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Mission Statement

The Institute of Natural Health and Education is an educational institution with a mission to prepare qualified individuals to enter in the field of massage, bodywork, and natural health practices. The institute provides a caring personalized attention to help students to achieve the highest quality of professional growth and personal development within the principles of holistic approaches to health.

Brief History of the Institute of Natural Health and Education

The Institute was founded by Antonio Carrico, a National Board Certified Massage Therapist, a Registered Naturopath practitioner, and a licensed Massage therapist.

Administration, facilities, and contact information

The Institute of Natural Health and Education is located at 606 East North Street in Bradley, Illinois. Office hours are Monday to Friday from 9 a.m. to 6 p.m. The office is closed on holidays.

Students and other individuals can contact the school in person or by calling (815) 936-0050 and ask to speak to one of the following authorized school's representative: Antonio Carrico (Academic Adviser) and Melissa Carrico (Academic Adviser).

The Certification Program

The Massage and Bodywork Therapy Certification Program (MBTC) is a flexible hybrid learning program that may be completed in nine months with the combination of online classes, intensive live classes, and supervised clinical

practices. This certification program is structured in modules, allowing students to begin their certification programs three times during the year.

The Massage and Bodywork Therapy Certification Program (MBTC) requires students to complete a total of 672 clock hours of studies. Course work is comprised of 156 hours of body systems (anatomy, physiology and kinesiology), 200 hours of massage and bodywork assessment, theory and application, 60 hours of clinical pathology, 20 hours of business development and legality, 6 hours of professional ethics, 150 hours of supervised clinical practice, and 80 hours of complementary areas of studies that theoretically completes the massage program.

Core Courses for the Massage and Bodywork Certification Program

- MST 101 Anatomy, Physiology, and Kinesiology.....156
Hours
- MST 102 Clinical Pathology.....60
Hours
- MST 103 Massage & Bodywork Theory, Assessment, and Application I...100
Hours
- MST 104 Complementary Areas of Studies.....80
Hours
- MST 105 Massage & Bodywork Theory, Assessment, and Application II..100
Hours
- MST 106 Business Development & Legality.....20
Hours
- MST 107 Professional Ethics.....6
- MST 108 Supervised Clinical Practice.....150

✓ *First Aid/CPR approved by the American Red Cross or the American Heart Association is required in order to complete the program. Students may take this subject outside of the Institute of Natural Health and Education.*

Clinical Practice Supervisor

During the Massage and Bodywork Therapy Certification program, students are required to personally choose a clinical practice supervisor(s) of their choice that must be approved by the school. The approved clinical practice supervisor(s) must monitor the student's clinical practice and submit the student's clinical practice evaluation forms supplied by the school.

The purpose of the clinical practice supervisor is to verify that students, in fact, the person who enrolled in the course of study is observing and practicing massage therapy at a legally operating massage business. During clinical supervision, students may request the assistance of the supervisor to guide them through their clinical practices in order to obtain more knowledge about proper clinical procedures including but not limited to client's interview, pre-session assessment, formulation of massage session, and treatment delivery. Potential clinical supervisors must be state licensed massage therapists or equivalent, other than a relative or current INHE student. Potential clinical supervisors practicing massage therapy in states that do not require a license to practice massage therapy must be nationally certified by the National Certification Board for Therapeutic Massage and Bodywork.

Study Guides

The Institute of Natural Health and Education has developed comprehensive Study Guides, for each module, that are designed to coordinate and sequence the learning materials for the student. Study Guides are based on specific module, which may be obtained from the school at the time of enrollment.

Study Guides are organized in such a way that a student receives a complete syllabus for each module along with instructional materials, which guides the student chapter by chapter through the corresponding textbook.

Each Study Guide contains an overview and summary of each textbook chapter, along with a listing of important keywords (with definitions) and self-tests (with answers) on key points.

Study Guides include instructions on how to complete the three online tests per module, which are equally spaced throughout the instructional materials. Furthermore, a brief writing assignment per module, and one Final Examination for all 3 corresponding modules are required. Examinations are designed to test the student on the preceding chapters. All tests may be completed online at the school’s website testing system.

