

Excellence in Education

Volume XXXIII, Issue 1

SPACE COAST EDUCATION CENTER

MASSAGE SKIN CARE



Put Your Future In Your Hands



Space Coast Massage Institute, Inc.
1070 South Wickham Road
West Melbourne, FL 32904
Ph.: (321) 308-8000
www.SpaceCoast.edu

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ANNIVERSARY
est. 1991

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WELCOME... and thank you for your interest in Space Coast Education Center. The staff and faculty share your thirst for knowledge, valiant effort to seek a new path, and desire for professional and personal growth. Our programs of study have been created from our commitment to establish high standards of quality, ethical education and career development. Our primary goal is to prepare you to pass the licensing exams. Our commitment is to assist you in your future endeavors. We look forward to a warm and lasting relationship.

SCHOOL PHILOSOPHY

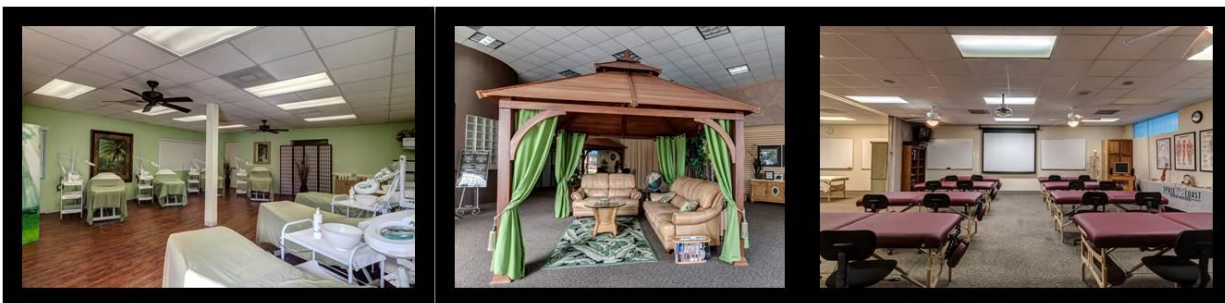
The primary philosophy of Space Coast Education Center is to offer the student the finest complete training in each program we offer. The administration and staff are dedicated to the development of a program that provides students with a comprehensive understanding of the fundamentals thus, creating a solid foundation and enabling them to embark on a successful and rewarding career. It is our profound hope that the learning experience will be enriching to all involved.

LICENSURE

Space Coast Education Center is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, Florida, 32399-0400, toll-free number 888-224-6684. License #1364, and approved by the Florida Department of Health, Division of Medical Quality Assurance, Board of Massage Therapy, 2020 Capital Circle SE, BIN #C06, Tallahassee, FL 32399-3259, 850.488.0595.

STATEMENT OF OWNERSHIP

Space Coast Massage Institute, Inc. d/b/a Space Coast Education Center is a private, for-profit corporation registered in the State of Florida. The sole owners and major stockholders are Richard Stork and Jody Stork.



BOARD OF DIRECTORS

RICHARD STORK, PRESIDENT

A true Florida native, Rick grew up in Brevard County. He spent several years owning a remodeling business and traveling across the United States participating in the Rodeo circuit. He met his wife and business partner, Jody, while receiving medical massage treatments for rodeo-related injuries, and together they began both their family and business ventures.

Rick Stork is President of:

- **Space Coast Education Center**, a Massage and Skin Care School since 1991.
- **Space Coast Massage and Spa**, a tranquil day-spa offering over more than one hundred services provided by licensed massage therapists, skin care specialists, and nail technicians since 1994.

Rick has played an instrumental role in his community as a successful entrepreneur and continues to focus on his commitment to high standards of customer service and ethical standards in the business world.



JODY STORK, DIRECTOR, VICE PRESIDENT, LMT, NMT, NCTMB

Jody Stork is the founder and director of Space Coast Education Center and a highly respected massage therapist in Brevard County. She has been practicing massage since 1985 and has completed specialized training in sports massage, neuromuscular massage, medical massage and many others. She has served as the official massage therapist for major sports teams such as the Florida Marlins and for Dan Marino with the Miami Dolphins. In addition to teaching at Space Coast Education Center, she has taught at Brevard Community College for nursing, Holmes Regional Medical Center physicians and HEALTHSOUTH Doctor's

Hospital for physical and occupational therapists. She has been instrumental in bringing the field of massage therapy and its benefits into the healthcare industry and thereby gaining widespread recognition in the medical community throughout Brevard County. She generously supports outreach organizations and participates in local events with Vietnam Vets, Parkinson's Assoc. and Hospice.

ADMINISTRATIVE STAFF

Deborah A. Normyle, Business Manager

Krystofer Otwell, Assistant Director

Natalie Biegert, Student Services

Valerie Londre, Student Services

*FROM
THE
STUDENTS*

*"It's not a
job, it's just
wonderful!
It's
rewarding
and it's fun!"*

*-Jennifer
Mayer*

*"I love the
school, I love
the school!"*

*-Maria
Swindel*



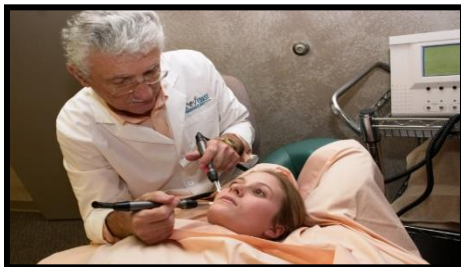
2024-2025 ACADEMIC CALENDAR

CALENDAR

PROGRAM	START DATE	ANTICIPATED END DATE
MASSAGE THERAPY		
<i>(Day or Night Classes Avail.)</i>		
<u>Full Time</u>		
Basic Massage & Hydrotherapy Program	February 19,2024	August 8, 2024
Basic Massage & Hydrotherapy Program	August 19, 2024	February 6, 2025
Massage & Hydrotherapy Program	February 19,2024	September 6, 2024
Massage & Hydrotherapy Program	August 19, 2024	March 7, 2025
<u>Half Time</u>		
Basic Massage & Hydrotherapy Program	February 19,2024	February 6, 2025
Basic Massage & Hydrotherapy Program	August 19, 2024	August 7, 2025
Massage & Hydrotherapy Program	February 19,2024	February 6, 2025
Massage & Hydrotherapy Program	August 19, 2024	August 7, 2025
SKIN CARE		
<i>(Day or Night Classes Avail.)</i>		
Basic Facial & Makeup Specialist Program	February 19,2024	August 8, 2024
Basic Facial & Makeup Specialist Program	August 19, 2024	February 6, 2025
<u>HOLIDAYS</u>		
Memorial Day, 4th of July, Labor Day		
Thanksgiving Day		
Christmas Day and New Years Day		

*In the event that a program start date is cancelled, students will receive a full refund of all monies paid and will be eligible for the next scheduled start date.

**All classes are subject to change as needed or as determined by school administration.



ABOUT US

Your Success Is Our Goal



We put
YOUR
Future in
YOUR
Hands

SCHOOL HISTORY

- Jan. 1991 Space Coast Massage Institute is founded in Indialantic, Florida.
- Feb. 1992 The first graduating class for licensed massage therapy.
- 1994 Space Coast Massage Institute moves to Gateway Business Center in Melbourne, Florida.
- 1995 The Florida Marlins Sports Internship Program begins, providing graduates of Space Coast Massage & Allied Health Institute the opportunity to work on professional athletes during spring training in Viera, FL and at the home stands in Miami.
- 1995 The Hospital Internship Program begins providing graduates of Space Coast Massage & Allied Health Institute the opportunity to work with hospital patients.
- Dec. 1998 Groundbreaking for the new building on the corner of Sheridan & Wickham Road in West Melbourne, Florida.
- Dec. 1998 Space Coast Massage & Allied Health Institute changes name to Space Coast Health Institute.
- Jan. 2004 Basic Facial And Makeup Specialist Program is offered.
- Feb. 2005 Space Coast Education Center began working with the Washington Nationals for the Sports Internship Program.
- Aug. 2006 The Massage and Hydrotherapy 600 Hour Program is offered.
- Jan. 2011 Space Coast Health Institute helped Extreme Makeover by massaging all the Celebrities, Crew and Volunteers.
- April 2012 The Nail Technician Program is approved.
- Aug. 2012 The Nail Technician Program is offered,
- Nov. 2015 Space Coast Health Institute changes name to Space Coast Education Center.

- Jan. 2016 Florida Institute of Technology Internship Program begins this year providing students and graduates with the opportunity to work with Florida Tech athletes. Until now, our sports internship primarily focused on male professional baseball athletes. Our partnership with Florida Tech will give our students and graduates the opportunity to work with both male and female athletes in a wide variety of sports.
- March 2016 Nail Technician Program discontinued.
- May 2017 Hospital Internship discontinued.
- March 2023 Sports Internship discontinued.
- May 2023 The Massage and Hydrotherapy Program approved.
- August 2023 The Massage and Hydrotherapy Program offered.

**FROM
THE
STUDENTS...**

"It's an investment I'm making in myself and I'm worth it!"

-Jill Campbell

**THE
LIFE
YOU
WANT**

"I wanted to go from a high stress, unhappy job to a very healing environment and decided that massage therapy would be the best route to help people... I'm loving life."

