provide letters of recommendation when appropriate. However, SOLEX Medical Academy does not guarantee the accuracy or reliability of any information disseminated by faculty in regards to placement.

Although every effort is made to help graduates find jobs, SOLEX Medical Academy does not guarantee that students will obtain employment following successful completion of classes.

Code of Student Conduct

All students are expected to observe standards of social conduct, courtesy, and appropriate attire. Any behavior disrupting classroom activities or interfering with other students' studies may be grounds for suspension or termination. The use of profanity, alcoholic beverages, illegal drugs, or violence on school property is not permitted. Smoking is not allowed anywhere in the school. All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, forgery, alteration, or providing false information for official SOLEX Medical Academy documents is prohibited. Each student is held responsible for compliance with the rules and regulations contained in this catalog. Failure to comply by invoking ignorance will not absolve the student from responsibility.

Sexual and Other Harassment

Harassment may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, violence or threat of violence, and racial, gender or ethnic slurs. Harassment is not always sexual in nature. Sexual harassment may include unwelcome sexual advances, requests for sexual favors or other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment, prevents an individual from effectively performing his/her duties. Faculty, staff and students may not engage in any form of verbal, physical, or emotional abuse, harassment, intimidation, violence, or threat of violence, toward any student, clinic, client, instructor or staff member.

Individuals wishing to report a complaint of this nature should request a copy of either the Student or Employee Complaint Policy and Complaint Forms. Submit the written complaint directly to the president/director, Leon E. Linton.

Students Rights to Access Records and Release of Student Information

The school follows an established policy for the release of student or graduate information. Students or, if the student is a dependent, the parents of students, have the right to review their educational records. A written request must be submitted to the Institute's Registrar. A student's educational records are not disclosed to other parties without prior written consent from the student or parent.

Directory Information

In accordance with the Family Education Rights and Privacy Act (FERPA), the Institute designated the following as public or "Directory Information": the student's name, addresses, telephone number, school or college, major field of study, degree sought, expected date of completion of certificate requirements and graduation, certificates and awards received, dates of attendance, full or part time enrollment status, the previous educational agency or institution attended and other similar information. Students may restrict the release of "Directory Information", except to school officials with legitimate educational interests. To do so, a student must make the request in writing to the Office of the Registrar. Once filed, this request becomes a permanent part of the student's record until the student instructs the Institute, in writing, to have the request removed.

Confidentiality of Student Records

In accordance with 105 ILCS 10: Illinois School Student Records Act, student records will only be made accessible or released to:

- A parent (where the student is under legal age) or the student;
- A person presenting written authorization by a parent or student;
- An employee or official of a school, school district or State Board with current demonstrable educational or administrative interest in the student;
- The official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;
- Pursuant to a court order or to any person as specifically required by State or federal law (e.g., juvenile authorities; judges; education, medical or mental health service providers; law enforcement officers and prosecutors; military personnel); or
- Under emergency conditions, appropriate persons where such information is essential to the health or safety of the student or other persons.

Individuals seeking to inspect and/or copy a student's permanent and temporary records will be referred to the president/director, who has the right to prevent such access unless proper authorization is given or such requests are in compliance with 105 ILCS 10: Illinois School Student Records Act. Whenever access to student records is made without the knowledge or consent of the parent (when the student is not of legal age) or student, the president/director will write to inform the parent or student of the release.

Nothing contained herein precludes the right to disclose information contained in student records in accordance with the provisions of the *Family Education Rights and Privacy Act (FERPA)* (20 U.S.C. 1232g; 34 CFR Part 99); *General Education Provisions Act (GEPA) Section 445(b)* (20 U.S.C. 1232h(b)); and the *Freedom of Information Act (FOIA)* 5 U.S.C 552, As Amended By Public Law No. 104-231, 110 Stat. 3048.

A student may waive any of his or her rights under the Act and under these guidelines, including the right to inspect and review records. Such a waiver may be made with respect to specified classes of records and persons or institutions, but it must be made in writing and signed by the student.

Other Student Services

SOLEX Medical Academy limits its provision of student services to admission, academic and career advising. These are provided by the program coordinator, instructors, the president/director and other personnel as appropriate. Instructors also provide learning assistance appropriate to a student's levels of preparation to ensure that satisfactory academic progress is achieved. While SOLEX limits provision of student services outside the classroom to job search assistance, it maintains a list of contacts with state and local services providers to which a student can be referred. This includes referral to English as a Second Language programs, the Illinois Office of Rehabilitation Services, Illinois Employment and Training (one-stop) Centers (IETC), and the Child Network of Evanston.

SOLEX Medical Academy does not provide housing or transportation assistance, cafeteria services or tutoring/coaching services outside of class hours.

