CenterPoint

Massage & Shiatsu Therapy School & Clinic

Massage & Shiatsu Therapy

Career Training

A career that will transform your life and those you touch

www.CenterPointMN.com

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Welcome

We are delighted that you have begun the process of pursuing your dream by exploring a career in therapeutic bodywork. For those who are passionate about living a healthy and balanced lifestyle, this is an exciting and flexible career with countless opportunities for personal and professional fulfillment. People are drawn to this profession because they want to help make a positive difference in their life and the lives of others. CenterPoint has created a unique opportunity for students by designing programs that allow you to integrate your massage and shiatsu therapy education and establish a successful professional practice that is creative, flexible, rewarding and in demand. Explore a career that will transform your life and those you touch!
Welcome to CenterPoint

Where East Meets West in the Healing Arts

CenterPoint's unique vision of therapeutic bodywork education unites and equally respects Eastern and Western-based styles. We are dedicated to preserving and integrating the philosophies, principles, and practices of these diverse yet complementary therapies. Combining knowledge and skill from massage therapy and shiatsu therapy provides the foundation for a holistic and integrated therapeutic approach.

Whether your vision is to:

- Help people improve their health,
- Be your own boss in your own private practice,
- Work in luxurious resorts or travel on cruise ships,
- Be employed in a therapeutic or medical setting, or
- Make a move to a meaningful second career,

CenterPoint’s core programs, plus our specialty elective courses, offer a wide variety of educational opportunities. Explore your options, choose your program, and embark upon a rewarding career.

Greetings from CenterPoint’s Founders

Welcome! As you consider a career in therapeutic bodywork, we would like to thank you for taking the time to explore CenterPoint’s Career Training Programs. By choosing a CenterPoint program, you will gain a solid educational foundation for a rewarding career as a professional bodywork therapist. Our comprehensive training will prepare you for the exciting opportunities of this dynamic profession.

Our experience has shown that the best-trained bodywork professionals are in demand by employers and the public. Your training will prepare you to work confidently in a variety of settings developing a professional practice that is creative, flexible and fulfilling. Your studies at CenterPoint will include in-depth training in science, theory and assessment, bodywork technique and application, personal and professional development, supervised clinical practice, and outreach opportunities. With this foundation, you can enjoy a new career as a professional bodywork therapist.

This is an excellent time for you to enter the bodywork profession. Employment opportunities are plentiful and CenterPoint graduates are in demand. We take great pride in the breadth, depth, and quality of our programs, faculty, and staff. We are happy to support you in any way that we can as you explore your possibilities.

Best wishes,

Cari Pelava
Jackson Petersburg
It’s All About Excellence

CenterPoint’s Mission

CenterPoint’s mission is to provide excellence, choice, and value in career training and continuing education in the healing arts.

CenterPoint is dedicated to preserving and integrating the philosophies, principles, and practices of Eastern and Western natural therapies.

CenterPoint is committed to the development of therapists who are well-trained to meet society’s increasing need for competent and compassionate therapeutic bodywork.

It’s All About Choice

CenterPoint offers several program options tailored to your individual aspirations. Choosing CenterPoint is the first step toward a rewarding career. The second step is choosing the program that is right for you. Choose from our four dynamic programs and a variety of elective courses to create the curriculum that fulfills your personal and professional goals.

It’s All About Value

Now is the time to invest in your education for a rewarding career. CenterPoint is pleased to offer exceptional programs that are affordable and valuable. By choosing CenterPoint, you are making an excellent investment in your future.

It’s All About You

CenterPoint offers education with a personal touch. Our non-corporate atmosphere supports you in a warm and comfortable environment. Our full-time and part-time schedules allow you to choose the schedule that fits your life and individual needs. CenterPoint’s student-centered approach to education allows you to develop excellent skills and knowledge while growing personally. We continue to support our graduates with career fairs, continuing education, and networking with CenterPoint’s Alumni Association.
Why CenterPoint?
CenterPoint is a specialty school for massage and therapeutic bodywork education. It is our singular focus, and we are committed to high standards. We are very serious about offering quality education that prepares students for their future as professional bodywork therapists.

CenterPoint is the only school in the midwest, and one of a handful of schools in the country, to offer complete programs in Eastern and Western therapeutic bodywork. Our holistic and interdisciplinary environment develops therapists who understand the benefits of integrating two distinct yet complementary healing modalities.

Education with a Personal Touch
CenterPoint's collegial environment is friendly and supportive. Experience the Three C's of CenterPoint: Competence, Compassion, and Community.

Competence
- CenterPoint's only focus is bodywork education.
- CenterPoint students benefit from studying a rigorous and dynamic curriculum developed and taught by celebrated teachers Jackson Petersburg and Cari Pelava.
- CenterPoint’s curriculum meets and exceeds national standards for education set by the professional organizations and accrediting agencies for therapeutic bodywork.
- CenterPoint’s founders bring years of experience to the classroom and to the day-to-day operation of the school. They are committed to providing an inspiring educational experience for all students.
- CenterPoint graduates are competitive and successful in the marketplace.
- CenterPoint upholds high standards in bodywork education.

Compassion
- CenterPoint is large enough to uphold standards of excellence and small enough to care about you and your individual needs and learning styles.
- CenterPoint’s faculty and staff passionately support your development as a bodywork therapist by making your education a stimulating and enriching experience.
- CenterPoint is committed to the development of competent and compassionate bodywork professionals.

Community
- At CenterPoint, you get to know us and we get to know you.
- CenterPoint offers a warm and friendly atmosphere where you will make lifelong friends.
- CenterPoint fosters a community that extends beyond graduation through CenterPoint’s Alumni Association.

As a CenterPoint student, you will benefit from:
- Technique instructors who have experience in the field and are members of their respective national professional associations
- Science instructors who have advanced degrees and experience in their field
- A ratio of faculty to students that allows for individualized attention
- The opportunity to train in a supervised student clinic that prepares students for professional practice as bodywork therapists
- A school environment that is rich with extracurricular opportunities for study with locally and nationally recognized instructors
- Directors who are actively involved in the operation of the school, are master level instructors, and regularly teach in the programs
Diversity and Depth in Bodywork Education

CenterPoint offers depth of study in massage and Shiatsu therapy, Western and Eastern sciences, and professional practice. Students choose from four programs plus a variety of elective courses to create their own specialized educational experience and expand their future professional practice. The programs and courses at CenterPoint have many strengths:

- A core foundation of required courses strong in theory and science
- The development of excellent technical skills with compassion and understanding
- An emphasis on assessment and treatment skills
- A focus on proper body mechanics and safe practice
- The opportunity for personal development with professional training
- The dedication to understanding self-care and its practice
- Training in business and marketing skills necessary for success

CenterPoint’s Accreditation

CenterPoint is the only school in Minnesota that is institutionally accredited by the Commission on Massage Therapy Accreditation (COMTA), which includes specialized accreditation of all its programs. COMTA accredits educational institutions and programs offering instruction in massage therapy, bodywork therapy, esthetics and skin care. Accreditation is a voluntary peer review process which identifies and acknowledges massage and bodywork schools for achieving and maintaining a level of quality, performance, and integrity based on educational and professional standards. For more information or to contact COMTA:

COMTA
2101 Wilson Blvd, Suite 302
Arlington, VA 22201
Tel. 202-888-6790
www.comta.org
A Brief History

CenterPoint’s founders have been actively involved in bodywork education since the 1980’s. CenterPoint was formed in 2001 when the Northern Lights School of Massage Therapy joined with the Minnesota Center for Shiatsu Study to form CenterPoint Massage & Shiatsu Therapy School & Clinic. The two schools united in order to offer a greater number of programs and services to students and to better respond to the rapidly growing profession by developing comprehensive training programs in both Eastern and Western therapeutic bodywork.

Northern Lights School of Massage Therapy (NLSMT) was founded in 1985. NLSMT was an early member of the American Massage Therapy Association’s Council of Schools. It was a registered school in Minnesota according to Minnesota Statutes 136A.61 to 136A.71 starting in 1985.

The Minnesota Center for Shiatsu Study (MCSS) began in 1992 under the corporate entity Motivations for Fitness, Inc. In 1996, MCSS became licensed as a private career school by the Minnesota Higher Education Services Office, pursuant to Minnesota Statutes, Chapter 141. Also in 1996, MCSS became a member of the Council of Schools and Programs of the American Organization of Bodywork Therapies of Asia.

In January, 2011, CenterPoint opened its doors at its new current home in St. Louis Park. After more than 20 years near the U of M, the school expanded to a larger space with modern classrooms and offices in a busy and popular area of the Twin Cities metro. CenterPoint has been custom-designed to meet the needs of students, faculty, and staff and to accommodate the school’s growth and expansion into the future.

CenterPoint, a Minnesota corporation under Motivations for Fitness, Inc., is owned by Jackson Petersburg, Cari Johnson Pelava and Ed Pelava. Jackson, a founder of NLSMT, is the Program Director for CenterPoint’s Therapeutic Massage Program. Cari, the founder of MCSS, is the Program Director for CenterPoint’s Shiatsu Therapy program. Jackson and Cari have practiced as professional therapists for over 30 years. Jackson, Cari, and Ed are actively involved as instructors, administrators, and owners. They receive great satisfaction in remaining close to the students, faculty, staff, and curriculum.

CenterPoint is committed to exceeding national standards in bodywork education and maintains membership in the American Massage Therapy Association (AMTA), Associated Bodywork and Massage Professionals (ABMP), the American Organization of Bodywork Therapies of Asia (AOBTA) Council of Schools and Programs, and the Alliance for Massage Therapy Education (AFMTE). In addition, CenterPoint has a number of alliances with organizations and businesses, including the Medtronic Twin Cities Marathon.

Therapeutic Bodywork and Health Care

The term “therapeutic bodywork” encompasses a broad array of therapies that have one primary element in common: to provide structured touch that has the intention of being therapeutic, healing, and to increase one’s sense of well-being. The general public is seeking massage and bodywork therapy in ever-increasing numbers to address a variety of health concerns including health maintenance, increasing vitality, and reducing pain. CenterPoint promotes bodywork therapy as a natural health care option. Therapists with in-depth training in diverse styles are well-prepared to address the concerns of their clients.

CenterPoint has created an educational opportunity for individuals seeking depth and diversity in their bodywork training. Therapists trained in any of our four programs (East West Therapeutic Bodywork, Therapeutic Massage, Shiatsu Therapy, and Massage Practitioner) are uniquely qualified to address the therapeutic needs of the bodywork client.
It’s All About Choice

CenterPoint’s Programs
Choose the program that is right for you! CenterPoint’s programs offer the depth and quality that you need to be a professional bodywork therapist. CenterPoint offer three levels of education.

East West Therapeutic Bodywork, Associate of Applied Science (AAS)
This 64-credit degree program includes 24.5 credits of general education requirements and offers a unique opportunity for students to experience education that integrates an Eastern and Western curriculum that is comprehensive in scope. Associate of Applied Science is a degree that is designed to prepare individuals for employment and is not intended as a pre-baccalaureate degree. Completion of this degree program prepares students to be an integrated therapeutic bodywork practitioner of Eastern and Western healing arts. (See program information on pages 10-11.)

Shiatsu Therapy Diploma Program
This 44.5-credit diploma program is designed to offer in-depth training with focused instruction and time-tested curriculum in shiatsu therapy. Completion of this diploma program prepares students to perform shiatsu therapy which stimulates and harmonizes the flow of qi to help clients find relief from chronic pain, restore energetic balance, and increase overall health and wellness. (See program information on pages 12-13.)

Therapeutic Massage Diploma Program
This 44.5-credit diploma program is designed to offer in-depth training with focused instruction and time-tested curriculum in therapeutic massage. Completion of this diploma program prepares students to perform therapeutic massage that helps clients to rehabilitate from injury, treat and reduce chronic pain syndromes, and increase overall health and wellness. (See program information on pages 14-15.)

Massage Practitioner Certificate Program
This 32-credit program is designed to provide students with entry-level employment skills. Completion of a certificate program prepares students to perform massage that promotes relaxation and stress reduction. (See program information on pages 16-17.)

Elective Courses
In addition to your program of choice, you will select from a variety of elective courses that will personalize your education to fit your career goals. CenterPoint’s elective courses offer introductory training in multiple specialty areas. Each program includes one elective course to enhance your future professional practice. Students are encouraged to add additional electives to their program to specialize their education. Special additional elective pricing is available for current students. Set yourself apart as a practitioner by learning multiple additional specialties (See pages 26-28.)

Advanced Asian Bodywork Therapy  Spa & Resort Techniques
Birth Doula & Bodywork Therapy  Thai Massage
Craniosacral Techniques  Therapeutic Stretching
Foot Reflexology
Learning Outcomes for all CenterPoint Programs

Upon completion of each of the CenterPoint programs, students will meet the following learning outcomes:

1. Acquire proficiency and competence in massage and/or shiatsu techniques and knowledge to be able to provide a beneficial massage and/or shiatsu session to a varied client population
2. Describe and explain the effects of massage and/or shiatsu on the human body, including benefits and contraindications
3. Assess the client to determine the safe application of massage and/or shiatsu techniques
4. Obtain a working knowledge of anatomy, physiology, and pathology as they pertain to the practice of massage and/or shiatsu therapy
5. Interact with clients in a personal and professional manner that fosters mutual respect and trust
6. Effectively communicate with clients the physical, psychological, and emotional effects of massage and/or shiatsu therapy, including the benefits, limitations, and contraindications
7. Perform professional business and legal best practices to make ethical and socially-appropriate decisions, including the ethical responsibilities and boundaries of the therapist-client relationship
8. Acquire an appreciation of the importance of self-care, including use of correct body mechanics to promote safety and prevent injury while practicing massage and/or shiatsu techniques
9. Read and understand textbooks, journal articles, web sites, research reports, and other resources containing basic health information
10. Be eligible for employment as a bodywork professional
11. Cultivate the professional skills necessary to develop and operate a bodywork practice
12. Be familiar with state and local requirements, including the Client Bill of Rights, to maintain an appropriate scope of practice and to refer appropriately to other health professionals when necessary
**East West Therapeutic Bodywork, A.A.S.**

The East West Therapeutic Bodywork, A.A.S., is CenterPoint’s premier program. This is the program of choice if your vision is to work in a therapeutic or health care environment to help people manage pain and chronic conditions, recover from injury, restore balance and vitality, and increase overall well-being. You will have the unique opportunity to experience in-depth training in both Eastern and Western therapeutic bodywork. You will acquire the skill and knowledge needed to serve the greatest number of clients and to successfully address the greatest variety of client conditions from a holistic, integrated perspective.

In this program, students study and practice the full curricula of the Shiatsu Therapy and Therapeutic Massage programs. Students are challenged to integrate shiatsu and massage, bridging Eastern and Western philosophies, theories, assessments, and applications in clinical practice. Acquiring knowledge and skills from two powerful systems of bodywork prepares the graduate for a therapeutic professional practice. Enroll in this program if your goal is to be an integrated practitioner of Eastern and Western healing arts.

**Choose the East West Therapeutic Bodywork, A.A.S. Program to:**

- Gain a wide array of knowledge, assessment, and treatment skills to better serve your future clients
- Practice massage or shiatsu therapy while integrating techniques, skill, and knowledge
- Qualify for a variety of employment options
- Be eligible for national board certification
- Meet the qualifications to be able to practice bodywork in all 50 states

**East West Therapeutic Bodywork, A.A.S Program Objectives**

By completing CenterPoint’s East West Therapeutic Bodywork Program, students will achieve the specific program objectives for both the Shiatsu Therapy and Therapeutic Massage programs. Graduates of the East West Therapeutic Bodywork Program will meet the following additional program objectives:

1. Graduates are proficient in the technical skills, assessment, and application of massage and shiatsu therapy to perform a bodywork session that addresses the needs of the client.
2. Graduates are prepared with a foundation of theory, science, and knowledge needed to create a treatment plan that integrates Western science and Traditional Chinese Medicine.
3. Graduates are career-ready and have obtained the business, ethical, and communication skills needed to develop and operate an integrated bodywork practice or be employed in an establishment offering shiatsu and/or massage therapy.
4. Graduates incorporate self-care techniques and body mechanics into their practice to ensure a long career devoid of work-related injury.

**Benefits of East West Therapeutic Bodywork**

Integrating knowledge and skills from two powerful and complementary systems of therapeutic bodywork increases the scope of conditions that a bodywork therapist can successfully address.

The benefits of East West Therapeutic Bodywork are numerous and range from the improvement of internal symptoms and conditions to resolving chronic pain and rehabilitation from injuries. By correcting internal energetic imbalances through shiatsu while relieving pain and restoring function with therapeutic massage, the client gains faster results that are longer lasting. East West Therapeutic Bodywork is beneficial for numerous internal and external conditions:

**External Conditions**

- Generalized relaxation
- Improves circulation
- Increases range of motion
- Promotes overall health and improves body image
- Rehabilitates injuries from accidents, work, and athletics
- Treats pain due to repetitive use syndromes and postural distortions
- Reduces chronic pain syndromes, stress, and muscular tension

**Internal Conditions**

- Relieves and reduces chronic pain and stiffness throughout the body
- Reduces the frequency and severity of headaches
- Relieves PMS symptoms such as cramping, breast swelling, irritability, and bloating
- Regulates sleep - helps with falling asleep, staying asleep, and normalizing the sleep cycle
- Strengthens the immune system
- Reduces symptoms of digestive disorders including indigestion, bloating, diarrhea, and constipation
- Promotes relaxation and reduces stress
- Improves overall well-being, vitality, and emotional balance
East West Therapeutic Bodywork, A.A.S.
64 Credit Hours - 1350 Clock Hours  
Full-time: 20 Months Part-time: 28-32 Months

General Education Courses
- Musculoskeletal Anatomy
- Human Physiology
- Pathology
- 3-Dimensional Anatomy
- Kinesiology
- Communication & Ethics
- Fundamentals of Traditional Chinese Medicine

Program Courses
- Swedish Massage Foundations* or Swedish Massage I** and Swedish Massage II**
- Advanced Therapeutic Massage Techniques
- Shiatsu Foundations* or Introduction to Shiatsu** and Shiatsu Anma**
- Advanced Shiatsu Techniques & Applications
- Patterns & Pathology in Traditional Chinese Medicine
- Special Populations
- Successful Career Development
- Shiatsu Clinic Training & Summary Session**
- East West Clinic Training & Summary Session**
- East West Student Clinic I
- East West Student Clinic II

Electives (Choose One)
- Advanced Asian Bodywork Therapy
- Birth Doula and Bodywork Therapy
- Craniosacral Techniques
- Foot Reflexology
- Spa & Resort Techniques
- Thai Massage
- Therapeutic Stretching

*Daytime courses **Evening courses
Shiatsu Therapy Diploma

Shiatsu is therapeutic bodywork from Japan based on principles of Traditional Chinese Medicine combined with modern anatomy and physiology. Shiatsu is non-invasive, performed without oils through light, comfortable clothing and uses soothing, kneading, pressing, tapping, and stretching techniques. Shiatsu stimulates and harmonizes the flow of “Qi” (vital energy) throughout the body and has both preventative and therapeutic effects. It is beneficial for a wide range of internal and musculoskeletal conditions. Shiatsu therapy may be stimulating or calming, reduces stress, and contributes to overall well-being.

