



Lotus Education Institute

Infinite Possibilities

Catalog

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**Approved and Regulated by the Colorado Department of Higher Education,
Private Occupational School Board**

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Welcome!

At Lotus Education Institute we offer you a thorough foundation for creating a new life and career as a professional massage therapist. We believe that massage therapy is a necessary ingredient to health adding high-touch to our high-tech lives. Massage therapy has the ability to bring peace and ease to humanity, one muscle, one person, one life at a time.

Lotus Education LLC
Christine Liebe, owner, CEO

Faculty Members

Christine Liebe, B.A., M.S., Ph.D. candidate Education – Curriculum, Instruction, and Assessment

Matt Hudgens, Licensed Massage Therapist, Licensed Acupuncturist

Deborah Gonzales, Licensed Massage Therapist

Certificate Programs

[Professional Massage Therapist – 500 hour certification - \\$5750 – Hands On Program](#) – Graduates are prepared to acquire an entry-level position as a massage therapist. All classes are completed in person. Each class is 50 hours long. Anatomy, kinesiology, pathology, and all techniques are repeated and reviewed as students continue through the program (spiraled curriculum). Repetition leads to better MBLEx test scores and helps students retain knowledge. The courses should be taken in order as listed below. Exceptions to this requirement are considered on an individual basis.

- Professional Massage Essential Practices: Building professional rapport, communication skills, boundaries, ethics, draping, equipment, effleurage & petrissage – Swedish massage therapy techniques
- Massage Therapy Techniques 1: basic 60 minute Swedish Massage Therapy technique
- Anatomy Foundations: Skeletal & Muscular Systems, palpation, kinesiology, origins & insertions, bony landmarks, nerve innervation, coloring, building muscles with clay, jeopardy, and more!
- Massage Therapy Techniques 2: improving Swedish massage, Reflexology, Myofascial Therapy, Hydrotherapy, SOAP notes, Assessment
- Physiology: Nervous, Endocrine, Immune, Cardiovascular, Respiratory, Digestive systems, pathology for Massage Therapists
- Massage Therapy Techniques 3: Assessment, Deep Tissue Neuro-muscular techniques, Trigger Point therapy, Manual Lymph Drainage, Lymphatic System, Dry brushing
- Business and Marketing: resumes, business plan, visioning, being successful as an employee or self-employed, marketing, advertising
- Intensive 1 – Anatomy palpation, Pathology, Stone Massage, Aromatherapy, Spa techniques, dry brushing.
- Intensive 2 – Anatomy palpation. Pathology. Neuromuscular techniques – diagnosing problems (SOAP notes), working with other medical professionals,

pathology, developing treatment plans, clinic hours, Sports massage, therapeutic stretching, assisted rehabilitative stretches, MBLEX prep.

- Intensive 3 – Anatomy palpation. Myofascial, Qi Gong, Reiki, Acupressure, developing respectful and responsive custom treatments, Massage for special populations – baby, geriatric, sports, chair, MBLEX prep
- Final exit practical and written exams

Professional Massage Therapist – 500 hour certification - \$5750– Hybrid Program –
Graduates are prepared to acquire an entry-level position as a massage therapist. The majority of the first 7 classes are done online, but students are asked to come in person for 10 hours per class. Hybrid students will arrange in person hours with the instructor. The courses should be taken in order as listed below. Exceptions to this requirement are considered on an individual basis.

- Professional Massage Essential Practices: Building professional rapport, communication skills, boundaries, ethics, draping, equipment, effleurage & petrissage – Swedish massage therapy techniques
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- Anatomy Foundations: Skeletal & Muscular Systems, palpation, kinesiology, origins & insertions, bony landmarks, nerve innervation, coloring, building muscles with clay, jeopardy, and more!
- Massage Therapy Techniques 2: improving Swedish massage, Reflexology, Myofascial Therapy, Hydrotherapy, SOAP notes, Assessment
- Physiology: Nervous, Endocrine, Immune, Cardiovascular, Respiratory, Digestive systems, pathology for Massage Therapists
- Massage Therapy Techniques 3: Assessment, Deep Tissue Neuro-muscular techniques, Trigger Point therapy, Manual Lymph Drainage, Lymphatic System, Dry brushing
- Business and Marketing: resumes, business plan, visioning, being successful as an employee or self-employed, marketing, advertising
- Intensive 1 – Anatomy palpation. Pathology. Stone Massage. Aromatherapy, Spa techniques, dry-brushing.
- Intensive 2 – Anatomy palpation. Pathology. Neuromuscular techniques – diagnosing problems (SOAP notes), working with other medical professionals, pathology, developing treatment plans, clinic hours, Sports massage, therapeutic stretching, assisted rehabilitative stretches, MBLEX prep.
- Intensive 3 – Anatomy palpation. Myofascial, Qi Gong, Reiki, Acupressure, developing respectful and responsive custom treatments, Massage for special populations – baby, geriatric, sports, chair, MBLEX prep
- Final exit practical and written exams

Thai Massage Certification Program – 40 hours - \$700

A. Thai massage certification program consists of level one and level two. Level one includes Chinese medical theory; Thai massage history and contraindications as well as proper technique in the supine and side-lying position. Level Two is a continuation of Level one and includes additional theory in Chinese medicine and proper technique in the prone and sitting positions. Upon completion of Level one and Level two students will be prepared to give a complete two-hour session of Thai massage.