Student Grievances/Complaint Procedure/Regulatory Agencies

SOLEX Medical Academy has established complaint procedures for grievances pertaining to grades, treatment by faculty, and academic action, as well as appeals of decisions concerning these matters. Examples of the kinds of academic matters that can be appealed include:

- Admission to SOLEX Medical Academy program(s).
- Certification decisions.
- Course requirements/satisfactory progress.
- Course grades.
- Academic or other involuntary drops.

Complaint and Grievance Procedure

SOLEX College encourages informal resolution of grievances as a first step. Formal complaint systems exist for students and for SOLEX employees, including faculty, staff, and independent contractors, to ensure that the complainant's legal rights are not violated.

- A student may elect to use a Designated School Official (DSO), or designee to assist in resolution of the complaint. It is the student's responsibility to ensure that the correct procedure is followed.
- In the event a student or employee takes issue with any disciplinary action, evaluation or decision regarding his or her status at SOLEX College, the grievance should first be presented to the faculty member or administrator directly responsible for the subject of the protest. Every effort should be made to resolve the problem through this informal procedure before further steps are taken.
- If differences are not resolved within fifteen days, the student or employee may appeal in writing to the faculty member or administrator's supervisor, who will then work to resolve the issue. In completing the Complaint Form, the student/ employee should include the following: the nature of the complaint(s); the date(s) of occurrence of the problem(s); the name(s) of the individual(s) involved in the problem(s) and/or other people involved; and the facts of the matter, i.e., copies of information or documentation of the problem(s), not hearsay. All forms must be signed. It is the student/employee's responsibility to ensure that the correct procedure is followed.
- If there is still no resolution, the matter will be reviewed by the Executive Director, whose judgment, after deliberating with all parties concerned, is considered final. Anonymous complaints will not be addressed.
- On all issues of discrimination, the Executive Director is the final authority. On academic issues, the Academic Dean is the final arbiter.
- SOLEX College personnel will write up a factual report of the circumstances of the complaint to document the findings. A log will be maintained by the Academic Dean and may be used in needs assessment and reviews of SOLEX College programs and services.
- SOLEX College will notify the student/employee of the final determination of the complaint within 30 days.

- If a student/employee does not feel that the school has adequately addressed a complaint or concern, the student/employee may then consider contacting the regulatory agency.
- All complaints considered by regulatory agencies must be in written form, including applicable complaint forms, with permission from the complainant(s) for the agency to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the regulatory agency. The COMTA complaint form may be obtained at the school's administrative office.

Complaints against this school may be registered with:

Illinois State Board of
Education, Private Business
and Vocational unit:

James R Thompson Center
100 W. Randolph St., Ste 14-300
Chicago, Illinois 60601
(312) 814-5818

Illinois Department of Financial
and Professional Regulation

320 West Washington St
Springfield, IL 62786
(217)785-0800
(217)782-7645 FAX

OR:

James R. Thompson Ctr
100 W. Randolph St, Suite 9-
300
Chicago, IL 60601
(312)814-4500

Commission on Massage
Therapy Accreditation
(COMTA)

COMTA Executive Director
Commission on Massage Therapy Accreditation
5335 Wisconsin Ave. NW Suite #440
Washington, D.C. 20015

SOLEX Medical Academy accepts no liability or responsibility for complaints not made through the procedure as listed above or complaints made 45 days after the student has completed the course of study.

General Academic Information

Program Duration/Definition of Instructional Unit

SOLEX Medical Academy uses clock hours to measure instructional (contact) time. A minimum of 720 clock hours will be the basis against which attendance will be measured. Students will receive a minimum of four clock hours of instruction per class, excluding breaks, lunch and any orientation to the school's policies. The instructor determines when a class shall break. Classes are divided into 60 minute increments consisting of 50 minutes of instruction and 10 minutes of break time.

Grading Policy and Requirements

The following chart outlines SOLEX Medical Academy's grading system:

<u>Letter Grade</u>	<u>Numerical Value</u>	<u>Grade Description</u>
A	90 - 100	Excellent level of proficiency in the subject matter (4 points)
B	80 - 89	Very Good level of proficiency in the subject matter (3 points)
C	70 - 79	Average level of proficiency in the subject matter (2 points)
D	60 - 69	Minimal understanding of the subject matter (1 point)
F	0 - 59	Failure to understand the subject matter (0 points)
I	N/A	Indicates coursework is incomplete*.
P	N/A	Indicates coursework is complete
W	N/A	Indicates voluntary withdrawal by the student
AUD	N/A	Indicates a student has been placed temporarily into a course and will not receive a grade.

Attendance Policy

Minimum Requirements

SOLEX Medical Academy expects students to attend every scheduled class session. Full-time enrollment constitutes a minimum of 16 hours per week throughout the academic year. International students must enroll as full-time students to maintain their student visa status. A student must attend a minimum of 70 percent of the scheduled class hours during each evaluation period, and must have 70 percent cumulative attendance in order to meet satisfactory academic progress and graduation requirements. Specific business and medical programs may have higher cumulative attendance requirements based on program or licensing requirements.