Proposed Calendar Year and Modules

Winter Program Starts	
January	Module 1 Begins
February	Module 1 Continues
March	Completion of Module 1
April	1st Intensive Live Classes & Module 2 Begins
May	Module 2 Continues & Supervised Clinical Practice Begins
June	Completion of Module 2
July	Module 3 Begins
August	2nd Intensive Live Classes & Module 3 Continues
September	Module 3 Ends / Graduation of Winter Program Students

Summer Program Starts	
May	Module 1 Begins
June	Module 1 Continues
July	Completion of Module 1
August	1st Intensive Live Classes & Module 2 Begins
September	Module 2 Continues & Supervised Clinical Practice Begins
October	Completion of Module 2
November	Module 3 Begins
December	2nd Intensive Live Classes & Module 3 Continues
January	Module 3 Ends / Graduation of Summer Program Students

Fall Program Starts	
September	Module 1 Begins
October	Module 1 Continues
November	Completion of Module 1
December	1st Intensive Live Classes & Module 2 Begins
January	Module 2 Continues & Supervised Clinical Practice Begins
February	Completion of Module 2
March	Module 3 Begins
April	2nd Intensive Live Classes & Module 3 Continues
May	Module 3 Ends / Graduation of Fall Program Students

How It Works

1. Candidates fill out the free online application for the Massage Therapy Program.
2. Upon acceptance into the program, students may download the enrollment package from the school's website, complete all paperwork for the Massage Therapy Program, choose the starting term, and pay the tuition down payment. The enrollment forms are to be completed, signed, dated and mailed directly to the school prior to the shipment of educational materials. The tuition down payment can be completed via our online payment system or mailed to the school along with the enrollment package. All mailed payments must be in the form of money orders or certified checks. DO NOT mail personal checks or cash. Forward all payments and enrollment forms to:

Institute of Natural Health and Education
606 E. North St.
Bradley, IL 60915

3. Education materials will be shipped within five (5) to seven (7) business day once tuition down payment is received but students can only begin their studies at their chosen starting term.
4. During the first module, students receive information about their first intensive live classes so they can arrange their travel and lodging. Moreover, students can start researching for candidates to become their clinical practice supervisors, which must be approved by the school.
5. After completing their first intensive live classes and the approval of their clinical practice supervisors, students can begin their required supervised clinical practices.

6. After completing their first module, students may begin their second module.
7. During their second module, students will continue with their supervised clinical practice
8. Upon completion of their second module, students may start their third module.
9. During their third module, students receive information about their second intensive live classes so they can arrange their travel and lodging.
10. Upon completion of their third module, students may apply for graduation after fulfilling all academic and financial obligations.

Program Cost and Financial Options

The total cost for the Massage Therapy and Bodywork Program is the \$ 4,055.00. The program cost includes the educational binder and books, syllabus, program directions, graduation fee, diploma, one transcript copy, and the instructional delivery of the two intensive live classes. Travel expenses and student's lodging for the intensive life classes are not included in the total program cost.

Students paying an advance for the entire program will receive a 10% off from the total cost.

Students on a monthly base payment system will need to pay a \$500.00 (five hundred) dollars tuition down payment upon acceptance into the program, which will be automatically deducted from the total program cost.

Students will pay the interest free monthly tuition of \$395.00 for eight (9) months, which will be automatically deducted from their chosen checking account or credit card.

The cost if any, for their clinical supervisor(s) during the student's clinical practice is NOT included in the total program cost and must be arranged between the student and the approved clinical supervisor.

Program Subject Description

This program was developed to give students the basic knowledge on how the human body works under normal health circumstances and on how to assist the biologic self-healing mechanism by using the principles and applications of massage and bodywork therapies.

MST 101 Anatomy, Physiology, and Kinesiology.....156 Hours

This subject of study will give students the basic knowledge of the human anatomy and physiology. The first part of this subject of study will focus on basic anatomical terminology, cell physiology, histology, integumentary, cardiovascular, skeletal, neurological, and muscular system. Moreover, the this subject of study will cover the endocrine, lymphatic, respiratory, digestive, reproductive, and urinary systems.

The second portion of this subject of study covers the general foundations of biomechanics, kinesiology, postural analyze, and PNF (Proprioceptive Neuromuscular Facilitation) techniques.

Students will learn how to safely apply stretching techniques to specific muscle or muscle groups with the intent to increase the client's Range-of-Motion.

By completing this subject, students will be able to understand identify the basic anatomical structures and functions.