CenterPoint is unique because it is the only school in the United States that teaches two full-body styles of shiatsu. Students initially train in Namikoshi Shiatsu and progress to Shiatsu Anma and Shiatsu Applications. Namikoshi Shiatsu is grounded in Western science while Shiatsu Anma is based on the theories and techniques of Traditional Chinese Medicine. Shiatsu uses a holistic model that uniquely integrates body, mind, and spirit to support the whole person. Included in the training are many additional techniques and applications adopted by founder Cari Johnson Pelava during her studies in Japan. Emphasis is placed on career longevity through practitioner self-care and proper body mechanics.

Students study Traditional Chinese Medicine (TCM), the foundation of Asian medicine. Through the unique lens of TCM, students adopt a new view of the body: assessing and balancing the energetic system with shiatsu. Each shiatsu session is specifically designed according to client indications. Many clients appreciate the depth and vitality of shiatsu. Choose the Shiatsu Therapy Diploma Program and to expand your ideas of health and wellness.

Shiatsu Therapy Diploma Program Objectives
Graduates of the Shiatsu Therapy Program will meet the following program objectives:

1. Graduates are proficient in the technical skills, assessment, and application of shiatsu therapy to perform a bodywork session which addresses the needs of the individual client.
2. Graduates are prepared with a foundation of theory, science, and knowledge needed to create a shiatsu treatment plan.
3. Graduates are career-ready and have obtained the business, ethical, and communication skills needed to develop and operate a shiatsu therapy practice or be employed in an establishment offering shiatsu therapy.
4. Graduates incorporate self-care techniques and body mechanics into their practice to ensure a long career devoid of work-related injury.

Benefits of Shiatsu Therapy
Shiatsu is beneficial for a wide range of internal, musculoskeletal, and emotional conditions. Benefits of receiving regular shiatsu therapy include:

- Relieves and reduces chronic pain and stiffness throughout the body
- Reduces the frequency and severity of headaches
- Relieves PMS symptoms such as cramping, breast swelling, irritability and bloating
- Regulates sleep - helps with falling asleep, staying asleep, and normalizing the sleep cycle
- Addresses the whole person, integrating body, mind, and spirit
- Reduces symptoms of digestive disorders including indigestion, bloating, diarrhea, and constipation
- Promotes relaxation, reduces stress, and strengthens the immune system
- Improves overall well-being, vitality, and emotional balance
Shiatsu Therapy Diploma
44.5 Credit Hours - 900 Clock Hours  Full-time: 12 Months Part-time: 20-24 Months

General Education Courses
- Musculoskeletal Anatomy
- Human Physiology
- Pathology
- Communication & Ethics
- Fundamentals of Traditional Chinese Medicine

Program Courses
- Shiatsu Foundations* or Introduction to Shiatsu** and Shiatsu Anma**
- Advanced Shiatsu Techniques & Applications
- Patterns & Pathology in Traditional Chinese Medicine
- Special Populations
- Successful Career Development
- Shiatsu Clinic Training & Summary Session**
- Shiatsu Therapy Student Clinic

Electives (Choose One)
- Advanced Asian Bodywork Therapy
- Birth Doula and Bodywork Therapy
- Craniosacral Techniques
- Foot Reflexology
- Spa & Resort Techniques
- Thai Massage
- Therapeutic Stretching

*Daytime courses **Evening courses
Therapeutic Massage Diploma

The Therapeutic Massage Program includes Swedish Massage and Advanced Therapeutic Massage. The foundation is an in-depth science curriculum with a client-centered approach to massage in which clients are active participants in their own therapeutic process. Students develop excellent palpation and technical skills and are well-trained to respond to the needs of clients ranging from stress reduction and relaxation to repetitive use syndromes, postural tension, overexertion, and as well as for auto, work, and sports-related injuries.

Students first train in Swedish Massage for relaxation, stress reduction, relieving muscle tension, and improving circulation and range of motion. It serves as a framework with which other techniques may be combined. Students deepen their scientific knowledge by taking courses in Kinesiology and 3-Dimensional Anatomy. In the 3-Dimensional Anatomy course, each student builds the muscular system in clay on a skeletal model. Students progress into deeper and more therapeutic massage techniques with Advanced Therapeutic Massage. This course presents a regional approach and includes trigger point therapy (Travell), cross-fiber frictioning (Cyriax), and myofascial release techniques (Barnes). Students are taught to address common soft tissue conditions and injuries for clients who have acute and/or chronic pain or limited range of motion. Students learn an anatomically precise, structural approach to massage therapy as developed by founder Jackson Petersburg, which he has successfully used in his practice for over 35 years.

Increasingly, therapeutic massage is being sought by the public for its therapeutic benefits, by medical professionals for treatment of their patients, and by researchers who are documenting the wide array of therapeutic benefits and applications. The Therapeutic Massage Diploma Program at CenterPoint provides the opportunity to gain a the high level of skill and knowledge necessary to become a successful massage therapist. Emphasis is placed on career longevity through proper body mechanics. Enroll in this program if your goal is to help people relax, reduce stress, recover from injury, manage pain, and improve well-being.

Therapeutic Massage Diploma Program Objectives

Graduates of the Therapeutic Massage Program will meet the following program objectives:

1. Graduates are proficient in the technical skills, assessment, and application of massage therapy to perform a bodywork session which addresses the needs of the client.
2. Graduates are prepared with a foundation of theory, science, and knowledge needed to create a treatment plan.
3. Graduates are career-ready and have obtained the business, ethical, and communication skills needed to develop and operate a therapeutic massage practice or be employed in an establishment offering massage therapy.
4. Graduates incorporate self-care techniques and body mechanics into their practice to ensure a long career devoid of work-related injury.

Benefits of Therapeutic Massage

- Generalized relaxation
- Improves circulation
- Increases range of motion
- Promotes overall health and improves body image
- Rehabilitates injuries from accidents, work, and athletics
- Treats pain due to repetitive use syndromes and postural distortions
- Reduces chronic pain syndromes, stress, and muscular tension
Therapeutic Massage Diploma

44.5 Credit Hours - 900 Clock Hours  Full-time: 12 Months  Part-time: 20-24 Months

General Education Courses

- Musculoskeletal Anatomy
- Human Physiology
- Pathology
- 3-Dimensional Anatomy
- Kinesiology
- Communication & Ethics

Program Courses

- Swedish Massage Foundations* or Swedish Massage I** and
  Swedish Massage II**
- Advanced Therapeutic Massage Techniques
- Special Populations
- Successful Career Development
- Massage Clinic Training & Summary Session**
- Massage Student Clinic

Electives (Choose One)

- Birth Doula and Bodywork Therapy
- Craniosacral Techniques
- Foot Reflexology
- Spa & Resort Techniques
- Thai Massage
- Therapeutic Stretching

*Daytime courses  **Evening courses
**Massage Practitioner Certificate**

The foundation of this certificate program is an essential sciences curriculum, focusing on human anatomy, physiology, and pathology. Through the physiological understanding of the indications and contraindications for massage therapy, students gain the knowledge of when to treat and when to refer clients to allied healthcare professionals.

Students in the Massage Practitioner Certificate Program train in Swedish Massage and Body Mobilization Techniques (BMT). Swedish Massage is popular in spas, resorts, clinics, and fitness centers. Techniques include gliding, soothing, kneading, and tapping with additional massage strokes that are beneficial for relaxation, stress reduction, relieving muscle tension, and improving circulation and range of motion. Students learn the importance of proper draping techniques and appropriate client positioning. Emphasis is placed on career longevity through practitioner self-care and proper body mechanics.

The focus of this program is to train students how to deliver a relaxation massage with knowledge and confidence. Additionally, students receive training in hydrotherapy, sports massage, and chair massage. Students also choose one elective course to further customize their training. With the increase of people seeking massage as a component of their health and wellness routine, there are excellent job opportunities for individuals trained in bodywork.

**Massage Practitioner Certificate Program Objectives**

**Graduates of the Massage Practitioner Program will meet the following program objectives:**

1. Graduates are proficient in the application of Swedish massage.
2. Graduates are prepared with a foundation of theory, science, and knowledge needed to apply Swedish massage.
3. Graduates are career-ready and have obtained the business, ethical, and communication skills needed to be employed in an establishment offering massage therapy.
4. Graduates incorporate self-care techniques and body mechanics into their practice to ensure a long career devoid of work-related injury.

**Benefits of Swedish Massage**

- Generalized relaxation
- Provides stress reduction
- Improves circulation
- Increases range of motion
- Promotes overall health and improves body image
Massage Practitioner Certificate
30.5 Credit Hours - 600 Clock Hours  Full-time: 8 Months  Part-time: 16 Months

General Education Courses
Musculoskeletal Anatomy
Human Physiology
Pathology
Communication & Ethics

Program Courses
Swedish Massage Foundations* or Swedish Massage I** and Swedish Massage II**
Successful Career Development
Massage Clinic Training & Summary Session**
Massage Student Clinic

Electives (Choose One)
Birth Doula and Bodywork Therapy
Craniosacral Techniques
Foot Reflexology
Spa & Resort Techniques
Thai Massage
Therapeutic Stretching
*Daytime courses  **Evening courses
### CenterPoint’s Programs

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| Total | 64/1350 | 44.5/900 | 44.5/900 | 30.5/600 |

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<td>3211 Birth Doula &amp; Bodywork Therapy</td>
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<td>4204 Thai Massage</td>
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<td>4300 Advanced Asian Bodywork Therapy</td>
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*Daytime courses **Evening courses
Course Descriptions

**Western Science**

**1102 Human Physiology**
*(4 credit hours, 60 clock hours; 100% lecture)*

This course provides an overview of the structure and function of the major organ systems of the body, including an introduction to chemistry, cell biology, tissues, organs, and glandular function. Human Physiology includes the functions and interactions of the integumentary system, muscular system, nervous system, endocrine system, cardiovascular system, lymphatic system, respiratory system, urinary system, reproductive system, and digestive system. The course has a holistic focus emphasizing how the body functions as a complete organism, preparing the student to develop an understanding of smooth functioning, maintenance of homeostasis, and implications for bodywork interventions with massage and shiatsu. This course is designated as a natural science course.

Prerequisite: None.

**1110 Musculoskeletal Anatomy**
*(3.5 credit hours, 60 clock hours; 75% lecture, 25% lab activities)*

This course introduces the beginning student to the human body as a dynamic living organism, beginning with an overview of the body, including the body regions, planes of movement, and directional terminology. The emphasis of the course is on the gross anatomy of the musculoskeletal system including nomenclature, structure, function, and classifications of the bones and joints. Working systematically through the body, students learn to identify all of the bones and the major muscles. Palpation, full-size skeletal models, and three dimensional anatomy software are used to enhance student learning and understanding. This course provides the foundation for both anatomically precise bodywork therapy and the advanced science courses in the CenterPoint curriculum. This course is designated as a natural science course.

Prerequisite: None.

**1200 3-Dimensional Anatomy**
*(2.5 credit hours, 60 clock hours; 25% lecture, 75% lab)*

This advanced anatomy course provides a three dimensional kines- thetic experience of anatomy through the sculpting of the human body’s muscular and fascial structures out of clay using the Maniken™ System. Students explore the interconnectedness of muscles as they are layered onto a skeletal model. The learning process emphasizes muscle attachment sites, soft tissue layers, and the size and shape of the muscles, providing a deeper detailed understanding of the structure and function of the muscles. Using a variety of resources the class works to come to consensus on the origin, action, and insertion for each muscle learned. This investigative learning strategy enables students to think critically and take ownership of the knowledge. Upon completion of the course students have a deeper comprehension of the intricacies of the human body. This course is designated as a natural science course.

Prerequisite: Course #1110.

**1211 Kinesiology**
*(3.5 credit hours, 60 clock hours; 75% lecture, 25% lab activities)*

Kinesiology is the scientific study of human movement. In this course, students build upon their foundational human anatomy knowledge and explore the bio-mechanical principles of movement. Students explore how muscle groups function together to create dynamic movement at major joints during single and complex movements. A variety of activities, such as walking or throwing a ball, are examined to identify the ways that muscles work sequentially and in tandem to produce all the possible movements of the human body. Throughout the course, students continue to advance their palpation and assessment skills. Evaluation of range of motion, including active and passive analysis, are presented. This course explores possible sources of musculoskeletal soreness and pain, and students are introduced to a variety of orthopedic assessments. This course has been designated as a natural science course.

Prerequisite: Course #1110

**1302 Pathology**
*(4 credit hours, 60 clock hours; 100% lecture)*

This course surveys the pathology of musculoskeletal injuries, joint disease, and systemic disease, including neuromuscular, neurological, gastrointestinal, integumentary (skin), cardiovascular, respiratory, hematic (blood), genitourinary, and endocrine disorders. Emphasis is on developing familiarity with approximately 100 common diseases and conditions, their indications and contraindications for massage and bodywork therapy, and the ability to identify situations in which clients should be referred to a physician or other health care provider. Students develop the ability to make informed decisions about the safety and applicability of massage modalities and to develop critical thinking skills to be able to find information independently. Throughout the course, students learn and use medical terminology. This course is designated as a natural science course.

Prerequisite: Course #1102
Bodywork Technique & Application

Students enrolled in CenterPoint’s technique courses are to come to class prepared for hands-on practice by wearing comfortable clothing and bringing clean practice linens to each class.

Massage technique courses: One twin-size sheet set (one fitted, one flat), one hand towel, a pillowcase or face cradle cover, a blanket or beach towel for warmth, and a massage cream or lotion (no oil).

Shiatsu technique courses: Two twin-sized flat sheets, a pillowcase or face cradle cover and a blanket or beach towel for warmth. Shoes are removed and clean socks must be worn in the shiatsu classroom.

Western Massage Technique Courses

3100 Swedish Massage Foundations

(5 credit hours, 120 clock hours; 25% lecture, 75% lab)

The purpose of Swedish Massage is to promote relaxation, stress reduction, health, and body awareness. This type of massage is popular in spas, resorts, clinics, and fitness centers and frequently serves as the foundational massage technique for many massage therapists. It involves the application of lotion, cream, or oil to the skin surface for gliding, kneading, and other types of massage strokes to reduce stress and tension. In the first half of the course, students learn a sequential massage protocol that incorporates all the fundamental skills of Swedish Massage. Emphasis is placed on the five categories of strokes in Swedish Massage for full body application. Draping techniques, client positioning, therapist self-care, and body mechanics are introduced and practiced. Swedish Massage serves as a foundation into which deeper and more precise strokes and techniques are incorporated. The second half of the course takes the student into the realm of creative massage that is individualized for each client and each session, with emphasis on client needs. The student learns to incorporate a wide variety of new strokes, stretches, and range of motion to address client needs. Students begin to concentrate on specific body regions and develop palpation skills to locate areas of tension. Muscle anatomy, bony landmarks, and body mechanics are reviewed. This course is available only in daytime programs.

Pre/Co-requisite: Course #1110

Eastern Science

2103 Fundamentals of TCM

(3 credit hours, 60 clock hours; 60% lecture, 40% lab activities)

According to the principles of Traditional Chinese Medicine, the human experience is reflected in the emotional, energetic, and physical aspects of the body. This course provides the foundational knowledge necessary to understand the human condition from a Traditional Chinese Medicine (TCM) standpoint. This course presents a foundation in Traditional Chinese Medicine and the most commonly used approaches from the TCM tradition. Students compare and contrast the approach to the human condition from a holistic and conventional Western medical model. Students learn the basic concepts of this ancient healing system, including features of the holistic paradigm, historical landmarks in the development of Chinese medicine, Yin/Yang theory, Fundamental Substances, the Causes of Disease, Eight Principles, Five Elements, Four Examinations, functions of the Zang Fu Organs, meridian and point location, and assessment techniques. Early in the course, students begin to practice the Four Examinations, including tongue and pulse assessment. The theory and assessment tools learned in this course are used in the shiatsu technique courses for analysis and treatment planning. This course is designated as a social science course.

Pre/Co-requisite: Taken concurrently with Course #4100 or #4102

2201 Patterns & Pathology in TCM

(3 credit hours, 60 clock hours; 60% lecture, 40% lab activities)

This course is designed to continue and expand studies in Traditional Chinese Medicine (TCM) learned in Course #2103, including Five Elements, Four Examinations, the organ systems, assessment techniques, meridians, and point locations with an emphasis on Zang Fu organ functions. Students learn the primary patterns of disharmony for each organ system. Class lectures and discussions deepen the understanding of the properties of individual points, point category classifications, and the Eight Extraordinary Vessels. Case studies and clinical applications are explored. Through case study, students apply TCM principles in evaluating clients. Course content will also be used in the Advanced Shiatsu Techniques & Applications course.

Prerequisite: Course #2103
3101 Swedish Massage I
(2.5 credit hours, 60 clock hours; 25% lecture, 75% lab)

This course presents Swedish Massage theory and technique. The purpose of Swedish Massage is to promote relaxation, stress reduction, health, and body awareness. This type of massage is popular in spas, resorts, clinics, and fitness centers and frequently serves as the foundational massage technique for many massage therapists. It involves the application of lotion or cream to the skin surface for gliding, kneading and other types of massage strokes to reduce stress and tension. The students learn a sequential massage protocol that incorporates all the fundamental skills of Swedish Massage. Emphasis is placed on the five categories of strokes in Swedish Massage for full body application. Draping techniques, client positioning, therapist self-care, and body mechanics are introduced and practiced. Swedish Massage serves as a foundation into which deeper and more precise strokes and techniques are incorporated. This course is available only in evening programs.