Absences, Tardiness and Early Departure

SOLEX Medical Academy uses the following definitions when evaluating student attendance:

Absence: The student does not attend the assigned class session.

Tardiness: A student enters the class more than 15 minutes after the designated start time.

Early departure: A student leaves the class 15 minutes or more prior to the class being dismissed.

Absences, tardiness and early departures will be recorded on the roster by the instructor with times noted as appropriate. Arriving late and leaving early affects the determination of a student's 70% attendance requirement.

Tracking

Attendance is tracked in every class period by the instructor, to the nearest quarter hour. Each day the class rosters are collected by the Student Services Office, and the data are recorded in the student's electronic records. The cumulative attendance information is contained in student progress reports for each evaluation point.

Attendance Probation and Termination

Students are sent probation letters if they fail to meet the 70 percent cumulative attendance benchmark at each evaluation point according to the procedures outlined in the Satisfactory Academic Progress Policy. Students who fail to raise the cumulative 70% attendance requirement at the end of the probationary period will be administratively withdrawn. A student who misses 15 consecutive days of classes will be terminated.

Leave of Absence Policy

Any student may be granted a Leave of Absence (LOA) for legitimate emergencies. Generally, only one LOA shall be granted in a 12-month period, and for a maximum of 50 school days. More than 50 school days may be granted to allow a student to re-enter a class at the point at which the student left for the LOA.

A student must request the LOA in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent advance notice. All requests for a leave of absence must be made in writing, signed, and dated by the student, and submitted to the Medical Academy's DSO. The anticipated date of return must be indicated on the request. The Medical Academy's DSO will meet with the student personally to discuss the request and determine whether the leave will be granted. The student will be informed of the decision no later than five (5) days after receipt of the request. A student who misses 15 consecutive days of classes without an LOA will be terminated.

One additional LOA may be granted for a maximum of 30 calendar days for unforeseen circumstances. A subsequent leave of absence may be granted for jury duty, military duty, and circumstances covered under the Family Leave Act of 1993. The total number of days of all LOAs must not exceed 180 calendar days, or one-half the published program length, whichever is shorter, during a 12-month period. Different guidelines may apply for international students.

The student must contact the Student Services Office one week before their LOA authorization expires and register for the next session. If a student fails to attend school on the scheduled date of return from a leave of absence, that student will be terminated. Any refund due the student will be paid within 30 days from this documented drop date.

Satisfactory Academic Progress

To be making satisfactory academic progress, a student must attend at least 70% of the scheduled class hours on a cumulative basis during each evaluation period and to have a minimum 2.0 grade point average by graduation.

For the purpose of determining overall satisfactory progress, each program is divided into evaluation periods. The evaluation period is the period of time between two evaluation points. To be considered as making satisfactory progress, a student must achieve a minimum academic grade point average at each evaluation point.

Incomplete grades

Incomplete grades are only given as temporary grades. If a student completes the course satisfactorily within the maximum time frame, the incomplete grade will change to the appropriate academic grade. Refer to the Grading Policy for an explanation of academic grades.

Maximum Time Frame

The number of hours allocated to the training program is designed to meet or exceed minimum State and Federal regulations. The Massage Therapy Program, for example, is organized as a 720-hour program, exceeding the current State of Illinois guidelines by 210 hours. Class sessions are presented in a minimum time frame of 50 weeks. All program requirements must be completed within a maximum time frame of 1.4 times the normal length (maximum of 70 weeks or 1008 hours) as measured in calendar time. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

Review of Student Records

The Director of Operations in conjunction with the instructor and the Student Liaison will review student performance at the end of each evaluation period. This review is conducted to identify individual and group difficulties and to initiate appropriate action to address the problem of unexcused absences or lack of satisfactory academic performance.

Completion Rate Requirements

Students must complete 75% of the clock or credit hours attempted by the end of each evaluation point to complete the educational program within a 140% maximum time frame.

Grade	Coursework Attempted	Coursework Completed	Calculated in GPA
A-D	Yes	Yes	Yes
F	Yes	No	Yes
Incomplete (I)*	Yes	No	Yes
Withdrawal (W)	Yes	No	No
Repeated course (R)	Yes	No	No
Pass (P)	Yes	Yes	No
Audited course (AUD)	No	No	No
Transfer Credit	No	No	No

*A student who receives an “I” that results in a CGPA below the SAP standards will be placed on probation until such time as the “I” is removed and the CGPA is reevaluated.

Course Repetitions

Students who receive a grade of “F” for a level/course attempted are placed on academic probation and must repeat the course/level. A course/level may be repeated once during a program. The new grade will replace the original grade for the purpose of calculating academic grade average. Such graded courses/levels must be successfully repeated within the 1.4 maximum time frame.

S.A.P. Appeal Process

The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the Executive Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as a death or severe illness in the immediate family. The Executive Director will assess all appeals, and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute’s receipt of the appeal. The decision of the Executive Director is final.