-Tracey Turner



DESCRIPTION OF SCHOOL FACILITIES

Space Coast Education Center is located in a 10,323 square foot building in West Melbourne, Florida. The facility is convenient to the airport, beaches, malls, and Orlando. Space Coast Education Center consists of a reception area, retail store, private massage treatment rooms, three spa treatment rooms, business offices, two large lecture rooms and a large practicum area. The classrooms are equipped with demonstration and practice equipment, (i.e. massage tables, massage chairs, skincare and body treatment tables, large screen TV, VCR, overhead projector, slide projector, skeletons and various charts). A library of books, videos, CD's and cassettes are available to students. A study area is provided for student use. We encourage all prospective applicants to visit our facility and meet our staff.



FACULTY

BENITA JAMESON, Full Specialist; University of Central Florida, B.A., Nursing; Flying Emeryboard Academy

Course (s) Taught: *Basic Facial and Makeup Specialist Program.*

LISA BOUTSIS, Facial Specialist; Roman Academy of Beauty Culture

Course (s) Taught: *Basic Facial and Makeup Specialist Program.*

MARY QUIGG, Professor Anatomy & Physiology, Johns Hopkins University, Biological Sciences, Masters Interdisciplinary Science

Course (s) Taught: *Anatomy & Physiology for Basic Massage and Hydrotherapy Program, Massage and Hydrotherapy Program.*

ERIN RILEY, L.M.T.; Space Coast Education Center

Course (s) Taught: *Anatomy & Physiology for Basic Massage and Hydrotherapy Program, Massage and Hydrotherapy Program*

NATALIE BIEGERT, L.M.T.; Space Coast Education Center

Course (s) Taught: *Anatomy & Physiology for Basic Massage and Hydrotherapy Program, Massage and Hydrotherapy Program.*

VALERIE LONDRE, L.M.T., Georgia Career Institute, Space Coast Education Center

Course (s) Taught: *Massage Therapy for Basic Massage and Hydrotherapy Program, Massage and Hydrotherapy Program.*

VARIOUS GUEST ADJUNCT INSTRUCTORS

TEACHER / STUDENT RATIO FOR CLASSES

Massage Therapy Programs -The maximum enrollment is (45) students for each class and minimum enrollment is (6) students per class. Either two instructors or additional teaching assistants will be placed in classes to effectively serve maximum enrollment.

Basic Facial and Make up Specialist Program -The maximum enrollment is 12 per class.

ADMINISTRATIVE POLICIES

NONDISCRIMINATION POLICY

Space Coast Education Center, Inc. does not discriminate on the basis of race, color, religion, national origin, status as a disabled or Vietnam-era veteran, age, gender, sexual orientation, or the presence of a handicap in the administration of educational policies, school administered programs, and student admittance. All terms and conditions included in this catalog are administered and applied with respect to the education and care of all persons.

ADMISSION REQUIREMENTS

Admission to Space Coast Education Center is based upon the following requirements:

1. Must be 18 years of age by the date of graduation.
2. Be a citizen of the United States and/or provide a permanent resident card.
3. Submit a registration with the \$95.00 registration fee and a current picture.
4. Have a personal interview and tour with an administrator of the Institute.
5. Submit a completed official high school transcript stating date of graduation, GED Equivalent or high school diploma.
6. Submit a signed enrollment agreement.
7. All Veterans must provide a copy of their DD214.

ADMISSION PROCEDURES

To register for admission, applicants should contact an admissions representative at the school to schedule an appointment for a personal interview and a tour of the school facilities. At this time, applicants should complete a registration form. A \$95.00 registration fee must accompany the registration form to the school. A certified high school transcript stating date of graduation, GED Equivalent or high school diploma is required before entering school.

ACCOMMODATIONS

Housing or dorms for students are not provided. There are a large number of rental facilities in the Melbourne area to serve the student population.

EMPLOYMENT ASSISTANCE

Space Coast Education Center focuses on preparing students for rewarding and successful careers. There is a wide variety of local employment available. We are pleased to provide assistance to our students as they enter the job market. Our graduates have secured positions in: chiropractic offices, medical offices, hospitals, rehabilitation centers, resorts, spas / salons, cruise ships, with professional sports teams, among others. We maintain an employment placement file recording all graduates and their places of employment, as well as the most current employment opportunities available. Space Coast Education Center does not guarantee employment.

CANCELLATION AND REFUND POLICY

In the event a student fails to enter, withdraws, or is dismissed/discontinued by the institution, the following refund policies shall apply:

Refunds are based on the length of time the student was enrolled and attending classes prior to withdrawing from the school in writing. Refunds are applicable to paid tuition only.

Space Coast Education Center will repurchase books if never used or written in, provided that withdrawal is on or before the first day of class. No other withdrawal policies provide for the repurchase of books after the first day of class. Facial Program Only: Product and equipment fee cost will be refunded provided that withdrawal is on or before the first day of class (es).

1. Cancellation can be made in person, by electronic mail or by Certified Mail.
2. There will be a full refund of all monies paid if the school does not accept the applicant or if the student, (or assigned legal guardian) cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but prior to entering class (es), will result in a refund of all monies paid with the exception of the registration fee. (not to exceed \$150)
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.

The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received. Cancellation after attendance has begun; the student is subject to a \$145 termination fee. Refunds will be made within 30 days following determination of termination or receipt of cancellation notice.

The enrollment agreement constitutes a binding contract upon acceptance by the school.

VETERANS' POLICY

Space Coast Education Center is approved by the State of Florida, Bureau of State Approving Agency for Veterans' Training for eligible veterans. Students eligible for VA benefits must contact the Business Manager.

For Post 9/11 GI Bill® (Ch33) students and VA Vocational Rehabilitation and Employment (Ch31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) and a Vocational Rehabilitation Student must provide a VAF 28-1905 form. [Please list all additional requirements your school will ask a student to satisfy which are permitted under 38 USC 3679(e)] Please see 38 USC 3679(e) for complete details.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

VETERANS' REFUND POLICY

The refund of the unused portion of tuition, fees, and other charges for veterans' or eligible persons who fail to enter a program, withdraw, or discontinue before completion, will be made for all amounts paid which exceed the approximate prorated portion of the total charges that the length of the completed portion of the course bears to the total length of the program. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

A veteran may be recertified for VA education benefits 30 days following the termination of benefits due to unsatisfactory attendance after showing that the cause of unsatisfactory attendance has been removed.

VETERANS' ATTENDANCE POLICY

Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as one absence.

Students exceeding 20% **total** absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance.

Excused absences will be granted for extenuating circumstances, which requires a Dr.'s note. The missed hours and material must be made up.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

WITHDRAWAL

Students choosing to withdraw from the program prior to completion are asked to schedule an exit interview with the Student Services Coordinator or designee. Students that are absent, without notification, for three consecutive days may be considered withdrawn from the program. Students with absences exceeding 50 hours of the program may be considered withdrawn.

The student's withdrawal date is determined by the date of the last class attended. The school administrators determine reinstatement. Any student withdrawing for any reason prior to the completion of the program may re-enroll for the next term and must have their remaining hours completed before the end of that term.

ATTENDANCE POLICY

Students are required to attend all scheduled classes. There are no excused absences in a clock hour program. Therefore, all missed classes must be made up in an alternate scheduled class between classes or on Fridays.

TARDY POLICY

Classes begin directly on the hour. Any students arriving after class begins is considered tardy. Any time missed due to tardiness must be made up according to the makeup policy.

MAKE UP POLICY

For each class day or portion thereof missed, the student will have to attend scheduled class (es) outside of their normal class schedule. PLEASE NOTE: This does not supersede the grading policy. It is the student's responsibility to obtain all missed work from Student Services. All tests and / or quizzes must be made up on the next scheduled class day. Banking of hours is not permitted. NOTE: Banking of hours is defined as the accrual of hours before time is missed to be utilized for such make up.

LEAVE OF ABSENCE

A student may submit a request for a leave of absence, not to exceed 10 days. However, all scheduled tests must be taken prior to the absence (unless material covered while absent is included on such tests). Conditions for a medical leave of absence will be decided upon by the Director and only with official notification from a physician. Students should refer to school policies regarding the published maximum length of time permitted to successfully complete each program. All arrangements must be pre-approved and scheduled by the Student Services Coordinator.

PROBATION POLICY

If student performance in academic or practical areas of study is not maintained, according to the grading policy, and there is serious concern about the probability of a student successfully completing the program, for any reason, he/she will be placed on probation for a period of time not to exceed four weeks. A plan of action will be devised for the student's success, which may include the retake of missed / failed tests. This plan of action must be followed or dismissal may result. This may result in extra expense if the student requires tutorials and/or retaking a section of the program in order to achieve a passing grade. If noticeable

improvement is not shown during the probationary period, the student may be dismissed from the program. Noticeable improvement, as determined by the instructors and/or school administrators, will conclude the probationary period.

- For Veteran students, if noticeable improvement is not achieved by the end of the four-week period, Veterans' benefits will be terminated.
- Students may be placed on probation for code of conduct and financial obligations violations.

NOTICEABLE IMPROVEMENT is defined as bringing the object of probation into compliance with current rules and regulations.

SERIOUS CONCERN is defined, as the likelihood of the student achieving and/or maintaining the minimal grade, according to the grading policy, is highly questionable.