B. The primary form of instruction consists of both lecture, group discussion and hands-on demonstration and practice.

C. The objective of this program is to train students to confidently and safely perform a Thai Massage with an emphasis on exceptional body mechanics, and how this work is used as a form of medicine in Asian cultures.

D. Level One consists of 20 hours of instruction. Level Two consists of 20 hours of instruction.

Continuing Education Courses:

- Course Design – 50 hrs – \$275.00 - *Activating background knowledge, creating value, determining objectives and outcomes, scaffolding instruction, designing assessments, lesson plans*
- Learning Styles – 50 hrs – \$275.00 - *Multiple intelligence theory, VAK, Markova's learning theory, giving effective feedback, designing alternative assessments, working with models of the world*
- Creating Optimal Learning Environments – 50 hrs- \$275 – *Adult learning motivation, intrapersonal motivation, metacognition, developing independent learning, universal design for learning, syllabi, communicating expectations*
- Transcendent Learning – 20 hrs -\$275- *more for yoga and massage therapists, theory in soul to soul communication and the lessons of chakras for learning*
- Transcendental Massage Therapy – 20 hrs – \$275 - *techniques for massage therapists, specifically utilizing meditation, soul to soul communication, and intuitive sensing to revitalize massage therapy*
- Improving Ergonomic Efficiency – 10 hrs-\$275- *techniques and practice using the whole body, mixing pressure applications, and increasing awareness for self-diagnosing problems*
- Massage Therapy Research Symposium – 50 hrs – \$475- *Recent massage therapy research, conducting qualitative & quantitative action research, reporting research, mixed methods research*
- Advanced Anatomy – 40 hours - \$475 – *complete anatomical review*
- Thai Massage Certification – 40 hrs - \$750- *Chinese Medical Theory, Thai Massage History, Technique in supine & side lying. (Pre-requisite for Level 2) Thai Massage Level 2 – 20 hrs - \$375- Advanced Thai Technique in prone and sitting, Chinese Medicine Theory, intro to Thai on the Table.*

Additional Costs

* program and class costs subject to change

Additional costs purchased individually by each student: textbooks, massage table, sheets, oil, two professional massages = between \$350 and \$700

Each student must pay a \$3 enrollment fee. All fees are included in course and program deposits. Students in the 500-hour Professional Massage Therapy program are subject to an additional fee of \$12 for state reporting. Fees cover dues required quarterly by the school to the Colorado Division of Private and Occupational Schools.

Payment Plans are available. Lotus Education Institute has an agreement with Alpine Bank, which offers secured student loans. Please contact us for more information.

Educational Services

Tutoring and make-up work is available at a cost determined by the director.

Class Schedule

Hands On Courses: Refer to our [website for current class schedules](#).

Online Courses: See individual courses for weekly due dates. Study during the week at your convenience. Online courses are not self-paced.

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, phone and/or radio, and/or TV who provide closure information as a public service will notify students as soon as possible. Classes are not held on the following holidays: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & the Friday following, Christmas Eve, and Christmas Day.

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students must have a high school diploma or equivalent to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalent diploma, they may complete an ability to benefit test. The school does not administer the test, but will provide information on availability when requested. Students also concurrently enrolled in General Education Diploma (GED) courses will be accepted for enrollment.

Students with many forms of disabilities perform massage therapy proficiently. Students must testify to being health physically and mentally as required to perform professional massage

therapy. Students who fail to disclose disabilities prohibiting their ability to learn and perform massage therapy are subject to dismissal.

Students will be asked to undergo a background check similar to the requirements for state licensure.

Enrollment

Prospective students may enroll anytime at the start of each program. Online students can enroll up to day 3 of the first week of any course. After day 3, no enrollments will be accepted.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Placement Assistance

Lotus Health Education offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 70%.

Missed class time must be made up with approval from the course instructor and director, then submitted as a graduation requirement.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Progress Policy

Students must maintain a 75% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period.

Students enrolled in the 500 hour Professional Massage Therapy program have one year to complete all courses. After one year, upon consideration of circumstances, students may be

required to exit the program, retake courses, and/or pay additional fees for program extensions.

Disenrollment or extension shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

Grading System

90-100 = A Excellent
80-89 = B Above Average
70-79 = C Average
60-69 = D Below Average
Under 59 = F Unsatisfactory

Every six weeks, progress reports with grades will be issued to students throughout the program. Students enrolled in short-term courses will be issued grades at course end.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession or use of weapons, illegal drugs, marijuana, and alcohol of any kind are not allowed at any time on school property. If drug, marijuana, or alcohol use is suspected, students will be asked to take a drug test and pay for that test. Use of drugs, alcohol, or marijuana will be grounds for immediate expulsion.

