

WellSpring School of Allied Health

[Careers in Health. Lifestyles in Wellness.]



School Catalog & Student Handbook

Effective July 2023

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Non-main Campus – Wichita: 600 S Tyler Road, Wichita, KS 67209
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Both campuses of WellSpring School of Allied Health are institutionally accredited by ABHES for non-degree and degree programs.

WellSpring School of Allied Health is certified to operate by the Missouri Coordinating Board for Higher Education, No. DHE 0398, and the Kansas Board of Regents, No 300028/300030.

WellSpring School of Allied Health reserves the right to change any and all information in this catalog as deemed necessary and without advance notice.
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For more information on WellSpring, go to www.wellspring.edu.

Dear Friends,

I would like to personally introduce you to the WellSpring School of Allied Health, where our sole mission is to help you achieve your career objectives in the dynamic field of allied health and wellness. Over the past 35 years, WellSpring has offered one of the most diversified and most respected health and wellness programs in the country.

Whether your career pathway of interest draws you to Massage/Holistic Studies, Fitness & Nutrition, or Medical/Healthcareer, we can offer you stimulating classes and an adult learning environment that is second to none. But the best part of our school is our faculty, which is made up of seasoned practitioners who want to share what they've learned in their own journeys in the health and wellness realm. While their paths and experiences are beneficially diversified, they all have one thing in common—a passion for making learning both interesting and fun.

The training outlined in this catalog offers you the opportunity to shape your health and wellness career in a number of different ways. We understand that your desire is to serve others and improve overall well-being in this rapidly expanding field. Our goal is to help you get there by providing the tools and the experiences that allow you to choose the career path that is perfect for you, and ultimately facilitating a new career that you will truly love going to each day.

This is a particularly exciting time for the health and wellness field, as a more comprehensive form of healthcare is emerging. There is a growing body of scientific evidence and a huge upsurge in demand for health treatments that simultaneously embrace the technical advances of modern medicine *and* the powers of the body to naturally heal itself. This integrative health care model, which merges the science and technology of modern medicine with a more human-centered and holistic approach, is the foundation of the educational experience at WellSpring School of Allied Health.

We welcome you to this emerging and rapidly changing world. We welcome you to WellSpring School of Allied Health.

Warmly,

A handwritten signature in black ink, reading "Donald M. Farquharson". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Donald M. Farquharson
President/CEO

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MASSAGE THERAPY



FITNESS & NUTRITION



MEDICAL ASSISTING

MISSION

Our mission is to provide high quality career-oriented training within the field of health and wellness and to launch our graduates into fulfilling careers in which they help others achieve optimal health. By learning traditional forms of healthcare along with the more human-centered and holistic approach of wellness, WellSpring School of Allied Health students learn much more than a vocation; they truly become wellness professionals who are highly valued by both employers and clients.

WellSpring School of Allied Health is dedicated to excellence in education for the health and wellness field. Our sole purpose is to provide you with the curriculum, instructors, and educational facilities to help you achieve your career and personal growth goals. At WellSpring, you will learn more than technique—you will learn both the science and the art of health and wellness. You will acquire more than a certificate or diploma; you will acquire a depth of understanding about yourself and how to help others “live well.”

WellSpring School of Allied Health was founded in 1988, as the Massage Therapy Training Institute. The company was grounded in the heartfelt belief that nurturing touch could have a profound effect on the wellness of our society. Teaching the art of therapeutic massage, modeling professional integrity, and educating the public regarding the many health benefits of massage became the cornerstone of the school.

Today, the school has evolved to embrace an even broader approach to wellness, as we endeavor to create practitioners who can help clients achieve optimal health, whether it is on the massage table, in the gym, at a medical clinic or at the dining room table. WellSpring School of Allied Health is about optimal wellness, in all its dimensions.

WHY WELLSPRING?



ESTABLISHED REPUTATION

WellSpring School of Allied Health's national accreditation, industry recognition and certifications earned over the past 35 years assures you of excellent training. We would be glad to introduce you to some of our graduates, who can tell you about their positive learning experiences at WellSpring School of Allied Health.



FLEXIBLE SCHEDULES

WellSpring School of Allied Health offers several different scheduling options depending on the program. Our Daytime schedules allow you to complete your training by attending classes two or two and a half days per week with no evenings or weekends. Our Evening/Weekend schedule allows you to complete the training by attending classes between two and four evenings per week and possibly some weekends.



SMALL CLASS SIZES

Our student to teacher ratio averages fewer than 16 to 1, allowing our students to get the individualized attention they need to succeed.



PROFESSIONAL INSTRUCTIONAL STAFF

Instructors for the WellSpring School of Allied Health are selected specifically because of their scope of knowledge and their extensive experience in their field. As full-time professionals, they bring real-world experiences to the classroom. WellSpring School of Allied Health's low student/teacher ratio maximizes personal attention and success for the student.



HEALTH & WELLNESS FOCUSED

Health and wellness has been the total focus of our school since 1988. Courses in general wellness, fitness and nutrition are integrated with career specific instruction and provide a very different learning environment. At WellSpring School of Allied Health, students learn more than technical skills; they learn the science and the art of healthier lives.



CONTINUOUS CAREER SUPPORT

WellSpring School of Allied Health helps students discover the career niche that is just right for them, and then we help them connect with preferred employers in the area. Our career services team also works with practicing graduates to provide referrals, job leads, and extensive opportunities for continuing education. Placement assistance is available, but employment is not guaranteed.



LIFETIME KNOWLEDGE SUPPORT

Need a refresher? Students can revisit any course they have previously taken free of charge to keep their skills and knowledge current (with administration approval).



CONTINUOUS START DATES

Enroll in classes when it is convenient for you. WellSpring offers continuous starting dates for each program throughout the year.

CHOOSING YOUR PASSION



Research the program you are interested in and find out everything you can to make an informed decision. Talk with our program managers or admissions representatives about your program and employment prospects.



Partner with an admissions representative to review your program choices and help guide you through the process. Take a tour of our facility to see all the facility has to offer.



Review our catalog to learn specifics about the program offerings at Wellspring, including program descriptions and curriculum offerings to ensure you have a good understanding of what we have to offer.



Think about your dreams, interests and hobbies. Do any of them relate to the Wellspring programs? Can you see yourself in your future career?

A photograph of a man and a woman in a gym, both in a starting crouch, looking at each other and smiling. The woman is on the left, wearing a yellow tank top, and the man is on the right, wearing a grey t-shirt. They are both looking down at their hands on the floor, ready to start a race or workout. The background is a blurred gym with various equipment.

**DECIDING ON YOUR PROGRAM IS
JUST THE START OF YOUR JOURNEY.**

**WELLSPRING STAFF IS HERE TO ASSIST YOU
AS YOU EXPLORE YOUR NEXT STEPS.**



CAREERS



Massage Therapy Certificate or Degree

The demand for massage therapists has expanded significantly in the past ten years, and currently that demand exceeds the supply. WellSpring graduates are employed in an incredibly wide range of practice areas, including private practice, hospitals, chiropractic offices, day spas, fitness centers, wellness centers, physical therapy offices, rehabilitation centers, sports teams, and corporate offices. Statistics concerning average salaries in the area can be verified with the Department of Labor.

Because WellSpring School of Allied Health is highly regarded in the community as a high-quality career training institution, we receive many requests from potential employers wanting to hire our graduates. WellSpring School of Allied Health's career services team works with students to help them connect with employers in the area. Career assistance is available, and jobs in this field are plentiful, but employment is not guaranteed.



Fitness & Nutrition AOS Degree

The rapid growth in the number of national health club chains and corporate fitness centers has made facilities more accessible to consumers. Both clubs and fitness enthusiasts alike have discovered the benefits of employing a personal trainer, proven by the expected growth of the profession by 19% in the next decade. As a certified personal trainer, you have a variety of work settings to choose from, such as corporations who sponsor fitness programs for their employees, spas, resorts, and even cruise ships. You can also work as an independent contractor or in a gym setting.



Medical Assisting Certificate or Degree

As the healthcare industry expands because of technological advances in medicine and the growth and aging of the population, there will be an increased need for all healthcare workers. The increasing prevalence of certain conditions, such as obesity and diabetes, also will increase demand for healthcare services and medical assistants. Increasing use of medical assistants to allow doctors to care for more patients will further stimulate job growth.

Helping to drive job growth is the increasing number of group practices, clinics, and other healthcare facilities that need a high proportion of support personnel, particularly medical assistants who can handle both administrative and clinical duties.





Get started today on your path to success by meeting with an admissions representative.

ADMISSIONS

SPEAK WITH AN ADMISSIONS REPRESENTATIVE

Meeting with an admissions representative is the best way to get information about our programs, career opportunities, and to get a tour of the campus.

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FUND YOUR EDUCATION

Meet with a financial aid representative to explore the many options to pay for your program. They will custom design a plan that will fit your personal situation.

.....

ENROLL TODAY!

Because we have continuous start dates, there is no need to wait to get started. Once you have chosen your program and your start date, you can start working towards your dream job. Your admissions representative will assist you with the enrollment process.

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ELIGIBILITY CRITERIA:

- ▶ be at least 18 years of age;
- ▶ be a high school graduate, have a GED, or passage of the HiSet Exam;
- ▶ submit a complete application packet;
- ▶ be physically, mentally and psychologically able to participate in massage therapy, fitness training or medical assisting profession;
- ▶ participate in an admissions interview with an admissions advisor; and
- ▶ pass a scholastic level exam.

FINANCIAL AID

- ▶ **Federal Pell Grant Program** – For those who qualify, Pell Grant disbursements will be made to the school in two disbursements that occur at the beginning of each term. Students must maintain satisfactory academic progress in order to receive this funding. Aid from federal programs does not automatically continue from one award year to the next.
- ▶ **Federal Direct Loan Programs** – These low-interest loans are available to students who demonstrate eligibility. Students may qualify for either a subsidized Stafford Loan (interest does not accrue until after separation from school) or an unsubsidized Stafford Loan (interest begins accruing immediately after disbursement) or both.
- ▶ **Veterans Education Benefits** – GI BILL®
- ▶ **Scholarship Programs** – WellSpring offers a limited number of scholarships. There are scholarships available for each program. These scholarships are awarded based on the quality of submitted material and the student's need.
- ▶ **Institutional Grants** – WellSpring offers students an opportunity for institutional grants. There are institutional grants available for each program; however, the amounts are limited. These institutional grants are awarded based on student financial need and is based on several different criteria.
- ▶ **Tuition Assistance Programs** – In addition to scholarships WellSpring offers a Tuition Assistance Program for students who qualify. This program is need-based and therefore based on a student's Estimated Family Contribution (EFC) generated from the completion of the FAFSA. Tuition assistance is only available on institutional loans offered by WellSpring.
- ▶ **Institutional Loan Program** – WellSpring offers institutional loans to students who qualify. This loan is offered through the school and is not affiliated with any third parties.



Start by filling out your FAFSA today.
<https://studentaid.gov>

**WellSpring has
many options
to help you
succeed.**





FITNESS & NUTRITION

With health club usage at an all-time high, the benefits of working with a certified personal trainer or wellness coach is recognized now more than ever before. Successful graduates of the Fitness and Nutrition Degree Program (AOS) are prepared for careers in top health clubs, fitness centers, YMCAs and corporate facilities, as well as private practice. You will be able to offer a wide range of services which can open up additional career avenues.

The “Total Fitness Coaching Model” taught in this program gives you the skills to incorporate fitness training, nutrition counseling and lifestyle coaching into a complete package for your clients and offers services that other trainers simply aren’t equipped to deliver. See how you can get a competitive edge and take your coaching services to the next level.

FITNESS & NUTRITION DEGREE (AOS)

 **80 Weeks Day/96 Weeks Evening**

 **Campus Locations:**
Kansas City & Springfield

The Fitness & Nutrition Degree (AOS) provides hands-on training, practical experience and the dedicated industry support you will need to become a trusted ambassador in the health and fitness community.

This interactive program is led by fitness, nutrition, and wellness experts and will enable you to become a well-rounded comprehensive wellness professional able to help others achieve their fitness, nutrition and wellness goals. During the Fitness & Nutrition Degree (AOS) you'll learn personal training foundations, nutrition & coaching fundamentals, and much more.

As a student in this program, you'll gain extensive hands-on clinical experience at the school. You'll work with real clients to help them create change, so when you enter the professional world you will have tons of confidence after gaining real-world experience and connections before you graduate.

Upon completion, all graduates are fully prepared and eligible to sit for two national certification exams from the National Academy of Sports Medicine (NASM). After successfully passing these exams, the student would earn an Associate of Occupational Science Degree; would be designated a Certified Nutrition and Wellness Coach; a Certified Personal Trainer (CPT) and Corrective Exercise Specialist (CES). The student will also have opportunity to sit for the Behavioral Change Specialist (BCS) certification or Certified Nutrition Specialist (CNC).

PROGRAM HIGHLIGHTS:

- ▶ CPT Certification (NASM)
- ▶ CES Certification (NASM)
- ▶ CNC or BCS Certification (NASM)

CURRICULUM INCLUDES:

- ▶ Personal Training Foundations
- ▶ Assessment and Programming
- ▶ Special Wellness Populations & Advanced Techniques
- ▶ Corrective Exercise & Special Populations
- ▶ Nutrition & Coaching Fundamentals
- ▶ Alternative Wellness Theories & Supplement Options
- ▶ Nutrition, Disease & Analysis
- ▶ Nutrition Through Life Cycle & Culture

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CAREER OPTIONS INCLUDE:

- ▶ Personal Trainer
- ▶ Nutrition Coach
- ▶ Wellness Coach



FITNESS TRAINING CERTIFICATE

 **30 Weeks Day/48 Weeks Evening**

 **Campus Locations:**
Kansas City & Springfield

The Fitness Training Certificate provides hands-on training, practical experience and the dedicated industry support you will need to become a trusted ambassador in the health and fitness community.

This interactive program is led by fitness and wellness experts and will enable you to become a well-rounded comprehensive wellness professional able to help others achieve their fitness and wellness goals. During the Fitness Training Program, you'll learn personal training foundations, assessment and programming and much more.

As a student in this program, you'll gain extensive hands-on clinical experience at the school. You'll work with real clients to help them create change, so when you enter the professional world you will have tons of confidence after gaining real-world experience and connections before you graduate.

Upon completion, all graduates are fully prepared and eligible to sit for two national certification exams from the National Academy of Sports Medicine (NASM). After successfully passing these exams, the student would earn a Certificate in Fitness Training; a Certified Personal Trainer (CPT) and Corrective Exercise Specialist (CES).

PROGRAM HIGHLIGHTS:

- ▶ CPT Certification (NASM)
- ▶ CES Certification (NASM)

CURRICULUM INCLUDES:

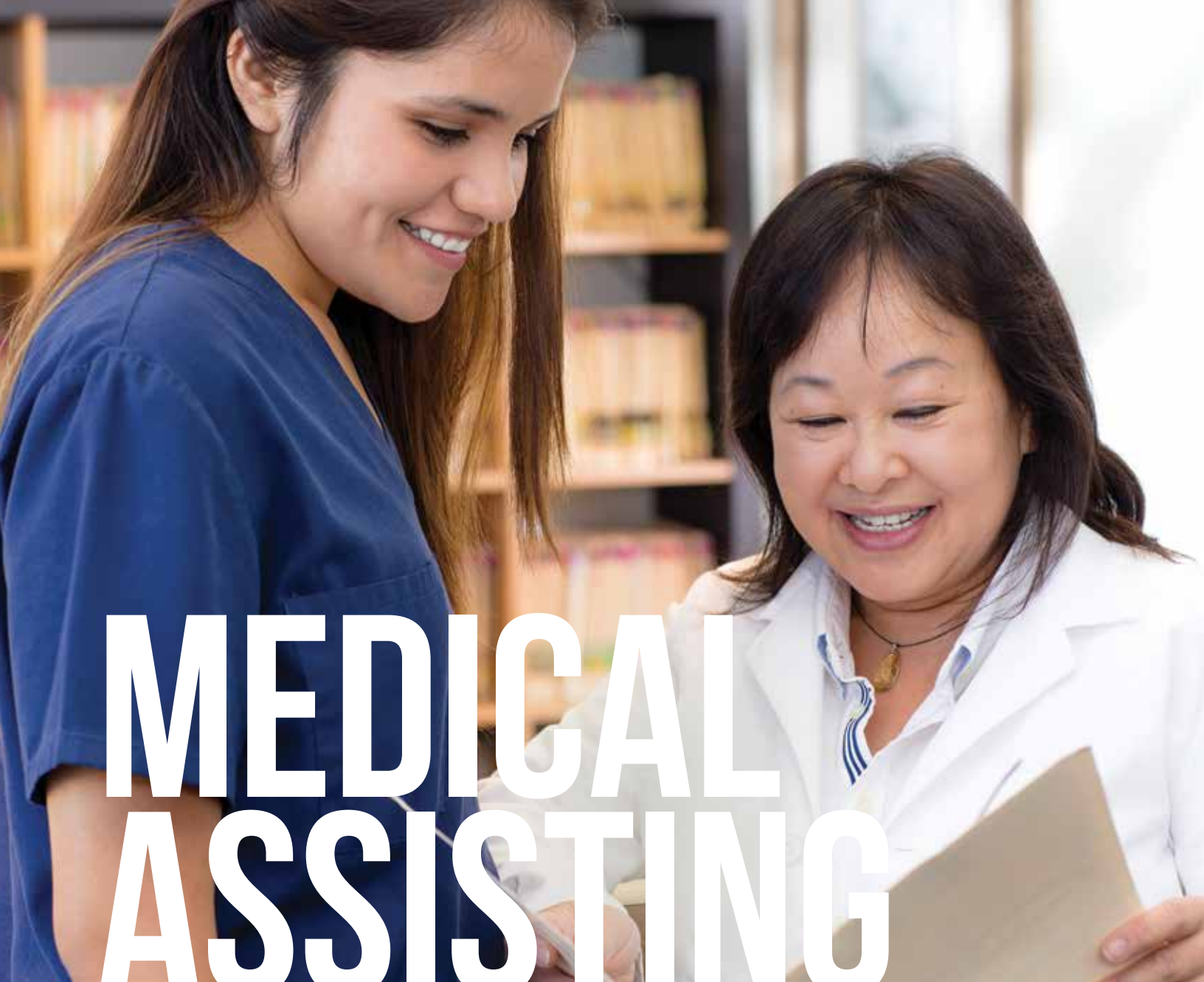
- ▶ Personal Training Foundations
- ▶ Assessment and Programming
- ▶ Special Wellness Populations & Advanced Techniques
- ▶ Corrective Exercise & Special Populations
- ▶ Group Fitness Instruction
- ▶ Client Acquisition
- ▶ Performance Enhancement
- ▶ Internship

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CAREER OPTIONS INCLUDE:

- ▶ Personal Trainer





MEDICAL ASSISTING

As the healthcare industry expands because of technological advances in medicine and the growth and aging of the population, there will be an increased need for all healthcare workers. The increasing prevalence of certain conditions, such as obesity and diabetes, will also increase demand for healthcare services and medical assistants. Increasing use of medical assistants which allow doctors to care for more patients will further stimulate job growth.

Helping to drive job growth is the increasing number of group practices, clinics, and other healthcare facilities that need a high number of support personnel, particularly medical assistants who can handle both administrative and clinical duties. In 2021, about 58% of medical assistants worked in offices of physicians; 15% in public and private hospitals, 9% worked in outpatient care centers, and 4 % in chiropractor offices.

As a WellSpring medical assisting student, you'll receive hands-on instruction from experienced industry professionals within an interactive and supportive learning environment. You'll also develop your skills where you'll be working directly with medical professionals during an externship in a real healthcare environment.

MEDICAL ASSISTING DEGREE PROGRAM (AOS)

 **65 Weeks Day/104 Weeks Evening**

 **Campus Locations: Kansas City,
Springfield, Wichita**

The medical industry has grown over the past few years and is expected to continue this growth trend for the next decade. As this happened, there was a growing demand for Medical Assistants who can also coordinate general office activities and manage other employees, in addition to being able to perform the full range of basic Medical Assisting duties.

That's why WellSpring designed this program – to prepare and train graduates to not only be fully competent MAs, but also to be able to deliver those higher-level skills that help a medical business operate effectively.

This program will equip you with the career-specific administrative and clinical skills required to keep clinics running smoothly each day. Students will also benefit from an externship as part of their training, where they will gain practical real-world experience working with clients in a real healthcare environment before graduation.

PROGRAM HIGHLIGHTS:

- ▶ 160 Hour Externship Experience
- ▶ EKG Certification
- ▶ MA Certification
- ▶ Phlebotomy Certification

CURRICULUM INCLUDES:

- ▶ Medical Terminology
- ▶ Anatomy & Physiology
- ▶ Patient Administration
- ▶ Cardiopulmonary Diagnostics
- ▶ Pharmacology & Injections
- ▶ Medical Procedures & Minor Surgery
- ▶ Emergency Medical Procedures
- ▶ Phlebotomy
- ▶ Medical Billing & Coding
- ▶ Clinical Office Management – budgeting, staff training, auditing performance
- ▶ Human Resource Management – managing staff, including hiring and terminating staff
- ▶ Health Information Technology – learning Electronic Health Records, both in theory and practice
- ▶ Effective Communications – patient communication, urgency, correspondence, marketing/PR





**MEDICAL
ASSISTING**

MEDICAL ASSISTING CERTIFICATE PROGRAM

 **40 Weeks Day/65 Weeks Evening**

 **Campus Locations: Kansas City,
Springfield, Wichita**

As a WellSpring medical assisting student you'll receive hands-on instruction from experienced industry professionals within an interactive and supportive learning environment. You'll also develop your skills working directly with medical professionals during an externship in a real healthcare environment.

With a blend of technical knowledge and practical real-world experience, you'll have the skills, confidence, and contacts to meet the high demand for professional Medical Assistants.

This program will equip you with the career-specific administrative and clinical skills required to keep clinics running smoothly each day.

PROGRAM HIGHLIGHTS:

- ▶ 160 Hour Externship Experience
- ▶ MA Certification
- ▶ Phlebotomy Certification

CURRICULUM INCLUDES:

- ▶ Medical Terminology
- ▶ Anatomy & Physiology
- ▶ Patient Administration
- ▶ Cardiopulmonary Diagnostics
- ▶ Pharmacology & Injections
- ▶ Medical Procedures & Minor Surgery
- ▶ Emergency Medical Procedures
- ▶ Phlebotomy
- ▶ Medical Billing & Coding





MASSAGE THERAPY

If you're interested in holistic healing, enjoy helping others, and are looking for a career that fits you and your life, consider a future in Massage Therapy. WellSpring offers training to match your Massage Therapy career goals. You will also learn about the body and healing, safe and effective massage techniques, and get the skills to run your own practice.

The massage programs at WellSpring School of Allied Health provide the in-depth knowledge, technique and real-world clinical experience it takes to pursue a successful and rewarding career. You'll be helping others and making a positive change in your own life.

People are increasingly seeking guidance about how to maintain a healthier, more natural lifestyle. Our program goes beyond massage training to include basic wellness curriculum that will empower you to help others live well. As a WellSpring massage student, you receive basic training in general wellness, nutrition, and lifestyle-management skills. Students are also taught when to refer a client to a specialist in these fields. It's all part of the integrative health care model that is the foundation of the educational experience at WellSpring School of Allied Health.

MASTER OF MASSAGE THERAPY DEGREE PROGRAM (AOS)

 **68 Weeks**

 **Campus Locations: All Campuses**

The Massage Therapy industry has become incredibly diversified in recent years as it has moved from the spa, salon, and private club realms into hospitals, hospice centers, chiropractic offices, fitness clubs, and sports medicine and rehab centers.

As this has occurred, there has been a growing demand for training in more specialized practice areas. The Master Massage Therapist Degree (AOS) Program at WellSpring School of Allied Health offers students some of the most comprehensive and advanced training available in the industry today. The payoff... students who take this journey will have their career prospects increased dramatically. This includes access to employers who are much more selective and demanding, and who also may offer better compensation.

PROGRAM HIGHLIGHTS:

- ▶ Extensive Internship Experience
- ▶ MBLEx Certification

BASIC MASSAGE TRAINING

This is where students learn the basics about the practice of Massage Therapy, including:

- ▶ Foundations of Massage Therapy
- ▶ Massage Techniques in Practice
- ▶ Systemic & Kinetic Anatomy
- ▶ Pathology & Advanced Massage Techniques
- ▶ Neuromuscular Massage & Sports Massage
- ▶ Specialty Massage Techniques, like Reflexology and Older Adult
- ▶ CPR & Clinical Massage Internship

ADVANCED MASSAGE TRAINING

- ▶ Spa Treatments
- ▶ Corrective Exercise Training
- ▶ Movement Modalities
- ▶ Cranio-Sacral Bodywork
- ▶ Energy Balancing
- ▶ Massage in a Healthcare Setting
- ▶ Oncology Massage
- ▶ Eastern Massage Techniques



MASSAGE THERAPY

MASSAGE THERAPY CERTIFICATE PROGRAM

 **53 Weeks/750 Hour Program**

 **Campus Locations: Kansas City & Springfield**

 **53 Weeks/750 Hour Program**

 **Campus Locations: Lawrence & Wichita**

Massage is a “hands-on” career. At WellSpring we strongly believe that’s the way it should be taught and learned. As a WellSpring massage student, you’ll receive hands-on instruction from experienced Massage Therapists within the interactive and supportive learning environment of our Kansas City, Springfield, Wichita, and Lawrence branches. You’ll also develop your skills helping actual clients during a clinical internship at the WellSpring Student Clinic. With real-world experience before you graduate, you’ll feel confident you have the expertise to thrive as you transition from student to massage professional.

Beyond technique, you’ll earn a CPR certification and learn the anatomy, pathology, practical communication and business training skills it takes to turn Massage Therapy into a rewarding career.

WellSpring’s Massage Therapy Certificate Program covers a wide range of therapeutic techniques.

PROGRAM HIGHLIGHTS:

- ▶ Extensive Internship Experience
- ▶ MBLEx Certification

CURRICULUM INCLUDES

- ▶ Swedish Massage
- ▶ Anatomy & Physiology
- ▶ Pathology
- ▶ Kinetic Anatomy
- ▶ Reflexology
- ▶ Hydrotherapy
- ▶ Sports Massage
- ▶ Specialty Massage, such as Older Adult and Perinatal
- ▶ Advanced Massage Techniques
- ▶ Neuromuscular Massage
- ▶ Common Medical Conditions
- ▶ Integrative Massage Techniques
- ▶ Business Practices



WellSpring School of Allied Health

[Careers in Health. Lifestyles in Wellness.]



WELLSPRING.EDU

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Wichita, Kansas 68209
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STUDENT HANDBOOK

Welcome to WellSpring School of Allied Health! The entire staff and faculty congratulate you on the beginning of your new career as a wellness & natural healthcare professional, whether it is in massage therapy, fitness training or medical assisting. This handbook will serve as an important resource for information you will need as a student at WellSpring.

WellSpring provides students with a unique learning environment. The information and techniques students learn and the personal growth students experience has the potential to change lives, both their own and others.