SUSPENSION POLICY

In lieu of immediate dismissal, Administration reserves the right to suspend any student for a period not to exceed 10 class days considering the following mitigating factors:

1. Repetition of offense
2. Severity of offense

Upon completion of the granted suspension, and prior to the students return to the program, the Director or Assistant Director shall initiate a meeting with the said student to outline the requirements to be maintained for successful completion of the program.

Failure of the student to fully maintain such requirements for the remainder of the program will cause the student to be immediately dismissed from such program without further recourse.

A student on suspension is barred from visiting privileges and class attendance at Space Coast Education Center. All time and course work missed, as a result of suspension shall be the responsibility of the student. The student will not be charged for make-up time imposed upon them during such suspension. The timeframe for make-up will be commensurate with the suspension length multiplied by two. (See make-up policy for details)

ADVISEMENT

The Director and Administrators are available to assist and advise students upon student request, regarding program-related issues only. On-going support between students and staff is an integral part of our school and we are happy to provide information and referral sources to any student who feels that they may require professional assistance for matters of a personal nature.

CODE OF CONDUCT AND GROUNDS FOR TERMINATION

1. Students are required to maintain their studies according to the Grading Policy and/or fulfill the requirements of academic probation.
2. The enrollment agreement must be honored in its entirety.
3. Students shall not possess, use, or distribute illegal substances, drugs or alcohol on school property or as part of any school activity. Space Coast Education Center is a tobacco free facility.
4. Students shall not attend class under the influence of alcohol or illegal substances or prescribed medications that alter consciousness or pain recognition.
5. Students shall have no more than three consecutive days of unexcused absences without notifying administration.
6. Students exhibiting emotional instability as determined by the judgment of the administrators shall be required to meet with the Director or authorized staff member.
7. Students shall not behave in a manner potentially dangerous to other students, clients, or

themselves.

8. Classroom nudity is prohibited.
9. Behaving in a manner that may be harmful to the reputation of the school or to the related Professions.
10. Students shall refrain from behavior considered disruptive and/or disrespectful to the instructors, fellow students and administration.
11. Failure to meet financial obligations, comply with attendance policies or any other rules and regulations described in this catalog.

12. Academic Integrity - any student caught cheating may be dismissed from the program without warning.

Disregard for any of the above points may constitute grounds for dismissal. Reinstatement following dismissal is at the discretion of the school administration.

STUDENT GRIEVANCES

Mutual respect is a core value that we endeavor to represent to our students. It is requested that students with grievances do not repress or ignore their feelings. Our goal is to make the education process as mutually enjoyable as possible for students, instructors, and staff. Any student wishing to express dissatisfaction with an instructor, staff member, or fellow student must follow the following grievance procedures in order to resolve any differences amicably and promptly. All persons are expected to participate in the grievance resolution process in good faith. In order to file a grievance, the student must complete a formal Grievance Form (available from the school office) and return it to the school office for delivery to the Assistant Director. Grievances must be filed within 30 calendar days from the time of the incident in question.

1. Speak directly with the person involved and make sure there are no misunderstandings between the parties.
2. Speak with the instructor (if class related).
3. If not resolved between the parties, write the problem on a grievance form and return it to Student Services or School Administration and all parties involved will speak with the Student Services Coordinator.
4. If not resolved, all parties involved will speak with the Assistant Director.
5. If not resolved, all parties involved will speak with the Director.
6. Written responses from the administration are given within 5 working days.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Commission for Independent Education, Florida Department of Education. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution.

Please direct all inquiries to:

Commission for Independent Education
Florida Department of Education
325 W. Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
1-850-245-3200

A copy of the Commission's Complaint Form is available in the student services office.

STUDENT RECORDS

Permanent records are kept for all students, both past and present. Student files are confidential and cannot be released without a student's written consent. Students may access their files by submitting a written request to the Student Services Coordinator. Only after written submission will Student Services arrange for the student to view his/her file within five working days and only during regular school hours. Any student requiring records to be sent to a third party may do so by filling out and signing an "Authorization to Release Student Records" form. There is a \$20.00 charge for each copy of transcripts and a \$20.00 charge for each duplicate diploma.

DISCLOSURE OF EDUCATIONAL RECORDS

Space Coast Education Center will disclose information from student educational records only with the written consent of the student, with the following exceptions:

1. School officials who have a legitimate educational interest in the records.
2. Officials of another school upon request, if the student seeks or intends to enroll at that institution.
3. Certain officials of the U.S. Department of Education, the Inspector General, state and local educational authorities in connection with state or federally supported education programs.
4. Organizations conducting certain studies on behalf of the school.
5. Accrediting commissions to carry out their functions.
6. Comply with a judicial order or a lawfully ordered subpoena.
7. Appropriate parties in health or safety emergencies.

If a student requests a copy of their records, a charge of \$.10 per page will be applied. Payment must be made before copies will be provided.

TRANSFER OF CREDITS

Veteran students will be evaluated for prior training. Credit will be granted if appropriate, with tuition and training time adjusted proportionately, and proper notification of both the Veteran's Administration and the veteran. (This is found in Title 38, Code of Federal Regulations, sections 21.4253 (d) (3) and 21.4254 (4).

Space Coast Education Center will not accept any other transfer of credits. There is no granting of credits for work experience or examination.

Space Coast Education Center cannot guarantee that its credits will transfer to another school. Students are advised to check with the receiving school before assuming any or all credits will be transferable.

DRUG / ALCOHOL ABUSE POLICY

Because the likelihood of success is dramatically reduced for students who abuse drugs, Space Coast Education Center is determined to have a drug-free campus. Illegal use of drugs or alcohol will not be tolerated on campus or at any Space Coast Education Center sponsored event off campus. Space Coast Education Center requires applicants to commit themselves to obeying the law and refraining from illegal drug and alcohol activity on its campuses and at its events. A student who is convicted for a drug-related offense that occurred on campus or while in attendance at a school event will be sanctioned up to and including suspension or expulsion. The school has the responsibility to refer for prosecution anyone engaging in illegal drug or controlled substance activity on its campus or off-campus events. A student who is convicted of any drug offense must report it to the Student Services Coordinator on his/her campus within five days. Students may contact the same office for an explanation of appeal rights for each step of the disciplinary process.

SMOKING POLICY

It is our intention to create a smoke free environment for our employees, clients, and students. SCMT & SCMI prohibits smoking and/or vaping inside and in front of the building. If you smoke and/or vape, please ask about the appropriate areas where smoking is permitted.

We support all of our employees, clients, and students in choosing a healthful, nonsmoking way of life.

GRADING SYSTEM

1. The Following scale will determine the grade received on any written examinations:

A	92% - 100%	4
B	83% - 91%	3
C	75% - 82%	2
D	67% - 74%	1
F	66% - below	0

2. Student progress is assessed regularly by written major exams and quizzes. The student must pass all exams with a 75% or better before he/she will be permitted to graduate. Each student is informed of his/her progress through quarterly progress reports.
3. All Failed tests must be retaken within 5 business days. No test will be taken more than 3 times.
4. Students will be given practical evaluations in massage therapy classes.
5. Any student failing to achieve and maintain satisfactory progress will be placed on probation. Full-time students have 9 months maximum (half-time students have 18 months maximum) to complete the program with a minimum of 75% (C) before they must retake the entire failed portion of the program. (See Probation Policy).
6. Students must have a minimum grade of 67% (D) by the end of the first quarter or they will be placed on probation.
7. The students must achieve a minimum of a 75% (C) at the midpoint of the term or they will be placed on probation or dismissed.
8. The students must achieve a minimum of 75% (C) on all exams and practical evaluations before he/she is permitted to graduate.
9. All students must achieve a final a minimum of 75% (C) in both the Anatomy and Physiology as well as massage therapy portions of the course before they are permitted to graduate.
10. The student must achieve a minimum of 75% (C) in massage therapy before they will be permitted to take any exams or evaluations.
11. All students must achieve a minimum of 75% (C) on all exams and practical evaluations before he/she is permitted to graduate. A pass (P) will be reflected on their transcript.

SATISFACTORY ACADEMIC PROGRESS POLICY (MINIMUM STANDARDS)

Students must meet an academic performance of 75% (C) at the midpoint of the term or they will be placed on probation or dismissed.

All Students must receive a 75% (C) or better in the program before they are permitted to graduate.

Any student failing to achieve and maintain satisfactory progress will be placed on probation by the institution and may be ineligible for future disbursements. Satisfactory progress is defined as meeting the minimal required attendance, grading, code of conduct and financial obligations.

Students must complete their educational objective within a given time frame: All students are limited to no more than 150% of the published length of the educational program.

All students are limited to no more than 150% of the published length of the educational program.

REQUIRMENTS FOR RECEIVING A DIPLOMA

Upon graduation students will receive a diploma stating the successful completion of the training program. In order to receive a diploma the student must have completed all hours of the program they are enrolled in, completed all class assignments, satisfactorily mastered all of the classes of study, passed all final exams, paid all tuition and fees in full and complied with the rules and regulations of Space Coast Education Center. In addition, all borrowed or rented material must be returned to the school prior to graduation.

Massage License Fee-\$155.00

Skincare license fee-\$75.00

SCHOOL EQUIPMENT

A reserve list is maintained in the student services office, to check out massage tables over weekends when available. Checking out a table is complementary. The DVD, skeletons, and other related items must remain on school premises, but may be used by students as study tools to enhance their skills, while in the classroom. There are no items available for rental within the facial program. All other related items or products must remain on school premises.