Students must come to class clean and showered wearing deodorant. Proper daily hygiene is an important habit for successful massage therapists.

Any violation of school policies may result in permanent dismissal from school. Students are expected to follow the same ethical code of conduct as prescribed by the National Certification Board of Bodywork and Massage Therapy.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Plagiarism as determined by the director is also grounds for immediate and permanent dismissal.

Videos

Students must use all media recordings in class for their personal use only. Students are not allowed to post any media recordings on the Internet without express consent of all students, teachers, and Lotus Education Institute.

Facilities

We have a large classroom with adjacent kitchen and relaxation areas for students. There are two restrooms, free parking, and close access to public transportation and river bike paths that run through Glenwood Springs.

Online Learning

Please utilize YouTube videos that tell guide students, such as <http://www.youtube.com/watch?v=RDaMD0T4R-g>

Right technology:

Canvas requires an updated Internet browser, Firefox and Safari are recommended. Make sure to try out the software and links before your classes begin. Troubleshoot any problems using the Canvas Help tab or YouTube channel. Make sure all plug-ins, microphones, and audio functions work well.

Previous Credits

Credits from another institution will be evaluated on a case-by-case basis. The Lotus Heath Education School does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

Student Grievance Procedure

Students with grievances are requested to first contact individual instructors and attempt to work out an amicable solution. If a solution cannot be reached between instructors and students, students may contact the school grievance representative, currently Christine Liebe.

Student Complaints

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention of the School Director to attempt resolution. The Director and student are to follow the grievance procedures according to school policy printed in the school catalog. Students may file anytime online with the Colorado Division of Private Occupational Schools at higher.ed.colorado.gov/dpos or by submitting a hard-copy written complaint to: **Colorado Dept. of Higher Education – Division of Private Occupational Schools, 303-862-3001.**

A student may file a written complaint directly with the Division, in the manner shown in the above paragraph, without using or completing the School's internal grievance/appeal process. All student complaints submitted to the Division must be in writing or online, and shall be filed within two (2) years after the date that the student discontinued training at the School.

Refund Policy

Students not accepted to the school are entitled to all monies paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before

commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price which ever is less. In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours scheduled. The refund is based on the official date of termination or withdrawal.

Refund Table

Student is entitled to upon withdrawal/termination*	Refund
Within first 10% of program (Lessons 1-2)	90% less cancellation charge
After 10% but within first 25% of program (Lessons 3-5)	75% less cancellation charge
After 25% but within first 50% of program (Lessons 6-10)	50% less cancellation charge
After 50% but within first 75% of program (Lessons 11-15)	25% less cancellation charge
After 75% (Lesson 16) [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition & fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

Schedule Addenda:

2018-2019 Fall/Winter Lotus Education Institute Online Hybrid Schedule



Online Courses

Completed on your computer at home with weekly due dates.

September - October 2018

Professional Massage Essential Practices: 9/4 – 10/7

Massage Therapy Techniques 1: 9/4 – 10/7

October - November 2018

Anatomy Foundations: 10/15 – 11/18

Massage Therapy Techniques 2: 10/15 – 11/18

November - December 2018

Physiology Foundations: 11/26/18 – 1/6/19

Massage Therapy Techniques 3: 11/26/18 – 1/6/19

January 2019

Business and Marketing: 1/14/19 -2/17/19

Hands-On Weekend Intensives

All weekend classes meet on Friday, Saturday, and Sunday from 9-5

September 14, 15, 16

September 28, 29, 30

Intensive 1 (Swedish Massage, Pathology, and more)

October 19, 20, 21

November 2, 3, 4

Intensive 2 (Deep Tissue, Stone Massage, and more)

November 16, 17, 18

November 30, December 1, 2

Intensive 3 (Lymphatic Massage, Energy Modalities, and more)



2018- 2019 Hands On Lotus Education Institute Schedule

500 hour Professional Massage Therapy Certification Program
September 4, 2018 to May 29, 2019

Bilingual (Spanish – English) coaches

Wednesdays– 9 am to 5 pm, Thursdays – 5-9 pm
(plus approximately 5 hour of homework per week)

Professional Massage Essential Practices: 9/4 – 9/26
Massage Therapy Techniques 1: 10/2 – 10/24
Anatomy Foundations: 10/30 – 11/21

Thanksgiving Off

Massage Therapy Techniques 2: 11/27-12/19

Christmas Break

Physiology & Pathology : 1/8-1/30
Massage Therapy Techniques 3: 2/5-2/27
Business and Marketing: 3/5-3/20

Spring break: 3/25 – 3/29

Intensive 1 (Spa Modalities, Stone Massage): 4/2-4/17
Intensive 2 (Advanced Rehab Modalities): 4/23-5/14
Intensive 3 (Energy Modalities): 5/15-5/29