Students reinstated on appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the Executive Director’s letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student’s academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, or until such time as satisfactory academic progress is regained.

Probation

Students who fail to meet the cumulative 70% attendance and/or 70% grade average for any evaluation period will be placed on probation for the next evaluation period. The student can continue to receive outside financial assistance while on probation. Failure to achieve the cumulative 70% attendance and/or 70% grade average at the end of the probationary evaluation period will result in the administrative withdrawal of the student.

Program	Evaluation Points in Clock Hours			
	1 st	2 nd	3 rd	4 th
Massage Therapy	180	360	540	720
Grade Point Average	1.0	1.5	1.5	2.0

Students will be notified in writing when they are placed on probation and the steps necessary to be removed from probationary status. Students will also receive attendance or academic counseling from the appropriate SOLEX personnel during the probationary period. The Academy will notify students by certified mail if they are being administratively dismissed for unsatisfactory academic progress.

Academic Termination

A student will be terminated if he/she fails to meet satisfactory progress requirements at the end of the probationary period. Students who are terminated for lack of satisfactory progress are responsible for meeting their financial obligations to the school.

Make-up Work

Make-up Hours must be pre-arranged with the instructor, must be completed outside of normally scheduled class hours, and completed within the 140% Maximum Time Frame.

Program of Study

Medical Massage Therapy

Modern massage therapy combines classical techniques together with advances in the field of therapeutic massage and soft-tissue manipulation. Its techniques are widely recognized as an effective means of reducing the incidence of stress-related disorders and relieving soft-tissue pain and dysfunction.

Educational Goals

By enrolling in SOLEX Medical Academy's massage therapy program, students will become proficient in a range of application and treatment strategies. They will acquire a strong understanding of the structure and functions of the body relevant to massage, the basic techniques of therapeutic massage, and the factors inherent in the operation of a successful massage business. A variety of specialized massage techniques will also be mastered; e.g., medical massage, shiatsu, reflexology, sports massage and chair massage.

Educational Objectives

SOLEX Medical Academy will deliver the quality education and experience needed for students to:

- Acquire an understanding of the body and its functions, master a variety of techniques and skills in order to address the client's treatment needs and goals.
- Become proficient with the location, appearance, and role of the major systems and anatomical structures of the human body and their functions including major muscles, bones and tissue with the emphasis on preventive and corrective therapies.
- Be able to perform various massage techniques targeted for muscular relaxation, stress reduction, pain management, rehabilitation procedures, etc.
- Be able to perform CPR and First Aid, rehabilitation procedures, rehabilitation exercise, proper usage of cold packs and hot packs, as well as daily body maintenance for overall wellness.

- Be able to perform a proper assessment, identify signs and symptoms and prescribe proper massage plan or refer to another healthcare professional.
- Understand medical terminology used in massage therapy applications and be able to communicate with other health care professionals and clients.
- Distinguish nutrition techniques and methods in wellness and healing, emphasizing a well balanced diet as a major component of alternative medicine.
- Be able to represent the massage therapy profession with a high level of professionalism, integrity and compassion.
- Be ready for successful entry into the field of massage and bodywork healthcare through the application of contemporary practice management skills.
- Be able to enhance their education by taking continuing education courses to further career growth.

This program is approved by:	Illinois State Board of Education
Program duration:	720 Clock Hours
Length in Weeks:	50 weeks
Hours per week:	16
Program Tuition:	\$9995
Credential:	Certificate

Program Outline

			Clock Hrs	Credit Hrs
1	MED 111	Anatomy and Physiology	60	4
2	MED 110	Medical Terminology	30	2
3	MED 121	Pathology	45	3
4	MAS 110	Assessment/Palpation	90	3
5	MAS 115	Kinesiology	60	3
6	MAS 120	Massage Fundamentals:	281	13
		Swedish	92	
		Muscle Therapy	73	
		Hydrotherapy	12	
		Lomi Lomi	20	
		Reflexology	8	
		Shiatsu	24	
		Sports Massage	24	
		Chair Massage	16	
		Wellness/Rehabilitative Massage	12	
7	MAS 125	Ethics and Business Management	30	2
8	MAS 130	Clinical Massage	100	2
9	MAS 135	CPR	8	-
10	MAS 140	Certification Exam Review	16	1
		Total	720	33

Course Descriptions

MAS 110 Assessment/Palpation

90 contact hours, 3 semester credit hours

This is a comprehensive course that teaches the skills of determining the client's needs through interactive assessment of body posture and structure, and range of motion analysis, determining signs and symptoms by obtaining thick descriptions through questioning of client history and present conditions, and the written documentation of the findings of each session through SOAP notes.