CONTINUING EDUCATION AND SEMINARS

Space Coast Education Center sponsors workshops, seminars and lectures by experts in the field of massage and natural health care for the benefit of licensed massage therapists as well as students. These programs are strictly optional and are offered as a means to broaden the knowledge base and techniques of the massage professional. Space Coast Education Center does not offer continuing education for facial specialists. The list of approved continuing education providers and their courses are available through the Florida Department of Business & Professional Regulations at 850-487-1395 or online at www.MyFloridaLicense.com.

All Students will be notified of any changes made at Space Coast Education Center.

BASIC MASSAGE & HYDROTHERAPY

(500 HOURS)

PROGRAM OBJECTIVES

Space Coast Education Center has established the following objectives for the Basic Massage Program:

- Prepare students to sit for the Florida State Board Exam for massage therapy.
- Provide a positive learning environment; focusing on the development of the student as a professional in the health care field.
- Provide a strong, comprehensive curriculum to meet student interests in the field of massage therapy.
- Provide a highly qualified and caring faculty to guide students in all aspects of the profession.

As required by the Florida Board of Massage Therapy, this program consists of 500 classroom (clock) hours of instruction in the required subjects. A classroom (clock) hour shall be no less than 50 minutes of any one-clock hour during which a student participates in a learning activity in the physical presence of a member of the faculty of the school. This program prepares the student for an entry-level position in the field of Massage Therapy. The Course Numbering System is as follows: The letter prefix to each course, BMH, stands for Basic Massage & Hydrotherapy. The numerical portions of the course number are numbered sequentially to the required courses. The program of instruction is as follows:

PROGRAM DESCRIPTION

Effective and comprehensive training in Massage Therapy, with emphasis on Hydrotherapy, Florida Massage Law, Sports Massage and Neuromuscular Massage. The program includes a comprehensive study of Anatomy and Physiology.

BMH01 ANATOMY AND PHYSIOLOGY, KINESIOLOGY AND PATHOLOGY (150 Hours)

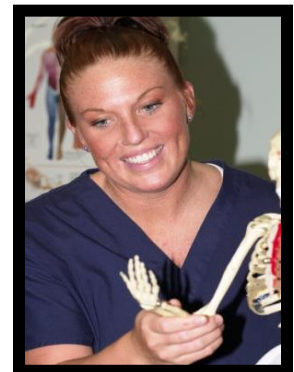
The structure and function of the body are taught. Beginning with the cellular level, the program covers the organization of related body systems. Special emphasis is placed on the nervous, musculo-skeletal and the cardiovascular systems. A series of lab classes are incorporated in the hours to offer the students a more specialized understanding.

BMH02 MASSAGE THERAPY: THEORY AND HISTORY (100 Hours)

A comprehensive study of the theory and history of massage therapy that provides a basic foundation for the massage therapist. Emphasis is on indications and contraindications of massage and the practical techniques of massage applications and hygiene.

BMH03 CLINICAL PRACTICUM (125 Hours)

Process of learning to massage clients in a classroom setting.



BMH04 ALLIED MODALITIES (76 Hours)

After completing the 500-hour program and passing the board, a graduate may choose to become certified in another area of massage. Space Coast Education Center offers the student an overview of the following modalities: Aromatherapy, Chair Massage, Deep Tissue Massage, Lomi I, Medical Massage, Myofascial I, Neuromuscular I, Pregnancy, Reflexology I, Sports Massage I and Traditional Chinese Medicine.

BMH05 BUSINESS (15 HOURS)

Business Management and Marketing.

BMH06 THEORY AND PRACTICE OF HYDROTHERAPY (15 Hours)

Defined as the use of water in any of its three forms, solid, liquid, or vapor, internally or externally, in the treatment of disease or trauma. Students learn the indications and contraindications for hot packs, cold packs, contrast therapy, paraffin use, steam baths and salt glows.

BMH07 FLORIDA MASSAGE LAW (10 Hours)

The history and requirements of the Florida Massage Practice Act (Chapter 480 of the Florida Statutes) are discussed to familiarize students with the laws governing the practice of massage in the State of Florida.

BMH08 PROFESSIONAL ETHICS (4 HOURS)

This class is designed to explore personal prejudices, fears and limitations and to address massage therapy and intimacy issues.

BMH09 HIV/AIDS EDUCATION (3 Hours)

Students are required to attend a three-hour HRS or Red Cross approved Aids/HIV course for certification for health care professionals. This course is designed to convey current and factual HIV/AIDS information.

BMH10 MEDICAL ERRORS PREVENTION (2 Hours)

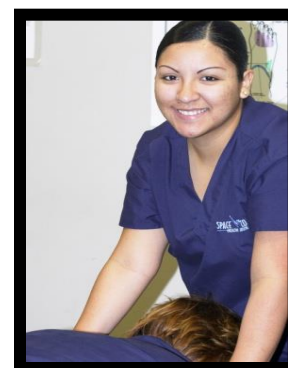
Students are required by the State of Florida to attend this two-hour course. The materials covered in this class will include fire safety, risk management, safety precautions that should be taken as a health care professional.

DAY CLASS SCHEDULE**

Monday	9 am - 2:30 pm	Massage Therapy or Allied Modality
Tuesday	9 am - 2:30 pm	Massage Therapy or Allied Modality
Wednesday	9 am - 2:30 pm	Anatomy & Physiology
Thursday	9 am - 2:30 pm	Massage Therapy or Allied Modality
Friday	no class	

EVENING CLASS SCHEDULE**

Monday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Tuesday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Wednesday	5:00 pm - 10:30 pm	Anatomy & Physiology
Thursday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Friday	no class	



Break times will be determined by administration

** All classes are subject to change as needed or as determined by school administration.

** Some weekends are required.

***** Community service hours / events will include weekend activities.**

CERTIFICATION AND LICENSURE INFORMATION

Florida requires licensure for practicing massage therapy. Space Coast Education Center offers students the basic 500-hour program, which is approved by the Board of Massage Therapy and prepares the student for an entry-level position in the field of massage therapy. Upon completion of the program, the student is eligible to sit for the MBLEx (Massage & Bodywork Licensing Examination).

FSMTB MASSAGE EDUCATION POLICY

Effective July 1, 2017, candidates seeking access to the MBLEx will be required to substantiate either:

- a. Enrollment in and having received education and training in all subject areas of the MBLEx Content Outline form and approved massage therapy education program; or
- b. Graduation from an approved massage therapy education program.

Substantiation documentation must be submitted to FSMTB directly from the education program.

Licensure in other states, municipalities, and townships may differ; therefore, it is recommended that students determine what is required for licensure in the area in which they are planning to work. Space Coast Education Center will assist students in determining licensure regulations in other states and municipalities if requested.

REQUIREMENTS FOR RECEIVING A DIPLOMA

Upon graduation students will receive a diploma stating the successful completion of the training program. In order to receive a diploma the student must have completed the 500-hour program, completed all class assignments, satisfactorily mastered all of the classes of study, completed 125 student massages, passed all final exams, paid all tuition and fees in full and complied with the rules and regulations of Space Coast Education Center. In addition, all borrowed or rented material must be returned to the school prior to graduation.

PRACTICUM

Space Coast Education Center will conduct student clinics throughout the term during regular classroom hours. Students are required to perform 125 massages within the program.

DRESS CODE

Required: 2 sets of navy blue scrubs with Space Coast Education Center logo and fully closed athletic/tennis shoes.

Any student who chooses not to follow the dress code will be asked to leave class for the day and will be considered absent for that day. Refer to Student Notebook for specifics.

TUITION

Tuition is \$5,499.00 for the six- (6) month term (500 hours). A \$95.00 registration fee must accompany the registration form to the school. All fees must be paid according to student's signed financial agreement.

* Tuition is subject to change. Tuition costs listed on signed enrollment agreements will be honored. Please note that the registration form is not an enrollment agreement.

BOOKS

Textbooks are necessary and available to be purchased through Space Coast Education Center for the program.

MISCELLANEOUS FEES

Review Class-State Board Review and the HIV/AIDS Class are required through Space Coast Education Center and are NON REFUNDABLE.

SCHOOL KIT FEE

Additional items such as Space Coast Education Center bag, lotion, gel, Aroma Touch oils are required to be purchased through Space Coast Education Center.

The student can expect to pay an estimated cost of \$442.81 for books, school kit fee and miscellaneous fees. Prices are subject to change.

TOTAL COST OF PROGRAM \$6,036.81

Students are given a 10% discount on massage tables and chairs from most of the massage equipment manufacturers when ordered through our school. Students are given a 10% discount on most items in the retail store.

Note: These discounts only apply while the student is currently enrolled in the program.

INTEREST FREE FINANCING

Short term interest free financing is available through Space Coast Education Center. Students may choose to pay the \$5,499.00 tuition interest-free with any of the payment plans below. The sixth month of your program, the payments will be auto debited using a debit card from your bank account or a credit card. All payments are due on the first of each month. An additional \$15.00 late fee will be charged if payment is more than five (5) days late. A \$25.00 charge will be assessed for any returned checks.

Payment Plans

FULL TIME status, six month term options (choose one):

1. Six monthly payments of \$916.50 (1st payment due upon enrollment)
2. *Twelve monthly payments of \$458.25 (1st payment due upon enrollment). *Auto debit occurs at enrollment.
3. Payment in Full.