As you expect educational support and professional demeanor from your classmates and instructors, you in turn must be prepared to offer support and a professional demeanor to them. Instructors are essential in guiding you as you learn new information, techniques and ideas, but they cannot do this alone. Every student is responsible for creating and maintaining a supportive and professional atmosphere.

The following information, policies and procedures will provide you with answers to questions you may have while a student at WellSpring School of Allied Health. It is important to familiarize yourself with this information, as it is each student's responsibility to know and adhere to all policies and procedures.

WELLSPRING BACKGROUND

WellSpring School of Allied Health is dedicated to excellence in education for the health and wellness field. Our sole purpose is to provide you with the curriculum, instructors, and educational facilities to help you achieve your career and personal growth goals. At WellSpring, you will learn more than technique—you will learn both the science and the art of health and wellness. You will acquire more than a certificate or diploma; you will acquire a depth of understanding about yourself and how to help others “live well.”

WellSpring School of Allied Health was founded in 1988, as the Massage Therapy Training Institute. The company was grounded in the heartfelt belief that nurturing touch could have a profound effect on the wellness of our society. Teaching the art of therapeutic massage, modeling professional integrity, and educating the public regarding the many health benefits of massage became the cornerstone of the school.

Today, the school has evolved to embrace an even broader approach to wellness, as we endeavor to create practitioners who can help clients achieve optimal health, whether it is on the massage table, in the gym, at a medical clinic or at the dining room table. WellSpring School of Allied Health is about optimal wellness, in all its dimensions. The following are the key milestones in the evolution of the school and its programs:

- 1988 – WellSpring School of Allied Health (formerly Massage Therapy Training Institute--MTTI) was opened with two students. In 1991, the school relocated to its first commercial location at 614 W. 39th Street.
- 1992 – WellSpring was approved to operate by the Missouri Department of Higher Education, the first massage school so recognized in Missouri.

- 2000 – Introduced the original Wellness Consultant Program.
- 2002 – WellSpring was acquired by Well-Spring Resources, Inc., to become part of a larger vision within natural health and wellness.
- 2005 – WellSpring was granted institutional accreditation for non-degree programs by the Accrediting Bureau of Health Education Schools (ABHES*).
- 2006 – WellSpring was approved by the U.S. Department of Education to offer Federal Student Aid through the department’s Title IV Program.
- 2007 – WellSpring opened its a branch campus in Lawrence, Kansas.
- 2008 – WellSpring launched its new Personal Training Program with a dual certification as a CPT and CES provided by the National Academy of Sports Medicine (NASM).
- 2011 – Launched the Medical Assisting Program, offering students comprehensive training in both the clinical and business disciplines of a physician’s office or health clinic.
- 2013 – WellSpring’s Master of Massage Therapy AOS Degree approved and launched.
- 2014 – Nutrition and Wellness Coaching program approved and launched.
- 2015 – Fitness and Nutrition AOS Degree approved and launched.
- 2017 – Medical Assisting AOS Degree approved and launched.
- 2017 – WellSpring opened a branch campus in Springfield, Missouri.
- 2019 – WellSpring opened a branch campus in Wichita, Kansas.
- 2023 – WellSpring launched Master of Massage Therapy Degree on its Missouri campuses.

Today, WellSpring School of Allied Health operates as a wholly-owned subsidiary of Well-Spring Resources, Inc. The officers of Well-Spring Resources, Inc. are Don Farquharson, President/CEO; Robin O’Connell, VP Operations & Compliance; Andrea Farquharson, VP and Secretary.

WellSpring School of Allied Health is institutionally accredited by ABHES*, an agency recognized by the U.S. Department of Education. This accreditation assures students of receiving high quality training available throughout the institution. The learning environment at WellSpring School of Allied Health is one of support, encouragement, humor and personal empowerment. The low student/instructor ratio maximizes personal attention and success. We expect uncompromising commitment to professional ethics from every student, instructor and administrative staff member.

**Accrediting Bureau of Health Education Schools. ABHES is recognized by the U.S. Department of Education as a national accreditor of institutions offering predominately allied health education. Its recognition also includes specialized accreditation of medical assisting, medical laboratory technology, and surgical technology programs within public and private institutions. The U.S. Department of Labor projects the healthcare industry to undergo the largest growth of any other industry, with an estimated 2.3 million new jobs by 2024, representing 1 of every 4 created. The increasing demand for healthcare affects the need for well-trained and credentialed employees in a variety of healthcare professions. ABHES, 6116 Executive Blvd, Suite 730., North Bethesda, MD 20852, (301) 291-7550.*

Credentials

By selecting WellSpring School of Allied Health as your education partner, you will be choosing a school that has been a leader in career education in the health and wellness field (since 1988), both locally and nationally. Consider these credentials:

- All campuses of WellSpring School of Allied Health are institutionally accredited by ABHES.
- We are a member of Associated Bodywork and Massage Professionals (ABMP) and the American Massage Therapy Association (AMTA).
- We are approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) as a continuing education Approved Provider.
- We are certified to operate by the Missouri Board of Higher Education and the Kansas Board of Regents.
- WellSpring School of Allied Health is approved to offer Federal Student Aid at all of its campuses through the U.S. Department of Education's Title IV Program.
- WellSpring is accredited by the Better Business Bureau as a business that consistently honors and respects the needs of the customer.
- WellSpring has a partnership with the National Association of Health Professionals (NAHP) to certify Medical Assistants, Phlebotomists and ECG Technicians, and the American Association of Medical Assistants (AAMA) to certify Medical Assistants.

Facilities

Kansas City Campus (Main Campus)

WellSpring's Kansas City campus is located at 9140 Ward Parkway in Kansas City, Missouri, one block west of State Line Road, which is the dividing line between Kansas and Missouri. Our facility is located on the first floor and is fully accessible to handicapped students.

WellSpring School of Allied Health currently has six classrooms which are equipped with whiteboards, LCD projectors and screens, hand-washing sinks, conference tables and chairs. Televisions are also available for instructors to use as needed. Two classrooms are dedicated to massage therapy and, therefore, also provide massage tables, knee bolsters and dressing rooms. The medical assisting classroom includes a medical laboratory (see below) with all equipment relevant to this certification. The fitness training classroom features a fitness center for the purpose of demonstration and for client training sessions during the internship phase of the training. The final three classrooms are versatile, housing each of the programs when necessary. The Resource Center is located in Suite 100 and includes a variety of textbooks and videos for student reference. The campus is also equipped with a computer lab/study room with 7 computers to access the internet.

The school bookstore is well stocked with textbooks, charts and other supplies students might need or want for class. A Student Lounge is located adjacent to the classrooms and contains tables and chairs, communication bulletin boards, a sink, refrigerator, 2 microwave ovens and a student book exchange.

The WellSpring Student Clinic is located on the south side of the main foyer. The Clinic includes a reception area, curtained areas for student massage, one private professional massage room and an office and linen space. The Missouri Board of Therapeutic Massage has approved the Student Clinic to operate as a massage business.

A Medical Assisting Laboratory is available for students to practice their required administrative and clinical skills. In addition to conference tables and chairs, this 17' x 23' room contains items such as an exam table, adult/child weight and height scale, eye chart, spirometer, glucometer, pulse oximeter, EKG machine, microscope, eye wash station, centrifuge, sphygmomanometers, oto/ophthalmoscope, model skeleton, autoclave and medical instruments.

The Administrative Offices include reception areas, offices, a conference room, admissions consultation area, staff break room and office supply storage.

Lawrence Branch Campus (Non-Main Campus)

The Lawrence branch campus of WellSpring School of Allied Health is located at 947 New Hampshire, Lawrence, Kansas. Our facility is located on the second floor, and is fully accessible to handicapped students.

This branch currently has three classrooms which are equipped with white or chalkboards, projection screens, massage tables, dressing screens, knee bolsters, conference tables and chairs. Televisions, videocassette recorders, a slide projector, laptops and digital projectors are also available for instructors to use as needed. In addition to the recent addition of a third classroom, the campus also has added a free standing massage clinic and an expanded student lounge.

There is an informal school store which offers limited supplies such as linens and massage gels and crèmes. Further items for purchase can be ordered from the corporate campus.

A Student Lounge is located adjacent to the classrooms and contains computers available for student use, tables and chairs, refrigerator, microwave and a communication bulletin board. The Resource Center is located within the Student Lounge.

The Student Clinic includes a reception area, curtained areas for student massage and an office and storage space.

The Administrative Offices include reception areas, offices and a recruiting consultation area.

Springfield Branch Campus (Non-Main Campus)

The Springfield branch campus is located at 3033 S Kansas Expressway, on the southwest side of town in Springfield, Missouri. The 16,000 square foot building was completely renovated prior to WellSpring occupying the building in May 2022.

The main facility contains two reception/seating areas, five student massage treatment rooms and one professional massage treatment room for use in the Student Clinic, nine classrooms, Medical Assisting lab, four bathrooms, offices and administrative area, a kitchen, a student lounge and a Learning Resource Center. The classroom furnishings and equipment include the following: Portable CD players, steamed towel warmers, hydrocollator units, massage tables, massage chairs, body support cushions, bolsters, wall mounted writing surfaces, anatomy charts, skeletons, tables, and chairs. Each classroom is also equipped with a white board, a laptop computer, and a projector to display all of the computer software programs available at WellSpring. The Learning Resource Center consists of books, periodicals, video tapes, Ipads and audio tapes that are available for use by students and faculty.

Wichita Branch Campus (Non-Main Campus)

The Wichita branch campus is located at 600 S Tyler Road, Wichita Kansas 67209. There is approximately 10,000 square feet of space for classrooms, clinic, labs, and administrative offices. The facility encompasses 10,000 square feet and contains a reception area, 5 classrooms, conference room, instructor break room, offices and administrative area, student computer lab, student massage clinic and student break area. The classroom furnishings and equipment include the following: massage tables, massage chairs, bolsters, wall mounted writing surfaces, anatomy charts, skeletons, tables, and chairs, LCD projector, laptop and medical assisting lab equipment.

Directions to WellSpring School of Allied Health – Kansas City Campus 9140 Ward Parkway, Suite 100, Kansas City, MO 64114

Location: Northwest corner of 92nd Street and Ward Parkway, three blocks south of the Ward Parkway Shopping Center (same side of the street). Readily accessible from all corners of the Kansas City metro area.

From mid-city: Head South on Ward Parkway to 92nd Street. Turn right, and then right again into our parking lot.

From most other areas: Take I-435 to State Line exit. Go north approximately 1½ miles to 92nd Street. Turn right on 92nd Street. We are the second building on the left.

Directions to WellSpring School of Allied Health – Lawrence Campus 947 New Hampshire, Lawrence, KS 66044

West of Lawrence

Take I-70 East (toll road) towards Lawrence; take the East Lawrence Exit 204; turn Left on N. 3rd Street (US 40), which turns into N. 2nd Street; as you cross the river bridge you will come to a stop light, continue going straight, the road turns into Vermont Street; turn Left on 10th Street; go past Massachusetts St. then turn left on New Hampshire, and you will see the WellSpring entrance on your left; turn Left into the parking garage – parking is free on the TOP LEVEL

East of Lawrence

Take I-70 West (toll road) towards Lawrence and follow directions above;
K-10 West towards Lawrence; continue on K-10 take the 23rd Street exit and continue on toward Massachusetts St; turn right and proceed to 10th street; turn right on 10th street; then turn left on New Hampshire St. you will see the WellSpring entrance on your left; turn Left into the parking garage – parking is free on the TOP LEVEL.

Directions to WellSpring School of Allied Health – Lawrence Campus – Olathe Classroom 11144 S Lone Elm Road, Olathe, Kansas 66061

From Kansas City Metro area

Take I-435 towards Olathe. Take the K10 West exit towards Lawrence. You will then take the Woodland Roads Exit. Take a left off of the exit and follow Woodlands Roads until you reach College Blvd. Take a right onto College Blvd. In two(2) miles you will take a left on S Lone Elm Road. You will take an immediate right in the Shops of Sunnybrook business park. The classroom is located next to Subway.

From Lawrence

Take K10 east towards Olathe. You will then take the Woodland Roads Exit. Take a right off of the exit and follow Woodlands Roads until you reach College Blvd. Take a right onto College Blvd. In two (2) miles you will take a left on S Lone Elm Road. You will take an immediate right in the Shops of Sunnybrook business park. The classroom is located next to Subway.

Material Circumstances on Employment

Wellspring would like to make prospective students aware that circumstances may exist that could affect your employment in the careers discussed above. Many licensure boards, credentialing boards, and/or employers do background checks in order to provide license or employ you in the above career fields. Criminal records or lack of a license or certification may prevent you from obtaining employment in your chosen career field. Be aware of any circumstance in your personal history that may prevent you from obtaining employment.

Material Circumstances on Student Location and Hybrid Delivery

A large portion of our hybrid programs have a large residential portion to the program. A student moving out of state or a significant distance from the physical campus they are enrolled in may have an adverse impact on the student completing their program.

Veterans - Section 103 of the Veterans Benefits and Transition Act of 2018

Wellspring's Pending Payment Policy regarding students using US Department of Veteran's Affairs - Chapter 31 or 33 of the GI Bill®. Wellspring will not:

1. Prevent any student's enrollment
2. Assess a late penalty fee to the student
3. Require the student to secure alternative or additional funding
4. Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

To Qualify for this provision, students may be required to:

1. Produce the VA Certificate of Eligibility (COE) by the first day of class
2. Provide a written request to be certified
3. Provide additional information needed to properly certify the enrollment as described in other institutional policies

Admissions & Enrollment

This admissions policy is used to define the enrollment requirements for individuals who wish to enroll at the school as a regular student. The school must adhere to the U.S. Department of Education, Accrediting Bureau, and the State Agency guidelines.

Programs

The following requirements are necessary for applicants requesting admission to the Master of Massage Therapy AOS Degree, Massage Therapy Program, the Fitness & Nutrition Program, the Fitness Training Program, the Medical Assisting Program, and the Medical Assisting AOS Program.

The school is an equal opportunity employer and follows the same policies in accepting applications from potential students. The school is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status. To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following requirements:

For admission, applicants must:

1. be at least 18 years of age;
2. be a high school graduate, have a GED, or passage of the HiSet Exam;
3. submit a complete application packet;
4. be physically, mentally and psychologically able to participate in massage therapy, fitness training or medical assisting profession;
5. participate in an admissions interview with an Admissions Advisor; and
6. pass a scholastic level exam.
7. Sign a Statement of Accountability (online/blended program only)
8. Complete an online readiness survey (online/blended program only)

Applicants must submit:

1. a completed and signed application;
2. a completed and signed health evaluation;
3. a current driver's license with photo and/or a photo;
4. a signed attestation verifying graduation from high school, that a GED has been earned, or the student has passed the HiSET exam. (WellSpring will verify the high school by reviewing a published list of state approved high schools in operation, and/or consult online sources that provides such information.)

Determination of the Location of a Student

A student's location is the official address listed on the student's application. This location will be used in applying WellSpring policies. A student may change their official address and therefore their location by contacting the campus administrative staff at their respective campuses.

High School or GED Verification

WellSpring must verify that a prospective student has graduated from an approved high school, obtained a GED from an approved governing agency, or passed the HiSET exam. The student will be required to provide the name, city, state and year of graduation or completion on their program application. The registrar, as part of the enrollment process and in conjunction with the financial aid office will verify the information provided and that the school is recognized by the applicable governing or state authority. The registrar may require a student to provide a transcript, copy of diploma, a copy of the GED, or a comprehensive score report for the HiSET exam to complete this requirement if we cannot verify it independently. If WellSpring is unable to verify the information and a student is not able to provide proof of graduation from an approved high school, GED or HiSET transcript has been earned, the student will be withdrawn from their program immediately. If a student is home schooled, the home school must be treated as a home school or private school under state law in order to qualify under an approved high school.

Open Enrollment

Open enrollment is available to WellSpring graduates who would like to refresh their knowledge on a particular subject in their field. These singular courses do not lead to an occupational objective. The steps for open enrollment are:

1. Select any open enrollment course through the admissions department and complete & sign a class registration form.
2. Discuss with admissions or the specific Program Manager the next available start date of the course.

Continuing Education

Licensed massage therapists, personal trainers, nurses, physical therapists, and other practicing healthcare professionals may earn Continuing Education credits (CE's) to maintain licensure or certification. WellSpring graduates also qualify to take refresher classes in the program from which they earned their diploma, on an "as available" basis. Discuss this option with the Campus Director. Please note that these courses do not lead to an occupational objective. In addition, these excluded Continuing Education courses are not included within the institution's grant of accreditation through ABHES. All current students may enjoy a 10% discount on most CE classes. Graduates receive a 15% discount on most CE classes. Discounts are determined on a course by course basis.

To enroll in CE classes:

1. Select any CE or open course and either register online or through the Registrar.
2. Payment can be made to WellSpring School of Allied Health either through the online registration process, in person or over the phone with the Registrar.
3. Expect to receive a registration confirmation within two weeks.
4. You might be asked to produce your license or license number to enroll in certain classes.

** A listing of continuing education and open enrollment classes may be found on WellSpring School of Allied Health's website at www.WellSpring.edu.*

The school does not accept Ability to Benefit (ATB) students and does not offer a Comprehensive Transition Postsecondary Program.

Classroom & Student Policies

Classroom Decorum Policy

WellSpring School of Allied Health is a vocational school. As such, our programs are designed to train students to be eligible for licensing and to become successful natural healthcare practitioners. Therefore, it is important that students conduct themselves in a professional manner. Massage Therapy, Fitness Training, and Medical Assisting are contemporary professions and students need to assume responsibility for creating a positive image of the fields in the mind of the public. WellSpring School of Allied Health is committed to creating a supportive, positive, safe and healing community in the classroom. By entering this community, students agree to abide by the policies and codes addressed in this handbook.

Please monitor your speaking in the classroom, the clinic and other public areas of the building. Be aware of possible sexual innuendos in your conversation. Swearing or other unacceptable language is not permitted. While attending classes or in the clinic, practice speaking as if you were a professional therapist speaking to your patients or clientele.

Due to the professional nature of massage therapy, fitness training and medical assisting, dating classmates/students is highly discouraged, and dating instructors or administration staff is prohibited.

Present yourself as a professional in the way you dress, the way you speak and the way you present yourself in public. Your conduct as a student of this school shapes the industry in the minds of the public. Students should act as if they are working with a client or patient in a professional situation.

The purpose of this Decorum Policy is to assist in creating a supportive, positive, compassionate and healing atmosphere in classrooms and in preparing you to become successful in the marketplace. Please do not interpret these guidelines as an infringement upon your personal freedoms.

Conduct

Students have the responsibility to conduct themselves in a professional and ethical manner while attending WellSpring School of Allied Health. It is a student's responsibility to fully participate in the learning process and to refrain from interfering with the instructor's class agenda and the learning process of fellow students. Failure to adhere to stated policies or any conduct or attitude that reflects a lack of respect for oneself or another will be grounds for reprimand and/or dismissal from WellSpring School of Allied Health.

Examples of misconduct include, but are not limited to, disruptive talking at inappropriate times while in class, eating and/or drinking in class, sleeping or other inappropriate activities in class, inappropriate touch, cheating, or passing exam information to other students.

Service Animal Policy

Wellspring has a policy regarding service animals. Only service animals will be allowed in the school. Pets are not allowed in the classroom. Service animals must be registered with the Campus Director and must qualify as a service animal under the Wellspring service animal policy. The policy can be obtained upon request from the Campus Director. Requirements in the policy for using a service animal at Wellspring must be completed and approved by the Campus Director prior to use of the service animal in a classroom environment.

Code of Ethics

The following Code of Ethics was implemented as the standard of expected ethical behavior to be followed by students, faculty and staff at WellSpring School of Allied Health. Students, faculty and staff shall:

- Behave in a manner that earns public trust and confidence, enhances the development of the massage and bodywork, fitness training or medical assisting professions, and safeguards the interests of individual clients, faculty, staff and students.
- Accurately represent themselves in their competence, education, training and experience to the client and only provide those services for which they are qualified.
- Realize they represent a young and fast-growing profession and that they are responsible for the possible impact of their public behavior upon the credibility and professional image of their colleagues and the profession.
- Safeguard the confidentiality of all client and student information, unless disclosure is required by law, court order or is absolutely necessary for the protection of the public.
- Respect the rights of all people and treat all with respect and dignity.
- Determine, acknowledge and respect boundaries of touch, privacy, disclosure, exposure, emotional expression, beliefs and fulfill reasonable expectations of professional behavior. Student therapists shall respect clients' rights to refuse, modify or terminate treatment, regardless of prior consent given.
- Adopt and become personally accountable for knowing and following all laws governing massage therapy, fitness training, medical assisting and/or nutrition & wellness coaching, and all policies, guidelines, codes and requirements set forth by WellSpring School of Allied Health.

Online Resources

To enhance the student learning experience and enable students to access course information more easily and at a variety of times convenient to them, an online component has been added to all courses. Students will have access to syllabi, grades and additional resources related to the course content. Class content is available through our learning management system (called “**Brightspace**”) which can be accessed with an internet connection.

The Fitness and Nutrition AOS program is approved through our accrediting agency (ABHES) to be offered in a blended delivery format. The courses in this program commonly have up to 50% of the course delivered online and occasionally up to 100% of a course is delivered online. Access to a computer and the internet are required to enroll and complete these courses. Possession of a personal computer or tablet is highly recommended, however, WellSpring’s computer lab is available for students if they do not have access to a computer. WellSpring’s Medical Assisting, Medical Assisting AOS, Massage Therapy, Fitness Training, and Master of Massage Therapy may also be delivered in a blended delivery format.

The blended format would be initiated for these programs as a result of COVID-19 related reasons such as exposure or care for a family member related to COVID-19 exposure. In those cases, students will be allowed to attend class through our Brightspace Virtual Classroom on a temporary basis. All classes may be delivered in a lecture format at the same time as classes are regularly scheduled and avoid laboratory or hands-on experiences. In all cases, adequate work will be assigned to cover the necessary course hours and learning objectives in the blended format.

As part of the admissions requirements to these programs, students are required to complete a Statement of Accountability and an online readiness survey.

FAQ

- What type of computer do I need?

To test your browser’s compatibility with the learning management system, go to <https://wsah.brightspace.com/d2l/login>. Click on the link at the top of the page “Please click here for a System Check before you login.” This will notify you of any issues you may have in accessing the Brightspace system.

- What happens if I have a technical problem?

If you have questions or experience any difficulties, contact your instructor. If you have further questions, contact Shelly Welch at the Kansas City campus or Tim Oblander at the Lawrence campus or send an email message to brightspace@wellspring.edu.

Student Clinic Privileges

Massages in WellSpring’s Student Clinic are discounted by 10% for all enrolled WellSpring students. Massage appointments are reserved with a credit card or pre-paid.

Student Clinic Responsibilities

If a student who is scheduled to perform massages in the student clinic does not honor a scheduled appointment or does not find a replacement if they have to be absent, then the student will be subject to probation for the course or failure of the course. More than one absence may lead to failure of the course and requirement of retaking of the course including starting over the number of completed

clinic hours. The policy of retakes will apply to the clinic internship course for payment of tuition and fees.

Eating/Drinking

Eating, drinking (other than water in a sealable container), and chewing gum are not permitted in classrooms. Eating and drinking are permitted only in the Student Lounge or designated areas.

Cell Phones/Pagers

It is the student's responsibility to turn off all cell phones and other personal devices during class. If these devices become disruptive, instructors may confiscate the device until the end of class.

Personal Laptops/Tablets

Students are allowed to use their personal laptop or tablet for taking notes in class. However, if the student is found to be surfing the internet or other activities not related to class on their computer, this privilege will be taken away.

Video, Audio Taping & Cameras

To protect the privacy and confidentiality of students and the proprietary information of WellSpring School of Allied Health, video and audio taping by students and cameras are not allowed in the classrooms at any time. Special consideration for disabled students may be given with prior consent of the Campus Director.

Tobacco-Free Policy

All WellSpring School of Allied Health classrooms, offices and break rooms are cigarette and smokeless tobacco-free environments. Smoking and use of smokeless tobacco are not permitted anywhere on the school property, either inside the building or on outdoor property, except in the designated area on the south side of the building.

Technique Classes

During technique classes, it is every student's responsibility to ensure massage tables, face cradles and fitness equipment and medical equipment are clean and ready for the next person by being wiped down with a cleansing solution after each use. Oil left on massage tables is unsanitary and damages the upholstery.

No Guests or Children in the Classroom

Students may not bring guests to class unless the Campus Director grants permission. Children are not allowed in classrooms, nor are children to be left unattended in a hallway, break room or empty classroom. Students who bring a child to a classroom will be asked to leave class and will be marked absent.

Grievances

It is highly recommended that students not allow issues to interfere with their education. WellSpring School of Allied Health is committed to maintaining a campus environment where its diverse population can live and work in an atmosphere of acceptance, civility, and mutual respect for the rights, duties and sensibilities of each individual. It is generally recognized that in any human group, complaints may originate because of misunderstandings, missed communications, perceived injustices, unanswered or incorrectly answered questions or minor problems that have been neglected. Effective communication techniques are the tools by which one builds good human relations and accomplishes the objectives of the institution. Sometimes effective two-way communication is not possible in a time of conflict. It is our goal that both sides of a disagreement will be fairly considered, and that disputes

will be resolved in a timely and constructive manner. Each grievance will be treated seriously and with an awareness that grievances must ultimately be solved by people rather than structures. Internal resolution of grievances is desired. The formal grievance process should generally be activated only after an effort has been made to resolve an issue through an informal process and when discussions between the parties to the disagreement have been exhausted and left unresolved. An exception to this is a grievance related to an alleged violation of an individual's civil rights. The desire to prevent or to anticipate or to register mere unhappiness over a particular decision or action does not, alone, justify a grievance.

Grievances are a serious matter and will be handled as such. All persons involved in the grievance process are expected to behave in a manner that is respectful, responsible, honest and direct. No one should instigate grievances that are frivolous or malicious. 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 Campus Director. Grievances must be filed within 30 calendar days from the time of the incident in question. Copies of the formal grievance policy, grievance procedures and grievance forms are available in the school office. The grievance procedures apply to all students, faculty and staff of WellSpring School of Allied Health. Grievances (and all related information gathered) will be held in the strictest confidence.

Prior to invoking the procedures noted below, students are strongly encouraged, but not required, to discuss their grievance with the person alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. Additionally, or in the alternative, the student may wish to present his or her grievance in writing to the person alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student promptly, either orally or in writing.

1. If a student decides not to present his or her grievance to the person alleged to have caused the grievance or if the student is not satisfied with the response, he or she may present the grievance in writing to the Program Manager/Director.
2. The Program Manager/Director will conduct an informal investigation as warranted to resolve any factual disputes.
3. The Program Manager/Director shall make a determination and submit her decision in writing to the student and to the person alleged to have caused the grievance within ten calendar days of the date of the original written grievance. This written determination shall include the reasons for the decision, shall indicate the remedial action to be taken if any, and shall inform the student of the right to seek review by the Campus Director.
4. If the student is not satisfied with the decision made by the Campus Director, then the student has the option of seeking review by the Education Director or she/he may contact the State Coordinating Board for Higher Education (if in Missouri), or the Kansas Board of Regents (if in Kansas).