MST 102 Clinical Pathology.....60 Hours

This subject of study focus on pathological conditions related to the integumentary, musculoskeletal, nervous, circulatory, lymphatic, and immune systems. Furthermore, this subject of study covers pathological conditions related to the respiratory, digestive, urinary, reproductive systems

This subject of study will help students to understand how to safely use therapeutic massage for a variety of conditions, which include indications and contraindications.

MST 103 Massage & Bodywork Theory, Assessment, and Application I.....100 Hours

This subject of study guides students into the history of massage therapy and general principles of practice, such as therapist's personal care, general office maintenance, patient/client therapist relationship, draping, indications and contraindications, and general massage techniques. In this subject students will learn how to apply general massage techniques to regions of the head, face, back, lower back, glutei, cervical and thoracic spine, chest, abdomen, upper and lower extremities.

By completing this subject of studies, students will understand on how to perform a client’s office interview, develop a treatment plan, deliver a massage therapy treatment for relaxation purpose, basic bodywork therapy treatments, and other basic massage therapy office procedures.

MST 104 Complementary Areas of Studies.....80 Hours

This subject of study begins with an overview on the basic principles of the most common types of bodywork therapies, including history and practices. Bodywork therapies are used to complement the massage therapy practice. The understanding of such therapies can help therapists to reinforce the benefits of their therapy either by applying bodywork therapies in conjunction with massage or by

referring their clients to other practitioners that are trained on bodywork therapies if the attending therapists find necessary for their clients.

MST 105 Massage & Bodywork Theory, Assessment, and Application II...100 Hours

This subject of study will introduce students to a more advance form of massage and bodywork therapy practice. During the study of this subject, students will learn on how to perform musculoskeletal assessments on their clients that may present pathological involvements where massage therapy and bodywork can become adjunctive therapies in order to assist other health related treatments provided by other practitioners or even more, deliver more effective massage and bodywork treatments.

MST 106 Business Development & Legality.....20 Hours

This subject will cover legal aspects of business: developing and administering a bodywork business, insurance billing, generating clients, self-image/public image and business planning. Moreover, will be covered types of business, costs, location, business license, and liability insurance. Moreover, students will learn the aspects of promoting their business, telephone advertisement, business cards, networking, referrals, professional associations, lectures, workshops, monthly cards, promotions, and newsletters.

MST 107 Professional Ethics.....6

During this subject of study, students are exposed to the fundamentals of professional ethics. Students will learn about standards of practice for therapeutic massage such as confidentiality, respect, responsibility, honesty, and limitations. They will also learn about aspects of ethics that will prepare the future therapist to become a professional allied health practitioner.

MST 108 Supervised Clinical Practice.....150

The supervised clinical practice is composed of two phases where students will perform massage and bodywork therapies under the supervision of an approved massage therapist. During the first phase of clinical, students will be guided to offer massage and bodywork therapies for relaxation only or basic treatments. Students are only allowed to start this first phase of clinical after they have attended their first intensive live classes at the school’s campus. After students have attended the second intensive live classes at the school’s campus, students will be allowed to start their second phase of clinical practices where they will, under the supervision of an approved massage therapist, will perform more advanced assessments and deliver massage and bodywork therapies that are more clinical in nature. Therefore, students will have the opportunity to learn and experience how to run a real massage and bodywork practice with the assistance of a supervisor. This hands-on practice may include the assessment of a client and the delivery of massage and/or bodywork treatments.

Admission Requirements

The Institute of Natural Health and Education reserves the right to refuse admissions or candidacy to any student who does not meet admissions guidelines.

Each applicant must meet the following requirements for enrollment:

1. be eighteen years of age or older;
2. be a high school graduate or equivalent;
3. be in good health and physically capable of performing the tasks involved in the enrolled program;
4. be a resident of the United States;
5. be of good moral character;
6. be conversant in English, both verbally and in writing;
7. complete the online application form

Procedures

1. Completed the online application form. The application form is to be completed, signed and dated.
2. Official transcripts are required and are to be sent from other educational institutions directly to the office of registration of the Institute of Natural Health and Education.

Enrollment Procedure

Upon acceptance into the program, students may download the enrollment package, enroll for the Massage Therapy Program, choose the starting term, and pay the tuition down payment. The enrollment forms are to be completed, signed, dated and mailed directly to the school prior to the shipment of educational materials. The tuition down payment can be completed via our online payment system or mailed to the school along with the enrollment package. All mailed payments must be in the form of money orders or certified checks. DO NOT mail personal checks or cash. Forward all payments and enrollment forms to:

Institute of Natural Health and Education
606 E. North St.
Bradley, IL 60915

Termination of Student's Enrollment

The Institute of Natural Health and Education reserves the right to terminate the enrollment of any student who does not maintain the Institute of Natural Health and Education guidelines.