MAS 115 Kinesiology

60 contact hours, 3 semester credit hours

Kinesiology is the study of movement of muscle in the body, through an emphasis on origins, insertions, and actions of muscles. This portion of the course curriculum provides a greater understanding of what behaviors create the problems massage clients might bring to a session. Weekly quizzes are given to assure competence. *Prerequisites:* Admission to Program

MAS 120 *Massage Fundamentals* 281contact hours, 13 semester credit hours

Consists of theory and hands on training in the skill of muscle palpation, Swedish massage and its derivatives (i.e. Medical, Athletic, Shiatsu, Reflexology, Lomi Lomi, Seated massage, etc.), with mobilizations and stretches to improve muscle tone and flexibility. Students also cover various aspects of highly tolerated deep muscle work including but not restricted to Trigger Point Therapy, Myofascial Release, and Deep Transverse Friction that provide exceptional relief when chronic muscle issues are presented to the therapist. They learn to “see” with their fingers and enhance their palpation skills through a greater understanding of human fascia and musculature on its deepest levels. Special attention is paid to proper body mechanics to provide massage in a way that does not adversely affect their own body. Evaluations are given to assure competence. *Prerequisites:* Admission to Program

MAS 125 *Ethics & Business Management* 30 contact hours, 2 semester credit hours

Ethics course discusses the awesome responsibility of the massage therapist to provide a safe and comfortable practice with regard to client care. Practice management course allows students to understand the differences between having their own practice and working for someone else. They learn how to market their businesses, write a business plan, set goals, and network with others from health related fields.

MAS 130 *Clinical Massage* 100 contact hours, 2 semester credit hours

Experience is achieved through supervised massage sessions with members of the general public. Students are given the opportunity to work with volunteers who are asked to critique the work received and offer constructive criticism. Supervisor provides an environment of open communication to allow students the chance to review their experience and to improve their skills at each session. *Prerequisites:* Completion of the following subjects: MAS 115, MAS 120, MED 110, MED 111, and MED 121.

MAS 135 *CPR and First Aid* 8 contact hours, 0 semester credit hours

Provided by the American Red Cross, this course teaches students what to do in the event of a medical emergency using hands-on training techniques. *Prerequisites:* Admission to Program

MAS 140 *Certification Exam Review* 16 contact hours, 1 semester credit hour

This course will assist students in reviewing the skills and knowledge they have acquired through their massage training in preparation for the national certification exam. Content also includes a variety of procedural measures designed to prepare students for successful professional practice, including state licensing and continuing education requirements, networking, interviewing, and resume development.

MED 110 *Medical Terminology* 30 contact hours, 2 semester credit hours

Students will be introduced to basic and complex medical terms related to the body as a whole, and to individual body systems. Reading, translating and composing medical documents, as well as proficient use of a medical dictionary is emphasized. *Prerequisites:* Admission to Program

MED 111 *Anatomy and Physiology* 60 contact hours, 4 semester credit hours

This course will cover the structure and function of the human body and its parts. Content includes: anatomy, structure and function of body systems and special senses, fundamental concepts and principles of body organization, and basics of histology and hematology. Includes

the study of cells, tissues, and integumentary, skeletal, muscular and nervous systems.

Prerequisites: Admission to Program

MED 121 Intro to Pathology 45 contact hours, 3 semester credit hours

An introductory course in the concepts of pathology. Includes causes, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

Prerequisites: Admission to Program

Background Information

Methods of Teaching

The massage therapy program is an integrated curriculum. that enables students to develop the complex behavior patterns required of professional massage therapists. Specific skill sets (e.g., legal responsibilities, massage process, technical competencies) form threads that are learned and reinforced throughout the program. By linking previous and current sessions, students are able to acquire a comprehensive understanding of industry requirements as well as specific skills. Theoretical content is presented in lecture, textbook assignments, group discussions, study handouts, website referents, and enhanced materials such as videos.

The laboratory and clinical components, as well the theory component, moves from simple to complex. Laboratory learning is an essential part of the curriculum. Students prepare for the clinical experience by mastering essential skills related to specific massage techniques. Guidance from the instructor, skill demonstrations, hands-on practical training and role-playing using another student as the client are the primary experiential learning methods. Every effort is made to coordinate theory and clinical experience.

Class Size and Equipment

SOLEX Medical Academy is located on the second floor of 350 E. Dundee Road in Wheeling, IL, 60090. Classes are held in a room about 2,000 square feet that is able to hold up to 20 students. There are two lab rooms; both labs have hand dispensers of antibacterial soap and disposable germicidal cloths. Restrooms are located in public common hallway near the hands-on classrooms. Three changing rooms are utilized by massage students; these are located near the hands-on classrooms within the suite. Additional equipment includes:

- massage tables and massage chairs,
- skeleton,
- cover sheets and lining papers, and
- demonstration materials.

The student library is contained in bookcases located within a textbook storage area; students check books in and out with an administrator. Students also have access to a computer lab with multiple Internet-enabled computers. There are offices for the instructors and a general reception area.

SOLEX complies with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Thus, SOLEX can provide the following accommodations at the school location for students with disabilities who are otherwise qualified: wheelchair entrance ramp access, elevators, restroom accessible facilities, special testing accommodations (e.g., extended time for tests), assistance with securing taped textbooks and other "reasonable" accommodations.