In accordance with Department of Education rules, we are including below the contact information for filing complaints with our accreditor or with the Missouri Department of Higher Education (Kansas City Campus) or the Kansas Board of Regents (Lawrence Campus). **Prior to contacting these agencies, students should exhaust all avenues available to them to solve the issue at the lowest level possible, starting with the procedure described above.**

State Officials:

The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at <https://dhewd.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf>. This webpage contains information about the complaint process and includes instructions for how to file a formal complaint. Kansas Board of Regents complaint policy may be found at https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process. Note that the policies provide that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

Missouri Department of Higher Education:

205 Jefferson Street
Jefferson City, MO 65101
573-526-1577

Kansas Board of Regents

1000 SW Jackson, Suite 520
Topeka, KS 66612-1321
785-430-4240

Accrediting Agency:

Accrediting Bureau of Health Education Schools
6116 Executive Blvd, Suite 730
North Bethesda, MD 20852
(301) 291-7550

Change of Personal Information

Students who have a change of address, telephone number, emergency contact, or other information while enrolled at WellSpring School of Allied Health should complete a Change of Address Form. Forms are available at the school office, or students may send an e-mail with their name, new information, and old information to registrar@wellspring.edu or to any current staff member.

Students who wish to change the name on their records must complete a Change of Name Form with the school office. Forms are available at the school office, or students may send an e-mail with their new name, old name and reason for change to registrar@wellspring.edu.

Dress & Grooming Standards**Classroom Dress: Massage -**

- Clothing must be clean, comfortable, modest and odor-free.
- Appropriate underclothing must be worn for the student's body type and to prevent inadvertent exposure.
- Long pants or shorts must be appropriate and loose enough for non-restrictive movement while practicing bodywork. Shorts must be no shorter than mid-thigh while standing.

- Flat, comfortable, non-slip shoes or supportive sandals with socks are required during technique classes.
- Long hair must be pulled back so that it does not come into contact with the client while working.
- Conservative tank tops are allowed during non-technique classes, but armpits must be covered during technique classes (i.e. you must have a sleeve of some sort).

Classroom Dress: Fitness Training -

- Clothing must be clean, comfortable, modest and odor-free.
- Appropriate underclothing must be worn for the student's body type and to prevent inadvertent exposure.
- Long pants or shorts must be appropriate and loose enough for non-restrictive movement while practicing physical activity. Shorts must be no shorter than mid-thigh while standing.
- Close-toe athletic shoes are required for all activity classes.
- Conservative tank tops are allowed during all fitness classes.

Classroom Dress: Medical Assisting -

- Clothing must be clean, comfortable, modest and odor-free.
- Appropriate underclothing must be worn for the student's body type and to prevent inadvertent exposure.
- Students must wear scrubs and flat, closed-toe shoes when instructed to do so.

Unacceptable attire for all programs include: cut-off shorts, halter or strapless tops, shirts that are backless, spaghetti strapped, see-through and/or expose any portion of the midriff, cleavage, breast tissue or underclothing. Moderate length skirts and dresses are allowed in the massage program as long as they do not interfere with the delivery of bodywork or show too much skin. Short skirts, short dresses are not appropriate for any program. Shoes with heels are not appropriate for any bodywork or fitness training class.

Clinic Dress

As a professional environment, the Student Clinic requires students to present themselves in the following manner:

- Clean, odor-free WellSpring polo and black pants.
- Flat, comfortable, non-slip shoes or supportive sandals with socks are required.
- Long hair must be pulled back so that it does not come into contact with the client while working. Men must be clean-shaven or have neatly trimmed beards and moustaches.

If a student fails to adhere to this professional dress code, s/he will not be allowed to attend class or clinic until dress is acceptable. Time away from class to correct this would count against student attendance.

Grooming Standards

- Skin must be clean and free of offensive odors.
- Hair must be clean and styled appropriately for the profession.
- Fingernails must be clean and trimmed to working length.
- Hands must be washed before and after every bodywork and fitness session.

- Due to possible allergy sensitivities of students and clients, avoid the use of perfumes, colognes, body gels and heavily scented lotions or gels.
- Breath should be odor-free. Please use some type of breath freshener if necessary.
- Tobacco smoke gives a contradictory impression of a healthcare provider and is highly discouraged. If a student chooses to smoke prior to class or working in the clinic, they must take extra precautions by removing the smoke from their clothing, hair, skin and mouth prior to giving or receiving bodywork.
- Jewelry is discouraged, as it interferes with giving and receiving massage and providing fitness training or medical assistance.

Please use good judgment when determining the appropriateness of your school attire. Students inappropriately dressed and/or improperly groomed will be asked to leave class or clinic and will be marked absent.

General Policies

Non-discrimination Policy

WellSpring School of Allied Health complies with Title VII of the Civil Rights Act and the American Disabilities Act. WellSpring School of Allied Health is committed to the education, healing and care of all human beings. This school prohibits discrimination, including harassment, on the basis of sex, race, color, religion, nationality, sexual orientation, ethnic origin, physical/mental disability or age in employment, educational programs and activities, or admissions. We welcome diversity in the student body, as the work we do transcends any type of discrimination. WellSpring facilities are accessible to persons with disabilities, offering ramps and elevators, and restrooms are in compliance with ADA regulations. The Campus Director works closely with students with disabilities to ensure that appropriate accommodations are made.

WellSpring Massage Clinic

Each massage therapy student completes over 70 hours in Clinical Internship and Lab, including four hours of orientation & Hospitality training. The clinic provides students with the opportunity to work on various types of clients with a variety of issues, further enhancing their skills, knowledge base and confidence. It is an opportunity for students to practice skills learned in class and get real work experience in a supervised setting. To prepare the student for professional work, the students are expected to handle the complete process including the initial interview/assessment, conducting the massage and overseeing business aspects of the session. A supervisor will be on-site to provide guidance and answer any questions that may arise. The intangible characteristics of customer service involving communication skills in writing, in person and on the phone are also developed at this time. Missouri law prohibits students from receiving compensation or tips from clients who are served in the clinic. Tips are not accepted in the student clinic, however, a client may contribute to a student fund if they choose. All funds are used to benefit the students in multiple programs.

Students purchase their own crème or lotion for use in class and in the clinic. This allows students to try out a variety, or use their preferred lotion or crème. When in Clinic, it is required that **ONLY** unscented crème/lotion be used—no aroma therapy products. This is in consideration of clients/other students who may have sensitivities/allergies to certain aromas.

Licensing for Massage Therapists

In the State of Missouri, and most major municipalities in Kansas, massage therapists must complete at least 500 hours of education in specific areas and pass the Massage Board Licensing Exam (MBLEx) for licensure. This exam is recognized in 43 states across the country and 3 US Territories.

For students entering the Massage Therapy Program or Master of Massage Therapy Program, the Missouri Board of Therapeutic Massage requires a background check in order to acquire a student license. The student license is necessary for every student to participate in the student clinic portion of the training. Students with felony convictions are typically denied such a license. Please contact the Board directly for information regarding a criminal record and licensing.

Students caught practicing without a license or before graduating from the program will be immediately withdrawn from the program.

Licensing for Personal Trainers

Most states do not have licensing requirements for personal trainers, but almost all employers will require that trainers have earned the designation of Certified Personal Trainer (CPT). Levels of certification have become the measure of a Certified Personal Trainer's value in the marketplace. The more training a prospective employee brings, the more they will be compensated and the faster they will progress.

WellSpring School of Allied Health has chosen to partner with the National Academy of Sports Medicine (NASM) because it is one of the most respected certifiers of personal trainers in the country. WellSpring's program prepares trainers to sit for three NASM certifications: CPT - Certified Personal Trainer and CES - Corrective Exercise Specialist, and CNC – Certified Nutrition Coach.

Licensing for Medical Assistants

Neither Missouri nor Kansas license Medical Assistants.

There are several certifying bodies for medical assistants: e.g. the American Association of Medical Assistants (AAMA), the American Medical Technologists (AMT) and the National Healthcareer Association (NHA), and the National Association for Health Professionals (NAHP). The AAMA awards the Certified Medical Assistant certification. Candidates are required to take an exam, and must re-certify their certification every five years. The NHA awards the Certified Clinical Medical Assistant (CCMA) certification. Applicants must successfully pass an exam to earn the certificate; maintaining the certification requires completing a specific number of continuing education credits every three years. The AMT awards the Registered Medical Assistant (RMA) certification after successfully passing the certification exam. NAHP awards the National Registered Certified Medical Assistant NRCMA. Applicants must successfully pass an exam to earn the certification; maintaining this certification requires completing a specific number of continuing education credits every 3 years.

Tutoring & Special Needs

We strongly encourage students with special needs to inform us of their particular requirements. For those students who are learning challenged or would like extra help with a subject, tutoring opportunities are available at an additional cost of \$25/hour to the student. The Education Director is responsible for coordinating all tutoring efforts, so students who wish to pursue a tutor must meet with the Education Director to discuss options.

Due to the physically demanding nature of massage therapy, fitness training or medical assisting, in particular, physically challenged applicants are evaluated on a case-by-case basis. Please contact the Program Manager/Director before program enrollment to discuss any possible physical and/or mental limitations to work as a massage therapist, personal trainer or medical assistant.

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements.

Sexual Harassment Policy

WellSpring reaffirms the principle that its students, faculty and staff have a right to be free from sexual harassment by any member of the academic community. Sexual harassment is a form of employee or student misconduct which undermines employment and instructional or peer relationships, debilitates morale, and interferes with the productivity and well-being of its victims. Sexual harassment is banned by Title VII of the 1964 Civil Rights Act (concerning employees) and Title IX of the Education Amendments of 1972. In addition, various other statutes, constitutional provisions and common law causes of action prohibit sexually harassing conduct. WellSpring enforces these laws among its employees and students.

Definition – Sexual harassment is a form of sex discrimination. It is defined as an attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, to punish a refusal to comply, or to create a sexually intimidating, hostile or offensive working or educational environment.

Sexual harassment is understood to include a wide range of behaviors from the actual coercing of sexual relations to unequal, demeaning treatment of students or employees based on gender. Some examples that may constitute sexual harassment include, but are not limited to:

- subtle pressure for sexual activity
- demands for sexual favors accompanied by threats
- requests for sexual favors accompanied by promises
- unnecessary brushes or touches
- offensive sexual graffiti, stickers, logos or drawings
- disparaging remarks about gender
- physical aggression such as pinching and patting
- sexual innuendos
- verbal sexual abuse disguised as humor
- whistling
- obscene gestures
- leering at or ogling a person's body
- questions about a person's personal sexual activity
- sexual remarks about a person's body or clothing
- spreading stories about a person's sexual conduct
- sexual stereotyping.

Sexual harassment in any situation is reprehensible. It is particularly damaging when it exploits the educational dependence and trust between students and faculty. When the authority and power inherent in faculty relationships to students, whether overtly, implicitly or through misinterpretation, is abused in this way, there is potentially great damage to individual students, to the person complained of, and to the educational climate of the institution. In order to be defined as harassment, a particular interaction must be offensive and un-consented. It is the responsibility of faculty and other administrators to be sensitive to questions about mutuality of consent and to conflicts of interest that are inherent in personal relationships where professional and education relationships are also involved.

Instructional Resources

WellSpring goes the extra mile to provide an educational environment conducive to the adult learners' needs and comfort. Each classroom is designed specifically for its purpose. Lecture classrooms are spacious and equipped with audiovisual equipment, oversized anatomical wall charts, a variety of training aids and three-dimensional life-size anatomical models. Our massage technique classrooms are fully equipped with professional massage tables, bolsters, and changing areas. Students in the Fitness Training Program will find their classrooms equipped with fitness equipment, blood pressure cuffs, calipers, charts and other appropriate teaching aids. All hands on and medical assisting lab classrooms are equipped with sinks for hand washing and filtered drinking water is available in the Student Lounge. Feng Shui "cures" throughout the facility have been placed to enhance learning, harmony and a sense of well-being.

Students have access to the Campus store, conveniently located within each of our campuses. Bolsters, charts, crèmes, lotions, gel, oil, linens, and other appropriate health and wellness accessories can be purchased at the front desk each campus. Further items can be ordered from the Student services administrative at each location. Additionally, the Student Lounge is equipped with computers for students to use to prepare coursework or resumes as well as search for employment. Educational resources, such as books and videos, are available for reference in the Resource Center, located in the lobby of both campuses.

Parking - Kansas City Campus

Parking is available at no charge to all students in the parking lot at the back (west side) of our building. Daytime students are required to park in the back (west) lot. Evening students may park in the front (east) lot for evening and weekend classes. The front (east side) of the building is reserved for other building tenants, WellSpring faculty and staff and Student Clinic clients during daytime business hours, Monday through Friday. Students parking on the east side of the building during this time risk being towed.

Parking - Lawrence Campus

Parking is available to all students in the third level of the parking lot adjacent to our building. Students may also choose to park at the metered spaces in front of and surrounding our building, but are individually responsible for payment of the meters. Disabled students may park in the parking garage and utilize the elevator to the ground floor.

Parking – Springfield Campus

Parking by our campus is plentiful and free. Please recognize that the first row of parking spaces in front of our main entrance on the north side of the building is intended for campus visitors and massage clinic clients.

Parking – Wichita Campus

Parking at the campus is plentiful and free. Please recognize that the parking directly available at the door is for student clinic guests. This parking is provided as a courtesy to those clients as well as other guest to the campus. For this reason, we require that you park in the available parking lots located around the building. Bicycles must be parked in the bike stands that are available nearby. Motorcycles and scooters must be parked in designated automobile parking spaces.

Weather-Related Cancellations

The student body will be notified of any weather cancellations approximately two (2) hours before the start of class in the following ways:

- a. Cancellations will be texted to the student body through our texting service
- b. Cancellations will be posted on the website at www.wellspring.edu-, under the drop down menu “About Us”
- c. Cancellation information will be available by calling into the main office (816-523-9140) and following the inclement weather prompts.

If no cancellation information is posted, then you can assume classes will run as scheduled.

Make-Up Days

If class is cancelled either because of weather, instructor illness or other unforeseen circumstances, it will be up to the instructor and the students to determine the best day and time to make up the class. This make-up class can occur on any day of the week or time of day, depending on student, instructor and classroom availability. Whenever possible, the class should be made up before the end of the module, but at most within two weeks of the end of the module.

Waiver of Liability

On occasion, students will be asked to participate in activities which occur off campus. Well-Spring Resources, Inc., and any supervisors, teacher’s assistants, faculty or staff waive any and all liability arising out of or connected in any way with a student’s participation in activities that occur off of WellSpring’s grounds. Students agree to assume all risks and to release and hold harmless all of the persons or entities mentioned above.

Campus Security and Crime Report

This information is required under Public Law 102-26. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on campus, non-campus building/property and public property.

All staff and students, as well as prospective students, have access to the institution’s annual campus security report upon request. This report includes information regarding the following topics:

- Timely Warnings Policy
- Procedures for Reporting Criminal Actions
- Confidential Reporting Procedures
- Reporting the Annual Campus Crime Statistics
- Security Awareness Programs
- Crime Prevention Programs
- Policy on Alcoholic Beverages and Illegal Drugs
- Policy on Substance Abuse Education
- Policy on Sexual Assault Prevention and Response
- Sex Offender Registration
- Hate Crime Reporting
- Emergency Response and Evacuation Procedures

Should you witness a crime in process or if you are a victim of a crime, WellSpring School of Allied Health requests that you follow this procedure:

During school hours, notify the Office of Student Affairs and the City of Kansas City police department immediately (refer to the phone numbers listed on Campus Crime Statistics summary).

If a crime occurs during non-school hours and no faculty or staff member is available, notify the City of Kansas City police department immediately, and Robin O'Connell or Tim Oblander, Lawrence Campus Director, as soon as possible during normal business hours.

Remember: Preserving evidence for proof of a criminal offense is very important. WellSpring does not recognize any off-campus student organizations that would be covered under this act.

The purpose and authority of campus security personnel is limited to securing the premises and protecting the facility. The enforcement authority of administrators is limited to the enforcement of campus rules and regulations. Incidents that go beyond the scope of campus security personnel are referred to and investigated by the local law enforcement agency (if applicable).

All crimes that are reported will be posted in the Student Lounge within one day of the report being filed. To ensure the accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report and such statements may be used by administrators and local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. Criminal incidents may also be reviewed by the institution's administrative staff for the purpose of disciplinary action.

All students are informed about campus security procedures and practices during orientation at the beginning of every student's program.

Everyone should remember that personal safety begins with you. The following should be considered:

- When walking on campus, be aware of who and what is around you. Try not to walk alone and avoid streets and secluded pathways or alleyways.
- Do not carry large amounts of cash.
- Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables. Try to park in a well-lit area.
- Do not leave books or personal property unattended in the classroom, Student Lounge or library.

Sexual assault prevention programs are available at:

Missouri Coalition Against Sexual Assault, 1000-D Northeast Dr, Jefferson City, MO 65109,
www.mocasa.missouri.org

Missouri Department of Public Safety, PO Box 749, Jefferson City, MO 65102

Counseling for sex offense victims is available at:

Rose Brooks Center, 816-861-6100

Kansas City Anti-Violence Project, 816-561-0550

Newhouse, 816-471-5800

Hope House, 816-461-4673

Mental Health Association of Johnson County, 913-888-5663

Mental Health Association in Wyandotte County, 913-722-1115

George Turner, L.M.S.W., 816-665-8656

Kathy Steiner, L.M.C.S., 913-384-5503

If applicable and reasonably available, the institution will change the academic schedule of a student after an alleged sex offense.

If any disciplinary proceedings are held in cases of an alleged sex offense, both the accuser and the accused have the opportunity to have others present. Both the accuser and accused will be informed of the institution's final determination of any institution disciplinary proceeding and any sanction imposed against the accused.

The following sanctions may be imposed regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses: suspension from classes and/or dismissal from the school.

The institution is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226). All students and employees should refer to the booklet "Drug and Alcohol Prevention Program" for information concerning the campus policies and individual responsibilities required under this Act which is available in the Student Affairs office.

2022 Crime Statistics

In compliance with Public Law 102-26, the following information on campus crimes is reported to you for your review. If you would like to review the information, please see the Financial Aid Office.

The following criminal offenses were reported to the administration or local police agencies as having occurred on campus or in or on non-campus property: No on campus criminal offenses were reported for 2022

Important Phone Numbers

As always, in case of an emergency, dial 911. For on-campus, non-emergency assistance, dial WellSpring School of Allied Health(KC)at 816-523-9140, 785-856-3903(Lawrence), 417-863-7682 (Springfield), or 316-223-4300 (Wichita) and you will be directed to the appropriate campus or individual.

Drug and Alcohol Abuse Policy

Abuse of alcohol and drugs is inconsistent with the vision of Well-Spring Resources, Inc., with which WellSpring School of Allied Health is affiliated. Education and learning are especially impaired by alcohol and drug abuse. Attendance at a school function while under the influence of or in possession of alcohol and/or illegal drugs will not be tolerated. A student who is in violation of the policy will be asked to leave the school premises immediately and is subject to dismissal from the school. See Dismissal Policy in this handbook.

Below is important contact information if you are concerned about someone you know being involved with drugs, alcohol or other crime-related activity:

Kansas City Police Department 816-234-5520
Lawrence Police Department 785-830-7400
MOCSA (Metro Organization to Counter Sexual Assault) 816-531-0233
Kansas Crisis Hotline(Sexual Assault and domestic abuse crisis hotline) 888-363-2287
Drug Addiction of Missouri & Kansas 800-876-6378
Alcohol Referral Hotline 800-ALCOHOL
Cocaine Referral Hotline 800-662-HELP
Alcoholics Anonymous
Kansas 913-384-4653
Missouri 816-254-1408
Narcotics Anonymous 816-531-2250
National Association for Drug Abuse, Washington, D.C. 202-293-0090

Missouri's blood alcohol level limit is .04. A first-time offense of exceeding this limit results in the state revoking the perpetrator's driver's license for 30 days and a Class-B misdemeanor. A second offense results in 48-hour imprisonment or 10 days community service, as well as a Class-A misdemeanor or Class-D felony.

Drug and Alcohol Prevention Program

WellSpring School of Allied Health strictly adheres to the federal and state laws which prohibit the distribution, sale or use of controlled substances. Students illegally possessing, distributing, or using a controlled substance or paraphernalia will be subject to immediate disciplinary action including suspension or dismissal.

The possession and/or use of narcotics or drugs, other than those medically prescribed, properly used and in the original container, by students or WellSpring staff on WellSpring property or while on WellSpring business is prohibited. The distribution and/or sale of narcotics or drugs by students or WellSpring staff on WellSpring property or while on WellSpring business is strictly prohibited.

Off-campus possession, use, distribution, or sale of narcotics or drugs by students is inconsistent with WellSpring's policies and goals and is therefore prohibited. WellSpring reserves the right to invoke the WellSpring School of Allied Health Judicial Process to the extent that off-campus drug use leads to behavior that in WellSpring's sole judgment is destructive, abusive or detrimental to WellSpring interests.

Any and all types of drug paraphernalia including, but not limited to, bongos, pipes, or any items modified or adapted so that they can be used to consume drugs are not permitted on WellSpring property. WellSpring will confiscate drugs and drug paraphernalia when found on WellSpring property.

Notice to Students and Employees

WellSpring School of Allied Health has established a Drug and Alcohol Free Awareness Program (DAFAP). The DAFAP encompasses the following four phases:

- Phase one: Warning of the Dangers of Drug and Alcohol Abuse
 - Drug and alcohol use impairs memory, alertness and achievement. It erodes the capacity to perform, think and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action. Schedule A specifically details the uses and effects as it relates to alcohol.
- Phase two: This Institution has a Policy of Maintaining a Drug and Alcohol Free Learning Environment
 - All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the institution's learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following locations:
 - WellSpring School of Allied Health, 9140 Ward Parkway, Ste. 100, Kansas City, MO 64114 and 947 New Hampshire, Lawrence, KS 66044.
 - Any other teaching site

- Any “off-site” location (i.e. field trips, job placement, luncheons, meetings, including student clinic locations, etc.) where the activities are in any way related to the institution
- Phase three: Listing of the Available Local Drug Counseling, Rehabilitation and Assistance Programs
 - Please refer to Schedule B.
- Phase four: Non-Compliance with the Terms of WellSpring’s Drug-Free Workplace Statement
 - Non-compliance will result in the following action being taken by this institution:
 - The student or employee would be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state or local health, law enforcement or other appropriate agency. Attached Schedule C contains a description of the applicable legal sanctions under local, State and Federal law for unlawful possession, use or distribution of illicit drugs and alcohol.
 - Community service with one of the above stated agencies.
 - Termination of enrollment.

Schedule A

ALCOHOL USES AND EFFECTS

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Schedule B

The following drug counseling, rehabilitation and assistance programs are available for rehabilitation or assistance:

Kansas City Police Department (816-234-5520)

Lawrence Police Department (785-830-7400)

Drug Addiction of Missouri & Kansas (800-876-6378)

Cocaine Referral Hotline (800-662-HELP)

Narcotics Anonymous (816-531-2250)

National Association for Drug Abuse, Washington, D.C. (202-293-0090)

National Institute on Alcohol Abuse and Alcoholism (NIAAA) (301-443-3851)

Schedule C

The following statutes reference federal penalties and sanctions for illegal possession of a controlled substance:

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both. Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U. S. C. 853 (A)(2) AND 881(A) (7)

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

21 U. S. C. 861(A) (4) - Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U. S. C. 844a - Civil fine up to \$10,000 (pending adoption of final regulations).

21 U. S. C. 853a - Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for the first offense, up to 5 years for second and subsequent offenses.

18 U. S. C. 922(g) - Ineligible to receive or purchase a firearm.

Miscellaneous - Revocation of certain Federal licenses and benefits, e.g., pilot's licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

LOCAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE AND ALCOHOL:

In addition to the aforementioned federal and the following state sanctions, local ordinances generally provide legal sanctions for unlawful possession or distribution of illicit drugs and alcohol.

STATE OF MISSOURI PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OR DISTRIBUTION OF A CONTROLLED SUBSTANCE

The liquor control law of the State of Missouri provides that any person under the age of 21 years who purchases, attempts to purchase, or has in his possession any intoxicating liquor is guilty of a misdemeanor.

A person who has been convicted of a misdemeanor may be subject to a fine ranging from \$50.00 to \$1,000.00 and/or imprisonment for up to one year.

A person who has been convicted of a misdemeanor through which he derived money or property through the commission of the crime may be fined an amount which does not exceed double the amount of the money or property derived through the commission of the crime. An individual offender may be fined up to \$20,000 under this provision.

The manufacture, possession, sale, distribution and use of illicit drugs is prohibited by state law. Other prohibited acts include possession with intent to use drug paraphernalia and advertising the sale of drug paraphernalia.

Penalties for drug violations range from a fine of \$1,000 to life imprisonment.

STATE OF KANSAS PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OR DISTRIBUTION OF A CONTROLLED SUBSTANCE

Kansas law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of a Class C felony. For a conviction of a Class C felony, the court may sentence a person to a term of imprisonment of a minimum of three to five years, a maximum of 10 to 20 years, and a fine of up to \$15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drugs is punishable as a Class A misdemeanor, with a penalty of up to a year in jail and a fine of \$2,500. Under Kansas law, persons under 21 years of age may be subject to minimum fines of \$100 for possessing, consuming, obtaining, purchasing or attempting to obtain or purchase alcoholic liquor or cereal malt beverages. Persons convicted of driving under the influence of alcohol or drugs are subject to severe fines, imprisonment, and other penalties.

FINANCIAL AID

WellSpring School of Allied Health participates in the following federal financial aid assistance programs:

- Federal Direct Loan Program
- Federal Pell Grant Program

Federal assistance may be available to help students pay for their education and training after high school. Additional information about financial aid and eligibility for aid programs is available from the Financial Aid Office during regular business hours. Students are welcome to visit the FA office to discuss their funding options before, during and after completion of their program.

Eligibility for Federal Aid

In general, you may be eligible for federal aid if you meet the following requirements:

- Demonstrate financial need as per federal guidelines;
- You are enrolled at least half-time as a regular student in an eligible program;
- You are a United States citizen or an eligible non-citizen;
- You are making satisfactory progress in your program;
- You are not defaulted on a previous student loan;
- You do not owe a refund on a Pell Grant, Stafford Loan, Federal Direct Loan or Supplemental Educational Opportunity Grant;
- You have signed the Draft Certification/Statement of Educational Purpose form;
- Males ages eighteen to twenty-five who are not currently members of one of the Armed Forces must be registered with the Selective Service to receive the Title IV funds and may be required to provide proof of this registration;
- You were not convicted of the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid;
- All loans must be repaid in a manner consistent with the promissory note terms and conditions;
- You must complete the Master Promissory Note and Entrance Counseling;
- If randomly selected for Verification, you must complete and/or provide the necessary documentation before receiving aid.