Reasons for terminating a student's enrollment include:

- ✓ fraudulent application packet;

- ✓ fraudulent assignments, projects, or exams that are partially or totally completed by another individual;
- ✓ serious breach of professional ethics or unlawful behavior;
- ✓ sexual misconduct;
- ✓ failure to maintain all financial obligations to the institute.

Withdraw Policy

Students may withdraw from subjects or from the school any time during the trimester. Students withdraw from subjects or from the school by filling, signing, submitting the Change of Schedule/Withdraw Form to the Admissions and Records Office for approval and processing. No withdrawals will be accepted by telephone.

Students may withdraw from subjects or from the school any time by the end of the 8th week of the trimester with a grade "W". Students will receive a grade "F" for any subject if they are withdrawing after the end of the 8th week of the trimester.

Students will receive a grade "F" for any subject if they have more than 30% of absences and fail to appropriately withdraw from the enrolled subject. Students unable to withdraw in person may submit the Change of Schedule/Withdraw Form by mail. The Change of Schedule/Withdraw Form must be postmarked no later than the date on which withdrawals are allowed.

Debts owed to the school must be cleared by the Admissions and Records Office before students be officially withdrawn.

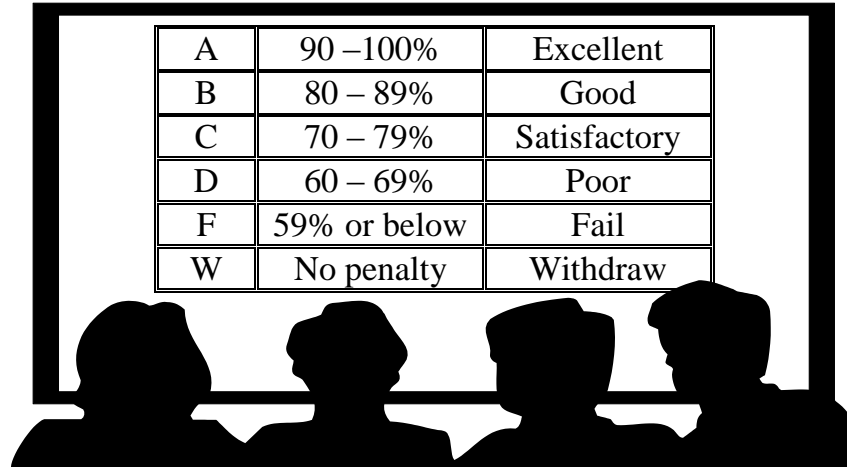
Student Records

Students wishing to see their records, including grades and attendance, should contact the office of registration during regular business hours.

All student records are confidential and may not be released to an unauthorized person without the student's written consent.

Grading System

Institute of Natural Health and Education issues grades:

A blackboard with a table of grades and student silhouettes. The table is as follows:

A	90 – 100%	Excellent
B	80 – 89%	Good
C	70 – 79%	Satisfactory
D	60 – 69%	Poor
F	59% or below	Fail
W	No penalty	Withdraw

Below the blackboard are the silhouettes of four students looking at the board.

Student Satisfactory Progress

Study Guides include instructions on how to complete the three online tests per module, which are equally spaced throughout the instructional materials. Furthermore, a brief writing assignment per module, and one Final Examination for all 3 corresponding modules are required. Examinations are designed to test the student on the preceding chapters. All tests may be completed online at the school's website testing system. Online exams will consist of multiple choices, true/false, matching, and questions, which are graded on a system A (90-100%), B (80-89%), C (70-79%), D (60-69%), F (59 or less %). The minimum of 70% correct is required in order for students to pass the written exams.

The submitted assignments are graded on basis of P (pass) and F (fail). All classes' assignments must be completed satisfactorily.

Transcripts

Students are issued an official transcript upon completing their academic and tuition responsibilities. Students may request an additional transcript for a \$5.00

fee. No transcript will be issued to students that have not fulfilled all financial and academic obligations of a subject or subjects. Additional transcripts shall be requested in writing to the office of registration. Requested transcripts will be sent within 7-school business day. Requests for same day transcript will have the cost of \$8.00. Students wishing the same-day transcript delivery must file in writing to the office of registration no later than 3 p.m. of the desired day.