***Payment plans will be auto debited at time of enrollment for any plans over six months.**

HALF TIME status, twelve-month term options (choose one)

1. Twelve monthly payments of \$458.25 (1st payment due upon enrollment). *Auto debit occurs at enrollment.
2. Payment in Full.

LENGTH OF PROGRAM

Full time status: Six-month enrollment

Monday through Thursday days, OR
Monday through Thursday evenings.

Half time status: One-year enrollment (two six-month terms)

First six-month term (Massage Therapy classes) Tuesday and Thursday days OR
Tuesday and Thursday evenings

Second six-month term (Anatomy & Physiology), Mondays and Wednesdays, days or evenings

** All classes are subject to change as needed or as determined by school administration.

**Some weekends are suggested.

*** **Community service hours / events will include weekend activities. Payment Plans**

MASSAGE & HYDROTHERAPY (600HOURS)

CURRENTLY NOT ENROLLING

PROGRAM OBJECTIVES

Space Coast Education Center has established the following objectives for the Massage & Hydrotherapy Program:

- Prepare students to sit for the Florida State Board Exam for massage therapy.
- Provide a positive learning environment; focusing on the development of the student as a professional in the health care field.
- Provide a strong comprehensive curriculum to meet student interests in the field of massage therapy.
- Provide a highly qualified and caring faculty to guide students in all aspects of the profession.

This program consists of 600 classroom (clock) hours of instruction in the required subjects. A classroom (clock) hour shall be no less than 50 minutes of any one-clock hour during which a student participates in a learning activity in the physical presence of a member of the faculty of the school. This program prepares the student for an entry-level position in the field of Massage Therapy. The Course Numbering System is as follows: The letter prefix to each course, MH, stands for Massage & Hydrotherapy. The numerical portions of the course number are numbered sequentially to the required courses. The program of instruction is as follows:

PROGRAM DESCRIPTION

Effective and comprehensive training in Massage Therapy, with emphasis on Hydrotherapy, Florida Massage Law, Sports Massage and Neuromuscular Massage. The program includes a comprehensive study of Anatomy and Physiology on an advanced level for medical massage. Expanded training in specialized massage techniques and business applications.

MH601 MASSAGE THERAPY: ANATOMY AND PHYSIOLOGY, KINESIOLOGY AND PATHOLOGY (150 Hours)

The structure and function of the body are taught. Beginning with the cellular level, the program covers the organization of related body systems. Special emphasis is placed on the nervous, musculo-skeletal and the cardiovascular systems. A series of lab classes are incorporated in the hours to offer the students a more specialized understanding.

MH602 BASIC MASSAGE THEORY AND HISTORY (100 Hours)

A comprehensive study of the theory and history of massage therapy that provides a basic foundation for the massage therapist. Emphasis is on indications and contraindications of massage and the practical techniques of massage applications and hygiene.

MH603 CLINICAL PRACTICUM (125 Hours)

Process of learning to massage clients in a classroom setting.

MH604 ALLIED MODALITIES (176 Hours)

After completing the 600-hour program and passing the board, a graduate may choose to become certified in another area of massage. Therefore, Space Coast Education Center offers the student an overview of the following modalities: Aromatherapy, Chair Massage, Deep Tissue Massage, and Lomi Lomi I & II, Medical Massage, Myofascial I & II, Neuromuscular I & II, Pregnancy, Reflexology I & II, Sports Massage I & II and Traditional Chinese Medicine.

MH605 BUSINESS (15 HOURS)

Business Management and Marketing.

MH606 THERORY AND PRACTICE OF HYDROTHERAPY (15 Hours)

Defined as the use of water in any of its three forms, solid, liquid, or vapor, internally or externally, in the treatment of disease or trauma. Students learn the indications and contraindications for hot packs, cold packs, contrast therapy, paraffin use, steam baths and salt glows.

MH607 FLORIDA MASSAGE LAW (10 HOURS)

The history and requirements of the Florida Massage Practice Act (Chapter 480 of the Florida Statutes) are discussed to familiarize students with the laws governing the practice of massage in the State of Florida.

MH608 PROFESSIONAL ETHICS (4 HOURS)

This class is designed to explore personal prejudices, fears and limitations and to address massage therapy and intimacy issues.

MH609 HIV/AIDS EDUCATION (3 Hours)

Students are required to attend a three-hour HRS or Red Cross approved HIV/AIDS course for certification for health care professionals. This course is designed to convey current and factual HIV/AIDS information.

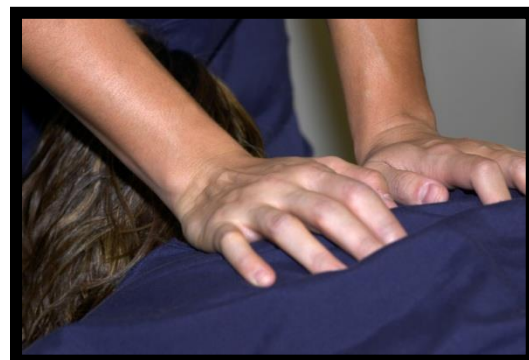
MH610 MEDICAL ERRORS PREVENTION (2 HOURS)

Students are required by the State of Florida to attend this two-hour course. The materials covered in this class will include fire safety, risk management, safety precautions that should be taken as a health care professional.

DAY CLASS SCHEDULE**

Monday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Tuesday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Wednesday	9 am – 2:30 pm	Anatomy and Physiology
Thursday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Friday	9 am – 3:00 pm	Massage Therapy or Allied Modality

Break times will be determined by administration



EVENING CLASS SCHEDULE**

Monday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Tuesday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Wednesday	5:00 pm - 10:30 pm	Anatomy & Physiology
Thursday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Friday	9:00 am - 3:00 pm	Massage Therapy or Allied Modality

Break times will be determined by administration

** All classes are subject to change as needed or as determined by school administration.

**Some weekends are suggested.

*** **Community service hours / events will include weekend activities.**

CERTIFICATION AND LICENSURE INFORMATION

Florida requires licensure for practicing massage therapy. Space Coast Education Center offers students the 600-hour program, which is approved by the Board of Massage Therapy and prepares the student for an entry-level position in the field of massage therapy. Upon completion of the program, the student is eligible to sit for the MBLEx (Massage & Bodywork Licensing Examination).

FSMTB MASSAGE EDUCATION POLICY

Effective July 1, 2017, candidates seeking access to the MBLEx will be required to substantiate either:

- a. Enrollment in and having received education and training in all subject areas of the MBLEx Content Outline form and approved massage therapy education program; or
- b. Graduation from an approved massage therapy education program.

Substantiation documentation must be submitted to FSMTB directly from the education program.

Licensure in other states, municipalities, and townships may differ; therefore, it is recommended that students determine what is required for licensure in the area in which they are planning to work. Space Coast Education Center will assist students in determining licensure regulations in other states and municipalities if requested.

REQUIREMENTS FOR RECEIVING A DIPLOMA

Upon graduation students will receive a diploma stating the successful completion of the training program. In order to receive a diploma the student must have completed the 600-hour program, completed all class assignments, satisfactorily mastered all of the classes of study, completed 125 student massages, passed all final exams, paid all tuition and fees in full and complied with the rules and regulations of Space Coast Education Center. In addition, all borrowed or rented material must be returned to the school prior to graduation.

PRACTICUM

Space Coast Education Center will conduct student clinics throughout the term, during regular classroom hours. Students are required to perform 125 massages within the program.

DRESS CODE

Required: 2 sets of navy blue scrubs with Space Coast Education Center logo and fully closed athletic/tennis shoes.

Any student who chooses not to follow the dress code will be asked to leave class for the day and will be considered absent for that day. Refer to Student Notebook for specifics.

TUITION

Tuition is \$6,389.00 for the six- (6) month term (600 hours). A \$95.00 registration fee must accompany the registration form to the school. All fees must be paid according to student's signed financial agreement.

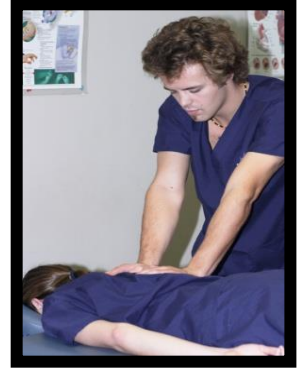
* Tuition is subject to change. Tuition costs listed on signed enrollment agreements will be honored. Please note the registration form is not an enrollment agreement.

BOOKS

Textbooks are necessary and are available to be purchased through Space Coast Education Center for the program.

MISCELLANEOUS FEES

Review Class-State Board Review and the HIV/AIDS Class are required through Space Coast Education Center and are NON REFUNDABLE.



SCHOOL KIT FEE

Additional items such as Space Coast Education Center bag, lotion, gel, Aroma Touch oils are required to be purchased through Space Coast Education Center.

The student can expect to pay an estimated cost of \$442.81 books, school kit fee and miscellaneous fees. Prices are subject to change.

TOTAL COST OF PROGRAM \$6,926.81

Students are given a 10% discount on massage tables and chairs from most of the massage equipment manufacturers when ordered through our school. Students are given a 10% discount on most items in the retail store.

Note: These discounts only apply while the student is currently enrolled in the program.

INTEREST FREE FINANCING

Short term interest free financing is available through Space Coast Education Center. Students may choose to pay the \$6,389.00 tuition interest-free with any of the payment plans below. The sixth month of your program, the payments will be auto debited using a debit card from your bank account or a credit card. All payments are due on the first of each month. An additional \$15.00 late fee will be charged if payment is more than five (5) days late. A \$25.00 charge will be assessed for any returned checks.