Pre/Co-requisite: Course #1110

3102 Swedish Massage II
(2.5 credit hours, 60 clock hours; 25% lecture, 75% lab)

This course takes the student into the realm of creative massage that is individualized for each client and each session, with emphasis on client needs. The student learns to incorporate a wide variety of new strokes, stretches, and range of motion movements. Students begin to concentrate on specific body regions and develop palpation skills to locate areas of tension. Muscle anatomy, bony landmarks, and body mechanics are reviewed. This course is available only in evening programs.

Prerequisite: Course #3101

3200 Advanced Therapeutic Massage Techniques
(5 credit hours, 120 clock hours; 25% lecture, 75% lab)

This course includes the theory and techniques used in rehabilitative massage and elevates students’ massage techniques to a therapeutic and rehabilitative level. The focus is on learning techniques that have the capacity to create structural change in the soft tissues of the body. These techniques include trigger point therapy (Travell), cross-fiber frictioning (Cyriax), and myofascial release techniques (Barnes). Students learn to address common soft tissue conditions and injuries for clients who have acute and/or chronic pain or limited range of motion. Students learn an anatomically precise, structural approach to massage therapy.

Advanced anatomy, palpation skills, and rehabilitative techniques are practiced. These techniques can be applied in a variety of situations, including injuries from accidents, sports, work, repetitive use syndromes, postural distortions, and overexertion. Other causes, activators, and perpetuating factors are examined. Referred pain patterns, client symptomatology, entrapment syndromes, muscle specific stretches, and other corrective actions are presented.

This course takes a regional approach to the body, initially concentrating on the upper body, including head and jaw, anterior/posterior neck, chest, shoulders, and arms. The remainder of the course focuses on the abdomen, spinal muscles and low back, hips and thighs, knees, legs, feet, and ankles.

Prerequisite: Course #3100 or #3102; Pre/Co-requisite: Course #1200

Shiatsu Technique Courses

4100 Shiatsu Foundations
(5 credit hours, 120 clock hours; 25% lecture, 75% lab)

In the first half of this course, students are introduced to the foundational principles and techniques of shiatsu. In the technique portion of the class, students learn a full-body, general conditioning sequence based in the Namikoshi system of shiatsu, which is the official shiatsu style of Japan. In Japan, Namikoshi Shiatsu is considered to be the foundation for learning other styles of shiatsu. In the lecture portion of the course, students learn about relevant aspects of shiatsu including physiological effects, origins and history, contraindications, overall benefits, characteristics, and applications for specific conditions. Strength training exercises, guided visualizations, and kinesthetic explorations are included to help students develop the physical strength, touch sensitivity, and intuition necessary for performing shiatsu therapy. In the second half of the course, students learn the fundamental techniques of Shiatsu Anma by practicing Dr. Kaneko’s Long and Short Forms. The course teaches the origins and history of Shiatsu Anma, the functions and locations of major points, the effects of Shiatsu Anma techniques according to Traditional Chinese Medicine, and basic hara palpation. Taoist breathing meditations and Do-In exercises begin each class. The students learn the twelve main meridian pathways and are able to perform one-hour sessions in Namikoshi Shiatsu and Shiatsu Anma. This course is available only in the daytime program.

Prerequisite: Course #1110 and Pre/Co-requisite: Course #2103
4101 Introduction to Shiatsu
(2.5 credit hours, 60 clock hours; 25% lecture, 75% lab)

In this course, students are introduced to the foundational principles and techniques of shiatsu. In the technique portion of the class, students learn a full-body, general conditioning sequence based in the Namikoshi system of shiatsu, which is the official shiatsu style of Japan. In Japan, Namikoshi Shiatsu is considered the foundation for learning other styles of shiatsu. In the lecture portion of the course, students learn about other relevant aspects of shiatsu including: physiological effects, origins and history, contraindications, overall benefits, characteristics, and applications for specific conditions. Strength training exercises, guided visualizations, and kinesthetic explorations are included to help students develop the physical strength, touch sensitivity, and intuition necessary for performing shiatsu therapy. Students are able to perform a one-hour Namikoshi Shiatsu session by the end of this course. This course is available only in evening programs.

Prerequisite: Course #4100
Recommended: Course #1110

4102 Shiatsu Anma
(2.5 credit hours, 60 clock hours; 25% lecture, 75% lab)

In this course, students learn the fundamental techniques of Shiatsu Anma by practicing Dr. Kaneko’s Long and Short Forms. The course teaches the origins and history of Shiatsu Anma, the functions and locations of major points, the effects of Shiatsu Anma techniques according to Traditional Chinese Medicine, and basic hara palpation. Taoist breathing meditations and Do-In exercises begin each class. The students learn the twelve main meridian pathways and are able to perform a one-hour Shiatsu Anma session. This course is available only in evening programs.

Prerequisite: Course #4101 and Pre/Co-Requisite: Course #2103

4200 Advanced Shiatsu Techniques & Applications
(5 credit hours, 120 clock hours; 25% lecture, 75% lab)

In this course, students learn principles of application for treating energetic imbalances. Students practice assessing imbalances and applying shiatsu techniques in accordance with the Eight Principles to treat Zang Fu and channel pathologies. Advanced Shiatsu Anma techniques including Ampuku (abdominal massage), side posture, and elbow pressure are demonstrated and practiced. Principles and patterns of disharmony are presented within Five-Element modules. Students practice assessing the root and branch imbalances within each module. Students discover how to address musculoskeletal conditions such as back pain, neck and shoulder pain, and joint pain from a TCM perspective, treating both root and branch. In addition, students learn how to address internal imbalances such as headaches, digestive, respiratory, and gynecological difficulties. Breathing meditations, Qigong, and/or Do-In exercises begin each class.

Prerequisite: Courses #4100 or #4102 and Pre/Co-Requisite: Course #2201

Personal & Professional Development

5203 Communication & Ethics
(4.0 credit hours, 60 clock hours; 100% lecture)

This course focuses on two interconnected areas essential to the success of a bodywork therapist: effective communication skills and a clear understanding of the role of ethics in the therapeutic relationship. Students are challenged to learn and to develop effective interpersonal and professional communication skills. Through practice and discussion, students discover and define key communication concepts including: barriers and enhancers of communication, active listening, rapport and empathy, verbal and non-verbal communication, constructive feedback, and effective conflict resolution. Students practice effective oral and written communication skills through in-class presentations and written assignments. The importance of evidence-informed practice, research methodologies, and how to critique a research study are covered. Students learn to read and evaluate content, conclusions, and information from articles and research, and how to apply these findings to their practice. Students are introduced to the foundational principles of ethics and boundaries. Ethical challenges and decision-making skills specific to the bodywork profession are explored. Students are challenged to develop a professional code of ethics to be used in their future practice. Students understand philosophical and cultural impact on personal and professional boundaries, explore power differentials and dual relationships, define the concepts of transference and countertransference, and examine the difference between sex, touch, and intimacy. In this course, students are provided an introduction to the importance of credentials, relevant laws, and regulations for the profession. This course also encourages self-awareness through evaluation and assessment of individual strengths and potential areas for growth. Two credits of this course are designated as communications and two credits are designated as humanities.

Prerequisite: none

5302 Successful Career Development
(3.0 credit hours, 60 clock hours; 60% lecture, 40% lab activities)

This course prepares students for the beginning of their journey into the profession of therapeutic bodywork whether their goal is to gain employment or to become self-employed. Students work in both group and individual formats to create their professional identity. They sharpen their individual focus and intention through the development of a business or action plan, utilizing and honing their resume writing and interviewing skills, and discuss presenting themselves as professionals. Each student leaves the class with a complete identity package (business card, brochure, flyer, website, resume, Client Bill of Rights, and business or career plan) and a working knowledge of the ethics, laws, and regulations of bodywork professionals.

Prerequisite: Course #5203
Student Clinic

The CenterPoint Student Clinic promotes learning in a professional atmosphere that prepares students for future employment. Student Clinic is the heart of CenterPoint’s career training programs, providing students the opportunity to create individualized client sessions under the guidance of a clinic supervisor. During their clinic term, students meet weekly in Summary Session to present and discuss their clinic experiences in a collaborative setting with instructors and fellow students. Through Student Clinic and Summary Session, CenterPoint students develop the skills needed to promote a successful and fulfilling bodywork practice.

During clinic sessions students learn to integrate knowledge and technique with support of an experienced supervisor. By providing bodywork to members of the general public, CenterPoint’s clinic helps to build the students’ self-confidence and professional competence as a bodywork professional.

Student Clinic includes supervised clinic hours working on clients at the CenterPoint Student Clinic and outreach events. Students register for clinic sessions within pre-allotted student clinic appointment hours. All students enrolled in Student Clinic during the fall term must participate in the CenterPoint Massage & Shiatsu Therapy tent at the Medtronic Twin Cities Marathon.

Students supply their own clean, solid-color linens and massage cream or lotion (no oil) for student clinic. When working in the clinic, students wear a CenterPoint t-shirt with black, sand (beige), or sage (green) pants. Student clinic is a scheduled course and a requirement of each program. CenterPoint’s Student Clinic is very popular with the public, however, students are responsible for assuring that they have clients to work on. Students are scheduled for clinic shifts according to the number of shifts needed to fulfill the requirements for their program. Students do not receive credit for a clinic appointment without a client, and the required clinic hours are to be completed within the scheduled clinic term.

Before students begin Student Clinic, all of the following prerequisites must be met:

- completion of all prerequisite courses
- concurrent enrollment and attendance in the corresponding Clinic Training & Summary Session course
- current certification in Adult First Aid, CPR, & AED

Outreach/Fieldwork

CenterPoint sponsors outreach opportunities for students which promote community involvement and help develop professional skills through supervised student participation at health fairs, benefits, athletic events, and much more. Outreach is a requirement for all Student Clinic courses. This is an opportunity for students to experience a variety of potential work environments and to develop promotional skills. Completion of six outreach hours is a requirement for all programs.

6302 Special Populations

(3.0 credit hours, 60 clock hours; 50% lecture and 50% lab)

The purpose of this capstone course is for the student to learn how to approach therapeutic bodywork for special populations utilizing the skill and knowledge from their entire program. The overall approach is integrated, where Eastern and Western approaches are discussed together. Students investigate several special populations that frequently seek bodywork therapy. These populations include geriatric patients, individuals with impairments and disabilities, cancer patients and survivors, individuals who have diabetes, individuals who are obese, pregnant women, patients with fibromyalgia, HIV/AIDS, multiple sclerosis, and survivors of trauma and abuse. Pathology, etiology, indications, and contraindi-

Prerequisite: Courses #1302 and #3200 or #4200.
6426 Massage Practitioner Student Clinic  
(3 credit hours, 90 clock hours; 6.5% lecture, 93.5% lab)
This course provides students the opportunity to practice their Swedish massage techniques with members of the public who come to CenterPoint’s student clinic. Students attend Adult First Aid, CPR, & AED training the first Saturday of their clinic term. Students in the Massage Practitioner program apply their knowledge and skills of massage therapy to relax and restore the client. Students perform an intake, document the session, and follow-up with clients. The sessions are closely supervised. A total of 61 one-hour clinic sessions and six outreach hours are required.
Prerequisite: Courses #3100 or #3102, #5203, concurrent enrollment in Course #6430 and the completion of the clinic training classes of #6430. Current certifications in Adult First Aid, CPR, & AED are required for Student Clinic.

6430 Massage Clinic Training & Summary Session  
(2 credit hours, 45 clock hours; 17% lecture, 83% lab)
This course prepares and orients massage students to all aspects of the clinical setting. Administrative policies and procedures are reviewed along with a review of contraindications, client/therapist roles, client aftercare, and client retention. Intake, assessment, and treatment planning are reviewed so that students can feel confident working with their clinic clients. Adjunct techniques taught include chair massage, hydrotherapy, and sports massage. The course includes 24 hours of Summary Session in a collegial environment that includes students and a faculty facilitator. In this course, students review hands-on techniques and assessment and discuss sessions they have performed in student clinic. The importance of Evidence-Informed Practice is discussed and students complete a research project which includes a paper and presentation.
Prerequisites for Therapeutic Massage students: Courses #3200, #5203, concurrent enrollment in Course #6426, #6431, or #6436. Attendance is required for all clinic training and adjunct therapy classes.
Prerequisites for Massage Practitioner students: Courses #3100 or #3102, #5203, concurrent enrollment in Course #6426. Attendance is required for all clinic training and adjunct therapy classes.

6431 East West Student Clinic I - Massage  
(2 credit hours, 60 clock hours; 6.5% lecture, 93.5% lab)
This clinic course is required for students in the East West Therapeutic Bodywork program after they complete the first phase of their training in massage therapy. Students practice their massage technique, assessment, and application skills with members of the public who come to CenterPoint’s Student Clinic. Students attend Adult First Aid, CPR, & AED training the first Saturday of their clinic term. Students in the East West Therapeutic Bodywork program apply their advanced knowledge and skills of anatomically specific work according to client need. Students perform an intake, design a treatment plan, document the session, and follow up with clients. The sessions are closely supervised. A total of 40 one-hour clinic sessions and two outreach hours fulfill this course requirement.
Prerequisite: Courses #3200, #5203, concurrent enrollment in Course #6430, and the completion of the clinic training classes of #6430. Current certifications in Adult First Aid, CPR, & AED are required for Student Clinic.

6436 Massage Student Clinic  
(3 credit hours, 90 clock hours; 6.5% lecture, 93.5% lab)
This course provides students the opportunity to practice their massage techniques with members of the public who come to CenterPoint’s student clinic. Students attend Adult First Aid, CPR, & AED training the first Saturday of their clinic term. Students in the Therapeutic Massage program apply their advanced knowledge and skills of anatomically specific work according to client need. Students perform an intake, design a treatment plan, document the session, and follow up with clients. The sessions are closely supervised. A total of 61 one-hour clinic sessions and six outreach hours are required.
Prerequisite: Courses #3200, #5203, concurrent enrollment in Course #6430, and the completion of the clinic training classes of #6430. Current certifications in Adult First Aid, CPR, & AED are required for Student Clinic.

6440 Shiatsu Clinic Training & Summary Session  
(2 credit hours, 45 clock hours; 17% lecture, 83% lab)
This course provides students the opportunity to practice their massage techniques with members of the public who come to CenterPoint’s student clinic. Students attend Adult First Aid, CPR, & AED training the first Saturday of their clinic term. Students in the Therapeutic Massage program apply their advanced knowledge and skills of anatomically specific work according to client need. Students perform an intake, design a treatment plan, document the session, and follow up with clients. The sessions are closely supervised. A total of 40 one-hour clinic sessions and two outreach hours fulfill this course requirement.
Prerequisite: Courses #4200, #5203 and concurrent enrollment in Course #6441 or #6446. Attendance is required for all clinic training and adjunct therapy classes.

6441 East West Student Clinic I - Shiatsu  
(2.5 credit hours, 75 clock hours; 6.5% lecture, 93.5% lab)
This clinic course is required for students in the East West program...
after they complete the first phase of their training in shiatsu therapy. Students practice their shiatsu technique, assessment, and application skills with members of the public who come to CenterPoint’s Student Clinic. Students experience integrating shiatsu techniques with advanced knowledge and skills of TCM and treatment planning according to client need. Students perform intakes, design treatment plans, document the sessions, and follow up with clients. The required sessions are closely supervised. A total of 51 one-hour clinic sessions and four outreach hours fulfill this course requirement. Students attend Adult First Aid, CPR, & AED training and adjunct therapy classes.

Prerequisite: Courses #4200, #5203, concurrent enrollment in Course #6440, and the completion of the clinic training classes of #6440. Current certifications in Adult First Aid, CPR, & AED are required for Student Clinic.

6446 Shiatsu Student Clinic
(3 credit hours, 90 clock hours; 6.5% lecture, 93.5% lab)

This clinic course is required for students in the Shiatsu Therapy Program. Students practice their shiatsu technique, assessment, and application skills with members of the public who come to CenterPoint’s Student Clinic. Students experience integrating shiatsu techniques with advanced knowledge and skills of TCM and treatment planning according to client need. Students perform intakes, design treatment plans, document the sessions, and follow up with clients. The required sessions are closely supervised. A total of 61 one-hour clinic sessions and six outreach hours fulfill this course requirement. Students attend the Adult First Aid, CPR, & AED courses the first Saturday of their clinic term.

Prerequisite: Courses #4200, #5203, concurrent enrollment in Course #6440, and the completion of the clinic training classes of #6440. Current certifications in Adult First Aid, CPR, & AED are required for Student Clinic.

6450 East West Clinic Training & Summary Session
(2 credit hours, 45 clock hours; 17% lecture, 83% lab)

This course prepares and orients East West Therapeutic Bodywork students to all aspects of the clinical setting. Administrative policies and procedures are briefly reviewed, along with a review of contraindications, client/therapist roles, client aftercare, and client retention. Subjects taught include a systematic review of Swedish Massage, Body Mobilization Techniques (BMT), Namikoshi Shiatsu, Shiatsu Anma, and shiatsu applications. The course includes 27 hours of Summary Session in a collegial environment that includes students and a faculty facilitator. In this portion, students review sessions they have performed in student clinic, hands-on techniques, assessment, and discuss treatment principles and strategies. Emphasis is on integration of Eastern and Western assessment and techniques to address specific client complaints.

Prerequisite: Courses #3200, #4200, #5203, concurrent enrollment in Course #6451 or #6455. Attendance is required for all clinic training and adjunct therapy classes.

6451 East West Student Clinic II - Massage
(2 credit hours, 60 clock hours; 6.5% lecture, 93.5% lab)

This clinic course is required for students in the East West Therapeutic Bodywork program after they complete the second phase of their training in therapeutic massage. Students begin this clinic term by practicing massage sessions. Students apply their advanced knowledge and skills of anatomically specific work according to client need. Then, emphasis is placed on integrating massage & shiatsu in the same session. Students practice assessment, treatment planning, and application integrating Eastern and Western knowledge and skill. The required sessions are closely supervised. A total of 43 one-hour clinic sessions and two outreach hours are required. The first Saturday of the course is a five-hour orientation to East West clinic and is devoted to exploring the integration of shiatsu and massage both practically and theoretically.

Prerequisite: Courses #3200, #4200, #5203, concurrent enrollment in Course #6450, and the completion of the clinic training classes of #6450. Current certifications in Adult First Aid, CPR, & AED are required for Student Clinic.