Other Fees

Online Application Fee	\$Free
Late Payment Fee	\$25.00
Additional Transcript Fee	7- school business day \$5.00 Same- day request \$8.00
Reissue Certificate of Completion Fee	\$10.00
Penalty Fee per Check Returned	\$25.00
Graduation Fee	\$Free

Cancellation and Refund Policy

The student has the right to cancel the initial enrollment agreement before midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date with 10 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

Any student applying for a program that is discontinued by the school shall receive a complete refund of all fees and/or tuition paid. It is the policy of the Institute of Natural Health and Education to issue refunds of tuition and fees

in a prompt manner. As a matter of courtesy, students should give written notification to the Institute of Natural Health and Education (in person or by registered mail) of their intention to withdraw from a program. However, the Institute of Natural Health and Education does not require written notification of withdrawal as a condition for making refunds.

If no notification of withdrawal is received, and a student has had an unexplained absence of more than (15) consecutive class days, the Institute of Natural Health and Education shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

Refunds shall be made within 30 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn. That a student has withdrawn shall be made within 30 days of the last day of attendance, the Institute of Natural Health and Education shall provide written acknowledgement of a student's notification of withdrawal within (15) calendar days of the postmark date of the notification of withdrawal. In all instances, refunds shall be based on and computed from the last day of attendance. Any unused portion of a book fee shall be refunded.

TUITION REFUND SCHEDULE:

1. If a student not begin classes, and fees or tuition of \$150 have been collected, a refund of tuition or fees shall be made within thirty (30) day of the start of the program, and an amount not more than \$100 may be retained for application and registration fees.
2. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application-registration

fee, an amount not exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.

3. When a student has completed in excess of 5% of the course of instruction the Institute of Natural Health and Education may retain the application-registration fee but shall retain an amount computed pro-rata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of course of instruction.
4. When a student has complete and excess of 60% of a course of instruction, the Institute of Natural Health and Education may retain the application-registration fee and the entire tuition and other charges.
5. The refund policy for short courses up to 20 hours shall refund pro rata up 60% of the course of instruction.

When a student enrolls in a program lasting longer than 12 months and withdraws during the first 12 months, the refund formula shall be based on tuition owed for 12 months. The Institute of Natural Health and Education shall refund 100% of any tuition collected for the obligation beyond the 12 months. (Tuition refund schedule for short courses is available)



Graduation Requirement

1. Completed the total clock hours required in the program, with a minimum of 70% correct.
2. Pay all applicable tuition and fees.
3. Complete an approved subject in CPR/first aid and supply the Institute of Natural Health and Education with a copy the completion certificate.

A Certificate of Completion is conferred upon a student at the time all academic and financial requirements have been fulfilled.



Administration

Antonio Carrico, L.M.T., N.D.

President, Instructor and Academic Advisor

Melissa Carrico, O.T.A., L.M.T.

Vice president, Instructor and Academic

Advisor

Maickon Carrico, L.M.T.

Instructor and Academic Advisor.

Complains Procedure

At the Institute of Natural Health and Education, all faculties work to assure that students can make their learning experience a pleasant one. However, a student with complaints about any aspect of the school's operation that cannot be resolved through a meeting between the student and the student's adviser may put the

complaint in writing to the President. The President will ensure that a response, also in writing, will be forwarded to the student.

A student who is still not satisfied with the President's response may file a written complaint with the Illinois State Board of Education at the following addresses:

Illinois State Board of Education Private Business and Vocational Schools 100 West Randolph, Suite 14-300 Chicago, Illinois 60601 Telephone: 312-814-5818	Illinois State Board of Education Private Business and Vocational Schools 100 North First Street, E-428 Springfield, Illinois 62777-0001 Telephone 217-782-2948
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Certificate of Approval To Operate Issued By the Illinois State Superintendent of Education, 100 North First Street, Springfield, Illinois 62777.

Catalog Correctness

The information in this catalog was corrected at the time of publication in January 2011. The Institute of Natural Health and Education, however, reserves the right to change, without notice, any information appearing herein, including, but not limited to, admission standards, promotion, tuition rates, fees, and graduation requirements.



***The Institute of Natural Health and Education
does not discriminate against any applicant on
the basis of age, sex, race, religion, marital
status, or national origin.***