Payment Plans

FULL-TIME status, six-month term options (choose one)

1. Six monthly payments of \$1,064.84 (1st payment due upon enrollment)
2. *Twelve monthly payments of \$532.42 (1st payment due upon enrollment). *Auto debit occurs at enrollment.
3. Payment in Full.

***Payment plans will be auto debited at time of enrollment for any plans over six months.**

HALF-TIME status, twelve-month term options (choose one)

1. Twelve monthly payments of \$532.42 (1st payment due upon enrollment) *Auto debit occurs at enrollment.
2. Payment in Full.

LENGTH OF PROGRAM

Full-time status: Six-month enrollment

Monday through Friday days

Half-time status: One-year enrollment (two six-month terms)

First six-month term (Massage Therapy classes)

Tuesday and Thursday and Friday days OR

Tuesday and Thursday evenings AND Friday day

Second six-month term (Anatomy & Physiology), Mondays and Wednesdays, days or evenings

** All classes are subject to change as needed or as determined by school administration.

**Some weekends are suggested.

*** **Community service hours / events will include weekend activities.**

MASSAGE & HYDROTHERAPY (800 Hours)

CURRENTLY NOT ENROLLING

PROGRAM OBJECTIVES

Space Coast Education Center has established the following objectives for the Massage & Hydrotherapy 800 Hour Program:

- Prepare students to sit for the Florida State Board Exam for massage therapy.
- Provide a positive learning environment; focusing on the development of the student as a professional in the health care field.
- Provide a strong comprehensive curriculum to meet student interests in the field of massage therapy.
- Provide a highly qualified and caring faculty to guide students in all aspects of the profession.
- Through our connections with the medical community, our students will have the opportunity to work with referred patients with medical conditions.

This program consists of 800 classroom (clock) hours of instruction in the required subjects. A classroom (clock) hour shall be no less than 50 minutes of any one-clock hour during which a student participates in a learning activity in the physical presence of a member of the faculty of the school. This program prepares the student for an entry-level position in the field of Massage Therapy. The Course Numbering System is as follows: The letter prefix to each course, MH, stands for Massage & Hydrotherapy. The numerical portions of the course number are numbered sequentially to the required courses. The program of instruction is as follows:

PROGRAM DESCRIPTION

Effective and comprehensive training in Massage Therapy, with emphasis on Hydrotherapy, Florida Massage Law, Sports Massage and Neuromuscular Massage. The program includes a comprehensive study of Anatomy and Physiology on an advanced level for medical massage. Expanded training in specialized massage techniques and business applications.

MH801 ANATOMY AND PHYSIOLOGY, KINESIOLOGY AND PATHOLOGY (150 Hours)

The structure and function of the body are taught. Beginning with the cellular level, the program covers the organization of related body systems. Special emphasis is placed on the nervous, musculo-skeletal and the cardiovascular systems. A series of lab classes are incorporated in the hours to offer the students a more specialized understanding.

MH802 MASSAGE THERAPY THEORY AND HISTORY (100 Hours)

A comprehensive study of the theory and history of massage therapy that provides a basic foundation for the massage therapist. Emphasis is on indications and contraindications of massage and the practical techniques of massage applications and hygiene.



MH803 CLINICAL PRACTICUM (125 Hours)

Process of learning to massage clients in a classroom setting.

MH804 ALLIED MODALITIES (176 Hours)

After completing the 800-hour program and passing the board, a graduate may choose to become certified in another area of massage. Therefore, Space Coast Education Center offers the student an overview of the following modalities: Aromatherapy, Chair Massage, Deep Tissue Massage, Lomi Lomi I & II, Medical Massage, Myofascial I & II, Neuromuscular I & II, Pregnancy, , Reflexology I & II, Sports Massage I & II and Traditional Chinese Medicine.

MH805 BUSINESS (15 HOURS)

Business Management and Marketing.

MH806 THEORY AND PRACTICE OF HYDROTHERAPY (15 Hours)

Defined as the use of water in any of its three forms, solid, liquid, or vapor, internally or externally, in the treatment of disease or trauma. Students learn the indications and contraindications for hot packs, cold packs, contrast therapy, paraffin use, steam baths and salt glows.

MH807 FLORIDA MASSAGE LAW (10 HOURS)

The history and requirements of the Florida Massage Practice Act (Chapter 480 of the Florida Statutes) are discussed to familiarize students with the laws governing the practice of massage in the State of Florida.

MH808 PROFESSIONAL ETHICS (4 HOURS)

This class is designed to explore personal prejudices, fears and limitations and to address massage therapy and intimacy issues.

MH809 HIV/AIDS EDUCATION (3 Hours)

Students are required to attend a three-hour HRS or Red Cross approved HIV/AIDS course for certification for health care professionals. This course is designed to convey current and factual HIV/AIDS information.

MH810 MEDICAL ERRORS PREVENTION (2 HOURS)

Students are required by the State of Florida to attend this two-hour course. The materials covered in this class will include fire safety, risk management, safety precautions that should be taken as a health care professional.

MH811 CLINICAL PATHOLOGY PRACTICUM (200 LAB HOURS)

Process of learning to massage clients in a classroom setting.

DAY CLASS SCHEDULE **

Monday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Tuesday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Wednesday	9 am – 2:30 pm	Anatomy & Physiology
Thursday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Friday	9 am – 3:00 pm	Massage Therapy or Allied Modality

Break times will be determined by administration

** All classes are subject to change as needed or as determined by school administration.

** Some weekends are required.

*** **Community service hours / events will include weekend activities.**



EVENING CLASS SCHEDULE**

Monday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Tuesday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Wednesday	5:00 pm - 10:30 pm	Anatomy & Physiology
Thursday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Friday	9:00 am - 3:00 pm	Massage Therapy or Allied Modality

Break times will be determined by administration

** All classes are subject to change as needed or as determined by school administration.

**Some weekends are suggested.

*** **Community service hours / events will include weekend activities.**

CERTIFICATION AND LICENSURE INFORMATION

Florida requires licensure for practicing massage therapy. Space Coast Education Center offers students the 800-hour program, which is approved by the Board of Massage Therapy and prepares the student for an entry-level position in the field of massage therapy. Upon completion of the program, the student is eligible to sit for the MBLEx (Massage & Bodywork Licensing Examination).

FSMTB MASSAGE EDUCATION POLICY

Effective July 1, 2017, candidates seeking access to the MBLEx will be required to substantiate either:

- a. Enrollment in and having received education and training in all subject areas of the MBLEx Content Outline form and approved massage therapy education program; or
- b. Graduation from an approved massage therapy education program

Substantiation documentation must be submitted to FSMTB directly from the education program.

Licensure in other states, municipalities, and townships may differ; therefore, it is recommended that students determine what is required for licensure in the area in which they are planning to work. Space Coast Education Center will assist students in determining licensure regulations in other states and municipalities if requested.

REQUIREMENTS FOR RECEIVING A DIPLOMA

Upon graduation students will receive a diploma stating the successful completion of the training program. In order to receive a diploma the student must have completed the 800-hour program, completed all class assignments, satisfactorily mastered all of the classes of study, complete 325 student massages, passed all final exams, paid all tuition and fees in full and complied with the rules and regulations of Space Coast Education Center. In addition, all borrowed or rented material must be returned to the school prior to graduation.

PRACTICUM

Space Coast Education Center will conduct student clinics throughout the term, during regular classroom hours. Students are required to perform 325 massages within the program.

DRESS CODE

Required: 2 sets of navy blue scrubs with Space Coast Education Center logo and fully closed athletic/tennis shoes.

Any student who chooses not to follow the dress code will be asked to leave class for the day and will be considered absent for that day. Refer to Student Notebook for specifics.

TUITION

Tuition is \$4,796.00 for the eight (8) month term (800 hours).). A \$95.00 registration fee must accompany the registration form to the school. All fees must be paid according to student's signed financial agreement. * Tuition is subject to change. Tuition costs listed on signed enrollment agreements will be honored. Please note that the registration form is not an enrollment agreement.

BOOKS

Textbooks are necessary and are available to be purchased through Space Coast Education Center for the program.

MISCELLANEOUS FEES

Review Class-State Board Review and the HIV/AIDS Class are required through Space Coast Education Center and are NON REFUNDABLE.

SCHOOL KIT FEE

Additional items such as Space Coast Education Center bag, lotion, gel, Aroma Touch oils are required to be purchased through Space Coast Education Center.

The student can expect to pay an estimated cost of \$442.81 for books, school kit fee and miscellaneous fees. Prices are subject to change.

TOTAL COST OF PROGRAM \$5,333.81

Students are given a 10% discount on massage tables and chairs from most of the massage equipment manufacturers when ordered through our school. Students are given a 10% discount on most items in the retail store.

Note: These discounts only apply while the student is currently enrolled in the program.

INTEREST FREE FINANCING

Short term interest free financing is available through Space Coast Education Center. Students may choose to pay the \$4,796.00 tuition interest-free with any of the payment plans below. The eighth month of your program, the payments will be auto debited using a debit card from your bank account or a credit card. All payments are due on the first of each month. An additional \$15.00 late fee will be charged if payment is more than five (5) days late. A \$25.00 charge will be assessed for any returned checks.