6455 East West Student Clinic II - Shiatsu
(2.5 credit hours, 75 clock hours; 6.5% lecture, 93.5% lab)

This clinic course is required for students in the East West Therapeutic Bodywork program after they complete the second phase of their training in shiatsu therapy. Students practice their shiatsu technique, assessment, and application skills with members of the public who come to CenterPoint’s Student Clinic. Additionally, emphasis is placed on integrating massage and shiatsu in the same session. Students practice assessment, treatment planning, and application integrating Eastern and Western knowledge and skill. The required sessions are closely supervised. A total of 53 one-hour clinic sessions and four outreach hours fulfill this course requirement. The first Saturday of the course is a five-hour orientation to East West clinic and is devoted to exploring the integration of shiatsu and massage both theoretically and practically.

Prerequisite: Courses #3200, #4200, #5203, concurrent enrollment in Course #6450, and the completion of the clinic training classes of #6450. Current certifications in Adult First Aid, CPR, & AED are required for Student Clinic.
Elective Courses

3204 Craniosacral Techniques
(2 credit hours, 45 clock hours)

Craniosacral Therapy is a gentle, non-invasive, hands-on method for correcting problems in the craniosacral system in which the brain and spinal cord function. Using a light touch, practitioners work through clothing, assessing and releasing restrictions in the craniosacral and fascial systems throughout the body to improve the functioning of the whole person. Craniosacral Therapy encourages the body’s natural healing mechanisms to dissipate the negative effects of stress and improve the body’s internal environment. Craniosacral Therapy is increasingly used as a preventive measure for its ability to bolster resistance to disease and is effective for a wide range of common problems. Everyone benefits from this work which balances and regulates the cerebral spinal fluid and especially those with the following conditions:

- Headaches (migraine and tension)
- Chronic neck and back pain
- Learning disabilities and attention deficiencies
- Chronic fatigue and fibromyalgia
- Emotional imbalances
- Stress and tension-related problems
- Neurological disorders (Stroke, Parkinson’s Disease, MS, etc.)
- Temporo-mandibular joint (TMJ) disorder and other connective-tissue disorders

This course explores the anatomy and physiology of the craniosacral system, and students learn hands-on cranial and fascial release techniques to manage and reduce pain, various illnesses, and dysfunction. Craniosacral techniques are easily incorporated into massage and shiatsu bodywork sessions. Discover how these techniques offer astonishing results with minimal effort.

Prerequisite: Courses #1110 and #3100 or #3102, or #4100 or #4102.

3208 Spa & Resort Techniques
(2 credit hours, 45 clock hours)

Spas have become one of the largest employers of massage therapists in the United States. Spa techniques combine natural healing traditions with relaxation and restoration for the spa massage client. Spa training prepares the massage or shiatsu therapist to find employment in spa establishments, resorts, hotels, salons, and cruise ships. Bodywork therapists also incorporate spa techniques into private practice without the need for extensive equipment or special “wet room” facilities. The foundation of CenterPoint’s Spa & Resort Techniques course is therapeutic. Spa techniques are taught from the healing perspective in addition to comfort and relaxation. These ancient practices have therapeutic benefits for today’s massage clients.

In this course students discover historical background for spa and resort massage, and a vast array of spa techniques including wraps, clay application, hydrotherapy, heated stone massage, and much more. Essential Oils and Aromatherapy are introduced and integrated into many of the spa treatments. Students learn and practice:

- Safe use of hot and cold stones to bring balance and grounding to clients
- The art, science, and application of aromatherapy and exfoliation techniques using salt, sugar, and manual brushing
- Body wraps with various mediums including clay, mud, and seaweed
- Marketing ideas

Spa & Resort Techniques is an excellent way to expand your sessions with clients. You can combine many of the spa techniques with your massage or shiatsu sessions to create just the right treatment. This course offers the opportunity to learn the tools to offer a wide range of services to your clients, both in private practice and established businesses.

Prerequisite: Courses #1110 and #3100 or #3102, or #4100 or #4102.

3211 Birth Doula & Bodywork Therapy
(2 credit hours, 45 clock hours)

A birth doula is a person trained to provide physical, emotional, and informational support during the childbirth process. Numerous studies have documented the benefits of having a birth doula present at labor. With the support of a doula, women report having a more positive birth experience and have an increased likelihood of an unmedicated, natural childbirth. In addition to birth doula training, students learn bodywork techniques for prenatal and labor support. The integration of bodywork therapy into the labor experience helps to stimulate the production of natural oxytocin, increasing feelings of well-being and promoting a higher pain threshold. Students learn:

- Doulas of North America (DONA) International Standards of Practice and Code of Ethics
- Prenatal support & doula business practices
- Client communication
• Labor support and comfort measures
• Eastern and Western pregnancy and labor support bodywork techniques
• How to deal with challenging childbirth scenarios
• About the newborn and basics of breastfeeding support
• Postpartum support and resources

This course follows the DONA International standards and prepares students to apply for DONA certification upon completion of additional requirements. This course provides massage and shiatsu therapists with a unique and complementary skill set that distinguishes them from other professionals.

Prerequisite: Courses #1110 and #3100 or 3102, or #4100 or #4102.

3212 Therapeutic Stretching
(2 credit hours, 45 clock hours)

Therapeutic Stretching is a course for massage and shiatsu therapists to discover stretching techniques that can be integrated into bodywork sessions to facilitate improvement in a client’s physical well-being. Clients come with a variety of conditions from head to toe that affect the muscles, tendons, ligaments and local soft tissues that respond positively to therapeutic stretching.

This course provides an overview of the general guidelines and the basic physiological concepts of stretching, including soft tissues affected, muscle types, and related reflexes. Participants learn and practice:

• The benefits and proper execution of PNF stretching
• The differences and indications between passive and active stretching
• Stretches that can be performed both solo and partner-assisted
• Single plane and three dimensional stretching patterns
• To choose appropriate rehabilitative stretches for specific injuries or conditions
• To identify contraindicated conditions for stretching
• How to modify stretching protocols when necessary
• How and when to recommend specific stretches to clients for home practice

The course encompasses stretching techniques for the spine and trunk (cervical, thoracic, and lumbar regions), upper extremity (shoulder, elbow, wrist, hand, and fingers), and lower extremity (foot, ankle, knee, leg, thigh, and hip) as well as implications in conjunction with massage and shiatsu sessions. Weekly, students experience the benefits of stretching through self-practice and partnered-practice. This course assists the massage and shiatsu therapist to expand their clinical offerings and improve their client’s therapeutic outcome.

Prerequisite: Courses #1110 and #3100 or 3102, or #4100 or #4102.

3213 Foot Reflexology
(2 credit hours, 45 clock hours)

Foot Reflexology is an ancient therapy that has been practiced amongst many cultures throughout the world. The feet contain reflex points that correspond to the body’s structures and functions, making reflexology an ideal adjunctive technique for massage and shiatsu therapists. In this interactive course, students learn a detailed map of the feet with over 30 reflex points, techniques to stimulate the reflexes, and the philosophies behind the techniques to refine your manual skills. Students learn and practice:

• The locations of the reflex points
• A variety of techniques to stimulate the reflexes
• How to incorporate reflexology within a massage treatment
• Exfoliation techniques for the feet
• Foot baths and the use of hot towels
• Holistic philosophy and how reflexology fits within this concept
• Ayurvedic philosophy and how to use this to customize reflexology treatments

Reflexology can serve as a stand-alone therapy or be combined with other types of therapeutic bodywork, including massage and shiatsu, to be offered at spas, salons, fitness centers and your private practice. Students practice the techniques in class, and will experience the beneficial effects of foot reflexology throughout the course. Enroll in this course to add a skill to your toolbox that clients love.

Prerequisite: Courses #1110 and #3100 or 3102, or #4100 or #4102.

4204 Thai Massage
(2 credit hours, 45 clock hours)

Thai Massage is part of the four-fold traditional medical system of Thailand. Thai medicine shares features with Chinese medicine and Ayurvedic medicine, including the concepts of energy flow through pathways of the body. This style of bodywork is traditionally performed on a mat on the floor and emphasizes the mind/body connection and has been utilized in the treatment of physical, emotional, and spiritual disorders.

The main techniques of Thai Massage include the application of stretching and acupuncture throughout the whole body to stimulate energy flow. Thai Massage is often called Thai Yoga Massage because the therapist uses assisted yoga asanas to move the client through a series of stretches. It is performed on a floor mat and utilizes the thumbs, fingers, forearms, elbows, palms, knees, legs, and feet for stretching, massage and acupuncture techniques, joint mobilization, and muscle compression. Thai Massage is a very active and energizing, yet deeply relaxing experience for both the practitioner and the client. Once the client has relaxed, the practitioner, with a heightened sensitivity, stretches the client to his or her comfortable limit.
A high level of significance is attributed to the abdominal region. According to Thai Traditional Medicine, all the major energy pathways of the body have their origin in the vicinity of the navel. Therefore, the abdominal massage techniques are a crucial component of the healing benefit of this training.

In this course, you will discover the main features of Thai Traditional Medicine, focusing on the concepts of energy flow through pathways of the body. The main manual applications of acupressure and stretching will be presented and practiced. Students learn to perform a full body Thai Massage. Techniques for the supine, side-lying, sitting, and prone positions are included. This course includes chanting as a form of meditation at the beginning of each class.

**Prerequisite:** Courses #1110 and #3100 or 3102, or #4100 or #4102.

**4300 Advanced Asian Bodywork Therapy**  
**(2 credit hours, 45 clock hours)**

Advanced Asian Bodywork Therapy offers the shiatsu student additional skills and techniques to improve clinical effectiveness. Students have the opportunity to deepen intuitive awareness while improving assessment and treatment skills. This course focuses on expanding and refining assessment skills while providing the tools to treat complex patterns of disharmony.

This course includes the following areas of emphasis:

- Refining and practicing assessment methods including hara (abdominal) and navel diagnosis, 5-Element body type analysis, and discernment through palpation and visual assessment techniques
- Addressing mental and emotional conditions with assessment and treatment strategies utilizing the 5-Element Creative and Destructive cycles
- Deepening point selection skills in treatments with the use of Transporting points, Luo points for musculoskeletal conditions, and the Spirit and Ghost points for effective results
- Using the 8 Extraordinary Vessels to assess and treat advanced conditions and difficult patterns
- Assessing and treating conditions of the “Fu” organs (Yang organs)
- Deepening and expanding the utilization of the 5-Element theory in assessing and treating clients’ imbalances
- Assessment and long-term treatment planning for Yin and Yang combined pathologies, complex conditions, and western physical and mental-emotional diseases

Each class begins with Medical Qigong exercises that can be beneficial to clients with diseases like diabetes, cancer, trauma/PTSD, irritable bowel syndrome, and more. Students will benefit from integrating the powerful tools, knowledge, and techniques from this course into their shiatsu practice.

**Prerequisite:** Courses #4200 and #2201

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**Program Requirements and Hours**

**Units of Academic Credit**

CenterPoint courses are measured in Semester Credit Hours. The standard definition of a Semester Credit Hour is as follows:

- 15 clock hours of lecture time earns 1 credit
- 30 clock hours of lab time earns 1 credit

Please note that some courses contain a mixture of lecture and lab instruction and therefore have fractions of credits assigned to them. Clock hours are stated for each course, as this reflects the actual in-class time that students must schedule. One clock hour is defined as a minimum of 55 minutes of instructional time in a 60-minute hour.

**Study Time**

Most courses require out of class study and practice time. Reading, homework, projects, and technique practice are out-of-class activities. In general, one or two hours of outside study and practice is needed for every hour spent in class. Students in technique courses are expected to practice their techniques outside of class between two and five hours per week.

**Program Schedules**

The CenterPoint school year is divided into three 15-week terms. The Fall term begins in August/September, the Winter term begins in January, and the Spring term begins in April/May. Programs are year-round with a one or two week break between terms.

Full-time day and part-time evening schedules are available for all training programs. Accelerated or accommodation schedule options are available for qualified students. Ask your Admissions Representative for more information. All courses begin in the first week of a term and run for 15 weeks. Most courses meet once per week. Not every course runs every term. Check the current CenterPoint Program Schedules for more information. Program schedules are available from the Admissions Representative.
Full-time schedules are optimal for a student to progress through the program in the shortest amount of time and be fully immersed in the training. The full-time student attends class approximately 16 - 20 hours per week. Classes are scheduled Monday through Thursday during the daytime for full-time students. All students, including daytime students, attend their Clinic Training and Summary Session course one evening per week during their clinic term. Please see CenterPoint’s Program Registration Forms and Course Schedules for more information.

Part-time schedules are designed for students with full-time work or family commitments. The part-time student attends class two or three evenings per week. Classes are scheduled Monday through Thursday. Please check with an Admissions Representative for the part-time schedules. It is strongly recommended that anyone who works 20 hours or more per week enroll in a part-time program.

Elective courses are scheduled in weekend modules or on a weekday evening. Most weekend elective courses meet for one weekend per month, over three months. Birth Doula & Bodywork Therapy is scheduled for two three-day weekends. The evening elective course is scheduled on a weekday evening, once a week for 15 weeks. Please check the current program schedule for more information.

Student Clinic at CenterPoint is scheduled on Fridays, Saturdays, and periodically on Sundays. Students attend one or two shifts almost every weekend during their clinic term and must have both Friday and Saturday availability. Students are scheduled for four one-hour appointments per shift. The outreach clinic hours that students complete during their clinic term(s) are scheduled most often on weekdays during normal business hours. Evening students will likely need to make arrangements to attend a weekday outreach event to fulfill their outreach requirement.

To support learning and success, and to ensure that all course prerequisites are met. CenterPoint’s schedules provide the optimal progression through the curriculum. Please refer to the CenterPoint Program Registration Form for specific dates and times of terms and courses. You may request a Program Schedule from an Admissions Representative.

### Academic Calendars for 2019 - 2022

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
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<td>Fall 2021</td>
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**CenterPoint is closed on the following days:**

It’s All About Value

Admissions

Whether you are embarking on your first career or making a shift to a new, more fulfilling career, the CenterPoint admissions staff is here to support you. Your Admissions Representative is accessible for all of your inquiries and questions regarding CenterPoint’s programs throughout the admissions process. We want you to feel confident that CenterPoint is the right school for you.

The CenterPoint Admissions staff is available Monday through Friday during normal business hours. Contact Admissions by telephone at 952-562-5200, ext. 220 and by e-mail at admissions@CenterPointMN.com. All calls and inquiries are returned within 24 hours, Monday through Friday.

Where do I begin?

To fully explore your possibilities, we invite you to schedule a personal appointment with an Admissions Representative. You will share your educational and career vision, tour the school, and have all your questions answered in a welcoming and peaceful environment.

Explore Your Possibilities at CenterPoint

Attend an Admissions Meet & Greet. Discover the art and science of Therapeutic Massage and Shiatsu Therapy. Enjoy a free chair massage from current CenterPoint students. Learn about the therapeutic bodywork profession and see a demonstration from our founders who are nationally recognized in the fields of massage and shiatsu. Experience our hands-on teaching and learning environment. Hear about the exciting educational and program choices we offer at CenterPoint. Become inspired with many career options and explore your future in our friendly and welcoming environment. Check the CenterPoint website for the next Admissions Meet & Greet: www.CenterPointMN.com.

Attend a Free Introductory Class. CenterPoint offers 2-hour introductory classes for people who are considering massage and bodywork as a profession. You will learn simple therapeutic massage or shiatsu techniques that you can use on friends and family. Call Admissions to reserve your place: 952-562-5200, ext. 220

Be a Student for a Day. Call your Admissions Representative to arrange to attend classes, talk with students, and meet instructors. This is an ideal way to experience our excellent instruction and friendly environment.

Schedule a session in CenterPoint’s Student Clinic. If you would like to see what our students learn, schedule an appointment in our student clinic. You will receive a first hand experience of what you can expect to learn at CenterPoint. Call reception at 952-562-5200 to schedule your appointment.

Attend a Massage Basics and/or a Shiatsu Basics workshop. These one-day introductory workshops are an excellent opportunity for people considering therapeutic bodywork as a career. Ask your Admissions Representative for information and a schedule, or visit www.CenterPointMN.com.

Contact CenterPoint Admissions

Office: 952-562-5200, ext 220 Mobile: 612-229-1166
E-mail: admissions@CenterPointMN.com
Admissions Process

The Ideal Candidate
CenterPoint seeks applicants who show promise to become dedicated, compassionate, and responsible bodywork therapists. Success as a bodywork therapist requires commitment, the ability to relate to others, competence at meeting goals, and a genuine interest in wellness. Applicants not meeting all requirements for admission may be considered for program admission by successfully completing CenterPoint’s Candidate Program. Please ask your Admissions Representative for more information.

Requirements for Admission
Admission to CenterPoint requires that an applicant must:

1. Be at least 18 years of age or have parental approval.
2. Have a high school diploma or the international equivalent, a General Equivalency Diploma (GED), have completed a home school program recognized by the state, or have completed a degree program from a college or university that holds an accreditation recognized by the U.S. Department of Education.
3. Have a minimum 2.0 Grade Point Average in previous education or equivalent academic ability as demonstrated by career experience.
4. Be physically, mentally, and emotionally able to give and receive bodywork. If you are aware of any health conditions or learning challenges that may limit your ability to successfully complete a program, please discuss this with your Admissions Representative. Students with disabilities seeking accommodation are required to submit verifiable documentation. It is recommended to apply early in order to avoid a delayed start to your program.
5. Not be enrolled in any other school or program while attending CenterPoint and be prepared to attend all scheduled classes.
6. Be fluent in reading, speaking, and writing in the English language. All programs and courses at CenterPoint are conducted in the English language and all textbooks and other materials are in English.

How to Apply
If you are considering an exciting career in therapeutic bodywork, start your career training at CenterPoint now. Apply early, as class sizes are limited and are filled on a first-come, first-served basis.

1. Schedule an informational tour with an Admissions Representative.
2. Complete and submit the one-page application and a non-refundable $50 application fee.
3. Have official high school transcripts sent directly from the school to CenterPoint. Applicants may request to also have transcripts sent from post-secondary institutions that demonstrate a higher level of academic success. Applicants whose prior education was in a language other than English must submit a certified translated copy in English.
4. Complete and submit the application essay questions. CenterPoint’s Admissions Representative will contact you to schedule your Admissions interview within two weeks of receiving your application and will send you a packet with materials to help you prepare. Bring the completed materials and forms with you to your Admissions interview.