Qualifying for Grant Programs

The Pell Grant is awarded on the basis of need for each applicant. Need is the difference between the estimated cost of your education (including expenses such as tuition, fees, room and board (even if living at home), books, supplies, and other expenses) and the Expected Family Contribution (EFC) that results from the data input on the Free Application for Federal Student Aid (FAFSA). This is determined by a standard Federal formula. Factors such as income, age, dependents, marital status, assets and benefits are considered in determining the student's need for aid. Due to this, each student's award will be different because it is based on their own unique situation.

(Note: Our most recent School Performance Statistics and Median Debt statistics are located on our website on our Consumer Information web page.)

Verification

Some students approved for financial aid will be asked to complete a process called Verification. This process is in place to review and verify claims made on financial aid applications. All students who have been selected for this verification process will be notified in a timely manner. These students will be asked to submit additional paperwork and provide tax documentation as required by federal guidelines. Students will be informed of the time parameters and the consequences for not providing the requested information. The institution will utilize the most recent verification guide supplied by the United States Department of Education when processing the Verification. The institution will notify selected students of the results of verification and any other documentation that may be needed.

In addition, the institution will assist students in correcting any information that is inaccurate. If a student supplies inaccurate information on an application and refuses to correct the same after being counseled by the institution, the school must refer the case to the United States Department of Education and the student may not receive financial aid. Furthermore, if a student fails to meet the requirements of the Verification process the student then forfeits all Federal funding.

Policy for Refund Distribution to Federal Title IV Programs

When an over-award of federal assistance occurs for any reason, or when a student withdraws, the school will process all refunds in the following manner:

- WellSpring is required by federal statute to calculate the percentage of earned Title IV Funds received or pending to be received and to return the unearned funds for a student who withdrew, was terminated or failed to return from an approved leave of absence.
- Any refund will be made first to the Federal Family Educational Loan Program or the Direct Loan Program up to the amount disbursed.
- Any additional refunds will be made to the Federal Pell Grant Program up to the amount disbursed.

Secondary Citizen Confirmation Procedures

WellSpring has established the following procedures relative to the secondary citizen confirmation process for Title IV Financial Aid applicants who have indicated that they are eligible non-citizens or permanent residents of the United States. If the primary confirmation process does not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status, the school will initiate the secondary confirmation process. All students who indicate an eligible status, but whose eligible status is not confirmed by the central processing system output from the Department of Education, will be given a copy of these procedures.

- Students have 30 days from the date the institution receives the output document or 30 days from the student's receipt of this document – whichever is later – to submit documentation for consideration of eligible non-citizen status.
- Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds or certifying the student is eligible for any Title IV funds.
- The institution will not make the decision regarding "eligible non-citizen" status without the student having the opportunity to submit documentation supporting a claim of eligibility.
- Students must submit documentation of their current immigration status to the Financial Aid Office. This documentation must be official documents from the U.S. Citizenship & Immigration Services (USCIS). In order to initiate the required process, students must submit actual documents that are not copies, legible, and demonstrate the latest status with the USCIS).

- The institution will initiate secondary confirmation within 10 business days of receiving both the output documents and the student's immigration status documents.

Pell Grant Program

Pell Grants are federal awards that range from \$0 to \$7395 (2023-2024 award year) that do not have to be repaid if the student completes their program. The amount is based on a determination factored by the United States Department of Education of the student's need and the institution's eligibility. A Pell Grant is an entitlement, which means if a student applies and qualifies for an award, he/she will receive it.

To Apply for a Grant

Applying for a grant is initiated by filling out the FAFSA. You may obtain an application and other forms from the Financial Aid Office. You may also go to <https://studentaid.gov> on the internet to apply. In order to access the online FAFSA application, you must apply for a federal student aid PIN. This can be done at <https://studentaid.gov>. It is very important that the forms are completed accurately and submitted on time.

The student is responsible for checking the status of their application to confirm it is being processed. For a student attending over what is called a crossover period (any timeframe that extends from one award year to another) it will be necessary to reapply for federal funding when the new year's FAFSA is available. This is also the student's responsibility. And, since aid for the second disbursement will have been estimated and as federal guidelines change, there is a possibility a student's aid will be revised during this reapply process. It is necessary for a student to work with the Financial Aid Office to complete these procedures and sign any revised documentation.

Receiving a Pell Grant Payment

Pell Grant disbursements will be made to the school in multiple disbursements that occur at the beginning of each term or payment period depending on the length of the student program. Students must maintain satisfactory academic progress in order to receive this funding. Aid from federal programs does not automatically continue from one award year to the next. Students must reapply every year.

12 Semester Lifetime Limit for Pell Grants

In Dear Colleague Letter GEN-12-01, posted to the IFAP Website on January 18, 2012, changes were made to the Title IV student aid programs by the recently enacted Consolidated Appropriations Act of 2012. Among those changes was an amendment to HEA section 401(c)(5) that reduced the duration of a student's eligibility to receive a Federal Pell Grant from 18 semesters (or its equivalent), to 12 semesters (or its equivalent).

Federal Stafford Loan Programs

These low-interest loans are available to students who demonstrate eligibility. Students may qualify for either a subsidized Stafford Loan (interest does not accrue until after separation from school) or an unsubsidized Stafford Loan (interest begins accruing immediately after disbursement) or both. By completing the FAFSA a student is applying for federal loans, however, additional tasks must be completed in order to receive this funding. Necessary steps are available from the Financial Aid Office and must be completed prior to the loans' disbursement.

Loan amounts vary dependent upon demonstrated eligibility. The loan(s) are disbursed in multiple disbursements (depending on the length of the program), one disbursement no earlier than 10 days

prior to the start of program unless you are a first-time borrower. For first-time borrowers, the first disbursement can occur 30 days after the start date. Prior to disbursement, Entrance Counseling and a signed Master Promissory Note needs to be on file with the Financial Aid Office.

There are two main kinds of Direct Student Loans:

1. **Direct Subsidized Loan:** An undergraduate dependent or independent student may borrow up to \$3500 as a freshman. The interest rate is 5.5% for the 2023-24 award year. There is no interest while the student is in school. Direct Loan origination fee of 1.057% will apply and there is no instant rebate. The repayment period still begins six months after the student is no longer enrolled at least half-time, but interest starts accruing immediately after graduation and will be payable by the student rather than be subsidized by the federal government.

150% Direct Stafford Loan Limit

Lawmakers agreed to permanently limit eligibility for subsidized loans to 150% of the length of the student's academic program for 1st time borrowers beginning on or after July 1, 2013. The 150% change means that students in a four-year program will be eligible for subsidized student loans for the equivalent of six years or three years for students in a two-year program. A student who reaches this 150% limit could continue to receive unsubsidized loans if he or she is otherwise eligible (for example, is meeting SAP requirements and is not at lifetime loan limits).

Once a borrower has reached the 150% limitation his or her eligibility for an interest subsidy also ends for all outstanding subsidized loans that were disbursed on or after July 1, 2013. At that point interest would begin to accrue (accumulate) and would be payable in the same manner as interest on unsubsidized loans.

For example, if a student enrolled in a two year program, the maximum period for which the student may receive subsidized loans is 3 years (150% of 2 years = 3 years)

Your maximum eligibility period is based on the published length of your current program. This means that your maximum eligibility period can change if you change programs. Also, if you receive direct subsidized loans for one program and then change to another program, the Direct Subsidized loans you received for the earlier program will generally count against your new maximum eligibility period.

2. **Direct Unsubsidized Loans:** Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. Your school determines the amount you can borrow based on your cost of attendance and other financial aid you receive. You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue and be capitalized (that is, your interest will be added to the principal amount of your loan).

Maintaining Eligibility for Title IV Programs

To be considered for Title IV programs, a student must maintain satisfactory academic progress as defined in the student academic progress policies contained in this catalog. Failure to maintain academic progress can lead to loss of the federal financial aid funds.

Student's Consumer Rights

Students have the right to the following information, which a school advisor will happily assist with:

- the names of the accrediting/licensing organizations
- programs, facilities, and faculty information
- the cost of attending and the school policy on refunds to students who do not complete the program
- available financial assistance, including federal, state, local, private and institutional aid programs, and the procedures and deadlines for applying for available financial programs
- criteria used in selecting financial aid recipients, how financial aid is determined, and how much of your financial need has been met, as determined by the school
- explanation of each type and the amount of assistance in your financial aid package, and how and when you will receive it
- review of your financial aid package if you believe a mistake has been made
- how the school determines whether you are making satisfactory progress and what happens if you are not
- what special facilities and services are available to the disabled or impaired
- what the interest rate is on the loan you have, the total amount you must repay, the length of time you have to repay the loan, when the loan payments will begin, cancellation, and deferment provisions that apply
- graduation rates, transfer-in rates, and completion rates

Student's Responsibilities

It is the student's responsibility to:

- Review and consider all the information about the school's programs before enrolling
- Pay attention in detail to the application for requesting financial aid, complete it accurately, and submit it on time to the designated person
- Notify and comply with the deadlines for the application or reapplication for financial aid.
- Provide all documentation, verification, corrections and/or new information requested by the Financial Aid Office
- Read, understand, and keep copies of all forms you are asked to sign
- Comply with the provisions of any promissory notes and all other agreements you sign
- Notify your school of any change in your name, home address, telephone number, or attendance status. If you have a loan, you also must notify your direct loan servicer of these changes. If you do not know whom your servicer is, please ask the FA office.
- Understand WellSpring School of Allied Health's refund policy

Veterans Benefits/Other Funding Sources

WellSpring accepts VA Education Benefits. Eligible students need to provide their Certificates of Eligibility to the Financial Aid Office. We waive the \$300 down payment for students fully funded through the GI Bill®. All VA students, even students with 100% VA funding, are responsible for purchasing their own books. Please be prepared to pay out-of-pocket expenses to enroll. It is our policy to certify a veteran in the VA Once system only after they have posted attendance. Therefore, we will not certify a student before their scheduled start date. Students receiving Active Duty or Reserve GI Bill® or REAP benefits are required to use the Web Automated Verification of Enrollment (WAVE) or Interactive Voice Response (IVR) hotline to verify their attendance. The hotline can be reached at 1-877-VA-ECERT (1-877-823-2378). It is the student's responsibility to

complete this requirement. For questions about your VA benefits please refer to the VA Education Hotline at 1-888-442-4551.

In addition to VA benefits WellSpring partners with MyCAA to assist military spouses in their career training as well. The MyCAA benefits must be requested by the student 15-60 days before the program start date. Approval can take up to 14 days so plan accordingly. For general questions please call 888-256-9920.

Veterans - Section 103 of the Veterans Benefits and Transition Act of 2018

WellSpring's Pending Payment Policy regarding students using US Department of Veteran's Affairs - Chapter 31 or 33 of the GI Bill®. WellSpring will not:

1. Prevent any student's enrollment
2. Assess a late penalty fee to the student
3. Require the student to secure alternative or additional funding
4. Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

To Qualify for this provision, students may be required to:

1. Produce the VA Certificate of Eligibility (COE) by the first day of class
2. Provide a written request to be certified
3. Provide additional information needed to properly certify the enrollment as described in other institutional policies

Scholarship Programs

WellSpring offers a limited number of scholarships. There are scholarships available for each program. These scholarships are awarded based on the quality of submitted material and the student's need. The deadline for applying for each scholarship is 10 days before the student's intended start date. Scholarship application forms are available in the Financial Aid Office.

Institutional Grants

WellSpring offers students the opportunity for institutional grants. There are institutional grants available for each program, however the amounts are limited. These institutional grants are awarded based on student financial need based on several different criteria, including but not limited to Estimated Family Contribution (EFC) established through completion of the Free Application for Federal Student Aid (FAFSA), personal interview, household size, number of household in college, extenuating circumstances, and recent change in personal situation. Please inquire at the financial aid office for further details.

Tuition Assistance Program

In addition to scholarships WellSpring offers a Tuition Assistance Program for students who qualify. This program is need-based and therefore based on a student's EFC generated from the completion of the FAFSA. Tuition assistance is only available on institutional loans offered by WellSpring and cannot be applied to federal loans or other types of aid under any circumstance. Interested students must fill out an application and return it to the Financial Aid Office. Applications and additional information about the Tuition Assistance Program are available in the Financial Aid Office.

TUITION, REFUNDS & FEES

Tuition/Payment Options

Current tuition costs for programs and specific classes are listed on the Tuition and Fees Addendum. See the Financial Aid Office for a schedule of payment options.

Several options are available for paying for your education at WellSpring, including the availability of student loans for those who qualify. You also have the option to pay for the full program at the time of enrollment.

Students must be in good financial standing with the school or they won't receive codes for exams that require registration or administration fees.

WellSpring offers financial assistance to those who qualify through the Department of Education or State Vocational Rehabilitation Services, State Workforce Investment Acts, GI Bill® benefits for eligible veterans enrolled in approved courses, Veterans Educational Assistance, MyCAA and WellSpring. Each student's financial needs are unique, and the process of determining the right financial assistance for you is highly collaborative. To see if WellSpring can assist you, please ask an Admissions Advisor to schedule an appointment for you to meet with the Financial Aid Office.

Cancellation Policy

An enrollee may cancel his/her enrollment within three business days of signing their enrollment agreement (Excluding Saturday, Sunday and holidays) and receive a refund of all monies paid. In the event a program is cancelled by WellSpring due to a lack of enrollment or any other reason, all students will be placed within another cohort within 45 days. If this is not possible, a full tuition refund of classes not attempted will be issued. In the unlikely event of a catastrophic event, programs may be rescheduled at our current or alternate locations within 20 business days of the event. If WellSpring is unable to reschedule the program in the 20 business day-time period or chooses to cancel the program, the student will be due a refund of all hours not attempted, and attempted but incomplete hours of the program within 45 days of the official cancellation announcement date.

Delinquent Payment Policy

Any remaining tuition and fees not set up on a payment structure at the time of enrollment are due and payable no later than the first day of class. A \$25 late fee may be assessed each month that a tuition payment is more than 10 days late. This is a non-negotiable fee, and will apply to all students with tuition payment plans made directly to the school. This fee will be charged in addition to any other interest or fees already assessed as a part of the student's agreement with the school. A student who fails to meet or is unable to meet his/her commitment for tuition payments will be referred to the Financial Aid Office or Registrar's Office for determination of the student's ability to remain in school and may result in the account being turned over to an outside collection agency.

Institutional Refund Policy

Refund Policy

If an applicant is not accepted into the program, a full refund of all tuition and fees paid will be given. Cancellations that occur within 3 days of signing the enrollment agreement will result in a full refund of all funds paid. If a student cancels his/her enrollment after 3 business days from signing their enrollment agreement (Excluding Saturday, Sunday and Holidays), any deposits that have been paid will be refunded to the student within 30 days.

Books and Equipment Return Policy

If a student withdraws or cancels, the books and equipment they have received are eligible for return for credit. If a book or piece of equipment is returned unused and in “new” condition, full credit will be given to the student and applied to their account. New condition means that there are no noticeable marks on the cover or inside pages including any writing and the corners must not be damaged or equipment must not be damaged in any way. Books that have been marked or used may be returned for possible partial credit at the discretion of the administration. Credit will be determined on a case by case basis. Some equipment if opened cannot be returned for full credit including computers or massage tables. Partial credit by the school may be considered on a case by case basis.

Withdrawal Policy

If a student withdraws from the program after this point, they may be eligible for a partial tuition refund, according to the following schedule:

- A student will be charged for all clock hours attempted in the program. There are no partial clock hours in processing a refund.
- Students who withdraw prior to attempting 50% of program will be assessed a 10% tuition penalty fee of the total program tuition. This penalty fee may not be paid using federal aid funds or VA funds and is the sole responsibility of the Student. No refund will be given after the 50% mark.
- For a Title IV aid student terminating their program of study after entering WellSpring and before completing more than 60% of the payment period, the school must determine the amount of Title IV funds that a student earned based on the Title IV return policy of the Department of Education.
- WellSpring will calculate the return of Title IV aid that was earned based on the payment period and a pro rata formula. After more than 60% of the payment period is completed, no refunds will be returned to the Department of Education.
- Institutional refunds will continue to be calculated by credit hours attempted in the program and the student will be obligated for any tuition, fees, books, or equipment not covered by Title IV funds.

The accepted official withdrawal date is considered the date a student has officially withdrawn using the published policy, or 14 days after the last date of academically related activity including projects, clinical experience, or examination. The withdrawal date for a student on leave of absence will be the scheduled return date if the student fails to return to class by that date. In cases of Title IV funding, the official withdrawal date will be the last date of attendance.

If a student is withdrawn from the program due to not meeting Satisfactory Academic Progress due to exceeding the maximum timeframe policy, the student would not be readmitted in the future to the same program.

Tuition balance will be returned within 30 days of the official withdrawal date.

Students who have failed a course will not receive a refund for that course and will be required to pay to retake the course. Students who “no show” for a class will receive no refund for that course and will be required to pay to retake the course. Veterans or eligible persons should refer to the school catalog for their specific refund policy.

In the event of a medical emergency that causes a student to withdraw from class, the student may be eligible to transfer the tuition paid for their course to another course. The determination will be at the discretion of the WellSpring administration.

Refund Policy for Veterans or Eligible Persons

A refund of the unused portion of tuition, fees, and other charges will be made, as required by Veterans Administration Regulations, to veterans or eligible persons who fail to enter or fail to complete the course. The refund will be within 10 percent of an exact pro rata refund.

Return of Title IV Funds Policy

For students who enroll and begin classes and are Title IV recipients, the return to Title IV as described below will apply:

If a student cancels his/her enrollment before 3 business days has elapsed from signing the enrollment agreement, the student shall be refunded all monies paid to the school.

For any Title IV aid recipient terminating his or her enrollment after entering the institution, the statutory return of Title IV fund policy will be implemented. Based on this policy the school will calculate the amount of the Title IV aid that was earned based on a payment period basis. The institution will determine:

1. the amount of Title IV aid earned by the student
2. the Title IV aid disbursed or that could have been disbursed
3. the percentage of Title IV aid earned by the student by taking the scheduled hours divided by the number of hours in the payment period
4. the total Title IV aid to be returned to the Department of Education or disbursed to the student as a post-withdrawal disbursement
5. the amount of unearned Title IV aid to be returned to the Department of Education by the school
6. the amount of unearned Title IV aid to be returned to the Department of Education by the student

DATE OF DETERMINATION THAT THE STUDENT WITHDREW:

For schools required to take attendance, the school's date of determination that the student withdrew may not be more than 14 days after the last date of attendance. Funds must be returned within 45 days after the date of determination.

TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM A CLOCK HOUR SCHOOL

The Registrar's Office is required by federal statute to calculate the percentage of earned Title IV Funds received or pending to be received and to return the unearned funds for a student who withdrew, was terminated or failed to return from an approved leave of absence. If a student fails to return from a leave of absence the date of withdrawal is the last day the student attended class before the leave began.

Recalculation is based on the percentage of earned aid using the following Federal return of Title IV funds formula:

Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent of unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

Refunds are allocated in the following order:

Unsubsidized Federal Stafford Loan

Subsidized Federal Stafford Loan

Federal Parent (PLUS) Loan

Federal Pell Grant

Federal Supplemental Opportunity Grant

Other Title IV assistance

State Tuition Assistance Grants (if applicable)

Private and institutional aid

The student

TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM A CREDIT HOUR SCHOOL

This policy applies to students' who withdraw official, unofficially or fail to return from a leave of absence or are dismissed from enrollment at the School. It is separate and distinct from the School refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for non-term credit hour programs is one half the academic year or program length (whichever is less).

In the case of a program that is measured in credit hours, the student does not complete all the days in the payment period that the student was scheduled to complete, the student is considered to have withdrawn.

The student is considered to have withdrawn if the student is in a non-term or nonstandard-term program and the student is not scheduled to begin another course within a payment period for more than 45 calendar days after the end of the module the student ceased attending (unless the student is on an approved leave of absence).

If a student ceases attendance (drops or withdraws) from all his or her title IV eligible courses in a payment period, the student must be considered withdrawn for title IV purposes.

The Date of Determination is the date of the institution's determination that the student withdrew varies depending on the type of withdrawal. If the student begins the official withdrawal process or provides official notification to the school or of his/her intent to withdraw, the date of the institution's determination that the student withdrew would be the date the student began the official withdrawal process or the date of the student's notification, whichever is later. If the student did not begin the official withdrawal process or provide notification of his/her intent to withdraw, the date of the institution's determination that the student withdrew would be the date the school becomes aware that the student ceased attendance.

Payment Period: For a student in an eligible program in semesters, trimesters, quarters or other academic terms and measures progress in credit hours, the payment period is the semester, trimester, quarter, or other academic term.

A student who reenters within 180 days is treated as if he/she did not cease attendance for purposes of determining the student's aid awards for the period.

A student who reenters a credit hour program within 180 days of his/her withdrawal is immediately eligible to receive all Title IV funds that were returned when the student ceased attendance.

If a student reenters after the 180 days, the student is considered a transfer student and enters a new payment period.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Determine the percentage of the period completed:

Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more AND days that the student was on an approved leave of absence).

COMPLETED DAYS/TOTAL DAYS IN THE PAYMENT PERIOD= % EARNED
(Rounded to one significant digit to the right of the decimal point, ex.4493 = 44.9 %.)

If this percentage is greater than 60%, the student earns 100%.

- b) If this percent is less than or equal to 60%, proceed with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned. If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to NAME OF SCHOOL, or
2. Sign a repayment agreement with the U.S. Department of Education.

Order of Return

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Post-Withdrawal Disbursements:

The school must offer any amount of a post-withdrawal disbursement to the student or parent within 30 days of the "date of determination." This must be done by providing a written notification to the student or parent. The written notification must identify the type and amount of the "Title IV funds that make up the post-withdrawal disbursements. The student must either accept or decline some or all of the post-withdrawal disbursement. If the post-withdrawal disbursement is accepted by the student and/or parent, the institution has 45 days for grants and 180 days for loans from the "date of determination" to disburse the funds or decline to do so at its own discretion.

A post-withdrawal disbursement must be made from available grant funds first, before taking available loan funds. No permission is required to disburse grant funds.

After application of the return of Title IV Funds policy, the institutional refund policy as seen on page 52 will apply.

Withdrawal Process

If a student wishes to withdraw from the school, he or she must contact the Office of Student Affairs or the Registrar's Office to complete a change of status form or submit a letter via fax or mail. They must also contact the Financial Aid Office to complete Exit Counseling. Once the student has notified the Office of Student Affairs or the Registrar's Office, the last day of the student's attendance will be

used to calculate return of the Title IV funds, refunds and/or charges. The school may allow rescission of the notice by official notification in writing from the student. If the student stops attending subsequent to the rescission, the withdrawal date will be the student's last date of attendance.

Unofficial Withdrawal

If a student fails to attend the school for a period of 14 consecutive days, the school will consider such student a withdrawal and automatically terminate him/her from the program as of the last date of attendance. If a student on a leave of absence does not return to class on the scheduled return date then the withdrawal date will be the last date of attendance before the leave of absence. WellSpring will mail the student a letter informing the student of the change of status.

NOTE: Any student withdrawing will receive a tuition adjustment in accordance with the refund policy stated on his/her enrollment agreement.

If the school should be permanently closed and no longer offers instruction and does not find a suitable alternate training facility after the student has enrolled, the student shall be entitled to a complete refund of all money paid. If a program should be cancelled subsequent to a student's enrollment, the school shall either:

1. provide a full refund of all money paid fee and fee for classes completed or
2. provide an opportunity for completion of the program.

Standards of Satisfactory Academic Progress

All students must maintain Satisfactory Academic Progress with regard to both attendance and academic work in order to remain in any programs offered by WellSpring School of Allied Health. This satisfactory progress is defined as follows:

Coursework Completion

A student in the Master of Massage Therapy Associates Degree Program must complete within 102 weeks. A student in the Medical Assisting AOS must complete within 98 weeks for the daytime program and 156 weeks for the evening program. Fitness and Nutrition AOS must be completed within 120 weeks for the daytime program and 144 weeks for the evening program. Massage Therapy Program must complete all required hours within 80 weeks. Students enrolled in the Fitness Training Program must complete all required hours within 45 weeks for the daytime program and 72 weeks for the evening program. Students in the Medical Assisting Program must complete all required hours within 60 weeks for the daytime program and 96 weeks for the evening program.

- Successful completion of a course is indicated by a letter grade of C (70%) or better.
- Successfully attended 80% of all hours attempted per semester.
- Hours attempted include grades of A, B, C or F and repeated courses.
- Standards of Satisfactory Academic Progress do not apply to Open Enrollment or CE classes, which are outside a formal program.
- Remedial courses are not offered by the school.

Students will be evaluated for cumulative coursework completed at the midpoint of the program or academic year, or at end of every payment period. Students not successfully completing 70% of cumulative coursework attempted will be sent a letter from the WellSpring administration placing the student on financial aid probation, academic probation, and indicating the necessity of an appointment for academic advising. The probationary period will consist of the second half of the program or the next payment period. At each assessment point, students will be required to have been in attendance

for a total of **80%** of the scheduled hours of instruction per payment period. The total time in attendance may include make-up hours. Assessments will be made based upon the most recently completed payment period, calculated using the most recently completed payment period. Students failing to complete their program within the maximum timeframe as outlined above will be withdrawn from their respective program(s). Readmission to a program is not an option if the student exceeds the maximum credit hours allowed as noted above.

Financial Aid SAP Warning

A student on Financial aid SAP warning may continue to receive assistance under the Title IV, HEA programs for one payment period only. At the end of the payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress. If a student is making SAP at the end of the Financial Aid SAP warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

ACADEMIC POLICIES

Clock Hour/Credit Hour Conversion Policy

The purpose of this policy is to describe the relationship between instructional clock hours and credit hour awards. A clock hour is defined as a minimum of 50 minutes of instruction with a 10 minute break between hours. One semester credit is equal to 15 lecture hours, 30 lab hours or 45 clinic/externship hours. For purposes of determining financial aid eligibility, clock hours have been divided by 37.5 to determine eligible credits for the Massage Therapy program at the KC Campus. Otherwise, listed credits for all other programs are also used for financial aid eligibility.