Payment Plans

FULL-TIME status, eight-month term options (choose one)

1. Eight monthly payments of \$599.50 (1st payment due upon enrollment).
2. *Twelve monthly payments of \$399.66 (1st payment due upon enrollment). *Auto debit occurs at enrollment.
3. *Twenty four monthly payments of \$199.83 (1st payment due upon enrollment). *Auto debit occurs at enrollment.
4. Payment in Full.

***Payment plans will be auto debited at time of enrollment for any plans over six months.**

LENGTH OF PROGRAM

Full-time status: Eight-month enrollment

Monday through Friday days

Monday through Thursday nights and Friday day

** All classes are subject to change as needed or as determined by school administration.

**Some weekends are suggested.

*** **Community service hours / events will include weekend activities.**

MASSAGE & HYDROTHERAPY

PROGRAM OBJECTIVES

Space Coast Education Center has established the following objectives for the Massage & Hydrotherapy 700 Hour Program:

- Prepare students to sit for the Florida State Board Exam for massage therapy.
- Provide a positive learning environment; focusing on the development of the student as a professional in the health care field.
- Provide a strong comprehensive curriculum to meet student interests in the field of massage therapy.
- Provide a highly qualified and caring faculty to guide students in all aspects of the profession.
- Through our connections with the medical community, our students will have the opportunity to work with referred patients with medical conditions.

This program consists of 700 classroom (clock) hours of instruction in the required subjects. A classroom (clock) hour shall be no less than 50 minutes of any one-clock hour during which a student participates in a learning activity in the physical presence of a member of the faculty of the school. This program prepares the student for an entry-level position in the field of Massage Therapy. The Course Numbering System is as follows: The letter prefix to each course, MH, stands for Massage & Hydrotherapy. The numerical portions of the course number are numbered sequentially to the required courses. The program of instruction is as follows:

PROGRAM DESCRIPTION

Effective and comprehensive training in Massage Therapy, with emphasis on Hydrotherapy, Florida Massage Law, Sports Massage and Neuromuscular Massage. The program includes a comprehensive study of Anatomy and Physiology on an advanced level for medical massage. Expanded training in specialized massage techniques and business applications.

MH701 ANATOMY AND PHYSIOLOGY, KINESIOLOGY AND PATHOLOGY (150 Hours)

The structure and function of the body are taught. Beginning with the cellular level, the program covers the organization of related body systems. Special emphasis is placed on the nervous, musculo-skeletal and the cardiovascular systems. A series of lab classes are incorporated in the hours to offer the students a more specialized understanding.

MH702 MASSAGE THERAPY THEORY AND HISTORY (100 Hours)

A comprehensive study of the theory and history of massage therapy that provides a basic foundation for the massage therapist. Emphasis is on indications and contraindications of massage and the practical techniques of massage applications and hygiene.

MH703 CLINICAL PRACTICUM (325 Hours)

Process of learning to massage clients in a classroom setting.



H704 ALLIED MODALITIES (76 Hours)

After completing the 700 hour program and passing the board, a graduate may choose to become certified in another area of massage. Therefore, Space Coast Education Center offers the student an overview of the following modalities: Aromatherapy, Chair Massage, Deep Tissue Massage, Lomi Lomi I & II, Medical Massage, Myofascial I & II, Neuromuscular I & II, Pregnancy, Reflexology I & II, Sports Massage I & II and Traditional Chinese Medicine.

MH705 BUSINESS (15 HOURS)

Business Management and Marketing.

MH706 THEORY AND PRACTICE OF HYDROTHERAPY (15 Hours)

Defined as the use of water in any of its three forms, solid, liquid, or vapor, internally or externally, in the treatment of disease or trauma. Students learn the indications and contraindications for hot packs, cold packs, contrast therapy, paraffin use, steam baths and salt glows.

MH707 FLORIDA MASSAGE LAW (10 HOURS)

The history and requirements of the Florida Massage Practice Act (Chapter 480 of the Florida Statutes) are discussed to familiarize students with the laws governing the practice of massage in the State of Florida.

MH708 PROFESSIONAL ETHICS (4 HOURS)

This class is designed to explore personal prejudices, fears and limitations and to address massage therapy and intimacy issues.

MH709 HIV/AIDS EDUCATION (3 Hours)

Students are required to attend a three-hour HRS or Red Cross approved HIV/AIDS course for certification for health care professionals. This course is designed to convey current and factual HIV/AIDS information.

MH710 MEDICAL ERRORS PREVENTION (2 HOURS)

Students are required by the State of Florida to attend this two-hour course. The materials covered in this class will include fire safety, risk management, safety precautions that should be taken as a health care professional.

DAY CLASS SCHEDULE **

Monday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Tuesday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Wednesday	9 am – 2:30 pm	Anatomy & Physiology
Thursday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Friday	9 am – 3:00 pm	Clinical Practicum

Break times will be determined by administration

** All classes are subject to change as needed or as determined by school administration.

** Some weekends are required.

*** Community service hours / events will include weekend activities.



EVENING CLASS SCHEDULE**

Monday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Tuesday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Wednesday	5:00 pm - 10:30 pm	Anatomy & Physiology
Thursday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Friday	9:00 am - 3:00 pm	Clinical Practicum

Break times will be determined by administration

** All classes are subject to change as needed or as determined by school administration.

**Some weekends are suggested.

*** **Community service hours / events will include weekend activities.**

CERTIFICATION AND LICENSURE INFORMATION

Florida requires licensure for practicing massage therapy. Space Coast Education Center offers students the 700-hour program, which is approved by the Board of Massage Therapy and prepares the student for an entry-level position in the field of massage therapy. Upon completion of the program, the student is eligible to sit for the MBLEx (Massage & Bodywork Licensing Examination).

FSMTB MASSAGE EDUCATION POLICY

Effective July 1, 2017, candidates seeking access to the MBLEx will be required to substantiate either:

- c. Enrollment in and having received education and training in all subject areas of the MBLEx Content Outline form and approved massage therapy education program; or
- d. Graduation from an approved massage therapy education program

Substantiation documentation must be submitted to FSMTB directly from the education program.

Licensure in other states, municipalities, and townships may differ; therefore, it is recommended that students determine what is required for licensure in the area in which they are planning to work. Space Coast Education Center will assist students in determining licensure regulations in other states and municipalities if requested.

REQUIREMENTS FOR RECEIVING A DIPLOMA

Upon graduation students will receive a diploma stating the successful completion of the training program. In order to receive a diploma the student must have completed the 700-hour program, completed all class assignments, satisfactorily mastered all of the classes of study, complete 325 student massages, passed all final exams, paid all tuition and fees in full and complied with the rules and regulations of Space Coast Education Center. In addition, all borrowed or rented material must be returned to the school prior to graduation.

PRACTICUM

Space Coast Education Center will conduct student clinics throughout the term, during regular classroom hours. Students are required to perform 325 massages within the program.

DRESS CODE

Required: 2 sets of navy blue scrubs with Space Coast Education Center logo and fully closed athletic/tennis shoes.

Any student who chooses not to follow the dress code will be asked to leave class for the day and will be considered absent for that day. Refer to Student Notebook for specifics.

TUITION

Tuition is \$2,376.00 for the seven (7) month term (700 hours).). A \$95.00 registration fee must accompany the registration form to the school. All fees must be paid according to student's signed financial agreement. * Tuition is subject to change. Tuition costs listed on signed enrollment agreements will be honored. Please note that the registration form is not an enrollment agreement.

BOOKS

Textbooks are necessary and are available to be purchased through Space Coast Education Center for the program.

MISCELLANEOUS FEES

Review Class-State Board Review and the HIV/AIDS Class are required through Space Coast Education Center and are NON REFUNDABLE.

SCHOOL KIT FEE

Additional items such as Space Coast Education Center bag, lotion, gel, Aroma Touch oils are required to be purchased through Space Coast Education Center.

The student can expect to pay an estimated cost of \$442.81 for books, school kit fee and miscellaneous fees. Prices are subject to change.

TOTAL COST OF PROGRAM \$2,913.81

Students are given a 10% discount on massage tables and chairs from most of the massage equipment manufacturers when ordered through our school. Students are given a 10% discount on most items in the retail store.

Note: These discounts only apply while the student is currently enrolled in the program.

INTEREST FREE FINANCING

Short term interest free financing is available through Space Coast Education Center. Students may choose to pay the \$2,376.00 tuition interest-free with any of the payment plans below. The seven month of your program, the payments will be auto debited using a debit card from your bank account or a credit card. All payments are due on the first of each month. An additional \$15.00 late fee will be charged if payment is more than five (5) days late. A \$25.00 charge will be assessed for any returned checks.

Payment Plans

FULL TIME status, seven month term options (choose one):

1. Seven monthly payments of \$339.43 (1st payment due upon enrollment).
2. *Twelve monthly payments of \$198. (1st payment due upon enrollment). ***Auto debit occurs at enrollment.**
3. *Twenty Four monthly payments of \$99.00 (1st payment due upon enrollment). ***Auto debit occurs at enrollment.**
4. Payment in full.

***Payment plans will be auto debited at time of enrollment for any plans over the seven months.**

HALF TIME status, one year term options (choose one)

1. Twelve monthly payments of \$198.00 (1st payment due upon enrollment). ***Auto debit occurs at enrollment.**
2. Payment in full.