Enrollment
Complete the enrollment process early. This will assure a place in your requested program with your preferred schedule. After submitting your application:

- Attend a Finance Information Session. Learn about tuition, fees, CenterPoint’s Discount Equipment, Book & Supply Packages, and payment options. Receive in-depth information about financial aid programs available to you.
- Submit all completed enrollment forms with a $100 tuition deposit (at the time of the admissions interview).
- Complete the admissions interview. This interview is to ensure a solid fit between your goals and CenterPoint’s programs. The interview will discuss your:
  - Career goals
  - Physical, emotional, and mental ability to be successful in CenterPoint’s curriculum and professional practice
  - Ability to balance school with your job, family responsibilities, and outside commitments
  - Personal support system
  - Program, electives, and schedule.
- All applications are reviewed by the Applicant Review Committee. The Applicant Review Committee may request additional information from the applicant.
- You will receive confirmation in writing of acceptance or denial of acceptance to CenterPoint.
- Upon acceptance, schedule to meet with CenterPoint’s Financial Aid Administrator to choose the financial aid and/or financing plan that best fits your needs.
- The final step is to attend CenterPoint’s New Student Orientation prior to beginning your career training.

Candidate Program
Applicants not meeting all requirements for admission may be considered for program admission by successfully completing CenterPoint’s Candidate Program. Candidates for admission must successfully complete #1110 Musculoskeletal Anatomy at significantly-reduced tuition. Candidates will be responsible for all fees associated with taking the course, including textbooks and materials. Upon successful completion of the course, candidates will not be awarded academic credit but will be eligible for full admission into a program.
International Students
Academic success at CenterPoint is dependent upon the student’s ability to communicate in English. Non-native English speakers may be required to pass the TOEFL (Test of English as a Foreign Language) and/or TSE (Test of Spoken English).

Contact CenterPoint Admissions
Office: 952-562-5200, ext 220  Mobile: 612-229-1166
E-mail: admissions@CenterPointMN.com

Tuition and Fees It’s All About Value!
CenterPoint is pleased to offer training programs that are affordable and valuable. All programs are priced with you in mind. By choosing CenterPoint’s programs, you are investing in your future.

CenterPoint participates in a variety of financial aid programs that allow you to easily and affordably finance your tuition, textbooks, equipment, and fees. We have experienced staff ready to assist you with your individual financial profile, creating unique solutions for each new student.

Tuition and Fees
Tuition for Programs and Elective Courses ........................................... $316/Credit Hour
Application Fee (non-refundable) .............................................................. $50
Tuition Deposit .......................................................................................$100
Student Services Fee (full-time student) .............................................. $80/Term
Student Services Fee (part-time student) ............................................ $55/Term
Academic Fee .....................................................................................$65 One-Time/First Term
Technology Fee .................................................................................. $15/Term
Clinic ...................................................................................................... $20/Term
Graduation Fee .................................................................................... $55/Final Term

Academic Programs

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<th>Program</th>
<th>Hours</th>
<th>Credits</th>
<th>Lab Fees**</th>
<th>Textbooks*</th>
<th>Equipment*</th>
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* CenterPoint offers Student Discount Equipment, Book, and Supply Packages. These packages are designed for each program and include the required equipment and textbooks. Please request the Student Discount Catalog from Admissions.

** Lab fees are for the following courses: #1200, #6426, #6430, #6431, #6436, #6440, #6441, #6446, #6450, #6451, #6455

Elective Courses

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*** Textbook, lab, and supply fees are approximations and are not included in tuition.

Other Fees that may be incurred by students

- Instructor Tutorials - $60 per hour
- Practical exam retakes - $60 per hour
- Change of Program fee - $50
- Change of Schedule fee - $25
- Student no-show in clinic - $20 per client session
- Student no-show for outreach - $30
- Late payment - $50
- Returned Check Fee - $25

All fees are correct at the time of publication and are subject to change.
Financial Aid & Financing Options

CenterPoint offers a variety of ways for students to finance their tuition and educational expenses. Qualified students may receive financial aid from federal, state, and private funding sources. Eligibility criteria for federal programs include U.S. Citizenship, Selective Service enrollment, and be in good standing with prior federal loans. To be eligible to receive financial aid, students must enroll and attend a minimum of 6 credit hours per term, maintain satisfactory academic progress, and stay on schedule to complete their program within 150% of the published standard length of time.

To learn about CenterPoint’s financial aid programs, tuition and fees, the discount equipment, book and supply packages, and payment options, plan to attend a one of the weekly Finance Information Sessions. All applicants are required to attend. Your Admissions Representative will give you the scheduled times.

CenterPoint participates with federal, state, and private student funding programs. Students are to complete their finance plans, financial aid applications, and obtain official approvals prior to the start of school. It is best to complete the finance process early. Students who do not have all funding in place by the end of the first week of the term may be withheld from attending school.

What follows is a list of available financing options.

Federal Student Aid

Title IV Funding/Federal Student Aid are programs through the U.S. Department of Education for eligible students to help pay for tuition and educational expenses. To apply, submit a FAFSA (Free Application for Federal Student Aid) online at www.studentloans.gov and select www.fafsa.gov. CenterPoint’s School Code is: 041488

Pell Grant - The Pell Grant does not have to be repaid. If you do not already have a bachelor's degree and demonstrate financial need, you may be eligible for this grant.

Subsidized Direct Loan - This is a long-term, low-interest loan based on financial need. You pay no interest while you are in school. Interest starts to accrue at the start of the grace period upon graduation.

Unsubsidized Direct Loan - This is a long-term, low-interest loan. Financial need is not required. You may choose to (1) begin to make the interest payments while you are in school, through the grace period and length of the loan, or (2) add interest to the total amount borrowed and begin payment on the total amount after the end of the grace period.

PLUS Loan - PLUS Loans allow parents of dependent students to fund the total cost of education through a Federal PLUS Loan. A parent FAFSA and Parent Plus Master Promissory Note are required.

Minnesota SELF Loan

The Minnesota SELF Loan program offers low-interest, long-term loans to Minnesota students administered by the Minnesota Office of Higher Education. You must have a creditworthy cosigner to be eligible. Students are eligible to receive the SELF Loan for each academic year they are enrolled. For additional information and to apply, visit: www.selfloan.state.mn.us

Minnesota State Grant

The Minnesota State Grant program helps students from low and moderate income families pay for educational expenses. Students apply for a State Grant by completing the FAFSA (Free Application for Federal Student Aid) online at: www.studentloans.gov. To receive a State Grant, the FAFSA must be submitted to the federal processing center within 30 days of the student's term start date. Applicants must be Minnesota residents to qualify. For information, visit: https://www.ohe.state.mn.us/

Sallie Mae Loans

Sallie Mae provides private, long-term loans to students. You may receive funds for tuition, books, equipment, supplies, and unmet financial need up to the Cost of Attendance. The interest rate varies based upon creditworthiness. To apply online, visit: www.salliemae.com.

VA Benefits

Eligible military veterans and dependents can use GI Bill® funds through www.GiBill.gov to attend CenterPoint.

Dislocated Worker Program

Eligible workers who have been laid off may qualify to receive funds to attend CenterPoint. Contact the Minnesota Department of Employment and Economic Development or contact CenterPoint’s Admissions Representative for information.

CenterPoint Payment Plans

Students have the option of financing part or all of their tuition through CenterPoint payment plans. This option is for students who are able to make monthly payments that may be minimal or substantial, depending on need. All CenterPoint finance plans include interest and/or fees and are to be paid in full prior to graduation.

How To Finance Your Tuition

1. Confirm that your application to CenterPoint is complete and you have been accepted.

2. Attend one of CenterPoint’s weekly Finance Information Sessions. Your Admissions Representative will give you the scheduled times.

3. Complete the financial aid forms online, including the FAFSA and SELF Loan applications as appropriate. You may complete all or part of this process at CenterPoint with assistance from our Financial Aid Administrator. CenterPoint’s School Code for FAFSA is: 041488.
4. Meet with CenterPoint’s Financial Aid Administrator to confirm and complete your financing process.

For Federal Financial Aid, complete the following:

- Create your “FSA ID” and Password at: www.studentloans.gov and click on “create a FSA ID”
- Complete the Master Promissory Note (MPN) at: www.studentloans.gov and select “Complete Loan Agreement (Master Promissory Note)”, then “MPN for Subsidized/Unsubsidized Loans.”
- Complete the FAFSA (Free Application for Federal Student Aid) online at: www.studentloans.gov and select www.fafsa.gov
- Complete the online Entrance Counseling: www.studentloans.gov and print the certificate of completion.

For Minnesota State SELF Loans, complete the following:

- The FAFSA online (see above) at: www.studentloans.gov select www.fafsa.gov
- The online SELF Loan Application: www.selfloan.state.mn.us

For Sallie Mae Private Loans, complete the following:

- The online Sallie Mae Loan Application: www.salliemae.com. Choose: Career Training Smart Option Student Loan for Undergraduate Students. Select CenterPoint in “School Attending”.

After your online applications are complete, you will meet with CenterPoint’s Financial Aid Administrator to help you determine which plan, or combination of options, will work best for you. Please bring with you the following documents:

- Printed documentation of the signed MPN (Master Promissory Note)
- Proof of online Entrance Counseling

To Self-Finance Your Tuition:

1. Attend the CenterPoint Finance Information Session
2. Make an appointment with CenterPoint’s Financial Aid Administrator to complete your finance plan and payment agreement.

Students who make regular payments must submit their payments on time. A late fee of $50.00 will be charged for tuition payments more than 10 days late. CenterPoint accepts cash, check, and credit card payments.

Tuition Deposit

The $100 tuition deposit is paid at the time of the admissions interview (prior to your meeting with CenterPoint’s Financial Aid Administrator). The $100 tuition deposit is held in the student’s account and refunded to the student after graduation minus any outstanding fees.

Entrance Counseling

Students who participate in the Federal or State loan programs must attend CenterPoint’s Entrance Counseling session. This Entrance Counseling session is required, and scheduled on the same evening as New Student Orientation. Please ask your Admissions Representative for information.

Additional Admission Information

Non-Discrimination Policy

CenterPoint admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. CenterPoint does not discriminate on the basis of race, color, gender, age, disability (which if needing accommodation may be reasonably accommodated as provided by law), religion, national and ethnic origin, sexual orientation, or gender identity in administration of its educational policies, admissions policies, and other school administered programs. In keeping with the aforementioned policies, CenterPoint also prohibits all forms of harassment, including sexual or otherwise.

Students With Disabilities

CenterPoint makes reasonable accommodations for persons with disabilities. If you anticipate or experience barriers to your learning or full participation in a bodywork training program based on a physical, learning, or mental health disability, please contact an Admissions Representative for more information.

Non-Matriculated Students

CenterPoint invites the general public and health care professionals not enrolled in one of the core training programs to register for Eastern or Western science courses as non-matriculated students. Only CenterPoint students enrolled in a career training program can attend CenterPoint’s technique courses, personal development courses, and clinic courses. Non-matriculated students wishing to take CenterPoint classes may do so provided:

1. Contact is made with the Admissions Department to register at least three weeks prior to the start of the course.
2. Space is available in the class.
3. The fee for the course ($25.00 per clock hour) is paid upon registration, prior to the start of the course.
4. The student is to complete all class assignments, exams, and in-class activities, and must have the course text and manual.

Courses that are open to non-matriculated students are #1110, #1102, #1211, #1302, #2103.

Non-matriculated students are expected to adhere to all CenterPoint policies. They receive notification of their grade(s) upon completion of the course, provided all fees are paid.
Program Acceptance, Enrollment and Refund

Program Acceptance and Enrollment
The Applicant Review Committee evaluates all applicants based on their application and interview materials. The applicant will be notified in writing of acceptance or denial of acceptance to CenterPoint. The enrolling student signs CenterPoint’s Enrollment Agreement, a legally binding contract. After all paperwork is complete and the tuition funding is secured, the enrolling student is registered in their courses. Course registration is on a space-available basis, so early enrollment is advised. The student is notified of the date and time of the New Student Orientation.

Withdrawal
Due to unfortunate circumstances, a student may find it necessary to withdraw from CenterPoint. It is recommended to first meet with CenterPoint’s Student Services Manager to explore all options including a Leave of Absence. A student who finds it necessary to withdraw from their program must notify CenterPoint of this intent in writing to cancel the Enrollment Agreement. Notification of withdrawal/cancellation must be delivered in person, or sent by mail to: CenterPoint, 5300 West 35th Street, St. Louis Park, MN 55416. Email notification to StudentServices@CenterPointMN.com is also acceptable.

If a student fails to attend class or contact the school within any period of 14 calendar days while actively enrolled, they will be automatically dismissed from their program and the Enrollment Agreement will be cancelled (unofficial withdrawal). The 14th day is the Date of Determination and the last documented date of attendance becomes the official Date of Withdrawal. The refund will be calculated accordingly.

CenterPoint’s Refund Policy
An applicant will be notified in writing of acceptance or denial. In the event a student is not accepted, all tuition, fees, and other charges will be refunded, minus the $50 application fee. For the purposes of this policy, business days are defined as Monday through Friday (excluding posted holidays).

Cancellation of Enrollment Prior to the Start of the Term
If a student gives written notice of cancellation prior to the start date of the term, then all tuition and fees, with the exception of testing fees for advanced placement and the $50 application fee, shall be refunded to the student.

Cancellation of Enrollment During the Drop/Add period
The Drop/Add period is the first five business days of a term. When a student gives a written notice of cancellation during the Drop/Add period, the student will be dropped from all registered courses. All tuition, fees, and other charges shall be refunded to the student, minus the $50 application fee, transfer fees, testing fees for advanced placement when applicable, and a $100 administrative fee will be charged.

Cancellation of Enrollment After Day Five of the Term
When a student gives a written notice of cancellation after the Drop/Add period, the student will be withdrawn from all registered courses and all tuition and fees shall be refunded in accordance with the following schedules, minus the $50 application fee, transfer fees, testing fees for advanced placement when applicable, and a $100 administrative fee will be charged.

Refund Schedule for Enrollment Cancellation

<table>
<thead>
<tr>
<th>Cancellation Period</th>
<th>Refund % of Current Term Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st - 5th business day of term</td>
<td>100</td>
</tr>
<tr>
<td>6th - 10th business day of the term</td>
<td>75</td>
</tr>
<tr>
<td>11th - 15th business day of the term</td>
<td>50</td>
</tr>
<tr>
<td>16th - 20th business day of the term</td>
<td>25</td>
</tr>
<tr>
<td>after the 20th business day</td>
<td>0</td>
</tr>
</tbody>
</table>

This refund policy is not linked to any student conduct policy. Written notice of cancellation is the date the letter of cancellation is postmarked, the date the email is received (or the closest next business day following a weekend or holiday date) or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. CenterPoint will acknowledge in writing within 10 business days the receipt of a notice of cancellation.

Return of Federal Title IV Funds
CenterPoint may return Federal Title IV funds on behalf of any student when:
- an overpayment was received
- the student’s Expected Family Contribution (EFC) has changed
- the loan has been cancelled after the funds were received
- the student withdraws (officially or unofficially) from their program prior to 60% of the term or payment period
- the student fails to attend class or contact the school within any period of 14 calendar days while actively enrolled, they will be automatically dismissed from their program and the Enrollment Agreement will be cancelled (unofficial withdrawal). The 14th day is the Date of Determination and the last documented date of attendance becomes the official Date of Withdrawal. The refund will be calculated accordingly.

Students who receive Title IV federal student financial assistance and who withdraw prior to 60% of any payment period, have
earned a percentage of their financial aid equal to the percentage of time that the student was enrolled during the payment period. This percentage of earned aid is determined by calculating the total number of calendar days from the start of the term to the last date of attendance divided by the total number of calendar days in the term. Any unearned federal aid must be returned to the U.S. Department of Education within 45 days of the withdrawal date. This calculation is in addition to and will be performed before any tuition refund policy included in the student’s enrollment agreement. If the student completed 60 percent or more of the term, they earned all of their federal financial aid for the term.

A student who withdraws from CenterPoint is generally ineligible for future disbursements of federal financial aid. In some cases, however, funds not yet disbursed that were earned prior to the withdrawal can be offered to the student through a post-withdrawal disbursement (PWD). The student will be contacted by letter or email, and the student must respond within 14 days for the federal financial aid to be processed. The student may accept or decline the disbursement.

**CenterPoint must return funds to the Department of Education in the following order:**

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct Parent Plus Loan
4. Federal Pell Grant

If the total refund is more than the amount which is returned to the Federal government and all institutional charges have been met, the student will be given a refund within 14 days of the date that the return calculation is completed. If the refund is less than the amount returned to the government, the student will be billed. All payments will be required to be paid, in full, within 15 days of billing. Students may make arrangements with the finance department to make payments if necessary. Failure to pay CenterPoint will result in additional fees and the inability to receive official records or re-enroll.

**Return of Minnesota State Financial Aid**

MN Self Loan and MN State Grant refunds are calculated based on the Minnesota Office of Higher Education Refund Policy, Appendix 9 Refund Calculation Worksheet of the Minnesota SELF Loan Manual and Appendix 13 of the State Grant Manual.
It’s All About You

Choose CenterPoint!
CenterPoint offers education with a personal touch. You will experience our warm and comfortable environment and close-knit community. Our student-centered approach to education allows you to develop excellent skills and knowledge while growing personally. At CenterPoint we care about your success.