Attendance/Tardiness Determination

Each student is expected to attend every class in which they are enrolled. It is recognized, however, that reasons beyond the control of the student may make it impossible for a student to attend every class, every day. In such cases, missed class time must be made up through arrangements with the instructor. **Under no circumstances will a student be allowed to miss more than 20% of an individual module without permission from the Campus Director. 100% of outside-of-class hours are required (if applicable).**

WellSpring School of Allied Health treats each student as an adult and, as such, expects each student to manage their own attendance. The following attendance guidelines have been carefully established:

- 1. IF YOU ARE GOING TO BE ABSENT AND CANNOT GET A HOLD OF YOUR INSTRUCTOR OR PROGRAM MANAGER/DIRECTOR, PLEASE CALL THE MAIN WELLSRING LINE (816) 523-9140. WHEN THE AUTO ATTENDANT PICKS UP, DIAL 0 AND YOU WILL BE DIRECTED TO STUDENT SERVICES. PLEASE LEAVE A MESSAGE IF IT IS OUTSIDE REGULAR HOURS WITH YOUR NAME, CLASS, INSTRUCTOR, AND DATE OF ABSENCE.**
2. Most instructors will give you their cell phone number and/or email address. If you have to be late to class, leave early or miss class entirely, you must contact your instructor, the Program Manager/Director or the school (as directed in #1 above.)
3. The most important aspect of attendance to keep in mind is that students must be present for at least 80% of every module. If a student falls below 80% attendance, they will be placed on academic probation and may have to re-take one or more courses, or the entire module, at their own expense. This might also affect the student's ability to progress to the next module on schedule.
- 4. Class will start on time, with or without you.**
5. If you do not arrive on time, you will miss portions of the class that are important. It is your responsibility to work with the instructor outside of regular class time to catch up on material which you missed. Getting caught up is your responsibility, and you must not disrupt class to get back on track.
6. Daytime courses: it is imperative that you arrive back from lunch on time so that class can start promptly at 1:30 p.m.
7. WellSpring School of Allied Health tracks attendance to the nearest 15 minutes. We do not have a late policy per se, but if an instructor notices a student being late on a consistent basis,

the student may be counseled and placed on probation, at the discretion of the Campus Operations Director. *Please keep in mind that being late is disruptive to the other students and the instructor. We ask students to make every attempt to be in class on time.*

8. Extreme cases with extenuating circumstances may be evaluated on an individual basis by the instructor.
9. When a student is absent from school for 14 consecutive days, WellSpring will withdraw the student's active enrollment status. Consecutive days is defined as such:
 - a. Whether a student is in the daytime or evening program, consecutive days is defined as consecutive calendar days, including weekends and holidays.
 - b. Fourteen days will begin counting from the LAST DAY OF ATTENDANCE

If a student misses more than 20% of a scheduled module he/she will be placed on probation for the following module. In order to be removed from probation, the student must be in attendance for at least 80% of the next scheduled module during the probationary period. If a student does not maintain at least 80% attendance during the probationary period, they will be required to petition the Campus Director for approval to continue on a final probation. The following is required in order to be considered for a second probation:

1. The student must submit in writing an explanation of the circumstances causing the unsatisfactory attendance (furnishing any back-up documentation applicable).
2. Explain, in writing, how the circumstances have changed and what plan the student now has to successfully complete the program.
3. A meeting of evaluation with the Campus Director to review the petition.

The Campus Director may then, at his/her discretion, grant a second and final probationary period for the petitioning student. If the student fails to maintain at least 80% attendance during this second attendance probation, they will be dismissed from school. In the event of failure of a course for excessive absences, the course must be repeated.

Repeating Courses and/or Make-Up Work

Tutoring: Tutoring is available to all students at an additional cost of \$25/hour. Students must consult with the Education Director if they choose to seek tutoring.

Repeating Courses: A fee of \$10/hour, with a maximum fee of \$400, will be charged to retake a failed critical course according to the total costs portion of the enrollment agreement. Permission from the Program Manager/Director and Campus Operations Director will be required before readmission to the course will be permitted.

Academic Advising: Academic advising is available to students through their Program Manager/Director.

Make-up Work/Failed Exams

Makeup Assignments

- Approval for makeup assignments is at the instructor's discretion. Students must contact their course instructor(s) and request permission to makeup assignments. If the request is approved, students can earn partial participation points for makeup assignments without attending a makeup day.
- Students can obtain a maximum of 6 (six) participation points once the makeup assignments are submitted and graded.
- Makeup assignments are created by the course instructor and require critical thinking that demonstrates students' full and complete understanding of the materials they missed in class.
- Students will not earn attendance for makeup assignments. Some participation points can be earned by completing a makeup day.
- All makeup assignments are due within one week of the missed class period.

Makeup Days

- Students must meet with the Program Manager to schedule missed exams and presentations. Makeup days may be scheduled at the Program

Manager's discretion. It is the student's responsibility to meet with the Program Manager to schedule makeup days, exams, and presentations.

Make-up Exams, Quizzes, Presentations, etc.: A fee of \$40 may be charged to make up a missed exam or any other missed work.

Failed Exam: Students may retake a failed exam one time for a fee of \$40 at the discretion of the instructor. This re-take date must be no later than one week after the end of the course.

Participation Points Policy

- Participation points are earned based on three components:
- 1 (one) point is earned for each hour of class attended for a possible total of 4 (four) points.
- Up to 3 (three) points can be earned for active participation. Students must be clearly engaged and perform tasks with full competency.
- Up to 3 (three) points can be earned for professionalism. Students demonstrate professionalism by paying attention, limiting distractions, and engaging in constructive conversations.

Assignments Policy

- Due dates are NOT flexible.
- Assignments that are not turned in on time, regardless of absence, incur a 10% deduction for every day they are late.

- If a student misses an exam, quiz, presentation, evaluation or practical, they are required to pay a \$40 fee to make it up in addition to the 10% deduction per day on their grade.
- § The fee is to cover the cost to re-write the exam/quiz with new questions and/or to proctor the retake of the assignment you missed.

Leave of Absence

Any student that needs to take extended time off from their studies, for personal or family reasons, must meet with their Program Manager/Director or Campus Director first to discuss their circumstances and consequences of taking time off. The student will also need to meet with the Financial Aid Director to ensure they understand the financial ramifications of going on a leave of absence.

WellSpring views the decision to request a Leave of Absence (LOA) as an important one that requires thought, planning, and a careful consideration of the consequences. The school is responsible for informing students of all ramifications of a decision to request a Leave of Absence. An LOA is a temporary interruption in the student's program of studies. It refers to the specific time period during a program when the student is not in attendance.

To qualify for an LOA, students must:

- **apply in advance** unless unforeseen circumstances prevent them from doing so (e.g., you being injured in a car accident).
- **expect to return to school.**
- **first meet with the Program Manager/Director** to discuss circumstances and consequences of going on a leave of absence
- meet with the Director of Financial Aid to ensure they fully understand the financial consequences of a leave of absence.
- **complete the “Change of Status” form** with the Campus Director or Program Manager before they begin the leave of absence. This must include:
 - ~ student's **reason** for requesting an LOA
 - ~ **expected date of return**
 - ~ student's **signature and date**
- **receive approval** from the Campus Director.
- **not exceed** a total of 180 days of leave in any 12-month period.
- **resume training** at the same point in the academic program that the LOA began.
- understand the effects that failure to return from an LOA may have on their loan repayment terms.

Possible Situations for Which WellSpring Will Grant a Leave of Absence, Based on Circumstances:

- illness of student that prevents him/her from keeping up with schoolwork
- hospitalization of student
- admission to drug treatment program
- family emergency that requires student's attention for an extended period
- unexpected financial emergency
- personal circumstances that prevent continuation of program

Qualitative Progress Determination

Student satisfactory academic progress will be checked at the midpoint of the program or academic year or at the end of each payment period depending on which program the student is enrolled. The probationary period, if deemed necessary, will consist of the second half of the program or next payment period. The following violation of Standards of Academic Progress will result in financial aid SAP Warning and academic probation:

- Failure to maintain a 70% (C) or better grade average

Instructors report grades within seven days of the end of each course. If a student receives an “F” for a class, that student will be addressed by the instructor or Program Manager/Director and may be required to take tutorials, extra help sessions, repeat evaluations or retake the course. Failure to earn a passing grade in a prerequisite course will necessitate that the student repeats the course before proceeding, or be withdrawn from the program.

Students on probation will be considered as making satisfactory progress and will be taken off probation at the successful completion of the probationary term. If the probationary term is not successfully completed, the student will be withdrawn from the program. See the Financial Aid SAP Warning policy within this catalog.

The school’s SAP policy for Title IV, HEA students is the same as the school’s standards for students enrolled in the same educational programs who are not receiving Title IV, HEA funding. Failure to make SAP will impact eligibility for Title IV, HEA financial aid.

Grading Policy

Course grading is based on the following scale:

Grade	GPA Equiv.	Class Grading Percentage*
A	4.0	90% to 100%
B	3.0	80% to 89%
C	2.0	70% to 79%
F	0.0	69% and below – student will need to repeat the course (fee involved)
T	*	(Transfer) – Given when transfer credits are accepted. *G.P.A. depends on credits given at former institution. (See “Transferring Credit” section below.)
W	none	(Withdraw) – Official withdrawal, initiated by the student, with approval of the registrar. No credit or grade points. **
I	none	(Incomplete) – Given at instructor’s discretion when student’s work is not yet complete.***

**NOTE: Percentage grades are rounded up to the next whole number if 0.5 or over is received or rounded down if less than 0.5 is received.*

****W** - A student who discontinues attendance in a course without official withdrawal receives a grade of F in the course. Students who officially withdraw from a course (i.e., obtain permission from Registrar) before the end of 20 percent of the class meetings will receive a grade of “W” for the course. Students who withdraw after this deadline will receive an “F” and are reminded that they will be charged to retake the course.

*****I** - Student has 30 days to complete the work (or a timeframe agreed upon by the instructor). If the student fails to complete the work within the allotted time, the instructor has the option to either submit a substitute grade or assign an “F” for the course. Restricted to cases in which the student has satisfactorily completed a substantial part of the coursework. No credit will be given until the course is completed and a passing grade received. When a final grade is received, all reference to the initial “I” is removed. Students must request an incomplete grade by the last class meeting. Instructor may determine whether to grant the request or not. In general, failing the final exam or project or not submitting coursework as a result of inadequate preparation or learning are not valid excuses. It is understood that the student’s performance in the course must merit this special concession. If the instructor judges that the student has not merited the “I” grade, he or she will assign an “F” grade if the missing work is significant enough to deserve an F, or alternatively, a passing grade which reflects both the quality of the work completed and the significance of the work which has not been completed

Quantitative Progress Determination

The assessment point will be at the midpoint of the program or academic year or at the end of each payment period depending on which program the student is enrolled. The probationary period will consist of the second half of the program or next payment period. Students will be required to have been in attendance for a total of 67% of the scheduled hours of instruction up to that point in time. The total time in attendance may include make-up hours. Assessments will be made based upon the student’s cumulative hours attended, calculated from the beginning of the program up to that point in time.

Maximum Time Frame for Program Completion

Expected completion time for the **daytime and evening** Master of Massage Therapy AOS is 68 weeks. Students must complete all coursework in no more than 102 weeks. Expected completion time for the **daytime** Fitness and Nutrition AOS is 80 weeks. Students must complete all coursework in no more than 120 weeks. Expected completion time for the **evening** Fitness and Nutrition AOS is 96 weeks. Students must complete all coursework in no more than 144 weeks. Expected completion time for the **daytime and evening** Massage Therapy Certificate Program is 53 weeks. Students must complete all coursework in no more than 79.5 weeks.. Expected completion time for the **daytime** Medical Assisting Program is 40 weeks. Students must complete all coursework in no more than 60 weeks. Expected completion time for the **evening** Medical Assisting Program is 64 weeks. Students must complete all coursework in no more than 96 weeks. Expected completion time for the **daytime** Medical Assisting AOS is 65 weeks. Students must complete all coursework in no more than 98 weeks. Expected completion time for the **evening** Medical Assisting AOS is 104 weeks. Students must complete all coursework in no more than 156 weeks.

Maximum Credits for Program Completion

Students in the Master of Massage Therapy AOS Program, Fitness and Nutrition AOS and the Medical Assisting AOS program (60 credits) must complete the program within 90 credits attempted. Students in the Massage Therapy Program (42.5 credits) must complete the program within 63.75 credits (1125 clock hours) attempted or in Missouri (44 Credits) within 66 Credits. Students in the Medical Assisting Program (34.5 credits) must complete the program within 51.75 credits attempted. Students in the Fitness Training Program (27.5 Credits) must complete the program within 41.25 credits.

Credits *completed* include only those courses in which the student earned a passing grade at WellSpring School of Allied Health or for hours transferred in that count toward the program hour requirement

(See Transfer policy). Credits *attempted* include all courses taken at WellSpring, regardless of the grade received. Approved transfer hours for courses taken at previous schools will not be included as either hours attempted or completed in the determination for maximum timeframe for program completion.

Quantitative Standard Evaluation

Whenever a student needs to repeat a course for any reason, an evaluation will be made to determine whether the repeated credits will cause the student to violate either the incremental or overall maximum timeframe of the quantitative standard. If the additional credits of the required repeated courses would cause a standards violation, the student must be permanently withdrawn from the program.

Programs using the end of every federal aid payment period for SAP measurement are the Fitness and Nutrition AOS program, Medical Assisting AOS, the Master of Massage Therapy AOS program, the Fitness Training certificate program, the Medical Assisting program, and the Massage Therapy certificate programs.

Student Remedies and Appeals

A student may resolve his/her probationary status by following the financial aid probation policy. A student may also appeal a determination of “unsatisfactory academic progress.” Under special mitigating circumstances, such as the injury or illness of the student or the death of a student’s relative, the Student Review Committee may set aside the academic satisfactory progress standards on an individual basis. The student must submit a written request for appeal based on consideration of mitigating circumstances; written verification of the circumstances may be required. If the appeal is approved, the qualitative standard will be waived for the courses affected, and if a repeated course(s) is necessary, the additional credits will not be counted as hours attempted in the quantitative standard calculation. The student has 14 days from the start of their probationary period or 60 days from a withdrawal to submit their request for review. The school will review and make a decision on the request within 14 days from the receipt of the appeal. Student will be notified at minimum by letter of the appeal decision.

Probation Policy

Academic Probation Policy

All WellSpring School of Allied Health students are required to meet the Standards of Academic Progress. Policies regarding academic probation, leave of absence, and withdrawal are designed to provide close supervision of the program of study and progress of students. Failure to meet WellSpring’s Standards of Academic Progress terms will place students on academic probation and Financial Aid SAP Warning.

Student attendance and grades are monitored by the registrar and Program Manager/Director on a regular basis. Any patterns of poor attendance or grades will be addressed immediately to counsel the student, determine the cause of their poor performance, and attempt to keep the student in good standing.

In addition, at the end of the midpoint of the program, at the end of the payment period, or academic year, whichever occurs first, a review of each student’s record will take place to determine whether the student has met the Standards of Academic Progress. The following violations of Standards of Academic Progress will result in academic probation and Financial Aid SAP Warning:

- failure to attend 67% of the scheduled hours of instruction up to that point in time
- Students are expected to attend a minimum of 80% of each module in order to avoid probation
- failure to maintain a 70% (C) or better grade average

The Registrar's Office will complete appropriate documentation. If it is determined that the student has failed to meet the standards, it will be noted in the student's permanent file, and the student will be notified in writing that they have been placed on academic probation and Financial Aid SAP Warning during the second half of the program or subsequent payment period. At the assessment point, students will be required to have been in attendance for a total of 80% of the scheduled hours of instruction up to that point in time. The total time in attendance may include make-up hours. Assessment will be made based upon the student's cumulative hours attended, calculated from the beginning of the program up to that point in time.

Academic probation requires a student to meet with the Registrar and/or Campus Director to review the reasons for probation and what is required to emerge from probation. The student will have the opportunity at this time to appeal, in writing, the academic probation and/or financial aid SAP Warning to the Student Review Committee (Refer to the Appeals Process outlined below). While on probation, students may be restricted from taking certain classes or may be limited to a certain number of credits.

Any student who fails to meet the Standards for Academic Progress for the probationary period will be withdrawn from the program. Appeals of probation can be made to the Student Review Committee in writing (refer to the Appeals Process outlined below).

Disciplinary Probation Policy

Students are expected to follow all school policies and rules. Reasons that a student may be placed on disciplinary probation include, but are not limited to, the following:

- failure to meet financial obligations
- violation of any conditions in the enrollment agreement
- excessive tardiness and/or absenteeism
- refusal to follow instructions given by an instructor
- Violation of the Plagiarism Policy

If a student is placed on probation for one of the above violations, the probationary period will last the length of their next Module. If no other violation occurs during this time, the student will return to a non-probationary status. Appeals of probation can be made to the Student Review Committee in writing (refer to the Appeals Process outlined below).

Plagiarism Policy

WellSpring defines plagiarism as submitting the work of someone else, entirely or partially, and claiming it as your own without giving proper credit and attribution to the original author.

Plagiarism may occur in any submission for grading, including homework assignments, discussion board posts, research papers, exams, and quizzes. Plagiarism may be intentional or unintentional, and as such, understanding how to conduct academic research, integrate material into your work, and properly cite sources is the responsibility of the student.

Plagiarism includes, but is not limited to the following:

- Using the words or ideas of someone else without citing the source in your submission and on a reference page.
- Copying information from a published source and claiming it as your own. These materials including, but are not limited to textbooks, journals, books, magazines, internet websites, and encyclopedias.
- Changing words or phrases of someone else's work and presenting them as your own without proper credit to the original author.
- Submitting the work of another student.

WellSpring reserves the right to investigate any submission to determine whether plagiarism has occurred. The review process may include but is not limited to comparing the student's work to online resources, other students' submissions, textbooks, or other resources; utilizing plagiarism detection software; and an independent review of the submission.

Maintaining the credibility of WellSpring is a collaborative effort involving students, faculty, and administrative staff. To ensure responsible learning that prepares graduates for career success and upholds the integrity of the school, disciplinary action may be issued in the following manner:

- 1st violation: The course instructor reserves the right to issue a 0 on the submission. Allowing a resubmission opportunity is at the discretion of the instructor.
- 2nd violation: The course instructor reserves the right to issue a 0 on the submission and a final grade of F for the course.
- 3rd violation: The course instructor reserves the right to issue a 0 on the assignment and a final grade of F for the course. Additional discipline, up to and including expulsion from WellSpring, may be issued.

Appeal Process

Any student placed on academic probation, financial aid SAP warning, or withdrawn may appeal the decision to the Student Review Committee using the following procedure:

- The Registrar's Office must receive a letter of appeal from the student within two weeks of being notified of the probationary or withdrawn status.
- That letter, along with the student's academic record, is submitted to the Student Review Committee for review.
- The student may be asked to appear before the committee.
- The committee acts on the information and decides to either maintain the decision or hand down a new decision.
- The Registrar's Office is notified of any change in the student's status. Record of the appeal and the decision made will be placed in the student's permanent file.

Readmission Process

If a student is withdrawn from WellSpring, that student may reapply for readmission on a probationary status. Students terminated for exceeding the maximum credit hours as noted in the section 'Maximum Credit for Program Completion' will not be readmitted.

Administrative Withdrawal

WellSpring reserves the right to withdraw a student from classes and/or any program for any reason if such action is deemed in the best interest of the student or the school.

Transferring Credits – outside credit

Transfer of credits from other institutions, including military training, will be evaluated prior to enrollment with the following considerations:

- Transfer of Massage credit is only offered for Anatomy and Physiology I, II and III, Basic Swedish Massage, Kinetic Anatomy, Pathology, Clinical Internship I and II. CPR/First Aid can be transferred if we have a copy of the front and back of the cards and documentation of the number of hours of training. Only training from the American Heart Association or the American Red Cross will be accepted for CPR/First Aid credit.
- Transfer of Medical Assisting is only offered for Phlebotomy. The student must have a valid, current certification to be considered.
- It is the responsibility of the student to provide WellSpring with official transcripts and a description of the course content in effect at the time the course was taken.
- Official transcripts must be from an institution accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation. This transcript must include the number of hours earned; name, address and phone number of the school; name of the instructor; and completion date of the course.
- The credit at the previous institution was completed within three years of enrollment in WellSpring's program(s) at an approved school.
- A grade of "C" or better was earned in the course.
- Evaluation will be on a case-by-case basis to ensure that the content of the course and the academic periods are comparable to a related WellSpring course.
- A maximum of 10 semester credits of transfer credit is allowed toward the Massage Therapy Program.
- The student must also successfully "test out" of the course. Students will be allowed only one opportunity to "test-out." Several exams may be required to test out of a course.
- The student must complete the transfer and "test out" within the first 200 hours of training at WellSpring.
- \$75.00 non-refundable processing fee for one WellSpring course and \$35.00 for each additional WellSpring course.
- Clinical Internship credit will be considered only for someone that has been practicing as a professional for more than one year and the student must provide documentation of clientele, number of massages, and an affidavit from an employer attesting to the professional experience. The student will only be considered as practicing as a professional if they have evidence of paid massage experience and if it was done in accordance with state regulations at the location it occurred. A minimum of 100 hours of experience should be demonstrated. The student must also test out through at least two practical exams.

If the transfer is accepted, the student will receive recognition for credits on his/her transcript designated as "Transfer."

Transfer of Degree to Other Programs

WellSpring School of Allied Health has entered into an articulation agreement with the University of Phoenix. WellSpring has entered into a specific articulation agreement with the University of Phoenix (UOP). WellSpring's Medical Assisting Associate Degree will block transfer into the Bachelor of Science in Health Management degree at the University of Phoenix. After completion of the program

at WellSpring, a student accepted into this program at the University of Phoenix will only need to complete an additional 60 credits to obtain the Bachelor's degree. Further information can be obtained by contacting an enrollment advisor with University of Phoenix.

WellSpring School of Allied Health does not offer advanced placement or any credit for experiential learning other than what is described in this policy.

Transferring from One Section of a Class to Another Section of a Class – Students are not permitted to transfer between current sections of a class once the class has started without the approval of the faculty and administrative staff.

Transferring Credits – WellSpring Certificate and Degree programs

Transfer of credits from one certificate program to another certificate program or towards a degree program will be allowed with the following considerations:

- Transfer of credit of the current 800-Hour or 750-Hour Massage Therapy Program towards the Master of Massage Therapy AOS will be allowed upon request as these programs are wholly contained under the Master of Massage AOS program.
- Previous versions of the 912, 750, 600 or 500-hour massage certificate programs do contain significant portions of the current Massage Therapy Program and Master of Massage Therapy AOS degree program. Certain credits will be allowed to transfer without further test outs or fees. The exact credits transferred will depend on which program was taken and the number of credits that are relevant to the current programs. Please discuss with administration prior to enrollment to determine the credits that will be transferred.
- Previous versions of the 300 or 552-hour personal training programs do contain significant portions of the current 528 Hour Fitness Training Program and the Fitness and Nutrition AOS degree program. Certain credits will be allowed to transfer without further test outs or fees. The exact credits transferred will depend on which program was taken and the number of credits that are relevant to the current programs. Please discuss with administration prior to enrollment to determine the credits that will be transferred.
- Both the 600 Hour Fitness Training Program and the 500 Nutrition and Wellness Coaching are wholly contained in the Fitness and Nutrition AOS Degree and can be transferred upon request into the degree program.
- The 790 Hour Medical Assisting program is wholly contained within the Medical Assisting AOS program and can be completely transferred for credit into the AOS program.
- Evaluation will be on a case-by-case basis to ensure that the content of the course and the academic periods are comparable to a current related WellSpring course.

Dismissal Policy

WellSpring reserves the right to dismiss or withdraw any student from the school for violation of school policies and/or regulations, including but not limited to:

- failure to meet academic and/or attendance requirements
- failure to fulfill financial agreements
- failure to demonstrate professionalism, ethical behavior and maturity at all times
- stealing or destroying property
- breaking and entering locked areas of school
- any public or private solicitation and/or distribution of any products or promotional materials at school without prior approval from the school administration

- attendance at a school function while under the influence of or in possession of alcohol or illegal drugs
- possession of a weapon on school premises
- any behavior creating a safety hazard
- boisterous, obscene or disrespectful behavior
- any behavior that might harm the reputation of the school and/or the massage therapy, personal training or medical assisting professions
- excessive tardiness or absenteeism
- inappropriate use of school property or assets

The student who is in policy violation may be asked to leave the school premises immediately, depending on the offense. All dismissed students will receive a letter of dismissal from the school. Tuition refunds will be issued within 30 days of notice of dismissal and will be based on the refund policy outlined in this catalog.

Student Records

Permanent files are kept for all students. Each student has the right to gain access to his/her files. To access a student file, a written request is required and an appointment must be scheduled with the Registrar or Financial Aid Office. All grades, services, hours, and student account information are kept on file. The school recognizes the right to privacy; therefore, no information on a student will be released without the written permission of the student. Notification under the Family Educational Rights and Privacy Act (FERPA) is available in the Financial Aid Office.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day WellSpring School of Allied Health receives a request for access. Students should submit to the Registrar or Financial Aid Office a written request that identifies the record(s) s/he wishes to inspect. The institutional official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institutional official to whom the request is submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading. Students may ask WellSpring School of Allied Health to amend record that they believe is inaccurate or misleading. They should write the institutional official responsible for the record, clearly identify that part of the record they want changed and specify why it is inaccurate or misleading. If WellSpring decides not to amend the record as requested by the student, WellSpring will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by WellSpring School of Allied Health in an administration, supervisory, academic or research or

support staff position (including law enforcement unit personnel and health staff); a person or company with whom WellSpring School of Allied Health has contracted as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another institutional official in performing his or her tasks. An institutional official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by WellSpring School of Allied Health to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC, 20202-4605.

The U.S. Patriot Act, which became effective October 26, 2001, established the following exceptions relative to the release of information from institutional files:

Ex Parte orders – WellSpring School of Allied Health can disclose, without the consent or knowledge of a student or parent, personally identifiable information from a student's records to representatives of the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. An ex parte order is an order issued by a court without notice to an adverse party. When WellSpring School of Allied Health makes a disclosure pursuant to an ex parte order, it is not required to record that disclosure of information in the student's file.

Lawfully Issued Subpoenas and Court Orders – In the following three contexts, an institution can disclose, without consent, information from a student's education records in order to comply with a lawfully issued subpoena or court order:

1. Grand Jury Subpoenas
2. Law Enforcement Subpoenas – For these subpoenas, the court may order WellSpring School of Allied Health not to disclose to anyone the existence or contents of the subpoena or our response. If the court so orders, neither the prior notification requirements nor the recording requirements would apply.

Health or Safety Emergency – WellSpring School of Allied Health is permitted to disclose personally identifiable information from a student's education record without the written consent of the student in the case of an immediate threat to the health or safety of students or other individuals. This is limited to a situation that presents imminent danger or to a situation that required the immediate need for disclosure to avert or diffuse serious threats to the safety or health of a student or other individuals.

Disclosures to the Bureau of Citizenship and Immigration Service – (BCIS) – WellSpring School of Allied Health may release personally identifiable information of a student who has signed a Form I-20 and any student attending on an M-1 or J-1 visa to the BCIS.

Transcripts

Graduates will receive one official transcript upon completion of their program. To obtain any additional transcripts, students must make a verbal request or submit a written request for the transcript along with a transcript fee of \$20. The request must indicate to whom the transcript should be sent. Transcripts sent to MBLEx or Missouri licensing board are free. Transcripts sent to any licensing agency or needed for obtaining a job will have the fee waived for the first six months after graduation. Transcripts will be mailed within 14 days of the date the request is received. Transcripts

may be delayed at the end of a term pending the posting of final grades for that term. Any transcripts that are requested to be delivered sooner than that may incur additional fees. Transcripts will not be provided to students with an outstanding tuition balance or an account sent to an outside collection agency.

Curriculum Verification Form

In some instances, a graduate may move and need to become licensed in another state. Should a student need to change the state in which they are licensed as a massage therapist, there will be a \$125 fee for the completion of a curriculum verification form. Please note this form may not be necessary in all instances. The form is specific to certain states and their requirements.