LENGTH OF PROGRAM

Full time status: Seven month enrollment

Monday through Friday days

Monday through Thursday evenings and Friday day

Half-time status: One-year enrollment (two six-month terms)

First six-month term (Massage Therapy classes)

Tuesday and Thursday and Friday days OR

Tuesday and Thursday evenings AND Friday day

Second six-month term (Anatomy & Physiology), Mondays and Wednesday day or evening and Friday Day ONLY

** All classes are subject to change as needed or as determined by school administration.

**Some weekends are suggested.

*** **Community service hours / events will include weekend activities.**

BASIC FACIAL AND MAKEUP SPECIALIST

(320 Hours)

PROGRAM OBJECTIVE

The main objective of Space Coast Education Center is to provide quality education and hands-on training necessary to guide its students successfully into the skincare industry. This program prepares the student for an entry-level position in the field of Skin Care. Students shall complete the program work necessary to apply for state licensing as a Skincare and Makeup Specialist and Hair Removal Technician. The Course Numbering System is as follows: The letter prefix to each course, BFM, stands for Basic Facial and Makeup. The numerical portions of the course number are numbered sequentially to the required courses.

PROGRAM DESCRIPTION

Effective and comprehensive training for an Esthetician with emphasis on Anatomy & Physiology, Ethics and Business Management. Hands on training under supervision working with a licensed and experienced Facial Specialist.

BFM01 Anatomy & Physiology (Skin Diseases and Disorders) (68 Hours)

This course covers the general anatomy of the entire body. It will discuss the specific bones, muscles and nerves of the head and various skin diseases and disorders.

BFM02 Structure and Function of the Skin (5 Hours)

An intense study of the integumentary system and component organs.

BFM03 Skin Types/Skin Tones (Contouring, Detailing, Articulation) (20 Hours)

This course is an analysis of the skin and specific treatments for skin disorders. The student will learn to analyze the skin and will be able to suggest treatments.

BFM04 Facial Structures (7 Hours)

The student will learn the bones and muscles of the face.

BFM05 Machines & Equipment (20 Hours) - (10 hours in services)

Instruction in the use of the high frequency galvanic mechanical brushes, steam machines, vacuum machines, etc.

BFM06 Facial Treatments (basic, intense, extractions, peels) (100 Hours) – (70 Hours in services)

A comprehensive study of the theory and practical demonstrations of the basic, intensive, extensive facials and peels.

BFM07 Waxing (hair removal) (wax/tweeze) (20 Hours) – (20 Hours in services)

Students will be instructed on techniques such as tweezing, full body waxing and eyebrows, and use of both rosin and cold wax methods.

BFM08 Product ingredients (12 Hours)

This class is designed to inform the students about the basic chemicals for estheticians, the most common ingredient uses and precautions.

BFM09 Paraffin Treatments (2 Hours)

This course includes instruction on facial masques, hand and foot treatments, and full body treatments involving paraffin wax.

BFM10 Body Treatments (5 Hours)

In addition to the facial treatments, the student will learn other services such as salt glows, body buffering, table treatments and back treatments.

BFM10 Body Treatments (5 Hours)

In addition to the facial treatments, the student will learn other services such as salt glows, body buffering, table treatments and back treatments.

BFM11 Basic Massage Movements (5 Hours)

This course will offer the basic massage techniques within the scope of practice for estheticians including European Facial Massage, and Aromatherapy at the face and décolleté.



BFM12 Marketing and Sales (5 Hours)

Students will learn the “need to know” basics for operating a salon including but not limited to management, licensing and permitting.

BFM13 Makeup/Color Analysis and Lash & Brow Tinting, Eyelash Application (Strip, Individual, and Semi-Permanent). (30 Hours) (20 Hours in services)

An instructional course covering camouflage and glamour make up application.

BFM14 Florida Cosmetology Laws and Rules (5 Hours)

The history and requirements of the Florida State Board of Cosmetology are discussed to familiarize students with the laws and rules governing the practice of skin care in the State of Florida.

BFM15 Safety, Sterilization & Sanitation (10 Hours)

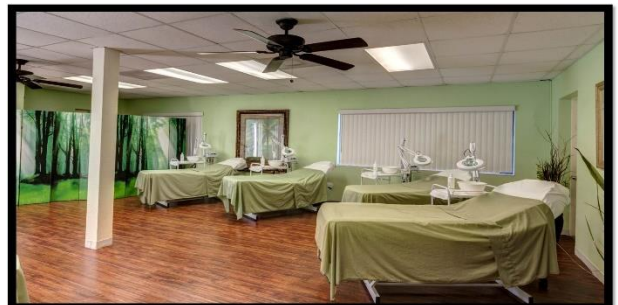
In addition to all other areas of instruction familiarizing the students will safety precautions, sterilization and sanitation when handling equipment and performing treatments on clients.

BFM16 HIV/AIDS (4 Hours)

Students are required to attend a 4-hour approved Aids/HIV course for certification for health care professionals. This course is designed to convey current and factual HIV/AIDS information.

BFM17 Ethics (2 Hours)

This class is designed to explore personal prejudices, fears and limitations and to address massage therapy and intimacy issues.



DAY CLASS SCHEDULE**

Monday	9:00 am - 2:00 pm	Lecture and Practical
Wednesday	9:00 am - 2:00 pm	Lecture and Practical
Thursday	9:00 am - 2:00 pm	Lecture and Practical

DAY CLASS SCHEDULE**

Tuesday	9:00 am - 4:30 pm	Lecture and Practical
Friday	9:00 am - 4:30 pm	Lecture and Practical

NIGHT CLASS SCHEDULE**

Monday	5:30 pm - 10:30 pm	Lecture and Practical
Wednesday	5:30 pm - 10:30 pm	Lecture and Practical
Thursday	5:30 pm - 10:30 pm	Lecture and Practical

Break times will be determined by administration

** All classes are subject to change as needed or as determined by school administration.

** Some weekends are suggested.

*** **Community service hours / events will include weekend activities.**

CERTIFICATION AND LICENSURE INFORMATION

Space Coast Education Center offers students the basic 320-hour program prepares the student for an entry-level position in the field of Basic Skin Care Specialist. Upon completion of the program, the student is eligible to sit for the Florida State Skin Care Exam through Space Coast Education Center. Licensure in other states, municipalities, and townships may differ; therefore, it is recommended that students determine what is required for licensure in the area in which they are planning to work. Space Coast Education Center will assist students in determining licensure regulations in other states and municipalities if requested.

REQUIREMENTS FOR RECEIVING A DIPLOMA

Upon graduation students will receive a diploma stating the successful completion of the training program. In order to receive a diploma the student must have completed the 320-hour program, completed all class assignments, satisfactorily mastered all of the classes of study, passed all final exams, completed a minimum of (120) paid services, paid all tuition and fees in full and complied with the rules and regulations of Space Coast Education Center. In addition, all borrowed or rented material must be returned to the school prior to graduation.

PRACTICUM

Each student is required to complete a minimum of (120) paid services. Space Coast Education Center will conduct student clinics throughout the term during regular classroom hours.

DRESS CODE

Required: 2 sets of dark grey scrubs with Space Coast Education Center logo and fully closed athletic/tennis shoes.

Any student who chooses not to follow the dress code will be asked to leave class for the day and will be considered absent for that day. Refer to Student Notebook for specifics.

TUITION

Tuition is \$3,996.00 for the (6) month term (320 hours). A \$95.00 registration fee must accompany the registration form to the school. All fees must be paid according to student's signed financial agreement. * Tuition is subject to change. Tuition costs listed on signed enrollment agreements will be honored. Please note that the registration form is not an enrollment agreement.

BOOKS

Textbooks are necessary and available to be purchased through Space Coast Education Center for the program.

MISCELLANEOUS FEES

The HIV/AIDS Class is required through Space Coast Education Center and is NON REFUNDABLE

SCHOOL KIT FEE

Additional items such as Product, School Kit & Equipment Fees are required to be purchased through Space Coast Education Center.

The student can expect to pay an estimated cost of \$752.43 for books, school kit fee and miscellaneous fees. Prices are subject to change.

Students are given a 10% discount on most items in the retail store.

Note: These discounts only apply while the student is currently enrolled in the program.

TOTAL COST OF PROGRAM \$4,843.43

INTEREST FREE FINANCING

Short term interest free financing is available through Space Coast Education Center. Students may choose to pay the \$3,996.00 tuition interest-free with any of the payment plans below. The sixth month will be auto debited using a debit card from your bank account or a credit card. All payments are due on the 1st of each month. An additional \$15.00 late fee will be charged if payment is more than five (5) days late. A \$25.00 charge will be assessed for any returned checks.

Payment Plans

1. Six monthly payments of \$666.00 (1st payment due upon enrollment).
2. *Seven monthly payments of \$570.86 (1st payment due upon enrollment). *Auto debit occurs at enrollment.
3. *Nine monthly payments of \$444.00 (1st payment due upon enrollment). *Auto debit occurs at enrollment.
4. Payment in Full.

***Payment plans will be auto debited at time of enrollment for any plans over the six months.**

LENGTH OF PROGRAM

Full-time status: Six-month enrollment

Monday, Wednesday and Thursday days, OR
Monday, Wednesday and Thursday evenings.

** All classes are subject to change as needed or as determined by school administration.

** Some weekends are suggested.

*** **Community service hours / events will include weekend activities.**