CenterPoint’s Excellence
CenterPoint is:

• Accredited by the Commission on Massage Therapy Accreditation (COMTA)
• Approved by the U.S. Department of Education to offer Federal Student Aid (Title IV Funds)
• Registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions
• Approved by the State of Minnesota to offer the SELF (Student Education Loan Fund) program
• Approved by the State of Minnesota to offer the State Grant program
• Approved to offer Sallie Mae loans
• Approved for Veterans Benefits by the Minnesota State Approving Agency
• Authorized under federal law to enroll nonimmigrant alien students
• Approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) as a Continuing Education Approved Provider
• A school member of the American Massage Therapy Association (AMTA), the American Organization of Bodywork Therapies of Asia (AOBTA), the Associated Bodywork and Massage Professionals (ABMP), and the Alliance for Massage Therapy Education (AFMTE)
• The official provider of massage and shiatsu for the Medtronic Twin Cities Marathon

Student Services
CenterPoint’s Student Services Manager is available to all students enrolled in CenterPoint’s programs. Contact the Student Services Manager with requests and questions regarding your program, classes and schedules, concerns with academic achievement, tutoring, challenges that are preventing success, and information about personal counseling. The Student Services Manager also organizes social events throughout the year for students to enjoy.
Careers in Therapeutic Bodywork
People of all ages looking for rewarding and meaningful careers choose the field of therapeutic massage and bodywork. Career opportunities are expanding as bodywork therapy continues to be one of the fastest growing professions in the U.S. Opportunities abound for well-trained therapists in a variety of settings, including:

- Professional massage and bodywork clinics
- Private bodywork practice and clinics
- Chiropractic clinics
- Acupuncture clinics
- Hospitals and medical clinics
- Community wellness programs and centers
- Fitness centers
- Retirement homes and care facilities
- Day spas, resorts and vacation destinations
- In-home practice

Each year, there is a growing demand for massage and bodywork therapists. A 24% increase in job opportunities is expected through 2024, according to the U.S. Department of Labor Statistics. This is faster than the average for all occupations. Because of the continued growth in the demand for massage services, job openings for massage and bodywork therapists will continue to grow. Bodywork is also an excellent second career choice and a creative way to earn income during retirement years.

Exciting job opportunities are waiting to be filled. Whether you want to work in a medical setting, massage clinic, day spa, resort, athletic club, cruise ship, or in your own private practice, there are jobs and clients waiting for you. Professionally-trained and in demand, graduates of CenterPoint are well-prepared to be employed in a variety of work settings.

Career Placement
We are proud of the career placement support we offer our CenterPoint graduates. CenterPoint’s Alumni Services Manager assists students who are seeking employment after graduation. Through our Career Fairs, Career Placement Register, and CenterPoint sponsored events, CenterPoint graduates are supported in finding and maintaining employment.

Employers send job postings to CenterPoint announcing employment opportunities. The postings are entered into the Career Placement Register and in CenterPoint’s Facebook Alumni Group. Students and graduates are invited to browse employment opportunities from these sources. CenterPoint career fairs take place twice per year and are well-attended by employers who look forward to hiring CenterPoint graduates.

CenterPoint maintains a large database of employers who seek CenterPoint graduates. Although we make every effort to assure graduates the opportunity for employment, we do not guarantee employment. Graduates are encouraged to maintain contact with CenterPoint for placement assistance. CenterPoint’s visibility and standing in health and wellness communities makes it an excellent resource for graduates. Contact an Admissions Representative for our current placement rates.

Professional Regulation
Bodywork regulation varies from state to state. Students who plan to practice outside of Minnesota are encouraged to contact the Department of Regulation and Licensing, Department of Health, or Secretary of State of the appropriate state for the regulations that govern massage and shiatsu therapy, or go to http://www.amtamassage.org/regulation/stateRegulations.html for information on state regulations.

Currently, there are no state laws in Minnesota that specifically regulate bodywork therapy, although ordinances at the municipal or city level do exist. Inquiries should be directed to the City Clerk of the appropriate municipality for specific requirements on local licensing. In addition, the Minnesota Department of Health’s Office of Complementary and Alternative Health Care Practitioners requires every unlicensed alternative health care provider to follow specific procedures with their clients. These regulations are discussed within the professional training programs at CenterPoint.
Facilities & Policies

Location and Facilities
Minnesota is an active, vital region of the country with health care as a leading industry. CenterPoint is centrally located in the Twin Cities (Minneapolis and St. Paul), with easy access from surrounding suburbs. Freeway access is nearby, as well as the bus systems and biking greenway.

CenterPoint’s beautiful facility, complete with a large parking lot and bicycle racks, is conveniently located near shops, restaurants, and parks, providing a comfortable setting for study, lecture, clinical practice, and student/faculty meetings.

CenterPoint Classrooms
There are six large, well-equipped multi-use classrooms. All classrooms are used for lecture classes, with four of the classrooms equipped with massage tables and/or shiatsu mats for students to use during their technique classes and clinic. Instructional equipment includes anatomical models, A/V equipment, SMART® Boards, wall charts, and other supplies.

Student Office, Lounges, & Green Space
The Student Office is a gathering and communication area for casual meetings and study. There are lockers, student mailboxes, and employment information. The Student Office also serves as the Student Clinic Office during clinic hours.

The Student Lounges and outdoor green space are pleasant gathering areas used for breaks, studying, and socializing with fellow students. The Student Lounge provides a refrigerator, sink, filtered water, coffee maker, and microwave, while a second lounge area offers vending for complete meals, beverages, and snacks. For outdoor enjoyment, students take advantage of a large lawn area with trees and picnic tables that surround CenterPoint.

Reception
CenterPoint’s reception staff are the first point of contact for students. Reception provides assistance with the library, student computers and printers, the student practice room, and student clinic. The reception area includes a waiting area and a display area highlighting required and recommended books, supplies, materials, and study guides available for purchase.

Library
The library, located near the reception area, is open Monday-Friday during business hours. It houses a variety of books, periodicals, CDs, DVDs, and audio/video tapes that cover a wide range of topics in the Eastern and Western healing arts. Students are encouraged to use the library to study, do research, conduct small group meetings, and review career planning materials. It also houses computers with internet access, a VCR, DVD player, and Apple TV. CenterPoint has Wi-Fi for internet access for all students.

Administrative Offices
CenterPoint’s Administrative Offices are adjacent to reception and are accessible to staff only. At reception, students can request to speak with a staff member or set up an appointment for a meeting.
CenterPoint Policies

Professional Code of Conduct
Students help to create a welcoming and friendly educational environment where everyone has the opportunity to achieve their educational goals. Students develop professional skills by conducting themselves in a professional manner at all times. This includes being respectful and sensitive to others, maintaining confidentiality and appropriate boundaries, demonstrating professional communication and cooperation, and promoting the compassionate atmosphere of CenterPoint. See CenterPoint’s Student Handbook for the full Code of Conduct, including the school draping policy.

Student-Teacher Ratio
At CenterPoint, you will experience focused attention by instructors in every course. It is especially important for the development of our students to be closely observed and receive individualized feedback throughout their training. The student-teacher ratio in our technique courses is 16:1. CenterPoint lecture courses maintain a student-teacher ratio of 30:1. If enrollment surpasses these numbers, a course may be divided into two sections or an assistant may be assigned to maintain the optimal ratio.

Attendance Policy
Students are expected to attend all classes in their entirety. CenterPoint courses are tallied by semester credits, however, every course is scheduled to meet for a set number of clock hours. To receive credit, CenterPoint’s attendance policy is as follows:

Lecture courses: students are allowed to miss no more than 20% of a lecture course. Students receive a warning notice when they meet or exceed 15% absence for the course.

Technique courses: students are allowed to miss no more than 15% of a technique course. Students receive a warning notice when they meet or exceed 10% absence for the course.

Weekend elective courses: students are allowed to miss no more than 10% of a weekend elective course. Students receive a warning notice when they meet or exceed 5% absence for the course.

Student Clinic: see CenterPoint’s Student Handbook.

Exceeding the allowable time missed will result in failure of the course. Instructors take attendance at the beginning and end of every class. A student’s status, including financial aid eligibility, may be affected when absence limits are exceeded. Students are responsible for contacting their instructor and making up all missed coursework.

Making Up Absences
It is unfortunate when students miss a class. Attendance and achievement are clearly linked. It is a priority that students remain current with all course material. Students are responsible for the missed coursework and are required to make-up the missed class no later than two weeks from the absence or tardy. Instructors will verify that students have demonstrated competency in missed coursework. CenterPoint’s policy for making up absences is as follows:

Lecture courses: At the instructor’s discretion, make up for missed materials may include any or all of the following: students being given additional reading or work assignments, being required to view class lectures in CenterPoint’s library on Apple TV, or being required to schedule an in person tutorial with the instructor at the student’s expense.

Technique courses: Students will be instructed to review the class lecture with a classmate, obtain a copy of their notes, and practice the missed technique sequence. In addition, the student may be required to view the missed class and new technique material in CenterPoint’s library on Apple TV. The instructor may also ask the student to demonstrate the sequence to confirm that the student is staying current. When a student misses two consecutive technique classes, the instructor will require a tutorial at the student’s expense. This is for the benefit of the student to assure that they do not fall behind. See CenterPoint’s Student Handbook for information about instructor tutorials.

Weekend elective courses: CenterPoint’s weekend elective courses are intensive. A great amount of information and experience is given each weekend day. Make up assignments will be determined by the instructor and may include written work, watching new technique material in CenterPoint’s library on Apple TV (if available), or being required to schedule an in person tutorial with the instructor at the student’s expense.

Student Clinic: see CenterPoint’s Student Handbook.

Clinic training classes and adjunct therapies: A student who fails to attend the required adjunct therapy classes in their Clinic Training and Summary Session Course (Course #6430, #6440, or #6450) will be required to make up the course with an instructor tutorial at the student’s expense, or by attending the required class during the next term. This may delay graduation for students in their final term.
Grading

Students are graded on a letter grade system.

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% - 100%</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>80% - 89%</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>70% - 79%</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>Below 70%</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>No credit</td>
<td>NC</td>
<td>See below #6</td>
</tr>
<tr>
<td>Complete</td>
<td>I</td>
<td>See below #7</td>
</tr>
<tr>
<td>Medical Incomplete</td>
<td>IMed</td>
<td>See below #7</td>
</tr>
<tr>
<td>Incomplete Student Clinic</td>
<td>ISC</td>
<td>See below #9</td>
</tr>
<tr>
<td>Withdraw</td>
<td>W</td>
<td>See below #10</td>
</tr>
</tbody>
</table>

1. All exams, quizzes, homework, practice sessions, and projects will be graded according to the criteria provided in the syllabus for each course.

2. Course requirements must be completed by the last scheduled class day in order to receive a passing grade.

3. Attendance and class participation are among the factors used for grading in many courses at CenterPoint. When attendance and participation are grading criteria, a grading rubric is used. This is available to students in the syllabus or course manual.

4. A cumulative average of 70% must be achieved to successfully complete a course. A minimum of 75% must be obtained on all practical exams. Final letter grades will be determined according to specific formulas outlined on the course syllabus.

5. A student who fails a course (F) will be notified in writing by the Student Services Manager and will be required to repeat the course. The cost for repeating a course is the current tuition rate. For students receiving Federal Student Aid, one retake attempt will be covered by financial aid. CenterPoint allows for a third attempt at 50% of the current tuition, which Federal Student Aid will not cover, and must be paid by the student. A student who fails a course will be in danger of dropping below CenterPoint’s standards of Satisfactory Academic Progress (SAP) and may be placed on SAP Warning and/or Academic Warning (see Standards for Satisfactory Academic Progress). Failing a prerequisite course prevents a student from proceeding into subsequent courses, including student clinic. If a student cannot pass the course after three attempts (withdrawing from a course counts as an attempt), they will be dismissed from CenterPoint.

6. “NC” (No Credit) indicates that a student has retaken and successfully completed a previously failed course and earned a passing grade. The NC does not affect the GPA (quantitative measure of SAP), however, the failed course is an attempted course, which negatively affects the student’s Completion Rate (quantitative measure of SAP).

7. Incomplete grades are granted only for extenuating circumstances. If a student needs additional time to complete a course, they are to contact the instructor and the Student Services Manager prior to the end of course. Documentation of the circumstance must be provided. A student has one week from the last day of class to complete all course work. After one week, the Incomplete becomes an F/Fail and the student must repeat the failed course. In the case of a documented medical emergency, the student receives an IMed (a medical incomplete) and the completion of the course will be scheduled through the Student Services Manager. All incomplete courses are calculated as a failed course, which negatively affects the student’s Completion Rate (quantitative measure of SAP). Once the course is completed, a Change of Grade is submitted, and the SAP will be recalculated (See Standards for Satisfactory Academic Progress).

8. A student who fails to pass Student Clinic will be required to retake the course and must complete all required client sessions for the entire course. The cost for repeating the course is the current tuition rate. The student will be required to attend the co-requisite Summary Session classes.

9. A student who is unable to complete all of their clinic sessions within the scheduled term receives an ISC (Incomplete Student Clinic). They will register for the required sessions and make them up within the first eight weeks of the subsequent term. The student may also be required to attend the co-requisite Summary Session classes. To register for additional clinic sessions, students notify the clinic manager and pay for the additional clinic time at a rate of $10 per client session.

10. A student who fails to attend the required adjunct therapy classes in their Clinic Training and Summary Session Course (Course #6430, #6440, or #6450) will receive an F for the course, and may be allowed to attend the required class during the next term to receive a passing grade. See Making Up Absences.

11. A student who withdraws from a course after the Drop/Add Period but before the end of the sixth week will receive a “W” for the course. The student will not receive any refund for the dropped course and will pay the retake fee (the current course tuition) to re-register for the course. Please see “Dropping a Course”.

CenterPoint’s Academic Support

CenterPoint offers academic support to students through its tutoring program. Students who demonstrate effort and commitment to learning, yet are in danger of failing a course, are eligible for tutoring. Tutors with no fee are made available on a limited basis. Students who meet these criteria request tutoring through the Student Services Manager and are evaluated for eligibility. Tutoring for a low fee is available to students who voluntarily request additional support and do not qualify for free tutoring. Please see the Student Services Manager.

CenterPoint offers a series of free Study Skills classes for those students who need assistance in preparing for their studies. Classes are voluntary and topics covered include time management, learning styles, and processing information from textbooks and lectures. The Education Director schedules these classes early in the term.
Transfer of Credit/Previous Education

Requests to transfer credit completed at a previous school will be considered on an individual basis. CenterPoint accepts only transfer of credit that fulfills CenterPoint’s course requirements. Prior training must have been completed at an accredited institution within five years of beginning a training program and must be commensurate with the quality and level of course work offered at CenterPoint. There is a $92 per credit hour transfer fee. All transfers of credit must be completed within the student’s first term. Only a few courses are eligible for transfer; no more than 25% of the credits for a program may be transferred or earned by test out. Transfer fees are non-refundable.

An applicant may attempt to test out of a course they have completed elsewhere for a $250 fee*. A score of 75% or better is needed to pass the test. A student may petition for pass by equivalency which may involve a portfolio review, tutorial, and/or additional requirements as deemed necessary by the Education Director. A pass by equivalency is treated the same as testing out of a course and includes the $250 fee**. Decisions made by the Education Director are final. To inquire about transfer of credit or testing out of a course, contact an Admissions Representative.

* Upon completion of an advanced placement exam or review, the fee is non-refundable.

** Testing fees for advanced placement are non-refundable.

Every institution has its own policies governing the acceptance of credits from other institutions. CenterPoint does not imply or guarantee that any of its courses or credits will be accepted by any other school. CenterPoint is registered with the Minnesota Office of Higher Education pursuant to sections 136.A.61 to 136.A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Standards for Satisfactory Academic Progress

Standards of Satisfactory Academic Progress (SAP) apply to all CenterPoint students and are used to determine ongoing eligibility for financial aid. At the end of each academic term (15 week period), every student’s academic progress is calculated both qualitatively and quantitatively. At this time it is determined whether a student is meeting the Standards for Academic Progress.

Qualitative SAP

Qualitative SAP means that students are required to maintain a C grade point average or higher throughout their course work at CenterPoint. Attendance and class participation are among the factors used for grading at CenterPoint (see Attendance and Grading policies). Qualitative SAP is determined on a 4-point Grade Point Average (GPA) scale. Students must maintain a 2.0, or C, GPA cumulatively. All program courses including student clinic are reported in grades and are included in the calculation for Qualitative SAP.

Quantitative SAP

Quantitative SAP refers to the pace at which a student must be attending and successfully completing courses to be making Satisfactory Academic Progress. Students are required to complete all studies within 150% of the total number of hours designated for their chosen training program. For example, if a student is enrolled in a program that is 40 credit hours, to maintain quantitative Satisfactory Academic Progress the student must complete the program within 60 (40 x 1.5) attempted credit hours. To maintain quantitative SAP, students must successfully complete at least 67% of the cumulative hours attempted. The maximum time frame for a student to complete the program is 150% of the published program length in calendar time. For example, a student enrolled in a 12-month program must complete the program within 18 months. In the event that a student cannot potentially complete all studies within the maximum time frame, the student will be dismissed. All terms that a student is enrolled and progressing toward their program completion are counted toward their maximum time frame, whether or not they received financial aid for all terms.

Credit transferred from another institution is exempt from qualitative calculations of SAP. However, transferred credit does affect the quantitative SAP. Transferred credit hours are treated as both attempted and completed hours in the determination of a student’s pace of completion.

A student’s Satisfactory Academic Progress is negatively impacted by withdrawing from a course (W), failing (F) and repeating a course, and receiving an Incomplete (I) for a course.

The “W”, “F” and “I” are calculated into the quantitative measure of Satisfactory Academic Progress and negatively impacts the student’s completion pace as these are attempted, but unsuccessfully completed, courses.

An “F” and “I” are calculated into the qualitative measure of Satisfactory Academic Progress (Grade Point Average). An “I” is calculated the same as an “F” until the course has been successfully completed and a Change of Grade submitted.

A change in a student’s status (full-time/part-time) or program may have an effect on their SAP. A student must meet with the Student Services Manager when applying for a change in status or program to be advised how the requested change will impact their Satisfactory Academic Progress (see Change of Status). Students are required to complete their program, no matter the change, within the maximum time frame (see above).

CenterPoint has three 15-week academic terms: Winter, Spring, and Fall (there is not an abbreviated summer term). SAP policies are enforced equally for all terms. CenterPoint’s SAP policies are not applicable to remedial courses or the pursuit of a second degree while enrolled in a program since theses are not offered at CenterPoint.
SAP Warning, Probation, and Appeal

Qualitative and quantitative data are calculated at the end of every academic term (15 week period). Students who are not making Satisfactory Academic Progress are placed on Academic Warning for the following payment period. SAP data is calculated before financial aid disbursements. If a student’s grades or completion pace fall below minimum SAP standards, they will be placed on SAP Warning for the subsequent payment period.

Students are notified in writing if they fail to meet the minimum SAP standards and are placed on SAP Warning. The SAP Warning period is intended to give a student an opportunity to improve their GPA and/or completion pace to meet SAP standards. Students on SAP Warning are required to meet with the Student Services Manager to create a plan for structured support and improvement. During the warning period the student meets regularly with the Student Services Manager to report progress and receive ongoing encouragement.