State legislation (Title 68 Ch. VII Subch.b Part 1284.20 (C)(b)(8) limits the ratio of students to faculty to 20 students per one instructor with no more than 10 student therapists and 10 students serving as clients. SOLEX's projected student to instructor ratio averages 10:1 for all components of the program.

Job Outlook

Over the last 25 years, massage therapy has become a recognized part of the health care field. Massage therapy is the only health approach which deals exclusively with muscle tension. Musculoskeletal disorders account for more than half of all serious injuries and illnesses in the U.S.

The U.S. Department of Labor, Bureau of Labor Statistics, projects faster than average growth for massage therapists, with an estimated 116,998 employed by 2012. This increase of 24,912 jobs (+27%) is spurred by an increase in public awareness and acceptance of the preventative health benefits of massage. The Illinois Department of Employment Security projects a 12 percent increase by 2012 in the number of licensed massage therapists working in Illinois. While competition for openings is expected to be strong in some areas of the state, job opportunities should be good for therapists who continue their training and market their skills.

Normally, it takes six months to a year, with effort and persistence, to build a private practice. Having good business and entrepreneurial skills are also major factors in the success of the business.

NOTE: SOLEX Medical Academy does not guarantee the award of the Illinois license to practice, job interviews or employment after a student has completed the requirements of the Massage Therapy Program.

Job Settings

Because massage therapy is practiced in a wide variety of settings, a single job description is not sufficient. Massage therapists generally work one-on-one with clients in a quiet setting. Depending on the depth of his or her training, a massage therapist's purpose may vary from providing stress reduction/ health enhancement to working cooperatively with other health care providers in pain management and injury rehabilitation. Massage therapists may see as few as one or two clients a day in private practice, to as many as ten or more in a health club or spa. Sessions may range from fifteen minutes to two hours in length, depending on the purpose of the massage.

Due to the physical and emotional demands of massage therapy, massage therapists commonly work less than 35 hours a week – though each individual's capacity will vary. Thus, a large percentage of therapists practice part-time, generally less than 10 hours a week.

National statistics compiled by the U.S. Department of Labor, Bureau of Labor Statistics, indicate that almost 70 percent of all massage therapists are self-employed, either in an office or in the home. About 10 percent of those in private practice are on a part time basis. About 13 percent work in the personal care services field, which includes health clubs, hotels, YMCAs and YWCAs, fitness centers, massage centers, sports clinics, resorts and spas, and beauty salons. Another 8 percent work in nursing homes, chiropractic offices, or with physicians and physical therapists. Other locations may be airports, malls, and as a corporate benefit in many small and large businesses.

Salaries

Earnings vary with geographic location, type of practice, work situation (self-employed, own business, employee), size of clientele, and experience.

Nationally, massage therapists earn a median wage of \$28,040 per year. In Illinois, the median annual wage is \$33,978. Self-employed massage therapists typically charge \$25-\$50 per hour in rural communities and \$50-\$70 in urban areas (source: Illinois Department of Employment Security). More than two-thirds of all massage therapists are self-employed. Some work as contract employees for health practitioners or fitness clubs and earn 40-80% of the massage fees charged.

Training and Other Qualifications and Advancement

Requirements for education and training vary among states that license massage therapy, and unlicensed states, which regulate massage through municipal ordinances. Most massage therapists learn their skills in schools that teach massage. These vary in length from 600 to 2,200 hour curricula taught over a period of six to twenty-four months.

Massage practitioners do not have the classic career ladder, in that advancements are not achieved through promotion to positions of higher responsibilities. Instead, a therapist can take additional courses to add additional specialization and enhance competencies. By expanding skills, the therapist is usually able to increase clientele and fees.

Licensing Requirements

In accordance with the Massage Licensing Act of Illinois (Public Act 92-0860), Section 15, effective June 1st, 2003, persons engaged in massage for compensation must be licensed by the Department of Professional Regulations. The Department shall issue licenses to individuals who have successfully completed a minimum of 500 clock hours of supervised classroom and supervised hands-on instruction and passed a massage therapist certifying examination approved by the Department; e.g., the National Certification Board of Therapeutic Massage and Bodywork's examination.

In accordance with 225 ILCS 57 §45, the Illinois Department of Professional Regulation may refuse to award a license to practice if the applicant is found to be:

- convicted of a felony or a misdemeanor, or any criminal behavior directly related to the practice of massage.
- engaging in immoral conduct, such as sexual abuse, sexual misconduct, or sexual exploitation;

- engaging in dishonorable, unethical, or unprofessional conduct of a character likely to deceive, defraud, or harm the public;
- having a habitual or excessive use of or addiction to alcohol, narcotics, or like substances that interferes with the performance of professional responsibilities;
- making any misrepresentation for the purpose of obtaining a license, including a material misstatement in furnishing information to the Department;
- having a physical illness, including but not limited to deterioration through the aging process or loss of motor skills, that results in the inability to practice the profession with reasonable judgment, skill, or safety; or
- failing to file a tax return or pay the taxes or interest due, as required by the Illinois Department of Revenue.