Disclosure of Educational Records

Information contained in student files is considered confidential and shall be released to other individuals only upon a student's prior written consent and authorization, with the following exceptions:

1. WellSpring 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. Organizations conducting certain studies for, or on behalf of, the school
4. Accrediting Commissions to carry out their functions
5. Comply with a judicial order or lawfully ordered subpoena
6. Appropriate parties in health or safety emergencies.

All communication regarding a student will be directed exclusively between the student and school administrators. All communications will be kept confidential. Dialogue initiated by a third party will not be addressed by WellSpring School of Allied Health.

Graduation Requirements

In order to graduate from a certificate program or degree program, a student must:

1. have a passing grade, (C) or better, in all classes;
2. pay any outstanding student account balance or be in good standing on an institutional loan;
3. complete all financial aid exit forms, if applicable; and
4. complete Career Services exit counseling.

If students need program completion documentation prior to graduation, that documentation will be available upon request. Students can request the documentation from the Office of Student Services or Registrar. **Please note that the Missouri Department of Higher Education and Kansas Board of Regents recognizes our non degree programs as awarding Certificates.**

Graduating With Honors

The following awards will be given upon graduation to students who qualify:

Outstanding Academic Achievement Award – This award is given to students who have the highest GPA in the cohort. The GPA must be 3.8 or above.

Personal Achievement Award – This award is given to one student from each program who has demonstrated outstanding personal growth in the following areas: confidence, attendance, technique, professionalism, attitude, effort, dedication, listening skills, and participation, as nominated by the instructors.

Completion Awards

Students successfully completing a formal certificate program (800-clock/42.5 Credit hour or 750-Clock Hour/44 credit Massage Therapy Program, 790-clock hour/34.5 credit Medical Assisting Program or Fitness Training 528 Hour/27.5 Credit Hour) will receive a certificate at the completion of the program. Students completing the Master of Massage Therapy AOS program, Medical Assisting AOS, or Fitness and Nutrition AOS program will receive a degree at the completion of their program. Working transcripts are available to all students by requesting them from the Registrar. Certificates of Completion are given at the successful completion of Continuing Education classes.

Career Placement Services

WellSpring School of Allied Health provides career placement services to students nearing completion of their program. The Director of Career Placement is available to discuss your career goals and will advise you on openings in your field of study. WellSpring does not guarantee job placement.

Student Referral Voucher Program

Any current or former student who refers a prospective student to WellSpring, in any of its programs, receives a \$100 Student Voucher if the prospective student enrolls and remains in the program for a minimum of 30 days. The \$100 Voucher is good for one year. It is issued by the Business Office and can be redeemed in any of the following ways:

- in the Student Clinic
- in the WellSpring Book Store
- applied to Continuing Education class tuitions

Please note: This catalog is current at the time of printing. WellSpring School of Allied Health reserves the right to make changes in policy, tuition, schedule, and equipment as circumstances dictate subsequent to publication.

WellSpring School of Allied Health Electronic Delivery Policy

Purpose: The purpose of this Electronic Delivery Policy is to establish procedures for the secure and effective delivery of educational materials and communications at (WellSpring School of Allied Health) (“The Institution”). This policy outlines the responsibilities of the institution, faculty, staff, and students in electronic content delivery.

1. Definitions:

Electronic Delivery: The transmission of educational materials and communications through electronic means, including but not limited to email, learning management systems, video conferencing platforms, secure documents thru DocuSign or Adobe Sign, and the Institution’s official website.

Educational Materials: Course materials, syllabi, assignments, assessments, announcements, and other academic content.

Communications: Official notices, updates, and announcements related to academic activities, policies, and procedures.

2. **Scope:**

This policy applies to all members of the Institution community, including faculty, staff, and students, who engage in electronic content delivery for academic purposes.

3. **Responsibilities:**

a. **Institutional Responsibilities:**

- i. The Institution will provide secure electronic platforms for content delivery and communication.
- ii. The Institution will ensure compliance with applicable privacy and data protection laws when transmitting sensitive information.

b. **Faculty and Staff Responsibilities:**

- i. Faculty and Staff members will use the designated electronic platforms for content delivery and communication.
- ii. They will protect the confidentiality and integrity of electronic content.
- iii. Faculty will adhere to the guidelines for creating accessible electronic content for students with disabilities.

c. **Student Responsibilities:**

- i. Students are responsible for regularly checking their Institution-issued email and learning management system for important communications and course materials.
- ii. They must comply with the Institution's policies on acceptable use of electronic resources.
- iii.

4. **Content Delivery Methods:**

- i. Faculty and Staff may use email, learning management systems, video conferencing platforms, or other approved electronic means for content delivery.
- ii. Sensitive or confidential information must be transmitted securely, following the Institution's data security guidelines
- iii.

5. **Accessibility:**

All electronic content must be accessible to students with disabilities in accordance with applicable accessibility laws and guidelines.

6. **Privacy and Data Security:**

The Institution will take measures to protect the privacy and security of electronic content and communications.

Faculty and staff must follow data security best practices and not share sensitive information with unauthorized individuals.

7. **Record Keeping:**

The Institution will maintain records of electronic communications and content delivery as required by applicable laws and regulations.

8. **Training and Support:**

The Institution will provide training and support for faculty, staff and students on the use of electronic content delivery platforms and compliance with this policy.

9. Policy Review:

This policy will be reviewed and updated as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

10. Compliance and Enforcement:

Failure to comply with this policy may result in disciplinary actions in accordance with the Institutions policies and procedures.

11. Contact Information:

For questions or concerns regarding this policy, please contact Vice President of Operations Robin O'Connell (robin.oconnell@wellspring.edu)

By Implementing this Electronic Delivery Policy, WellSpring School of Allied Health aims to ensure efficient and secure electronic content delivery while upholding the privacy and security of education materials and communications.

THANK YOU

Once again, on behalf of every faculty and staff member at WellSpring School of Allied Health, we welcome you to our distinctive community of learning. We congratulate you on taking the first steps toward changing your life and look forward to becoming a partner in your educational adventure. We hope you found this catalog and handbook helpful and informative.

Our institute was founded on a strong belief in helping others to achieve optimal health and wellness. All of our programs are designed so students acquire more than a certificate – they will acquire a depth of understanding about themselves and how to help others live well.

The staff and faculty are here to serve students and are open to suggestions, comments and new ideas. Thank you for putting your trust in us as we help guide you to a world of helping people feel better, one touch at a time. We are honored that you have chosen us as your educational partner.

Thank you for allowing us to make a difference in your life and in the world!

ADDENDUM

- Academic Calendar
- Tuition & Fees Addendum
- Cost of Attendance Information
- Current Faculty Listing
- Individual Program Information

2023-24 ACADEMIC CALENDAR

July 3-4th, 2023 (Mon-Tue)	Independence Day– No classes Administrative offices closed
September 4th, 2023 (Monday)	Labor Day – No classes Administrative offices closed
September 18 & 19, 2023 (Mon & Tues)	Observance of Constitution Day
November 22 nd – 26 th , 2023 (Th-Su) November 23 rd -26 th , 2023	Thanksgiving Break – No classes Administrative offices closed
Dec. 18 th , 2023 – Jan. 1 st , 202	Winter Break – No classes
December 25 th , 2023 (Monday)	Administrative offices closed
January 1, 2024 (Monday)	New Year's Day – no classes Administrative offices closed
January 15 th , 2024 (Monday)	Martin Luther King, Jr. Day No Classes/Admin offices closed
May 27 th , 2024 (Monday)	Memorial Day – No classes Administrative offices closed
June 19th, 2024 (Monday)	Juneteenth – No classes Administrative offices closed

Administrative Offices are open Monday-Thursday, 9:00 AM-6:00 PM, Friday 9-3pm, unless otherwise noted above. Administrative Offices are closed daily for lunch from 12 noon to 1 pm.

TUITION AND FEES ADDENDUM

Program	Tuition	Required Fees	Total Cost
Master of Massage Therapy AOS	\$23,500.00	\$250.00	\$23,750.00
Fitness and Nutrition AOS	\$19,500.00	\$750.00	\$20,250.00
Massage Therapy – KC	\$16,500.00	\$250.00	\$16,750.00
Medical Assisting -KC	\$17,400.00	\$250.00	\$17,100.00
Medical Assisting – Springfield	\$15,250.00	\$250.00	\$15,500.00
Medical Assisting – Wichita	\$14,500.00	\$250.00	\$14,750.00
Medical Assisting AOS	\$23,500.00	\$250.00	\$23,750.00
Fitness Training	\$12,000.00	\$750.00	\$12,750.00

<u>Required</u>	<u>Master of Massage Therapy</u>	<u>Fitness and Nutrition</u>	<u>Massage Therapy Program</u>	<u>Medical Assisting Program</u>	<u>Medical Assisting Associates</u>	<u>Fitness Training</u>
Tuition KC	\$23,500.00	\$19,500.00	\$16,500.00	\$17,400.00	\$23,500.00	\$12,000.00
Tuition SPR				\$15,250.00		
Tuition WI				\$14,500.00		
Technology Fee	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Identix Background Check	\$45.00		\$45.00		---	
<u>Additional Expenses⁺</u> (may be purchased through the school)						
Books KC	\$1,675.00	\$1,975.00	\$1475.00	\$1300.00	\$2300.00	\$1500.00
Table	\$686.00		\$686.00	---	---	
Miscellaneous Supplies (MT-Linens, Crème, Holster; MA-BP Cuff, misc supplies)	\$100.00		\$100.00		---	
⁺ Add sales tax to all						

amounts
shown

**Optional
Fees**

Graduation Fee	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Missouri Provisional License Fee	\$50.00		\$50.00	---	---	
Missouri License Fee	\$100.00		\$100.00	---	---	
Cancellation Fee****	\$100.00		\$100.00	\$100.00	\$100.00	

**Included in
Tuition**

Massage & Bodywork Licensing Examination (MBLEx)*	\$265.00		\$265.00	---	---	
National Certification Exam (NCE) Fee*	\$225.00		\$225.00	---	---	
CPT Exam**		\$549.00	---	---	---	\$549.00
CES		\$599.00	---	---	---	\$599.00
CNC		\$599.00	---	--	--	\$599.00
Medical Assisting Exam (CMA, CPT)***				125.00	125.00	

* Please note that the cost of the MBLEx or NCE is included in tuition, but only if the exam is taken within 90 days of program completion.

** The cost of the Certified Personal Trainer, Corrective Exercise Specialist exams are included in tuition and are taken during the course of the program and must be completed within 90 days of program completion. The CES exam will require a \$25 registration fee each when the student is ready to take those exams.

*** The cost of the Exams for Medical Assisting and Medical Assisting AOS (CMA, CPT, CET, CMM) are included in tuition, but only if the exams are taken within 90 days of program completion. The CMM exam is included in addition to the CMA, CPT and CET exams for the Medical Assisting AOS Degree.

****The may be charged when enrollment has been cancelled after 3 business days from the date the enrollment agreement was signed (Excluding Saturday, Sunday and Holidays).

I have thoroughly read and agree with the School Catalog, Student Handbook and this Enrollment Agreement. I further agree that I will abide by all the policies, procedures, and expectations and requirements set forth in the School Catalog, the Student Handbook, and this Enrollment Agreement. I acknowledge that I am entitled to a copy of this signed Agreement. I also understand that student transcripts and records are withheld until all outstanding financial obligations are resolved. I also understand the tuition and fees are subject to change.

Student/Guardian Signature	Date	School Official	Date

Cost of Attendance for 2023-2024

MESSAGE KC

Daytime (12 months)			Evening (12 months)	
	Living on Own	Living w/ Parent	Living on Own	Living w/ Parent
Tuition	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500
Fees	250	250	250	250
Books	1,400	1,400	1,400	1,400
Supplies	786	786	786	786
Indirect Costs (Housing, Transportation and Personal)	14,476	9,680	14,476	9,680
	\$ 31,532	\$ 26,786	\$ 31,532	\$ 26,786

MESSAGE LAW

Daytime (12 months)			Evening (12 months)	
	Living on Own	Living w/ Parent	Living on Own	Living w/ Parent
Tuition	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500
Fees	250	250	250	250
Books	1,400	1,400	1,400	1,400
Supplies	786	786	786	786
Indirect Costs (Housing, Transportation and Personal)	15,792	10,560	15,792	10,560
	\$ 33,854	\$ 28,622	\$ 33,854	\$ 28,622

MEDICAL ASSISTING KC

Daytime (10 months)			Evening (15 months)	
	Living on Own	Living w/ Parent	Living on Own	Living w/ Parent
Tuition	\$ 17,400	\$ 17,400	\$ 17,400	\$ 17,400
Fees	250	250	250	250
Books	1300	1300	1300	1300
Supplies	0	0	0	0
Indirect Costs (Housing, Transportation and Personal)	13,160	8,800	19,740	13,200
	\$ 31,360	\$ 27,000	\$ 37,940	\$ 31,400

FITNESS TRAINING

Daytime (7 months)			Evening (11 months)	
	Living on Own	Living w/ Parent	Living on Own	Living w/ Parent
Tuition	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Fees	750	750	750	750
Books	1500	1500	1500	1500
Supplies	0	0	0	0
Indirect Costs (Housing, Transportation and Personal)	13,160	8,800	19,740	13,200
	\$ 31,360	\$ 27,000	\$ 37,940	\$ 31,400

MASTER OF MASSAGE AOS

Daytime (8 months) AY			Evening (8 months) AY		
	Living on Own	Living w/ Parent		Living on Own	Living w/ Parent
Tuition	\$ 11,250	11,250		11,250	11,250
Fees	250	250		250	250
Books	1,675	1,675		1,675	1,675
Supplies	786	786		786	786
Indirect Costs (Housing, Transportation and Personal)	10,528	7,040		10,528	7,040
	\$ 24,164	\$ 20,676		\$ 24,164	\$ 20,676

MEDICAL ASSISTING AOS

Daytime (8 months) - AY			Evening (12 months) - AY		
	Living on Own	Living w/ Parent		Living on Own	Living w/ Parent
Tuition	\$ 11,750	11,750		11,750	11,750
Fees	250	250		250	250
Books	2300	2300		2300	2300
Supplies					
Indirect Costs (Housing, Transportation and Personal)	10,528	7,040		15,792	10,560
	\$24,578	\$ 21,090		\$ 29,842	\$ 24,610

FITNESS & NUTRITION AOS

Daytime (9 months) - AY			Evening (11 months) - AY		
	Living on Own	Living w/ Parent		Living on Own	Living w/ Parent
Tuition	\$ 9,750	9,750		9,750	9,750
Fees	250	250		250	250
Books	2,300	2,300		2,300	2,300
Supplies					
Indirect Costs (Housing, Transportation and Personal)	11,844	7,920		14,476	9,680
	\$ 25,019	\$ 21,095		\$ 27,651	\$ 22,855

****AY = Academic Year**

FACULTY & ADMINISTRATIVE STAFF

Kansas City Campus

816-523-9140

Fax: 816-288-0188

Name	Title	Extension
Leona Benton, CMA	Medical Assisting Program Manager	120
Bobbi Brown, LMT	Massage Therapy Program Manager	106
Kristin Clemons	Corporate Director of Financial Aid	119
Andrea Farquharson	Student Services Manager	104
Dan Gerber	Education Director	123
Tim Inskeep	Director of Financial Aid	116
Ruth Jones	Director of Admissions	114
Robin O'Connell	Controller	103
Jenny Shults	Learning Systems Manager	105
Shelly Welch	Campus Director	107
Dr. David Yoo	Fitness & Nutrition Program Manager	115

Lawrence Campus

785-856-3903

Fax: 816-288-0188

Name	Title	Extension
Galenea Miller	Student Services & Operations Manager	131
Michelle Miller	Massage Therapy Program Manager	132
Tim Oblander, B.S.	Campus Director/Learning Systems Director	130

Springfield Campus

417-863-7682

Fax: 816-288-0188

Name	Title	Extension
Tammy Ash	Medical Assisting Program Manager	146
	Assistant Campus Director	
Mary Anne Bryan	Student Clinic Supervisor	145
Selyna Cole	Director of Admissions	144
Deborah George	Financial Aid Director	143
Jennifer Holder	Massage Therapy Program Manager	142
Lisa Merriman	Campus Director	141
Kristie Vincent	Student Services Coordinator	140

Wichita Campus

316-223-4300

Fax: 816-288-0188

Name	Title	Extension
Amy Roney	Campus Director	152
Lauren Burns	Director of Financial Aid	151
Sara Barry	Director of Admissions	153
Kayci Love	Massage Therapy Program Manager	154
Shannah Franklin	Medical Assisting Program Manager	156
Yodora Hollins	Massage Clinic Manager	157
Eddie Ulloa	Student and Career Services Coordinator	150

WellSpring Resources, Inc. Officers: Don Farquharson, President & CEO, Owner
Andrea Farquharson, Secretary

FACULTY

Instructors for the WellSpring School of Allied Health are selected specifically because of their scope of knowledge and their extensive experience in their field. As full-time professionals, they bring real-world experiences to the classroom. WellSpring School of Allied Health's low student/teacher ratio maximizes personal attention and success for the student. Technique classes are limited to 26 students. Lecture classes will range from 16 to 40. Please refer to the addendum attached to the back cover of the catalog for a listing of current instructors.

2023-24 FACULTY LISTING – KANSAS CITY

Wendy Acker, AS, CMA, earned her Associates Degree as a Medical Assistant from North Hills School of Health Occupations in Pittsburgh, Pennsylvania. She is a Certified Medical Assistant that has been working in the medical field over 25 years, for the last 18 years in the field of Neurology. Wendy holds her certification through National Health Association. She actively seeks CME opportunities through on-line and lectures. She brings with her many years of experience in different fields. Wendy has the belief that with her job, she is here not only to help educate in the field of medicine, but to be an advocate for the patient. She is a part-time adjunct instructor.

Leona Benton, RMA, has been in the medical field for over 12 years, three of which have been as an RMA. Leona received her registration/certification in 2020 and has worked in multiple specialty offices and hospitals. Her teaching philosophy is to keep growing as a person and continue to help enhance the lives of those she is teaching, always with an increasing emphasis on how students learn and how her teaching can guide them into becoming phenomenal future medical assistants. Leona lives in Louisburg, KS with her husband and four children. She enjoys service her community and is eager to pass on her wealth of experience and education to the next generation. Leona is the Medical Assisting Program Manager.

Erik Bertz, CPT, CES, NSCA, NCCSF, has been in the Fitness world since the mid 90's. With 30 years of experience as a gym owner, investor, educator and Personal Trainer, Erik has covered all aspects of this incredible industry. Erik started out as a gym owner, owning a chain of small town family fitness centers and then moving up to being a partner of a mega gym in 2004. During these years, Erik began to develop his own style of

Personal Training that focused on the client, their needs, goals and even dreams. In 2010, Erik started Flex In Home Personal Training offering his clients an In Home experience. At that time, he was also teaching course work for NSCA and NASM curriculum. He spent 10 years in the education sector before returning to Flex full time. Now Erik enjoys training a handful of clients, focusing on event activity goals that he participates with the clients. Erik is a part-time instructor.

Bryan M. Bond, DC, MS, PHD, received his B.S in Kinesiology from the University of Waterloo in Ontario. He earned a B.S in Human Biology and Doctor of Chiropractic degrees from the National University of Health Sciences and spent several years in private practice before joining Cleveland Chiropractic College (CCC) in 2002. Dr. Bond holds a Master of Science in Biomechanics from The University of Kansas Medical Center. Also, he is currently working towards a completion of a Rehabilitation Diplomate from the American Chiropractic Rehabilitation Board. Dr. Bond is a part-time adjunct instructor.

Tyler Bowling, LMT, began his career in bodywork with teaching yoga where he was inspired to pursue a career that would allow him to help individuals on a more personalized level. He recognized massage as a powerful tool to help patients take charge of their health and well-being. Tyler earned his associates degree in Master of Massage Therapy from Wellspring School of Allied Health in 2021. He is currently training Swedish massage, deep tissue neuromuscular, facilitated stretching, manual lymphatic drainage, and reflexology. Tyler is a part-time adjunct instructor.

Bobbi Brown, AOS, earned her associate degree in Occupational Health Studies from Heritage College and is certified in Specialized Applied Kinesiology from the International Kinesiology College. She has been in the

healthcare industry for over eleven years and holds certifications through WaterART Fitness, Pranic Healing and Touch for Health. Bobbi has taught part-time for the last four years. She has experience working with a wide range of clientele and brings to the classroom enthusiasm and a desire to make a difference in the lives of her students. She is a part-time adjunct instructor.

Judy Collins, BFA, LMT, graduated from WellSpring (formerly MTTI), in 2000 with a certificate in Massage Therapy. She also holds a BFA in Graphic Design, from Missouri State University (formerly Southwest MO State University). Judy was MBLEx certified in 2017, and has owned Healing Touch Therapeutic Massage from April 2001-present. Her passion is medically-based massage, inclusive of Compassionate Touch certification and Oncology Massage certification. Judy is an adjunct instructor for the Massage Therapy certificate and Associates Degree programs.

Kevin Deal, LMT, has been practicing massage since 2002 and has been an instructor at WellSpring School of Allied Health formerly MTTI since 2006. He is an active member in the American Craniosacral Association, the International Association of Healthcare Professionals, U.S. Trager Association, the European Trager Association, the Canadian Trager Association and the Upledger Institute where he holds a certification in Craniosacral Techniques. Kevin is a certified Trager Practitioner and has completed studies in Switzerland in movement reeducation modalities. His background also includes deep tissue techniques, myofascial release, somato emotional release work, and energy therapies. He is a Reiki Master/Teacher, studied Attunement with Chris Jorgensen and Pachacuti shamanism with Dan Baxley. In addition to his work here as an Instructor and Continuing Education Coordinator, he maintains a private practice and is employed by the Alpha Chiropractic Center.

Amy DeCoursey, BBA, LMT, earned a certificate in massage therapy from WellSpring School of Allied Health in 2019. She is the owner and lead therapist at Full Focus Massage Therapy. Amy also holds a Bachelor of Business Administration from Washburn University and spent 10 years working in corporate sales and store management. Working in massage therapy has evolved her ability to serve and connect with clients. Amy enjoys mentoring and sharing her experience with massage therapy students. She is a part-time adjunct instructor.

Rachel George, LMT, works in the Student Massage Clinic as a supervisor, organizes student's scheduling and student licensing processes, and teaches the Clinic Orientation class. She also teaches bodywork classes for the massage program, as well as CPR/First Aid classes for massage and fitness students. Rachel enjoys personalizing massages for her clients at a gym in Grain Valley and operating her own business since 2013. She graduated from WellSpring's massage program in 2011 and earned Ashiatsu Practitioner Certification from DeepFeet Oriental Bar Therapy in 2018.

Heather Hayes, CPT, CES, and PES, is an alumni of WellSpring School of Allied Health having graduated in 2019. She also is a certified Muscle Activation Technique practitioner. Heather has worked in the fitness industry for 15 years. Her experience includes working with a wide range of clientele from young athletes, Chiefs players, senior citizens and Parkinson's clients. She is an enthusiastic, energetic leader that finds joy in helping people learn and succeed. Heather has a strong desire to inspire her clients to become their best. She is a part-time instructor.

Evan Ivery-Long, CES, LMT, is a US Air Force Veteran and graduate of the Fitness & Nutrition Programs and Massage Therapy programs at WellSpring School of Allied Health. Evan's passion for fitness comes from a background in the performing arts as well as having provided instruction to youth and adults in Dance/Choreography Group Fitness.

Evan has a strong background in Reiki/Energy work practice and is committed to ongoing studies in various practices for Healing and Holistic Wellness. At this time, Evan is actively growing his private practice with Corrective Exercise, Coaching, and Bodywork/Massage Therapy. Evan is a part-time instructor.

Kimberly Kennaley, CES, LMT, earned her Associates of Occupational Science from Wellspring School of Allied Health in March 2021 and is actively pursuing Massage Therapy Board Certification. She has been in the massage industry for nearly 3 years and holds a certification in Manual Lymphatic Drainage. Kimberly has experience working with a variety of clients and is passionate about working with clients who are post-surgery or post-injury. She has traveled through the Middle East, Poland and around the United States. Kimberly is a part-time instructor.

Zach Nuss, CPT, lives in Lee's Summit, Missouri with his wife. He owns a traditional fitness business and is certified through NASM and ACE. Zach has been an entrepreneur with his wife for just under a decade as well as a published author with even more books on the way. He is a part-time instructor who brings to the classroom a high level of professionalism through his experience in the world of fitness and business, being a published author and Eagle Scout. In his classes, you will experience that professionalism and enthusiasm as he aims to prepare you to be a future leader in the world of health and wellness. Zach is a part-time instructor.

Maria Ramirez, MA, has worked over the past 14 years as a medical assistant, clinical staff manager, practice manager, clinical coordinator and entrepreneur. She received her medical assisting diploma for Concorde Career College and Fitness & Nutrition AOS degree from Wellspring School of Allied Health. Maria has also taken various continuing education courses at Park University and the University of Kansas. Maria is a full-time instructor.

James Spikes, BS, earned his Bachelor's Degree in Kinesiology from Morehouse College. He has a diverse background within the allied health profession, working with the likes of college campus communities, county governments, and non-profit organizations. James recently joined the Wellspring staff in the Fall of 2020. He has experience working with diverse demographics, tailoring his work to the needs of the community he serves. His personable attitude paired with his multifaceted pedagogy ensures that every student has a chance to reach their full potential. He is a part-time instructor.

Jill Strange, MA, earned her undergraduate degree in Health Sciences from the University of Missouri – Columbia and completed her graduate degree in Healthcare Administration from William Woods University. She has served in the healthcare/insurance services field for four years. She has experience working in human resources as well as directly with Medicare recipients and brings a desire to change the healthcare system starting with the classroom. She is a part-time adjunct instructor.

Dr. Dani Steffen, DC, MS, earned her bachelor's and master's degrees in Health and Human Performance from Fort Hays State University while competing in basketball and track. She then earned her Doctorate of Chiropractic degree at Cleveland University – Kansas City in 2018. Currently she is pursuing her Diplomate as a DABCN and DABCI; board certified chiropractic internist and nutritionist. She has certifications in dry needling, acupuncture, IASTM, FAKTR, and taping. She has been nominated "Best Chiropractor" many times. She is the KCA KC Metro President, and currently owns a multidisciplinary practice in Bonner Springs. She has taught Anatomy and Physiology since January 2021. Dr. Dani has experience with all ages of patients and a variety of health related conditions to compliment her hands on teaching style to created increased comprehension and excitement for learning. She is a part-time adjunct instructor.

Karrie Turner, DC, LMT, earned her Doctor of Chiropractic degree from Cleveland University. Prior to attending Cleveland University, she attended Idaho State University in Pocatello, Idaho. There she received a Bachelor's of Science in music in 2008, and a certificate in Massage Therapy in 2014. She has practiced massage since 2014 in Idaho and in Kansas, and has been a active member of AMTA during this time. She has experience working in clinical and spa settings. She is enthusiastic about teaching and helping students to learn anatomy and skills to change their lives and those they will help in the future. She is a part-time instructor.