If at the end of the warning period the student fails to meet SAP Standards, the student may lose eligibility for financial aid payments. The student will be notified in writing of their financial aid eligibility termination. The student may appeal the termination if there were extenuating circumstances that lead to the student’s inability to meet SAP standards. The appeal is to be submitted in writing to the Student Services Manager, within three days of receiving the notification of financial aid eligibility termination. The appeal should include an explanation of the extenuating circumstances that caused the student’s failure to meet SAP standards and what has changed in the student’s situation that would result in the improvement of progress. The appeal should include a plan to meet the SAP standards. The appeal will be reviewed by administration within two weeks of receipt and the student will be notified in writing of the final decision.

If the appeal is accepted, the student is put on SAP Probation. The student’s eligibility for financial aid is restored for one payment period. If the SAP standards are not met after the probation period, the student will lose eligibility for financial aid and may be dismissed.

If the appeal is denied, the student’s financial aid eligibility termination will stand. The student may then appeal to continue in their program on probation with payment methods other than financial aid (including personal payment) to improve their GPA (Qualitative SAP) and/or their completion pace (Quantitative SAP). The student will be assessed for SAP at the end of this probation term. When the student has met the SAP standards, their eligibility for financial aid will be reestablished. However, if a student is unable to finance their tuition after their financial aid has been terminated, they may be dismissed.

Academic Warning

Academic Warning is a status of increased structure and support that is intended to give a student an opportunity to improve in specified areas. This status is meant to be instructive rather than punitive. During the warning period, students meet with the Student Services Manager to report their progress and to receive ongoing encouragement.

Reasons for being placed on Academic Warning may include, but are not limited to:

1. Failure to meet standards of Satisfactory Academic Progress
2. Failure to respond proactively to an Instructor Concerns Documentation
3. Failure of a class
4. Absenteeism and/or not making-up absences
5. Demonstration of behavior that is determined to be unprofessional in nature
6. Failure to make tuition payments as outlined in a signed CenterPoint Payment Plan Agreement
7. Failure to demonstrate satisfactory communication with instructors, administrative staff, and fellow students.

The Student Services Manager will request a meeting with the student to review the terms of the Academic Warning contract. The Academic Warning will identify areas of concern, actions required by the student, consequences of not meeting the terms of the contract, and the length of the Academic Warning period. A copy of the Academic Warning Contract is given to the student and must be signed. The contract will ensure that the student understands what needs to be done to make improvements and maintain current student status at CenterPoint. Consequences may include disciplinary action including but not limited to dismissal. To provide additional support, an Academic Warning Contract may be written to cover the entirety of a student’s course of study if it seems beneficial for the student to have extra help and support to keep current with CenterPoint requirements.

Student Status: Full-time/Part-time

CenterPoint students are admitted to either a full-time or part-time program. Full-time students are generally enrolled in at least 10 credit hours per term, attending 12 or more hours a week. Part-time students are enrolled in a minimum of 6 credit hours per term, attending at least eight hours per week. For purposes of financial aid, every program has specific full-time and part-time parameters. Students may request to change status. Please contact the Student Services Manager. CenterPoint allows students to change status to less than part-time on a limited basis and only with approval. The student must be on track to complete the program within the maximum time frame (see Standards for Satisfactory Academic Progress) for any change to be approved. If a student makes any changes from their original or current program, it is a change of student status.

Change of Student Status

A student status change occurs when a student changes to a different program or changes their full-time or part-time status. Requests for change of status must be submitted in writing to the Student Services Manager for approval. The student is required to meet with CenterPoint’s Student Services Manager to be advised of
the effects that a change of status will have on her/his program schedule, graduation date, SAP progress, and financial aid eligibility. A Change of Student Status incurs a $50.00 processing fee. When changing programs, the student is financially responsible for all courses previously attended, even if they are not part of the new program.

It is expected that students will remain with the academic cohort of classmates with whom they began their course of study. Requests for change of status may be approved provided the change does not negatively affect the academic progression of other students in the cohort. CenterPoint reserves the right to change a student’s program when it is determined that the student is not progressing in the original program choice, or transfer to a program that would be more beneficial to the student.

**Change of Schedule**

CenterPoint’s programs are scheduled for optimal progression through any program. Students may request to change sections of the same course within the same term if the course and space is available. A schedule change request is submitted to the Student Services Manager. All changes are to be submitted four weeks or more prior to the start of a term.

CenterPoint suggests that you plan to stay on your program schedule. In the event of unforeseen circumstances, you may request a schedule change. A $25.00 Change of Schedule fee will be applied. Students who request a schedule change that affects the number of hours and credits within a term must submit the request in writing with documentation of the circumstances for approval. Changing your schedule may change your full-time or part-time status (see above) and may affect your eligibility for financial aid, delay your graduation, and affect the progression of your program. If the schedule change disrupts continuous progression through the program, the request may be denied or will be conditional with requirements such as reviewing a previously completed course or passing an additional practical and/or written evaluation. In this case, an evaluative tutorial may be required and fees may be assessed. Delaying student clinic after the completion of the final technique course of a program is usually not granted or comes with additional requirements.

**Drop/Add Period**

A student may add or drop a course within the first five business days of a term without academic penalty. This is the Drop/Add Period. A course(s) will not be counted towards Satisfactory Academic Progress if the student drops the course within the Drop/Add Period. The course will not be recorded on the transcript. Dropping a course, however, constitutes a Change of Schedule (see above). Any change of schedule is to be requested in writing accompanied by documentation of circumstances. The Change of Schedule fee is applied.

**Dropping a Course**

Students who drop a course after the Drop/Add Period, but before the end of the sixth week, will receive a “W” for the course. The student will not receive any refund for the dropped course. For students receiving Federal Student Aid, one repeat attempt will be covered by financial aid. CenterPoint allows for a third attempt at 50% of the current tuition, which Federal Student Aid will not cover, and must be paid by the student prior to the first day of the class. A “W” is calculated into the quantitative measure of Satisfactory Academic Progress and negatively impacts the student’s completion rate as this was an attempted but unsuccessfully completed course. A “W” does not affect the qualitative measure (GPA). (See Standards for Satisfactory Academic Progress.) Students who drop a course after the sixth week will receive an “F” for the course. This will negatively impact both the qualitative (GPA) and quantitative measure (completion rate) of Satisfactory Academic Progress. The student will not receive any refund for the dropped course.

By dropping a course, a student may fall below SAP standards, be placed on SAP Warning, delay graduation, and may lose eligibility for financial aid.

**Leave of Absence**

A Leave of Absence is disruptive to the cumulative nature of learning at CenterPoint. In very rare cases and due to extreme circumstances in a student’s life, a student may request to take a Leave of Absence. The student must submit CenterPoint’s Request for Leave of Absence form to the Student Services Manager with documentation of circumstances prior to the beginning of the leave. In addition, the student must meet with the Student Services Manager prior to the leave to review how the leave will affect the student’s status, financial aid eligibility, program progression, graduation, and return requirements. All Leave of Absence requests are subject to administrative approval.

If a student begins a Leave of Absence in the midst of a term, the student will be withdrawn from enrolled course(s) per CenterPoint’s Change of Schedule and Dropping a Course policies. A student may lose eligibility for financial aid which may necessitate the refinancing of their tuition.

A Leave of Absence is limited to a maximum of 180 days within a 12-month period and in most cases will be much less. The 180 days begins on the student’s last day of attendance and ends at the same point in the subsequent term. A student may be required to attend and review a technique course they have previously passed, or have an evaluative tutorial when returning from a Leave of Absence.

**Graduation**

Graduation is a special event and is an opportunity to be recognized for the commitment and hard work required to complete a professional training program. Students participate in planning their graduation ceremony to make it special and unique for the graduating class. Friends and family are welcome to help honor the transition from student to professional.

**Graduation Requirements**

A student must complete all of the following requirements to
graduate and receive a diploma:

1. Meet Standards of Academic Progress
2. Successfully complete all required coursework, student clinic, and outreach hours
3. Attend courses in accordance with CenterPoint’s attendance policy
4. Fulfill all financial obligations to the school, including tuition and fees
5. Return all library books, videos, and other school materials
6. Demonstrate professional standards
7. Complete Financial Aid Exit Counseling, CenterPoint’s Exit Interview, and any other required paperwork

Acceptance into the program does not guarantee a diploma or successful career placement. Graduates will receive a diploma based on their achievement.

Diplomas and Transcripts
The course requirements for graduation from CenterPoint are described in the program section of this catalog. When all program and graduation requirements have been successfully completed and all fees paid, students will receive a final transcript and a diploma. This may take up to eight weeks to process. Diplomas are sent after the Records Manager has confirmed the graduate’s mailing address. Prior to this, requests for transcripts must be made in writing and submitted with a $5.00 fee to the Records Department. Final transcripts will be issued after all fees and tuition have been paid in full. Each additional transcript request must be made in writing and submitted with a $5.00 fee. Likewise, requests for replacement diplomas must be made in writing and submitted to the Records Department with a $25.00 fee.

Continuing Education
CenterPoint offers an extensive selection of continuing education courses for practicing bodywork therapists. CenterPoint is approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) as a Continuing Education Provider. Visit CenterPointMN.com for the current list of Continuing Education courses or request a brochure from CenterPoint’s reception.

Student Records
Student records are confidential and not released to anyone without the student’s written permission. CenterPoint instructors and staff reserve the right to share information from the student files for administrative purposes. Student files are the property of CenterPoint and will remain with CenterPoint, although students may access their files by appointment. Exams and quizzes stored in the student files are the sole property of CenterPoint and may not be duplicated. All admissions materials, including transcripts submitted by applicant’s prior schools, become the property of CenterPoint and will not be returned to applicants. CenterPoint does not sell, distribute or make available student information without student written permission with anyone or any institution except when required by law.

CenterPoint complies with the Family Educational Rights and Privacy Act (FERPA). A student has the right to inspect and review their official hard-copy academic records. Students may make an appointment at reception to review their academic record.

Campus Security
The safety and well-being of all CenterPoint students, employees, and affiliates is important to us. Because of this, we follow the guidelines of the Clery Act. The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data is collected, reported, and disseminated to the campus community and is also submitted to the U.S. Department of Education. Annually all students receive detailed information regarding the Clery Act procedures for reporting a crime and building security. CenterPoint’s Safety & Security Policies & Procedures Handbook & Crime Statistics Report is published annually. To view or obtain a copy, go to: http://www.centerpointmn.com/wp-content/uploads/2018/09/CP-Safety-Security-HandBook-Crime-Statistics.pdf, or request a copy from CenterPoint’s reception. A copy of the handbook will be forwarded within five business days.

Drug & Alcohol Abuse Prevention-Policy & Resources
It is the policy of CenterPoint that illicit drug use (including manufacture, sale, distribution, dispensation, or possession) is prohibited in the workplace, on the campus, or as part of any CenterPoint activity and is subject to disciplinary action. In addition, the use of alcoholic beverages is prohibited in the workplace, on the campus or as part of any CenterPoint activity and is subject to disciplinary action. If you have questions regarding resources available for drug or alcohol treatment programs and support groups, please contact the Student Services Manager. A list of professional and confidential counseling services can be provided.

Harassment Policy
CenterPoint does not tolerate harassment, sexual or otherwise, and will take appropriate action in response to any reported incident. CenterPoint is committed to maintaining a positive learning and working environment and will respond promptly to complaints of harassment. Students receive a copy of CenterPoint’s Harassment Policy and a link to CenterPoint’s Safety & Security Policies & Procedures Handbook & Crime Statistics Report within their first month of school. It is also posted in the Student Office. Please refer to CenterPoint’s Safety & Security Policies & Procedures Handbook & Crime Statistics Report for detailed information regarding harassment. This can be viewed online at: http://www.centerpointmn.com/wp-content/uploads/2018/09/CP-Safety-Security-HandBook-Crime-Statistics.pdf.
**Grievance Policy**

All individuals are encouraged to resolve complaints or grievances with mutual respect and honesty. Students are encouraged to make comments, complaints, or suggestions directly to their instructors and supervisors on an ongoing basis. Should students feel it is not possible to discuss the problem directly with an instructor or supervisor, the following steps can be taken:

1. If a student is not able to reach resolution on their own independently, an appointment can be made with the Student Services Manager. The Student Services Manager will set up a time to meet with the student to discuss the issue and suggest approaches to resolution. Discussing and resolving the issue can also be achieved through emails and/or telephone calls.

2. If the student feels that working with the Student Services Manager has not or will not have a satisfactory resolution, the student may request to have contact from the Education Director. Requests for this contact should be made at reception by completing a request form, or by email or telephone. The student should expect that the Education Director will respond to their request by scheduling a meeting within five days of their request.

3. If the student feels that their complaint has not been handled to their satisfaction, it may be submitted in writing to the School Administrative Director for mediation. Written complaints will be addressed in writing within 14 days of the receipt of the complaint. At the discretion of the School Administrative Director, the student may be asked to appear before an impartial panel.

4. If the issue is not satisfactorily resolved at this point, a meeting may be arranged with all parties involved in the dispute or conflict, and may include the Education Director, and/or Administrative Director as deemed appropriate, to serve as a neutral facilitator. Each party will have an opportunity to state their concern or problem without interruption and the parties will have an opportunity to find a resolution to the problem or conflict. This meeting will be held within 14 days of the request for the meeting.

Finally, having exhausted all other options, the student may submit their unresolved complaint or grievance in writing to:

- **Minnesota Office of Higher Education (MN OHE)**
  1450 Energy Park Drive, Suite 350 • St. Paul, MN 55108-5227
  (651) 642-0533, (800) 657-3866

  and/or

- **Commission on Massage Therapy Accreditation (COMTA)**
  2101 Wilson Blvd, Suite 302 • Arlington, VA 2220
  (202) 888-6790

**Dismissal**

The Directors reserve the right to dismiss any student for reasons that include, but are not limited to, the following:

1. Behavior that is disrespectful or disruptive to the learning environment, students, faculty, administration, staff, and/or clients

2. Conduct that may be harmful to the reputation of CenterPoint or the bodywork profession

3. Violation of student clinic policies

4. Unsatisfactory attendance or excessive tardiness

5. Unsatisfactory academic progress

6. Failure to make scheduled tuition payments

7. Sexual misconduct or harassment

8. Failing all attempted courses in the first term

9. Failing the same course three times

10. Failure to meet academic warning requirements

11. A determination by CenterPoint that the student has participated in cheating with respect to any assignment or examination administered by the school

12. Possession of, being under the influence of, or consumption of alcohol or illegal drugs by a student while on school property or at an off-campus school sponsored activity

13. Stealing or acting as an accessory to theft

14. Committing fraud in relation to admissions, financial aid and academic integrity, including all legal and official documents

15. Any behavior which compromises the safety and security of the school environment

A student may appeal a dismissal within five business days of notification of dismissal by submitting a written appeal to the School Directors.

In the event that dismissal occurs, the dismissed student will remain responsible for payment of all outstanding tuition obligations for services received, as per the refunds for CenterPoint’s Withdrawal and Cancellation policy. If a student wishes to re-enter the program after dismissal, they may apply for Conditional Acceptance to the school after a waiting period of one year. All past due fees must be paid in full prior to re-admittance. Conditions for full admission, as well as the length of probation, will be stated in writing in the Re-Admittance Contract. Credit for completed courses may be given. Failure to comply with the conditions of the Re-Admittance Contract will result in immediate dismissal.
Faculty & Staff

CenterPoint takes great pride in the qualifications of our faculty. All technique instructors have experience and knowledge from years of professional practice and are members of a professional association. All science instructors have academic degrees in their fields and years of experience that qualify them to teach at CenterPoint.

CenterPoint’s faculty is deeply invested in the personal and professional development of our students. Our faculty to student ratio allows for individualized attention in the classroom.

In order to clarify the credentials of our faculty and staff, a list of abbreviations is provided on page 53.

Cari Pelava, BA, C.I. AOBTA, Dipl. ABT
Co-Founder and Director, Administrative Director

Cari has spent the last 30+ years pursuing the art of body-mind-spirit integration. From an early age, she studied dance and performed professionally until a back injury redirected her path. In 1983, she earned a B.A. in Exercise and Dance Physiology from California State University, Long Beach and began her exploration of alternative healing methods. She received advanced certification in Shiatsu Anma from the Shiatsu Massage School of California and began her private practice in 1984. During 1989 and 1990, Cari lived and studied in Japan where she received in-depth training in Shiatsu Therapy, Shiatsu Anma Massage and Jikyo Jutsu. Toru Namikoshi, former president of Japan’s Shiatsu College in Tokyo, encouraged Cari
to teach shiatsu after returning to the U.S. Cari founded the Minnesota Center for Shiatsu Study (MCSS) in 1992 and served as director until February 2001, when MCSS joined with NLSMT to become CenterPoint. Cari is a Certified Instructor of Japanese Shiatsu and Shiatsu Anma with the American Organization of Bodywork Therapies of Asia (AOBTA) and a Diplomate of Asian Bodywork Therapy with the National Certification Commission of Acupuncture and Oriental Medicine (NCCAOM). She was instrumental in forming the official state chapter of the AOBTA in Minnesota. Cari is CenterPoint’s Administrative Director, the Director of the Shiatsu Therapy Program and participates in all of the Shiatsu courses.

Jackson Petersburg, BSE, AMTA
Co-Founder and Director

Jackson is a co-founder of Northern Lights School of Massage Therapy and CenterPoint. He has a B.S. in Education from the State University of New York, College at Cortland, with a special emphasis in outdoor education and therapeutic recreation. He graduated from the Boulder School of Massage Therapy in 1979. He has training in NeuroMuscular Therapy and the Anatomikey system of anatomy. He served on the National Board of the AMTA as Central District representative and was the former chair of the AMTA Approved Continuing Education (ACE) Committee. Jackson has served two terms as president of the Minnesota Chapter of the AMTA. Since 1979, he has been in private practice as a massage therapist, specializing in anatomically precise, structural techniques used to treat soft tissue injuries. Jackson is the Director of CenterPoint’s Therapeutic Massage program and teaches the Advanced Therapeutic Massage course.

Denise Radcliffe, BS, MS, ABMP
Education Director

Denise believes in the pursuit of happiness and enjoys creating a safe environment for learners. Denise received her Masters and Bachelor’s degrees in physical education, has taught, coached and mentored students from ages 5-65. She is also an aromatherapist and believes in the body's power of healing itself. She has been performing, teaching and leading massage therapy for 30 years and strives to raise the bar for the profession. She was instrumental in bringing the Oncology Summit for Massage Therapists to Minnesota in 2008. Denise is CenterPoint’s Education Director.