Other states differ from Illinois' professional licensure requirements. For example, licensed Illinois massage therapists can apply for reciprocal state certification in Wisconsin while Indiana has no state requirements at this time. Contact information for all states with professional massage therapy licensure laws follows; contact the appropriate state regulatory agency to determine the licensing requirements for a particular state.

State Boards Adminstrating Massage Practice Laws

Regulatory Board	
Alabama Massage Therapy Board 610 S. McDonough St. Montgomery, AL 36104 Ph: (334) 269-9990 Fax: (334) 263-6115	Arizona Board of Massage Therapy 1400 West Washington, Suite 230 Phoenix, AZ 85007 Phone: (602) 542-8604 Fax: (602) 542-3093
Arkansas State Board of Massage Therapy PO Box 20739 Hot Springs, AR 71903 Ph: (501) 520-0555 Fax: (501) 623-4130	California Massage Therapy Council One Capitol Mall, Suite 320 Sacramento, CA 95814 Ph: (916) 669-5336 FAX: (916) 444-7462
Colorado Department of Regulatory Agencies 1560 Broadway, Suite 1350 Denver, CO 80202 Ph: (303) 894-7800 FAX: (303) 894-7693	Connecticut Department of Public Health, Massage Therapy Licensure 410 Capitol Avenue Hartford, CT 06134 Ph: (860) 509-7603 FAX: (860) 509-8457
Delaware Board of Massage and Bodywork 861 Silver Lake Blvd #203 Dover, DE 19904 Ph: (302) 744-4500 Fax: (302) 739-2711	District of Columbia Board of Massage Therapy Department of Health 717 14th Street, N.W. Washington, DC 20005 Ph: (877) 672-2174 Fax: (202) 727-8471

Regulatory Board	
<p>Florida Board of Massage Therapy Florida Department of Health, Medical Quality Assurance PO Box 6330 Tallahassee, FL 32314-6330 Ph: (850) 245-4161 Fax: (850) 921-6184</p>	<p>Georgia Board of Massage Therapy 237 Coliseum Drive Macon, GA 31217-3858 Phone: 478.207.2440 Fax: 478.207.1663</p>
<p>Hawaii State Board of Massage Therapy Dept of Commerce & Consumer Affairs P.O. Box 3469 1010 Richards St. Honolulu, HI 96801 Ph: (808) 587-3222</p>	<p>Illinois Department of Financial & Professional Regulation Massage Therapy Licensure 320 West Washington Street, 3rd Floor Springfield, IL 62786 Phone: (217) 782-8556 Fax: (217) 782-7645</p>
<p>Indiana State Board of Massage Therapy Professional Licensing Agency Attn: State Board of Massage Therapy 402 W Washington St, Room W072 Indianapolis, Indiana 46204 Phone: (317) 234-2051</p>	<p>Iowa Board of Massage Therapy Examiners Department of Public Health 321 E. 12th St. , 5th Floor Des Moines, IA 50319-0075 Ph: (515) 281-6959 Fax: (515) 281-3121</p>
<p>Kentucky Board of Licensure for Massage Therapy P.O. Box 1360 Frankfort, KY 40602 Phone: (502) 564-3296 Fax: (502) 564-4818</p>	<p>Louisiana Board of Massage Therapy 12022 Plank Road Zachary, LA 70811 Phone: (225) 771-4090 Fax: (225) 771-4021</p>
<p>Maine Massage Therapy Department of Professional and Financial Regulation, 35 State House Station Augusta, ME 04333 Ph: (207) 624-8613 Fax: (207) 624-8637</p>	<p>Maryland Board of Chiropractic and Massage Therapy Examiners 4201 Patterson Ave., 5th floor Baltimore, MD 21215-2299 Ph: (410) 764-4738 Fax: (410) 358-1879</p>
<p>Massachusetts Board of Registration of Massage Therapy 239 Causeway Street, Suite 500 Boston, MA 02114</p>	<p>Mississippi State Board of Massage Therapy P.O. Box 20 Morton, MS 39117 Ph: (601) 732-038</p>
<p>Missouri State Board of Therapeutic Massage Division of Professional Registration 3605 Missouri Blvd. P.O. Box 1335 Jefferson City, MO 65102 Ph: (573) 522-6277 Fax: (573) 751-0735</p>	<p>Nebraska Massage Therapy Board Health and Human Services Regulation & Licensing – Credentialing Division P.O. Box 94986 Lincoln, NE 68509-4986 Ph: (402) 471-2115 Fax: (402) 471-3577</p>
<p>Nevada Board of Massage Therapy 1755 E. Plumb Lane Suite 252 Reno, NV 89502 Phone (775) 688-1888 Fax (775) 786-4264</p>	<p>New Hampshire Office of Program Support, Licensing & Regulatory Services Board of Massage Therapy 129 Pleasant Avenue Concord, NH 03301 Ph: (603) 271-4814 Fax: (603) 271-5590</p>
<p>New Jersey Board of Nursing Massage, Bodywork & Somatic Therapy Examining Committee 124 Halsey Street Newark, NJ 07102 Phone: (973) 504-6430 Fax: (973) 648-3481</p>	<p>New Mexico Massage Therapy Board 2550 Cerrillos Road Santa Fe, NM 87505 Ph: (505) 476-4870 Fax: (505) 476-4645</p>