Dr. David Yoo, DC, graduated from the University of Nebraska with a B.S. in Pre-Medicine Biology. He continued his education at Cleveland Chiropractic College in Kansas

City, MO graduating with his Doctorate in Chiropractic. Since then, he has completed many certifications including Certified Chiropractic Sports Physician, National Academy of Sports Medicine certification, and several Acupuncture and Traditional Chinese Medicine accreditations and certifications. He was in private practice for 18 years until retiring in 2014. He has been involved in teaching for the past 15 years. David has also taught many seminars across the nation on acupuncture and Traditional Chinese Medicine certifying many physicians and massage therapists. Teaching is his passion. Each class will be filled with lots of information, excitement, laughs, and most importantly passion. David strives to make each and every class the best. His knowledge and experience brings excitement and motivation to the students.

2023-24 FACULTY LISTING - LAWRENCE

Bridgette “Michelle” Beerbower, CPT, Michelle Beerbower, B.I.S., RMT, is attending Kansas State University working toward completion of her Master’s degree in Adult Education/Leadership in Wellness. She earned her BIS in Communication and Social Science from Emporia State University. She graduated from a massage therapy program with emphasis in wellness massage and owned a massage business prior to returning to complete her undergraduate degree. She brings a background in Healing Touch, Universal Energy Healing, Integrated Energy Therapy®, and is a Usui Reiki Master Teacher. Michelle brings to the classroom an enthusiastic attitude and love of learning and teaching.. Bridgette is a part-time Massage Instructor.

Alicia Chance, B.I.S., RMT, graduated from WellSpring (formerly MTIT), in 2011 with a diploma in Massage Therapy and is nationally certified. She also has a Bachelor of Science Degree in Biology from Missouri University of Science and Technology in Rolla, Missouri. Alicia is also a Reiki master of Usui style. She is a part-time adjunct instructor for the Massage Therapy certificate and Associates Degree programs.

Laurie Fulks, BA, LMT, earned her Bachelor of Science in Communication Studies with a concentration in Health Communications from Ohio University. She has always had an interest in and devotion to holistic health and wellness. Her professional practice has expanded from dental assisting to nursing to teaching in a vocational-technical program for high school juniors and seniors, back to clinical nursing and now includes massage therapy practice. Laurie became a licensed massage therapist in 2021 and started practicing professional body work with a local group of practitioners while simultaneously expanding her skills as coordinator of a restorative nursing program for seniors that focused on helping them with keeping their bodies mobile and

coordinated. She is now circling back to a love of teaching and is so excited to have the opportunity to help others grow their healing talents. She is a part-time instructor.

Kimberly Mason, became interested in massage therapy after becoming a mother. Four beautiful children helped her realize how much a nurturing touch can change your health and wellness. Kim has had many ups and downs with pregnancy experiencing loss and infertility. It has fueled, A passion to connect with pre and postnatal clients on all spectrums of the fertility process. Kim's touch will help heal injuries, improve mobility and circulation, reduce pain, stress and tension. Every session will be different depending on what the mind and body needs that day. She specialized in deep tissue massage. And has experience with

working with new and old injuries. After a session with Kim you will walk away feeling relieved, renewed and refreshed. Kim is a Part Time Instructor.

Michelle Miller, LMT, graduated from Baker University in 2014 with a Bachelor of Science in Exercise Science. She then graduated from WellSpring School of Allied Health in 2016 with a certificate in Massage Therapy. After graduation she has worked continuously in the Massage field with time at Therapy Works in Lawrence and also currently as an independent contractor for Movements Massage. Michelle is the program manager for the Lawrence Campus.

Crystalee Protheroe, LMT, is a United States Air Force Veteran who has completed 14 years of service. She was stationed at KU for her last active-duty assignment from 2006-2008. She has stayed in the local area and now considers the Midwest home. She has a Massage and Reflexology certificate. She also holds a BA from KU along with a Master of Public Administration from Capella University. Her background in Medical Laboratory

Technology, Nursing, and Personal Training gives her a unique approach to massage that most do not possess. She is a Part-Time Instructor.

Olivia Webb, LMT, graduated from Lunaria Bodyworks Institute in 2001 and is an LMT for the City of Lawrence. Olivia has experience in

TCM massage cupping, Infant Massage, Aromatherapy and is Reiki I and II. She has worked in the Massage Industry continually both as a Massage Instructor in several disciplines along with being a Massage Therapist Owner/Operator. Olivia is a Part-Time Instructor.

2023-24 FACULTY LISTING – SPRINGFIELD

Anna Abdelaal, LMT, a passionate bodywork practitioner from Carbondale, Colorado, graduated from Lotus Education Institute in 2017. With over 8 years of experience, Anna has delved into the realms of energetics within the body, learning alongside medical and holistic healers, athletes, and individuals with severe and chronic body trauma. Her dedication extends beyond practice, as she has been sharing her knowledge through part-time teaching for the past two years, and she eagerly anticipates a lifetime of continued learning and teaching. She is a part-time instructor.

Tamara Ash, MBA, Tamara earned her master of science degree in Integrated Healthcare Management from Western Governor's University and her master's degree in Business Administration from Bryan University. She also earned her associate of applied science degree in Medical Assisting and her bachelor's degree in Applied Management from Everest College. She has a passion for mentoring students and being in a classroom environment. Tamara enjoys tailoring her teaching to meet each student's specific needs. She is the Medical Assisting Program Manager and Assistant Campus Director.

Mary Anne Bryan, LMT, earned her Massage Therapy License in 2003 from Omaha School of Massage Therapy in Omaha, NE. She is nationally certified through NCBTMB. Mary Anne has a variety of experiences over her 20 year career including hospitals, Chiropractic clinics, 5-star resorts, and owning her own business. She specializes in Medical, Pregnancy and Equine massages. Mary Anne enjoys the outdoors along with photography and painting in her spare time. She is a part-time instructor.

Tricia Clements LMT, graduated from the University of Western States in Portland, OR. She specializes in sports injury, prenatal & post-partum recovery, TMJ/TMD, and

building the proper foundation of mobility and stability for various patients, from professional and young athletes to desk workers, and everyone in between. Outside of the office, Tricia is an avid traveler, seeking out new experiences in different countries or exploring the natural beauty of our own backyard through hiking and sailing. She brings that same curiosity and passion to my work with patients, helping them explore their own potential and new ways to achieve health. She is a part-time instructor.

Julia Clemons, After a twenty year career in accounting, Julia decided to fill her days with a more helpful and rewarding activity. A lifelong love of animals led her to pursue the healing arts. Julia began her structured education with Reiki I and completing a massage program at Parker Chiropractic University (Dallas, TX) in 2012. She has also obtained a certification as an Orthopedic MT and Reflexologist as well as large and small animal massage therapy. Julia is currently further her education with OTC's Surgical Technician Program. Her approach is holistic...addressing mind, body and spirit. Human and animal are both regarded as whole beings, multi-faceted and multidimensional. A therapist's focus revolves around eliciting health, balance and harmony in the whole system while facilitating growth and healing...on and including all levels. Julia has dedicated her life to not only aid with healing the injured but also to add value and quality of life, enabling all to excel in their daily lives. She is a part-time instructor.

Hannah Hassani, Hannah earned her bachelor's degree in Cellular and Molecular Biology from Missouri State University. She is an instructor in the Human Anatomy Cadaver Lab at her alma mater. Hannah is an anatomy fanatic who is passionate about helping students and teaching them through the "learn, do, teach" method. She is eager to assist her students in learning and retaining information. She is a part-time instructor.

Jennifer Holder, LMT, Jennifer earned her associate of arts degree from Ozarks Technical Community College in general studies and her bachelor's of science degree from College of the Ozarks. She was the first to graduate with the Bachelor of Science Interdisciplinary Degree in Allied Health. After graduation, Jennifer worked as a nurse assistant at her local hospital, gaining valuable medical knowledge, as well as completing an internship in Physical Therapy. She then went to Professional Massage Training Center, where she graduated with her certificate in the clinical massage therapy program. Jennifer has since owned various businesses, worked with different Contemporary Alternative Health providers, and five star resort spas. Now, Jennifer brings her wealth of knowledge to WellSpring. Her passion is to inspire the next generation of massage therapists to adapt and overcome in the ever changing world of massage therapy. She is the Massage Therapy Program Manager and instructs several hands-on classes for the program.

Denise Johnson, MS, MBA, earned her bachelor's degree in Communications from Drury University, her Master of Science in Management & Leadership from Indiana Wesleyan University and her Master of Business Administration from Ottawa University. She graduated from the School of Massage Arts in 2000. She has owned four businesses, started a not-for-profit organization and has taught as an adjunct faculty member at School of Massage Arts, Branford Hall Career Institute and WellSpring School of Allied Health. Denise specializes in trauma-related emotional release and modalities that invoke the parasympathetic nervous system. Her experience working with a wide-range of clientele for over two decades, along with a desire to make an impact in developing the skill of new massage therapists brings her back into the classroom. She is a part-time instructor.

Laura Low, LMT, is a graduate of WellSpring School of Allied Health as a Massage

Therapist. She is a licensed massage therapist and has gone on to continue her education and is also a Medical Massage Practitioner. Laura has worked in a variety of health care settings as a Certified nurse assistant and medical assistant. She found her passion in Massage Therapy. Laura continues to grow her knowledge as a licensed massage therapist and wants to teach those who found their passion in massage therapy as well. She is a part-time instructor.

Darlene Roberts, LMT, has been a License Massage Therapist in the State of Missouri since 2002. She has a passion for helping people and truly believes her gift is in healing. Massage Therapy has been more than a job for her it has been an extremely fulfilling calling. She specializes in Swedish, Deep Tissue, Trigger Point Therapy and Thai Massage. These are all amazing techniques, that when combined can be very powerful in reducing and possibly eliminating pain in the body. Her passion is to educate the public about the true benefits of Massage and Bodywork. Her dream is to create a space where people can come to heal so they can live pain free and give from a place of abundance. Darlene recently opened her own office in Nixa, MO called THE GOOD PLACE and teaches Massage Therapy part time at WellSpring School of Allied Health in Springfield, MO. She is a part-time instructor.

Sarah Rone, LMT, has been a Licensed Massage Therapist since 2015 and has her own practice in Willard. She holds a current NASM Certification for Personal Trainer and specializes in corrective exercises; which she molds into her work as an LMT. Sarah also is an active NCBTMB Approved Provider for Continuing Education. She is a part-time instructor.

Kaelynne Schuneman, Kaelynne earned her bachelor's degree in Biology from Missouri State University. Throughout her undergraduate studies she taught in the human anatomy cadaver lab as a teaching assistant. She is preparing to continue her studies of human

anatomy through a Physician Assistant master's program. She has worked closely with teaching and mentoring several age groups through volunteer and work experience. Kaelynne is passionate about making science interesting and accessible to students of any background, empowering the students to see their own capabilities and the wonders of the world around them. She is a part-time instructor.

Sheldon Slinkard, MA, earned his master's degree in Multimedia Journalism with an emphasis on Public Relations from Arkansas Tech University and is actively pursuing a Doctor of Education degree from Purdue University. He has been in the Communication and Business Industry for over 15 years and has successfully run and managed multiple for-profit and nonprofit organizations. He has taught at a collegiate level collectively for 3 years both in Trade School and University. He brings excitement and critical thinking to the classroom and hopes to enrich each student he has the opportunity to teach. He is a part-time instructor and curriculum reviewer.

Shannon Souza, LMT, earned her certificate in Massage Therapy from Northwestern Health Sciences University of Minnesota. She has been in the Massage Therapy industry for 21 years. Shannon was teaching assisting and clinical supervisor at Northwestern Health Sciences University for over eight years. Her background as a Massage Department Manager for Life Time Fitness gives her a unique perspective on client growth and retention. She has experience working with a wide range of clientele, and brings to the classroom a fervor and desire to make a

difference in the lives of her students. She is a part-time instructor and Clinical Supervisor.

Autumn Stuebner, AAS, earned her Associates of Arts degree in Medical Assisting from Vatterott College. She is actively pursuing additional course work in education through WGU. Autumn has been a Medical Assistant for over ten years and holds the RMA certification through the AMT. Autumn has taught a combined total of eight years during her career. This includes her time as a clinical preceptor, adjunct instructor, and substitute within the public school sector. She brings to the classroom a positive attitude and high energy. Autumn has a desire to make a difference in the lives of her students. She is a part-time instructor.

Dr. Chad Wasson, DC, earned his bachelor's degree in biology with a minor in chemistry from Regents University in New York. He also earned two doctorate degrees, one from Logan Chiropractic College and the other from the American Naturopathic Institute. Dr. Wasson has 8 national board certifications and has been in practice since the spring of 1999. He founded Wasson Chiropractic Clinic, Elan Wellness Services Corporation, Treatment Centers for Metabolic Disorders and Restored Health, a subsidiary of TCMD. Dr. Wasson was a case navigator for stem cell therapy for The Ozie Smith Center and the Joint Chiropractic in Springfield, MO. Dr. Wasson taught collegiate Chemistry, Anatomy, and Physiology and a number of other classes for OTC, WellSpring School of Allied Health, and Lakeland Community College. He is a part-time instructor.

2023-24 FACULTY LISTING – WICHITA

Aimee Kozushko, LMT, is a 2004 graduate of the American Academy of Massage Therapy in Topeka, KS and received her NCTM in 2010. She has been working as an adult educator since 2007 when she first began teaching massage therapy. Over the last 16 years, Aimee has specialized in deep tissue and therapeutic body work in her own practice. She has also collaborated with the community to provide supportive services to those in need – free of charge. She believes in the healing power of bodywork and enjoys helping others to feel their best. As an educator, Aimee has a passion for education. She loves teaching and strives to provide an accepting and affirming comfortable classroom. Aimee will receive her associate in liberal arts from Cowley College in December 2021. She is a part-time instructor.

Andrea Williams, LMT, Licensed Master Massage Therapist Andrea attended WellSpring School of Allied Health and Wellness from November 2019- April 2021, graduating from the Master Massage Therapist program. She completed 1,500 hours of education and clinical experience, with an extreme focus in human anatomy and physiology, kinesiology, pathology, corrective exercise and many massage modalities not limited to just Swedish and deep tissue, but encompassing prenatal, oncology, special populations, and lymphatic drainage to name just a few. She also studied eastern modalities such as energy work, acupressure, reflexology, meridians, QiGong, and Tia Yoga. Upon completing the state minimum required 500 hours of education in massage, she began licensed massage while continuing education in an additional 1,000 hours, as well as sat for and passed the National MBLEX (Massage and Bodywork Licensing Exam) in November of 2021 after the postponement during the pandemic. She is currently getting many different Reiki certifications, with the intent to utilize them in sessions with clients.

Barbara Monroe, LMT, started her journey in the energy field in 2012. She became a Practitioner in 2015 with Quantum Touch. Her range of clientele is from children to seniors. In 2022 she opened her own business, Heart and Soul Healing, LLC in Wichita, KS. Energy work holds a passion for her that will be brought into the classroom through her experience and a desire to make a difference in the lives of the students and those around her. She has also furthered her education by becoming a CNHP in 2016 through Trinity School of Natural Health. Barbara is an Energy Balancing and is part-time instructor.

Carlie Allen, LMT, received her certification in Therapeutic Massage from Heritage College as well as her National Certification through NCBTMB in 2011. Shortly after, she became an independent contractor at Pomeroy Chiropractic. In 2012, Carlie moved to Watertown, NY where she was able to continue practicing at Fort Drum for the next three years. She then moved back to Wichita, Kansas where she returned to Heritage College to further her education and finished in 2016 with her Associates in Therapeutic Massage. For the next two years, she worked with chiropractors across Wichita; finally decided to open her own practice, Versatile Massage, in Goddard in 2017, which continues to grow today. Carlie looks forward to not only bringing her knowledge of over seven years of diverse clientele and experiences to the classroom, but also her desire to make a difference. Carlie is a part-time instructor.

Cassia Williams, LMT, earned her Bachelor of Art from Friends University and has been working in the massage therapy profession since 2011, having her national affiliation through ABMP. Cassia's passion for increased knowledge of how massage therapy works from a scientific point of view coincides with her view of massage as an art form. She has experience with a wide range of clientele and

techniques and brings this to the classroom, along with her desire for perpetual learning and discovery. Cassia is a part-time instructor.

Eddie Ulloa, CMT, is an Orthopedic and Sports Massage Therapist that's been practicing in Wichita since 1996. Eddie is also a certified Corrective Exercise Specialist through the National Academy of Sports Medicine. He started studying Athletic Training and Sports Medicine in 1993 while in high school in El Paso, TX, then at Wichita State University in 1995. He has four years' experience working as a Rehab Assistant to Physical and Occupational Therapists. He has also worked as a Chiropractic Assistant for eight years prior to his four years of teaching in both the Therapeutic and Massage and X-ray Medical Technician programs at Heritage College. He is currently a part-time adjunct instructor while working full-time in his private practice. Eddie is our Student and Career services coordinator and is a part-time instructor.

Kayci Love, LMT, started her massage career with a certification of 500 hours in 2006 and has actively sought additional courses to round her career and amplify her techniques. Her unique qualifications include an AS of Business and Account from Butler Community College and a BS of Accounting from Colorado Christian University. She has been in Spa management for over ten years and in the massage therapy industry for over thirteen years. Kayci has experience working with a wide range of clientele in a spa setting, therapeutic environment, and other modalities. Kayci is the massage therapy program manager.

Lynn Vorak, born and raised in Denver, Colorado. After graduation from George Washington H.S. in Denver, she entered Colorado State University in Ft. Collins, CO. she then transferred to Gonzaga University in Spokane, WA. she was uncertain as to what major should be but enjoyed taking varied Liberal Arts courses, particularly in the Humanities. As she had not yet earned a

degree, she spent 12 years working in retail and being a para-educator for the Cherry Creek School District in Denver. Her family moved to Wichita, KS in 1994. She worked for Newman University in various clerical positions. She then decided to enter the degree completion program at Friends University. She had previously completed over 125 credit hours and then earned a Bachelor of Science Degree in Human Resource/Organizational Management and Development in 1998. She earned a Master of Arts degree from Friends in Philosophy/Ministry and Religious Studies in 2000. She then worked as an adjunct instructor and student advisor for Cowley College at the Southside Center in Wichita, KS, eventually becoming the Director of Student Services. I left the college for personal and health reasons in 2007. In 2010 I returned to adjunct teaching at Cowley College and for WSU Technical College. I have most recently taught, and continue to teach, courses in Philosophy, Humanities, and Speech Communications, specifically: Logic, Ethics, Integrated Humanities, Interpersonal Communications, and Public Speaking.

Shannah Franklin, CMA, earned her associate degree in applied science with emphasis in Medical Assisting from Wright Career College. Shannah is currently pursuing additional course work in Healthcare Administration at Butler Community College. She has been in healthcare for over five years and holds an RMA registration through American medical Technologist (AMT) and a CPR/AED certification through American CPR Care Association. Shannah has worked in family practice clinic for the past three and a half years. She has experience in many different clinic settings as well as lab settings and is experienced in home healthcare. Shannah has helped organize many blood drives and strives to help improve the community's health. She brings to the classroom enthusiasm and love for healthcare. Shannah has a desire to teach her students how wonderful and rewarding healthcare can be and strives to improve her student's lives and give them a career they will cherish and love. She hopes she will be one of

many vital contributors in helping improve the ever- changing healthcare world. Shannah is the Medical Assisting Program Manager.

Tess Hector, LMT, is a dedicated and passionate educator, committed to inspiring and shaping young minds. With a profound love for education, Tess has dedicated herself to the field for over 14 years, making a lasting impact on countless students. Tess's journey in education began as a cosmetology instructor, where she discovered her innate ability to connect with students and guide them towards success. Her experience as an instructor for the past 8 years has allowed her to cultivate a deep understanding of various teaching methodologies, adapt to diverse learning styles, and foster an inclusive and engaging classroom environment. Beyond her expertise in cosmetology, Tess believes in the power of lifelong learning. She holds a strong belief that education is not confined to a single domain, and actively seeks opportunities to expand her knowledge and skills. This passion for continuous growth has led Tess to explore various avenues, including attending workshops, seminars, and pursuing certifications in related fields. In addition to her instructional role, Tess is also a respected mentor, providing guidance and support to her colleagues in the education community. Recognizing the importance of collaboration and professional development, she actively participates in professional networks and shares best practices to elevate the standard of education. Tess's commitment to education extends beyond the traditional classroom setting. She firmly believes in creating a nurturing and stimulating learning environment, where students are encouraged to think critically, explore their passions, and develop essential life skills. Through her innovative teaching methods and personalized approach, Tess strives to ignite a love for learning in each student she encounters. As an advocate for education, Tess understands the transformative impact it can have on individuals and communities. She is dedicated

to fostering an inclusive and equitable educational landscape, ensuring that every student has access to quality education and the necessary resources to thrive. Tess Hector's unwavering passion for education, combined with her expertise as an instructor and mentor, has made her an influential figure in the field. Her dedication to empowering students, promoting lifelong learning, and advocating for educational equity sets her apart as a true educational leader and role model. She is a part-time instructor.

Vrenda Pritchard, holds a B.S. in Agriculture Animal Science and Industry, a B.A. in Exercise Science and a master's degree in M.E.D Exercise Science from Wichita State. She has taught the following courses: Anatomy and Physiology, Principles of Nutrition, Introduction to Pathophysiology, Medical Terminology, Lifetime Fitness, Kinesiology and Biomechanics, Sports Nutrition, Public and Community Health and many other exercise science related courses. Teaching is her passion, and she takes great pride in creating innovative and creative classroom atmosphere where students can learn and practice their skills.

Yodora Hollins, CMT, began her journey at the National Holistic Institute in Emeryville California in 1998. She graduated in 1999 and her studies included massage therapy and health education. Yodora has been in the hospitality business for over 25 years as a licensed cosmetologist and salon owner. In her journey, Yodora has worked at some of the top spas and salons in Las Vegas. She is passionate about massage as it gives her joy to help others. Yodora looks forward to making a difference in the lives of future therapists as an independent contractor. Her diverse experience lends a rare insight to the classroom and a deep connection to the success of other students and co-workers. Yodora is the student clinic manager..

MASSAGE THERAPY



ASSOCIATE DEGREE (AOS) - KANSAS

The current demand for massage therapists exceeds the supply, with expected continued growth over the next ten years. WellSpring graduates are employed in a wide range of practice areas, including private practice, hospitals, chiropractic offices, day spas, fitness centers, wellness centers, physical therapy offices, rehabilitation centers, sports teams, and corporate offices. According to the Department of Labor, the need for massage therapists is expected to increase by 20% over the next decade, with a median salary of \$46,910.

WellSpring School of Allied Health has a strong reputation in the community as a high quality career training institution. As a result, our career services team works with students to connect them with potential employers in the area. Jobs in this field are plentiful, but employment is not guaranteed.

The Importance of National Certification

The Federation of State Massage Therapy Boards (FSMTB) sets standards for massage and bodywork practitioners across the country through the Massage Board Licensing Exam (MBLEx). Board licensing from FSMTB protects the consumer, the profession and employers by ensuring individuals who obtain these credentials have skills consistent with specific national standards and criteria. To become eligible for certification, practitioners must possess certain levels of education, experience and training, demonstrate mastery of core skills, abilities and knowledge, and pass a certification exam. Please note that the FSMTB is an independent organization and does not collaborate with any other certifying body when setting standards.

Licensing Requirements for Massage Therapists

In Missouri, licensing is governed by the state and requires passing the MBLEx Exam. WellSpring's AOS massage curriculum exceeds the minimum requirements established by local municipalities and most other states. In Kansas, licensing is governed by individual municipalities, and most of them also require passing the MBLEx Exam for licensure. WellSpring's curriculum prepares graduates to meet licensing requirements across the United States.

Material Circumstances on Employment

WellSpring would like to make prospective students aware that circumstances may exist that could affect your employment in the careers discussed above. Many licensure boards, credentialing boards, and/or employers do background checks in order to provide a license or to employ you in the above career fields. Criminal records or lack of a license or certification may prevent you from obtaining employment in your chosen career field. Be aware of any circumstance in your personal history that may prevent you from obtaining employment.

Required Courses

NOTE: All credits mentioned in course descriptions are semester credits.

COURSE NAME	CLOCK HOURS	SEMESTER CREDITS
Module 1: Foundations of Massage	120	6.5
Module 2: Massage Techniques in Practice	120	6.5
Module 3: System & Kinetic Anatomy	120	6.5
Module 4: Pathology & Advanced Massage Techniques	120	7.0
Module 5: Neuromuscular & Sports Massage	120	7.0
Module 6: Specialty Massage Techniques	120	7.0
Module 7: Spa Treatments	128	7.0
Module 8: Eastern Bodywork Techniques	128	6.5
Module 9: Medical Massage	128	6.0
TOTAL	1104	60

NOTE: All credits mentioned in course descriptions are semester credits.

Master of MASSAGE THERAPY AOS* Degree Program

(1104-clock hours/60 semester credits)

Wichita and Lawrence Campuses, *Associate of Occupational Science

Program Objectives

Statement of goals for degree

The Master of Massage Therapy Associate of Occupational Science Degree is designed to give the massage therapist some of the most advanced training available in the industry today. This training will make graduates attractive to an expanded and more selective array of employers, including hospitals, chiropractors, higher end spas and resorts, athletic teams, and better fitness clubs. Graduates who enroll in this program will be more qualified to work in medical surroundings. A student who is educated in advanced massage modalities could search for employment in many specialties. In the current job market, we feel that it is important to prepare our students to have the combination of education and marketable skills that could broaden their employment opportunities. Graduates will be able to compete for mid-level positions in the jobs described above.

Type of instruction

Instruction for the AOS degree consists of lecture and hands-on training. Classes are interactive. The massage therapy AOS program is approved as a residential and a blended program by ABHES. All classes take place on-campus for the residential program. Classes take place partially on-line and partially on campus for the blended program. Instructors use class discussions and activities, PowerPoint presentations, demonstrations and individual practice time as teaching tools.

Level of occupation for which training is intended

Employment opportunities for graduates who earn this degree include entry-mid-level positions in spas and resorts, salons, hospitals, wellness centers, health clubs, fitness centers, YMCAs and corporate facilities as well as private practice.

Program delivery

The entire program is taught at our Wichita campus or our Lawrence campus for the residential program (see back panel for address information). The program is taught partially on-line and partially residential for the blended program. Students will have a clinic experience at their campus.

Academic standards required for successful completion

Students must pass all required courses.

Credential given

Graduates of the Master of Massage Therapy Program earn an Associate of Occupational Science Degree and are recognized as a Master Massage Therapy Practitioner, and they are qualified to sit for the National Certification Exam and become licensed in most states and municipalities. They would be credentialed as a Master Massage Therapist with advanced training in Medical Massage, Eastern Bodywork techniques, and training in Spa Treatments. Students would also be able to take a NASM certification exam - Corrective Exercise Specialist.

Program Schedule and Hours

The Master of Massage Therapy AOS Degree Program is a full-time program, offered in two configurations: Daytime or Evening, both of which will be completed in 17 months (68 weeks).

Daytime Schedule: Students will attend class 2 days per week, from 8:30 am to 5:30 pm.