Amanda N. Anderson, DC
Amanda earned a B.S. in Exercise and Sports Science and Nutrition minor from University of Wisconsin-La Crosse in 2009, and graduated from Northwestern Health Sciences University in 2018 with a Doctorate of Chiropractic. She graduated from CenterPoint’s Therapeutic Massage program in 2010. Amanda practiced as a massage therapist in a physical therapy and chiropractic clinic for 5 years before attending chiropractic school. Amanda continues to utilize her massage therapy skills within her chiropractic practice. She currently teaches in CenterPoint’s Western Sciences department as well as treats patients in a chiropractic clinic in Wayzata, MN.

Jeannie Baron, CD (DONA), BDT (DONA), HBCE, Dipl. CBed (CBI)

Jeannie is an active doula, childbirth educator and Birth Doula Trainer. She became a DONA certified doula in 2005, and since then has attended hundreds of births in homes, birth centers and hospitals and even parking lots. She received her DONA Birth Doula Trainer certification in 2014 and since then has absolutely loved teaching those who are called to birth work. She is very excited to share her knowledge with students of CenterPoint!

Michael Casper, BA, C.I. AOBTA, Dipl. ABT

Michael earned his B.A. in English literature from Swarthmore College in 1988 and then moved to Minneapolis to work as a professional dancer and choreographer. He completed his training in Shiatsu from the Minnesota Center for Shiatsu Study in 1997. In 2007, Michael completed the Massage Therapy program at CenterPoint. Michael currently practices at Qi Nordeast Acupuncture Clinic in northeast Minneapolis. He is an AOBTA Certified Instructor and is a Diplomate in Asian Bodywork Therapy, NCCAOM. Michael teaches Special Populations, Student Clinic Summary Session, and is a supervisor in CenterPoint’s student clinic.

Krisha Crabtree, BA, BCTMB, AMTA

Krisha earned her B.A. from Gustavus Adolphus College in 1993 (Honors Psychology major, Dance and English minors). She graduated from Northern Lights School of Massage Therapy (now known as CenterPoint) and returned to complete the East West Therapeutic Bodywork program. She has been working in massage since 1998 and is certified as a NeuroMuscular Therapist by the International Academy of NeuroMuscular Therapies. Krisha is currently an instructor in the Therapeutic Massage department, Massage Student Clinic Training and Summary Session, and supervises student clinic at CenterPoint. She is known for her sound effects, pop culture references and occasionally dancing in class.

Katrina Cordes, AMTA

Katrina is a 2016 graduate of CenterPoint's East West Therapeutic Bodywork Program with additional training in Spa & Resort Techniques, Birth Doula & Bodywork Therapy, and Advanced Asian Bodywork Therapy. She is the owner of BodyWork By Katrina in Saint Paul, MN, which she founded in March of 2016. As a student, Katrina was a member of CenterPoint’s Student Academic Leadership Team (SALT) and is thrilled to return to CenterPoint to teach in the Therapeutic Massage department. Katrina also supervises in CenterPoint’s Student Clinic.

Amy Daws, BA, AMTA

Amy earned her BA from Knox College in Galesburg, IL with a major in studio art and minor in history. In 2016, she graduated from CenterPoint’s East West Therapeutic Bodywork, AAS program and established a private practice in south Minneapolis called Amy Daws Bodywork. Since graduating she has had the pleasure of tutoring Centerpoint students and expanding her education to include Chi Nei Tsang (abdominal massage) and herbal studies. Amy teaches in CenterPoint’s Shiatsu department and Shiatsu Student Clinic Training and Summary Session course.
Adrienne Estes, ABMP
Adrienne is a 2016 graduate of CenterPoint’s Therapeutic Massage Program. Prior to training in massage, she received a B.A. in Strategic Communications and German Studies from the University of Denver. After undergrad, she worked as a children’s ski instructor in Keystone, Colorado for four years, earning her Cert II through PSIA Rocky Mountain Division. Her enthusiasm for skiing and other outdoor activities is what drove her to return to her home state to study bodywork. After CenterPoint, she worked at a spa for a year before starting her own business. She currently rents space from a chiropractor and runs her own independent practice. Adrienne is a supervisor in CenterPoint’s student clinic.

Michael Fitzgerald, BA, AOBTA, BCTMB
Michael received his bachelor’s degree in Communications from Metropolitan State University. He graduated from MCSS in 1998 for Shiatsu and Touch of Life Massage School in 1999 for Swedish Massage. Michael then became an RMT (Registered Massage Therapist) and MTI (Massage Therapist Instructor) in Texas. He managed three locations for a spa and practiced both styles of bodywork. He enjoys continuing his education in bodywork, has been part of CenterPoint’s administrative staff since 2002 and currently serves as Financial Aid Administrator. Michael supervises in CenterPoint’s Student Clinic.

Katie Hanlon, BCTMB, AMTA
Katie is a 2014 graduate of CenterPoint where she studied East West Therapeutic Massage & Bodywork. In 2016, Katie became a nationally board certified therapist through the NCBTMB. In 2017, she was nominated for “Best of the Twin Cities” at the Twin Cities Birth and Baby Expo. Katie’s diverse set of skills and intuition allow her to treat the root of each client’s issues by combining eastern and western practices of therapeutic bodywork with a strong understanding of anatomy. Katie currently supervises in CenterPoint’s Student Clinic.

Karly Hall, CPC
Karly earned her B.S. in communications from Moorhead State and is in the process of earning her Masters in Organizational Leadership from Saint Mary’s University. She is currently teaching an undergraduate communications course at the University of Northwestern-St. Paul. Karly developed and taught a variety of wellness, mindset, and personal development classes. She is currently teaching CenterPoint’s Communication & Ethics course.

Carolyn Hauck, ABMP
After a vast career as a teacher, performer, designer, manager, and business owner in the corporate and entrepreneurial world of the arts and entertainment field, Carolyn’s desire to be of service to her community in a deeper, more meaningful way brought her to CenterPoint where she studied and completed the East West program making bodywork her career. Along with professional training in Shiatsu and Therapeutic massage, Carolyn has completed training in Equine Massage, Ortho-Bionomy, and International BodyTalk. She also has training in Craniosacral technique, kinesiology taping and Lymphatic Drainage Massage. She teaches a course in lymphatic facilitation at CenterPoint and supervises students in CenterPoint’s clinic. Carolyn is also a writer and has received a national award for her work. She is extremely honored to be a part of the teaching staff at CenterPoint. Carolyn teaches in the Therapeutic Massage department.

James P. Hicks, MA, BA
James graduated with honors from The College of Saint Scholastica with a Masters in Management in 2010 featuring the first capstone on behavior ethics. Crossing the border he taught communications at Northcentral Technical College in Wausau, Wisconsin. Returning to Minnesota he taught a variety of classes for Minneapolis Public Schools and Osseo’s District 279. In addition, his background includes aviation and a few salt water-fishing awards. Today he joins CenterPoint’s faculty teaching Communications and Ethics course.

Megan Hurley, AAS, AMTA
Megan is a 2002 graduate of CenterPoint’s Therapeutic Massage program. She also earned an AAS in veterinary science from Argosy University in 2007. Since completing her massage training, Megan has worked in a number of different health care settings, including multiple spas, a bodywork collective, and an integrated physical therapy clinic. She looks forward to sharing her enthusiasm for all spa techniques, especially hot stone massage, which she believes to be partially responsible for her longevity as a massage therapist. Megan currently teaches CenterPoint’s Spa & Resort Techniques course, supervises in Student Clinic, and is an instructor for Massage Student Clinic Training and Summary Session.

Marysa Meyer, DPT
Marysa received her BS in Exercise Science and a BA in Psychology from the University of St. Thomas. She went on to earn her Doctorate in Physical Therapy from the University of Wisconsin-Madison. Since graduating, she has been studying through the Institute of Physical Art, learning a wide variety of manual therapy, neuromuscular re-education, and motor control training techniques. She currently works at Viverant Physical Therapy, and strongly believes that giving her patients the tools necessary to manage their symptoms is one of the most important ways to empower people to achieve their movement goals.

Bonnie Ness, BS, DC
Bonnie is a graduate of Northwestern Health Sciences University with a Doctorate in Chiropractic and a BS in Human Biology. Bonnie has been a Chiropractor for over 20 years and was an instructor at the Cayce/Relliy Massage School in Virginia. Bonnie is currently completing her credentialing in Animal Chiropractic. Bonnie is an instructor in CenterPoint’s Western Sciences department.

Attila Pegan, BS, IASI
Attila graduated from Semmelweis University, Budapest, Hungary with a B.S. in Sports Management. His massage studies began in 1999 when he participated in a seminar on manual therapy in his native country of Hungary. He completed a 770 hour massage
training program and worked at the Hungarian Institute of Rheumatology and Physiotherapy. In 2002 Attila traveled to Thailand and completed all 6 levels of the International Thai Massage School in Chiang Mai. He returned to Thailand for further study in 2007. In 2010 he completed the KMI-Structural Integration training. He is a member of IASI (International Association of Structural Integrators). Attila is approved as a Continuing Education Provider by NCBTMB and maintains a busy clinical and teaching practice in Savage, Minnesota. He currently teaches Thai Massage at CenterPoint.

**Ed Pelava, BS, MBA, ABMP**
Ed graduated with a B.S. degree from the University of Minnesota and later received his M.B.A. from the University of St. Thomas with a stint as a foreign exchange student in Tokyo, Japan, at Sophia University. He worked as an EMT for the University of Minnesota for four years and has taught First Aid & CPR for the Red Cross and the American Heart Association since 1995. He became involved with CenterPoint years ago as a member of the first class of the Minnesota Center for Shiatsu Study. He teaches Successful Career Development, Chair Massage, Sports Massage, and First Aid and CPR at CenterPoint.

**Andrej Peterka, BA, L.Ac.**
Andrej is a licensed acupuncturist with training in massage therapy and Chinese medicine. He has worked as an acupuncturist at United Hospital and Newbridge Wellness Centers and has a private acupuncture practice in Saint Paul. Andrej currently teaches in the Eastern Sciences department.

**Nicky Rieks, L.Ac., MSAOM, Dipl.Ac.**
Nicky leaps out of bed every morning to build a community committed to creating health & happiness through service and human-friendly medicine. Nicky is a licensed practitioner of East Asian Medicine in the state of Minnesota through the MN Board of Medical Practice. She is a diplomate of Acupuncture and nationally board certified by the National Certification Commission of Acupuncture and Oriental Medicine (NCCAOM). She holds a Master of Science degree in Acupuncture and Oriental Medicine from Bastyr University in Seattle, WA where she underwent rigorous clinical and didactic training. Nicky’s experienced training focuses on the integration of Eastern medicine in the Western medical model. She has studied acupuncture in China at Chengdu University Hospital of Traditional Chinese Medicine and Shanghai University Hospital of Traditional Chinese Medicine. Nicky holds a certification in Massage Therapy from Bellevue Massage School in Washington as well as a Bachelor of Science Degree from St. Cloud State University. Nicky works as an acupuncturist in Maple Grove and is currently teaching in CenterPoint’s Eastern Sciences Department.

**Lindsay Nesmoe, BS, DC**
Lindsay is a graduate of Northwestern Health Sciences University with a Doctorate in Chiropractic and a B.S. in Human Biology. Lindsay has training in acupuncture, Graston technique and Kinesiotaping. Lindsay has experience as a chiropractor and is currently an instructor at both CenterPoint and Rasmussen College. Lindsay teaches in CenterPoint’s Western Sciences department.

**Jaimie Shrestha, AOBTA**
Jaimie graduated from CenterPoint’s Shiatsu Therapy program in 2016. She has received additional training in Advanced Asian Bodywork Therapy, Reiki, Vinyasa/Hot Yoga, and Craniosacral Techniques. While she began her bodywork career working with chiropractic centers doing therapeutic and sports massage, her interest in Traditional Chinese Medicine eventually led her to pursue shiatsu training. Jaimie maintains her private practice, Swastha Bodywork in Eden Prairie, MN. She teaches in CenterPoint’s shiatsu department and supervises in student clinic.

**Todd Sparks, BS, DC**
Todd graduated from Northwestern College of Chiropractic in 1994 with a Doctorate in Chiropractic and received his certification in acupuncture from Northwestern Health Sciences University in 2002. He has a B.S. in Health and Fitness and is a Certified Exercise Physiologist through the American College of Sports Medicine. Todd practices in Plymouth and has taught Health and Exercise students for over a decade. He currently teaches in CenterPoint’s Western Sciences department.

**Andrea Sullivan, C.I. AOBTA, BCTMB**
Andrea graduated from CenterPoint’s Shiatsu Therapy Program in 2005. She is certified in Chi Nei Tsang, Thai Yoga Massage and studied with the Universal Healing Tao Center in Thailand with Grand Master Mantak Chia. She teaches Tai Chi and Medical Qigong on a regular basis and maintains a private bodywork practice. Andrea is a Certified Instructor of Japanese Shiatsu and Shiatsu Anma with the American Organization of Bodywork Therapies of Asia (AOBTA). She teaches in CenterPoint’s Shiatsu Department, Shiatsu Student Clinic Training and Summary Session, and is a supervisor in CenterPoint’s Student Clinic.

**Chris Wardwell, AOBTA**
Chris graduated from the University of Michigan with degrees in English Literature and Asian Studies with a focus on Japan. He earned his 200 hour yoga teacher certification in 2010 and graduated from CenterPoint’s Shiatsu Therapy program in August 2015. In addition to teaching yoga, Chris has many years of experience teaching English as a second language. He currently teaches in CenterPoint’s Shiatsu department and supervises student clinic.

**Tarana Wheelwright, RMT, CD (DONA)**
Tarana graduated with honors from Evolve Massage Therapy College in 2012. She completed additional training in Infant Massage with the International Association of Infant Massage, Maya Abdominal Therapy, Craniosacral Therapy, and Infant Craniosacral Therapy. Tarana has been certified with DONA as a birth doula since 2007 and has directly supported over 300 birth journeys and many more in partnership with fellow doulas, spent thousands of hours engaged in manual bodywork, and taught hundreds of parents how to offer nurturing touch to their infants.
CenterPoint Staff

Cari Johnson Pelava ........ Director of Shiatsu Therapy Program, Administrative Director
Jackson Petersburg ...... Director of Massage Therapy Program
Denise Radcliffe .......... Education Director
Tara Tieso ............... Student Services Manager
Julie Wilson .............. Office Manager
Jim Decker ............... Admissions Representative
Michael Fitzgerald ...... Registrar, Financial Aid Administrator
Janine Kemmer .......... Bookkeeper
Lyssa Olson ............ Clinic Manager
Celeste Lovecharm ....... Records, Graduate Services, and Media Manager
Louise Holewa .......... Reception and Office Assistant
Marshall Bato .......... Reception

Professional Abbreviations
In order to clarify the credentials of our faculty and staff the following list is provided:

AAS ........ Associate of Applied Science
ATP ........ Assistive Technology Practitioner
BA ........ Bachelor of Arts
BCTMB ...... Board Certified in Therapeutic Massage and Bodywork, NCBTMB
BDT (DONA) Birth Doula Trainer (Doulas of North America)
BS .............. Bachelor of Science
BSE .......... Bachelor of Science in Education
CD (DONA) . Certified Doula (Doulas of North America)
C.I. AOBTA . Certified Instructor American Organization of Bodywork Therapies of Asia
CPC ............ Certified Professional Coach
CST ........... Craniosacral Therapist
Dipl. ABT .... Diplomate Asian Bodywork Therapy, NCCAOM
Dipl. CBEd .. Diploma of Childbirth Education
DC ............. Doctor of Chiropractic
DPT ............. Doctorate, Physical Therapy
HBCE ........ HypnoBirthing Childbirth Educator
IASI ........... International Association of Structural Integrators
L.Ac. ........... Licensed Acupuncturist
MSAOM....... Master of Science in Acupuncture and Oriental Medicine
MA ............. Master of Arts
MBA ............ Master of Business Administration
MPS .......... Master of Professional Studies
RMT ........... Registered Massage Therapist

Organizations/Associations
AFMTE ...... Alliance for Massage Therapy Education
AMTA ...... American Massage Therapy Association
AOBTA ...... American Organization of Bodywork Therapies of Asia
ABMP ...... Associated Bodywork and Massage Professionals
COMTA ...... Commission on Massage Therapy Accreditation
MCSS ...... Minnesota Center for Shiatsu Study
MOHE ...... Minnesota Office of Higher Education
NCBTMB ... National Certification Board for Therapeutic Massage & Bodywork
NCCAOM ... National Certification Commission for Acupuncture & Oriental Medicine
NLSMT ...... Northern Lights School of Massage Therapy
**From I-94:** (Eastbound or Westbound, just west of downtown Minneapolis)

From I-94, take I-394 West. Then take Hwy 100 South. Exit at 36th St West - just past Hwy 7. Follow the exit ramp to the right, and continue right to W 36th Street. Turn right onto West 36th St. After the second stop light, turn left onto Raleigh Ave South. Make the first left onto 35th Street. CenterPoint is on your right at the end of the street.

**From the Southern suburbs:**

Take Hwy 100 north. Hwy 100 can be accessed from I-494 or Hwy 62 (the Crosstown). Take the West 36th St Exit - just after Excelsior Blvd. Turn right onto West 36th St. After the first stop light, turn left onto Raleigh Ave South. Make the first left onto 35th Street. CenterPoint is on your right at the end of the street.

**By Bike:**

CenterPoint is located just south of the western extent of the Midtown Greenway (see green line on map above). The two best exits off the Bike path are Wooddale Avenue or Beltline Blvd.

**By MTC Bus:**

from Downtown Minneapolis or Uptown Transit Station, take the #17 West to 36th St W & Raleigh/Park Center Boulevard. Get off and walk one block North to 35th St. W. Turn left and CenterPoint is on your right.

from the North/West (Minnetonka/Hopkins), take the #615 to 36th St & Park Center Boulevard. Get off and walk one block North to 35th St. W. Turn left and CenterPoint is on your right.

from the East (St. Paul), South or anywhere else, find a train or bus that connects with the #17 or #615 and follow the instructions above.

*For a 24 hour schedule of the MTC buses, call 612-341-4287 or visit [www.metrotransit.com](http://www.metrotransit.com)  
For other busing information call 612-373-3333.*