Regulatory Board	
<p>New York State Board of Massage Therapy Office of the Professions Division of Professional Licensing Services 89 Washington Avenue Albany, NY 12234-1000 Ph: (518) 474-3817 ext. 150 Fax: (518) 486-2981</p>	<p>North Carolina Board of Massage and Bodywork Therapy P.O. Box 2539 Raleigh, NC 27602 Ph: (919) 546-0050 Fax: (919) 833-1059</p>
<p>North Dakota State Board of Massage P.O. Box 218 Beach, ND 58621 Ph: (701) 872-4895</p>	<p>Ohio State Medical Board Massage Licensing Division 77 South High St., 17th floor Columbus, OH 43266-0315 Ph: (614) 466-3934 Fax: (614) 728-5946</p>
<p>Oregon Board of Massage 748 Hawthorne Ave., N.E. Salem, OR 97301 Ph: (503) 365-8657 Fax: (503) 385-4465</p>	<p>Rhode Island Department of Health Office of Health Professional Regulation 3 Capitol Hill, Room 104 Providence, RI 02908-5097 Ph: (401) 222-2827 Fax: (401) 222-1272</p>
<p>South Carolina Board of Massage and Bodywork Therapy P.O. Box 11329 Columbia, SC 29210-1329 Ph: (803) 896-4490 Fax: (803) 896-4484</p>	<p>South Dakota Board of Massage Therapy P.O. Box 1062 Sioux Falls, SD 57101 Ph: (605) 271-7103 Fax: (605) 331-2043</p>
<p>Tennessee Board of Massage Licensure 227 French Landing, Suite 300 Heritage Place Metro Center Nashville, TN 37243 Ph: (615) 532-3202 ext. 32111 Fax: (615) 532-5164</p>	<p>Texas Department of Health Services Massage Therapy Licensing Program PO Box 149347, Mail Code 1982 Austin TX 78714-9347 Ph: (512) 834-6616 Fax: (512) 834-6677</p>
<p>Utah Division of Occupational & Professional Licensing Board of Massage Therapy 160 East 300 South Salt Lake City, UT 84145 Ph: (801) 530-6628 Fax: (801) 530-6511</p>	<p>Virginia Board of Nursing 9960 Mayland Drive, Suite 300 Richmond, Virginia 23233 Ph: 804.367.4403 FAX: 804.527.4466</p>
<p>Washington State Department of Health Board of Massage Board of Massage PO Box 47877 Olympia WA 98504-7877 Ph: (360) 236-4700</p>	<p>State of West Virginia 179 Summers Street Suite 711 Charleston, WV 25301 Ph: (304) 558-1060 Fax: (304) 558-1061</p>
<p>Wisconsin Department of Regulation and Licensing Massage Therapy Board 1400 E. Washington Ave. Madison, WI 53703 Ph: (608) 266-2112 Fax: (608) 261-7083</p>	

Faculty/Staff Directory

Faculty, Massage Therapy Program

Classroom Study and Practical Training.....	Daniel Laske
Classroom Study and Practical Training.....	Kamlyn Casey
Classroom Study.....	Daniel Moore
Classroom Study.....	Sara Vanin
CPR & First Aid.....	Patty-Jo Rapanos

Staff

President/Director, SOLEX Medical Academy.....	Leon E. Linton
Academic Dean.....	Elizabeth A. Larson, Ph.D.
Director of Operations.....	Olga Rafalovsky
Student Liaison.....	Dan Laske
Financial Aid Officer.....	Mary Schultz
Accountant.....	Jurrie Cheslog
IT support.....	Adam Skrzpulec

2010 Academic Calendar

2010 Academic Calendar	
January	
January 1	New Years Holiday: School Closed
January 26	New Start, Track 1 Classes Begin
February	
March	
March 22	New Start, Track 2 Classes Begin
April	
April 2-4	Easter Holiday: School Closed
May	
May 28 - 31	Memorial Day Holiday: School Closed
June	
July	
July 3 - 5	Independence Day Holiday: School Closed
August	
September	
September 3 -6	Labor Day Holiday: School Closed
October	
November	
November 25 -28	Thanksgiving Holiday: School Closed
December	
December 21, 2010	Graduation: January 26, 2010 cohort
December 24, 2010 – January 2, 2011	Winter Break: School Closed