Evening: Students will attend class 4 evenings per week, from 6:00 pm to 10:00 pm and usually 1 weekend per month. Weekend schedules and hours may vary, so please refer to your schedule for the specific weekend configuration.

Course Descriptions

MODULE 1: FOUNDATIONS OF MASSAGE

120 clock hours/6.5 credits

Prerequisite: None

This course introduces the student to the principles of touch therapy, and specifically positions massage therapy within the overall context of wellness and healing. Students will learn the history, theory, and techniques associated with basic Swedish massage, as well as an introduction to human anatomy and physiology. Students will also learn how to effectively communicate with clients before, during, and after a treatment. Through all subject areas in this predominantly on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, and practical applications of core concepts.

MODULE 2: MASSAGE TECHNIQUES IN PRACTICE

120 clock hours/6.5 credits

Prerequisite: Module 1

This course perfects basic Swedish techniques and generally builds on both the anatomical and technique fundamentals introduced in Module 1. In this course, students also begin to add depth and diversity to the range of techniques that are employed in more specialized situations or when special physical needs are present. Through all subject areas of this on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, authentic assessment, and practical applications of core concepts.

MODULE 3: SYSTEMIC & KINETIC ANATOMY

120 clock hours/6.5 credits

Prerequisite: Modules 1-2

During this module students will gain a basic understanding of the integumentary, digestive, and urinary systems and the relationship of each bodily system to massage therapy. This module also introduces students to the subject of Kinetic Anatomy, which will expand on the student's knowledge of musculoskeletal anatomy and how the human body moves. This will provide an important supplement for subjects like Sports Massage and Neuromuscular Massage that occur at other times in the program. Hydrotherapy and Reflexology techniques round out this module. Through all subject areas of this predominantly on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, client assessment, and practical applications of core concepts.

MODULE 4: PATHOLOGY & ADVANCED MASSAGE TECHNIQUES

120 clock hours/7.0 credits

Prerequisite: Modules 1-2

In the Advanced Massage Techniques course, the student is introduced to the range of techniques that would be appropriate in rehabilitative or pain management situations, as well as assessment and documentation conditions, treatment and outcomes necessary for more medically oriented work environments. Students will also be exposed to Pathologies they may see in clients the table. Additionally, Eastern Movement Therapies will be discussed. Through all subject areas of this predominantly on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, client assessment, and practical applications of core concepts.

MODULE 5: NEUROMUSCULAR & SPORTS MASSAGE

120 clock hours/7.0 credits

Prerequisite: Modules 1-2

This course introduces the student to the world of Neuromuscular Therapy and Sports Massage. Students will build on their knowledge of the functional relationships between muscle groups and thereby acquire the ability to help athletes to enhance their performance, as well as to apply specific techniques that support their recovery from injury. Students will also learn about trigger points and how to treat them. Other subjects include Wellness & Nutrition, and Professional Development. They will learn professional skills such as resume writing and bookkeeping that will be essential to operating a successful business, either in the employ of another business or in private practice. Finally, students will be introduced to ethical practices in the massage industry and how to deal with common issues that arise in practice. Through all subject areas of this on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, authentic assessment, and practical applications of core concepts.

MODULE 6: SPECIALTY MASSAGE TECHNIQUES

120 clock hours/7.0 credits

Prerequisite: Modules 1-2

Students will receive preparatory training for the MBLEx Exam for national certification, including opportunities for remedial review and training. A large part of the Module is exploring how to effectively massage older adults and pregnant women. Students will also learn how to assess a client's physical condition and how to accurately document these observations through the use of SOAP notes. Common medical condition assessment will also be taught in this module. Finally, students will have the opportunity to practice skills learned in class and get real work experience in a supervised setting when they begin their clinical internship. Through all subject areas of this on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, authentic assessment, and practical applications of core concepts.

MODULE 7: SPA TREATMENTS

128 clock hours/7.0 credits

Prerequisite: Modules 1-6

In module 7 students will begin their Clinical Massage Internship in the school clinic and earn their CPR/First Aid certification. The balance of the module will be devoted to advanced massage techniques, including a Spa Treatments class that explores the philosophy, methods and techniques associated with successful spa operations. Corrective Exercise training will enable the therapist to help clients correct imbalances through exercise, between massage treatments. Movement Modalities is a survey course covering a such specific techniques as the Traeger and Roling methodologies. Through all subject areas of this on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, authentic assessment, and practical applications of core concepts.

MODULE 8: EASTERN BODYWORK TECHNIQUES

128 clock hours/6.5 credits

Prerequisite: Module 1-6

The main subject of this module, Eastern Bodywork Techniques takes the student into an extensive journey through, meridians, chakras and centuries old eastern healing modalities like Shiatsu and Acupressure, and more. The student is also exposed to more Americanized healing methods in a course called Energy Balancing. And finally in a well-developed American crossover therapy, the student will be trained in Cranio-Sacral technique that blends massage and gentle energy to help relieve deeper seeded issues that may be causing pain or dysfunction. Finally, throughout this module, students will maintain a regular schedule in the supervised public clinic to complete their Clinical Massage training – the final step before pursuing employment opportunities as a licensed massage therapist. Through all subject areas of this on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, assessment, and practical applications of core concepts.

MODULE 9: MEDICAL MASSAGE

128 clock hours/6.0 credits

Prerequisite: Module 1-6

This module explores the methods, approaches and techniques that are appropriate in a hospital setting. The introductory subject for this module is in a Healthcare Setting, a subject that helps set the stage by helping the student understand how different the hospital setting is compared to a spa or typical massage therapy studio, and how the therapist needs to integrate and collaborate with other members of the hospital team. The specific subject of Medical Massage is, by definition, rehabilitative in focus, and trains the student in techniques, sequencing and overall methods that can be employed for specific chronic conditions. The student will come away with proven routines to deal with the most common problem areas likely to be encountered in actual practice. The subject of Oncology Massage addresses both methods and approach to patients undergoing chemotherapy treatments, and in many cases dealing with the reality of end of life considerations. Through all subject areas of this on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, assessment, and practical applications of core concepts.

MASSAGE THERAPY



ASSOCIATE DEGREE (AOS) - MISSOURI

The current demand for massage therapists exceeds the supply, with expected continued growth over the next ten years. WellSpring graduates are employed in a wide range of practice areas, including private practice, hospitals, chiropractic offices, day spas, fitness centers, wellness centers, physical therapy offices, rehabilitation centers, sports teams, and corporate offices. According to the Department of Labor, the need for massage therapists is expected to increase by 20% over the next decade, with a median salary of \$46,910.

WellSpring School of Allied Health has a strong reputation in the community as a high quality career training institution. As a result, our career services team works with students to connect them with potential employers in the area. Jobs in this field are plentiful, but employment is not guaranteed.

The Importance of National Certification

The Federation of State Massage Therapy Boards (FSMTB) sets standards for massage and bodywork practitioners across the country through the Massage Board Licensing Exam (MBLEx). Board licensing from FSMTB protects the consumer, the profession and employers by ensuring individuals who obtain these credentials have skills consistent with specific national standards and criteria. To become eligible for certification, practitioners must possess certain levels of education, experience and training, demonstrate mastery of core skills, abilities and knowledge, and pass a certification exam. Please note that the FSMTB is an independent organization and does not collaborate with any other certifying body when setting standards.

Licensing Requirements for Massage Therapists

In Missouri, licensing is governed by the state. WellSpring's AOS massage curriculum exceeds the minimum requirements established by local municipalities and most other states. In Missouri, licensing is governed by the State and the Board of Massage Therapy. Students must have 500 hours of education and pass the MBLEx Exam for licensure. WellSpring's curriculum prepares graduates to meet licensing requirements across the United States.

Material Circumstances on Employment

WellSpring would like to make prospective students aware that circumstances may exist that could affect your employment in the careers discussed above. Many licensure boards, credentialing boards, and/or employers do background checks in order to provide a license or to employ you in the above career fields. Criminal records or lack of a license or certification may prevent you from obtaining employment in your chosen career field. Be aware of any circumstance in your personal history that may prevent you from obtaining employment.

Required Courses

NOTE: All credits mentioned in course descriptions are semester credits.

COURSE NAME	CLOCK HOURS	SEMESTER CREDITS
Module 1: Introduction to Massage	112	7.0
Module 2: Swedish Massage Techniques and Practice	112	7.0
Module 3: Advanced Massage Therapy & Systems Anatomy	112	7.0
Module 4: Pathology & Special Populations	112	7.0
Module 5: Kinetic Anatomy & Sports Massage Techniques	112	7.0
Module 6: Business, Ethics and Practice	112	7.0
Module 7: Spa Treatments & Corrective Exercise	104	6.0
Module 8: Energy Bodywork Techniques	112	6.0
Module 9: Introduction to Medical Massage Techniques	112	6.0
TOTAL	1000	60

NOTE: All credits mentioned in course descriptions are semester credits.

Master of MASSAGE THERAPY AOS* Degree Program

(1000-clock hours/60 semester credits)

Kansas City and Springfield, *Associate of Occupational Science

Program Objectives

Statement of goals for degree

The Master of Massage Therapy Associate of Occupational Science Degree is designed to give the massage therapist some of the most advanced training available in the industry today. This training will make graduates attractive to an expanded and more selective array of employers, including hospitals, chiropractors, higher end spas and resorts, athletic teams, and better fitness clubs. Graduates who enroll in this program will be more qualified to work in medical surroundings. A student who is educated in advanced massage modalities could search for employment in many specialties. In the current job market, we feel that it is important to prepare our students to have the combination of education and marketable skills that could broaden their employment opportunities. Graduates will be able to compete for mid-level positions in the jobs described above.

Type of instruction

Instruction for the AOS degree consists of lecture and hands-on training. Classes are interactive. The massage therapy AOS program is approved as a residential and a blended program by ABHES. All classes take place on-campus for the residential program. Classes take place partially on-line and partially on campus for the blended program. Instructors use class discussions and activities, PowerPoint presentations, demonstrations and individual practice time as teaching tools.

Level of occupation for which training is intended

Employment opportunities for graduates who earn this degree include entry-mid-level positions in spas and resorts, salons, hospitals, wellness centers, health clubs, fitness centers, YMCAs and corporate facilities as well as private practice.

Program delivery

The entire program is taught at our Wichita campus or our Lawrence campus for the residential program (see back panel for address information). The program is taught partially on-line and partially residential for the blended program. Students will have a clinic experience at their campus.

Academic standards required for successful completion

Students must pass all required courses.

Credential given

Graduates of the Master of Massage Therapy Program earn an Associate of Occupational Science Degree and are recognized as a Master Massage Therapy Practitioner, and they are qualified to sit for the National Certification Exam and become licensed in most states and municipalities. They would be credentialed as a Master Massage Therapist with advanced training in Medical Massage, Eastern Bodywork techniques, and training in Spa Treatments. Students would also be able to take a NASM certification exam - Corrective Exercise Specialist.

Program Schedule and Hours

The Master of Massage Therapy AOS Degree Program is a full-time program, offered in two configurations: Daytime or Evening, both of which will be completed in 17 months (68 weeks).

Daytime Schedule: Students will attend class 2 days per week, from 8:30 am to 5:30 pm.

Evening: Students will attend class 4 evenings per week, from 6:00 pm to 10:00 pm and usually 1 weekend per month. Weekend schedules and hours may vary, so please refer to your schedule for the specific weekend configuration.

Course Descriptions

MODULE 1: INTRODUCTION TO MASSAGE

112 clock hours/7.0 credits

Prerequisite: None

This Module introduces the student to the principles of touch therapy, and specifically identifies how touch massage therapy fits within the overall context of wellness and healing. Students will learn the history, theory, and techniques associated with basic Swedish massage, as well as an introduction to human anatomy and physiology. Students will also learn how to effectively communicate with clients before, during, and after a treatment. Through all subject areas in this on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, and practical applications of core concepts.

MODULE 2: SWEDISH MASSAGE TECHNIQUES AND PRACTICE

112 clock hours/7.0 credits

Prerequisite: Module 1

This Module perfects basic Swedish techniques and generally builds on both the anatomical and technique fundamentals introduced in Module 1. In this Module, students also begin to add depth and diversity to the range of techniques that are employed in more specialized situations or when special physical needs are present. Through all subject areas of this on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, authentic assessment, and practical applications of core concepts.

MODULE 3: ADVANCED MASSAGE THERAPY & SYSTEMS ANATOMY

112 clock hours/7.0 credits

Prerequisite: Modules 1-2

During this Module students will gain a basic understanding of the integumentary, digestive, and urinary systems and the relationship of each bodily system to massage therapy. Additionally, in the Advanced Massage Techniques course, the student is introduced to the range of techniques that will be appropriate in rehabilitative or pain management situations, as well as assessment and documentation conditions, treatment and outcomes necessary for more medically oriented work environments. Through all subject areas of this predominantly on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, client assessment, and practical applications of core concepts.

MODULE 4: PATHOLOGY & SPECIAL POPULATIONS

112 clock hours/7.0 credits

Prerequisite: Modules 1-2

During this Module, students will be able to identify common causative factors and provide treatment options for pathologies they may see for clients on the table. Common medical condition assessment will also be taught in this Module. A significant portion of the Module is exploring how to effectively massage older adults and pregnant women. Wellness and Nutrition will be explored as a way for Massage Therapists to stay healthy and help identify ways their clients can benefit as well. Through all subject areas of this predominantly on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, client assessment, and practical applications of core concepts.

MODULE 5: KINETIC ANATOMY & SPORTS MASSAGE TECHNIQUES

112 clock hours/7.0 credits

Prerequisite: Modules 1-2

This Module will explore the world of Kinetic Anatomy, Neuromuscular Therapy, and Sports Massage. The students will be introduced to the subject of Kinetic Anatomy and Neuromuscular Therapy, which will expand on the student's knowledge of musculoskeletal anatomy and how the human body moves. Students will build on their knowledge of the functional relationships between muscle groups and thereby acquire the ability to help athletes enhance their performance, as well as to apply specific techniques that support their recovery from injury. Students will also learn about trigger points and how to treat them. Through all subject areas of this predominantly on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, client assessment, and practical applications of core concepts.

MODULE 6: BUSINESS, ETHICS, AND PRACTICE

112 clock hours/7.0 credits

Prerequisite: Modules 1-2

During this Module, students will receive training in common business practices, including how to build a resume, demonstrate good interview practices, and how to construct a solid business plan. Additionally, students will be introduced to several spa modalities to include in their practice. Integrative massage will also be taught in this module. Finally, students will be introduced to ethical practices in the massage industry and how to deal with common issues that arise in practice. Through all subject areas of this on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, authentic assessment, and practical applications of core concepts.

MODULE 7: SPA TREATMENTS & CORRECTIVE EXERCISE

104 clock hours/6.0 credits

Prerequisite: Modules 1-6

In Module 7, students will begin their Clinical Massage Internship in the school clinic and earn their CPR/First Aid certification. The balance of the Module will be devoted to advanced massage techniques, including a Spa Treatments class that explores the philosophy, methods and techniques associated with successful spa operations. Corrective Exercise training will enable the therapist to help clients correct imbalances through exercise, in-between massage treatments. Movement Modalities is a survey course based on the work of Milton Trager, Feldenkrais, and Astin. The student can expect to develop a broader toolbelt with a focus on bringing movement to clients with movement-related limitations. A basic treatment protocol for stretching, subtle movement, and exercises designed to facilitate the above-mentioned work will be introduced. Through all subject areas of this on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, authentic assessment, and practical applications of core concepts.

MODULE 8: ENERGY & BODYWORK TECHNIQUES

112 clock hours/6.0 credits

Prerequisite: Module 1-6

The main subject of this Module, Eastern Bodywork Techniques, takes the student into an extensive journey through meridians, chakras and centuries-old eastern healing modalities like Shiatsu and Acupressure. The student is also exposed to more Americanized healing methods in a course called Energy Balancing. Students will also be trained in Cranio-sacral technique in a well- developed American crossover therapy that blends massage and gentle energy to help relieve deeper seeded issues that may be causing pain or dysfunction. Finally, throughout this Module, students will maintain a regular schedule in the supervised public clinic to complete their Clinical Massage training, the final step before pursuing employment opportunities as a licensed massage therapist. Through all subject areas of this on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, assessment, and practical applications of core concepts.

MODULE 9: INTRODUCTION TO MEDICAL MASSAGE TECHNIQUES

112 clock hours/6.0 credits

Prerequisite: Module 1-6

This Module explores the methods, approaches and techniques that are appropriate in a hospital setting and completes the program with an externship at a site consistent with the student's career interests. The introductory subject of Medical Massage is, by definition, rehabilitative in focus, and trains the student in techniques, sequencing and overall methods that can be employed for specific chronic conditions. The student will come away with proven routines to deal with the most common problem areas likely to be encountered in actual practice. The subject of Orthopedic Massage addresses methods and approaches to handling clients with specific orthopedic pathologies. The subject of Clinical Massage addresses both methods and approach to handle clinical assessment and treatment of chronically ill clients in a therapeutic setting. Through all subject areas of this on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, assessment, and practical applications of core concepts.

MASSAGE THERAPY



CERTIFICATE PROGRAM - KANSAS

The current demand for massage therapists exceeds the supply, with expected continued growth over the next ten years. WellSpring graduates are employed in a wide range of practice areas, including private practice, hospitals, chiropractic offices, day spas, fitness centers, wellness centers, physical therapy offices, rehabilitation centers, sports teams, and corporate offices. According to the Department of Labor, the need for massage therapists is expected to increase by 20% over the next decade, with a median salary of \$46,910.

WellSpring School of Allied Health is highly regarded in the community as a high quality career training institution. We receive many requests from potential employers wanting to hire our graduates. WellSpring's career services team works with students to help them connect with employers in the area. Career assistance is available, and jobs in this field are plentiful, but employment is not guaranteed.

The Importance of National Certification

The Federation of State Massage Therapy Boards (FSMTB) sets standards for massage and bodywork practitioners across the country through the Massage Board Licensing Exam (MBLEx). Board licensing from FSMTB protects the consumer, the profession and employers by ensuring individuals who obtain these credentials have skills consistent with specific national standards and criteria. To become eligible for certification, practitioners must possess certain levels of education, experience and training, demonstrate mastery of core skills, abilities and knowledge, and pass a certification exam. Please note that the FSMTB is an independent organization and does not collaborate with any other certifying body when setting standards.

Licensing Requirements for Massage Therapists

In Kansas, licensing is governed by individual municipalities, and most of them also require passing the MBLEx Exam for licensure. WellSpring's curriculum prepares graduates to meet licensing requirements across the United States in most municipalities.

Material Circumstances on Employment

WellSpring would like to make prospective students aware that circumstances may exist that could affect your employment in the careers discussed above. Many licensure boards, credentialing boards, and/or employers do background checks in order to provide a license or employ you in the above career fields. Criminal records or lack of a license or certification may prevent you from obtaining employment in your chosen career field. Be aware of any circumstance in your personal history that may prevent you from obtaining employment.

MASSAGE THERAPY Program

(800-clock hours/42.5 semester credits) Lawrence, KS and Wichita, KS campuses

Program Objectives

Statement of goals for the program

WellSpring School of Allied Health's Massage Therapy Program is designed to provide a solid and comprehensive foundation in bodywork theory, technique and business practices. Graduates of the program are eligible to sit for either of two National Certification Exams which are typically required for board licensing.

The most unique feature of the Massage Therapy Program is the incorporation of a basic wellness curriculum. Practitioners increasingly find that clients are craving guidance about how to maintain a naturally healthy lifestyle. Our program prepares practitioners to provide this guidance with the inclusion of classes on stress management, nutrition and communication skills.

Type of instruction

Instruction consists of lecture and hands-on technique work. Classes are interactive. The massage therapy program is approved as a residential and a blended program by ABHES. All classes take place on-campus for the residential program. Classes take place partially on-line and partially on campus for the blended program.

Instructors use class discussions, activities, PowerPoint presentations, web resources, demonstrations, and practice time as teaching tools.

Level of occupation for which training is intended

A student completing this program can expect to achieve above average levels of competence suitable for all

entry-level jobs in a wide variety of employment situations, including massage clinics, day spas, fitness centers, health clubs, wellness centers, hotels, and private practice.

Program delivery

Instruction is held at either our Wichita campus or our Lawrence campus (see back panel for address information). Instruction is campus-based for the residential program. Classes are taught partially on-line and partially residential for the blended program. Classes are offered within seven modules, which are each 7.5 weeks long for daytime and evening schedules. Students can expect to complete the program in 12 months.

Academic standards required for successful completion

Students must pass all required courses.

Credential given

Graduates of the Massage Therapy Program receive a certificate and are qualified as Massage Therapy Practitioners.

Program Schedule and Hours

Daytime Schedule: Students will complete the program in 53 weeks. Students attend class 2 full days each week (8 clock hours per day) on either Monday & Wednesday or Tuesday & Thursday for a total of 16 clock hours per week.

Evening Schedule: Students will complete the program in 53 weeks. Students attend class for 4 evening classes each week (4 clock hours per evening) for a total of 16 clock hours per week.

Required Courses

COURSE NAME	CLOCK HOURS	SEMESTER CREDITS
Module 1: Foundations of Massage	120	6.5
Module 2: Massage Techniques in Practice	120	6.5
Module 3: System & Kinetic Anatomy	120	6.5
Module 4: Pathology & Advanced Massage Techniques	120	7.0
Module 5: Neuromuscular & Sports Massage	120	7.0
Module 6: Specialty Massage Techniques	120	7.0
Module 7: CPR & Clinical Massage Internship	80	2.0
TOTAL	800	42.5

Course Descriptions

MODULE 1: FOUNDATIONS OF MESSAGE THERAPY

120 clock hours/6.5 credits

Prerequisite: None

This course introduces the student to the principles of touch therapy, and specifically positions massage therapy within the overall context of wellness and healing. Students will learn the history, theory, and techniques associated with basic Swedish massage, as well as an introduction to human anatomy and physiology. Students will also learn how to effectively communicate with clients before, during, and after a treatment. Through all subject areas in this predominantly on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, client assessment, and practical applications of core concepts.

MODULE 2: MESSAGE TECHNIQUES IN PRACTICE

120 clock hours/6.5 credits

Prerequisite: Module 1

This course perfects basic Swedish techniques and generally builds on both the anatomical and technique fundamentals introduced in Module 1. In this course, students also begin to add depth and diversity to the range of techniques that are employed in more specialized situations or when special physical needs are present. Through all subject areas of this predominantly on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, client assessment, and practical applications of core concepts.

MODULE 3: SYSTEMIC & KINETIC ANATOMY

120 clock hours/6.5 credits

Prerequisite: Modules 1-2

During this module students will gain a basic understanding of the integumentary, digestive, and urinary systems and the relationship of each bodily system to massage therapy. This module also introduces students to the subject of Kinetic Anatomy, which will expand on the student's knowledge of musculoskeletal anatomy and how the human body moves. This will provide an important supplement for subjects like Sports Massage and Neuromuscular Massage that occur at other times in the program. Hydrotherapy and Reflexology techniques round out this module. Through all subject areas of this predominantly on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, client assessment, and practical applications of core concepts.

MODULE 4: PATHOLOGY & ADVANCED MESSAGE TECHNIQUES

120 clock hours/7.0 credits

Prerequisite: Modules 1-2

In the Advanced Massage Techniques course, the student is introduced to the range of techniques that would be appropriate in rehabilitative or pain management situations, as well as assessment and documentation conditions, treatment and outcomes necessary for more medically oriented work environments. Students will also be exposed to Pathologies they may see in clients the table. Additionally, Eastern Movement Therapies will be discussed. Through all subject areas of this predominantly on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, client assessment, and practical applications of core concepts.

MODULE 5: NEUROMUSCULAR & SPORTS MESSAGE

120 clock hours/7.0 credits

Prerequisite: Modules 1-2

This course introduces the student to the world of Neuromuscular Therapy and Sports Massage. Students will build on their knowledge of the functional relationships between muscle groups and thereby acquire the ability to help athletes to enhance their performance, as well as to apply specific techniques that support their recovery from injury. Students will also learn about trigger points and how to treat them. Other subjects include Ethics, Wellness & Nutrition and Professional Development. Finally, students will be introduced to ethical practices in the massage industry and how to deal with common issues that arise in practice. Through all subject areas of this predominantly on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, client assessment, and practical applications of core concepts.

MODULE 6: SPECIALTY MESSAGE TECHNIQUES

120 clock hours/7.0 credits

Prerequisite: Modules 1-2

Students will receive preparatory training for the MBLEx Exam for national certification, including opportunities for remedial review and training. A large part of the Module is exploring how to effectively massage older adults and pregnant women. Students will also learn how to assess a client's physical condition and how to accurately document these observations through the use of SOAP notes. Common medical condition assessment will also be taught in this module. Finally, students will have the opportunity to practice skills learned in class and get real work experience in a supervised setting when they begin their clinical internship. Through all subject areas of this on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, authentic assessment, and practical applications of core concepts.

MODULE 7: CPR & CLINICAL INTERNSHIP

80 clock hours/2.0 credits

Prerequisite: Modules 1-6

In this final module students have the opportunity to practice skills learned in class and get real work experience in a supervised setting. They will also become certified in CPR/First Aid. To prepare the student for professional work, the students are expected to handle the complete process including the initial interview and assessment, performing the massage and overseeing administrative aspects of the session. An instructor (licensed massage therapist) will be on-site to provide guidance and answer any questions that may arise. Clinical Internship will be conducted in the WellSpring School of Allied Health Clinic, which is open to the public. Through all areas of this on-site course, multiple instructional methodologies will be implemented, including active participation, authentic assessment, and practical applications of core concepts.

MASSAGE THERAPY



CERTIFICATE PROGRAM - MISSOURI

The current demand for massage therapists exceeds the supply, with expected continued growth over the next ten years. WellSpring graduates are employed in a wide range of practice areas, including private practice, hospitals, chiropractic offices, day spas, fitness centers, wellness centers, physical therapy offices, rehabilitation centers, sports teams, and corporate offices. According to the Department of Labor, the need for massage therapists is expected to increase by 20% over the next decade, with a median salary of \$46,910.

WellSpring School of Allied Health has a strong reputation in the community as a high quality career training institution. As a result, our career services team works with students to connect them with potential employers in the area. Jobs in this field are plentiful, but employment is not guaranteed.

The Importance of National Certification

The Federation of State Massage Therapy Boards (FSMTB) sets standards for massage and bodywork practitioners across the country through the Massage Board Licensing Exam (MBLEx). Board licensing from FSMTB protects the consumer, the profession and employers by ensuring individuals who obtain these credentials have skills consistent with specific national standards and criteria. To become eligible for certification, practitioners must possess certain levels of education, experience and training, demonstrate mastery of core skills, abilities and knowledge, and pass a certification exam. Please note that the FSMTB is an independent organization and does not collaborate with any other certifying body when setting standards.

Licensing Requirements for Massage Therapists

In Missouri, licensing is governed by the state. WellSpring's 750-clock hour massage curriculum exceeds the minimum requirements established by the state of Missouri, and most other states. Missouri requires the Massage Board Licensing Exam (MBLEx) for licensure.

Material Circumstances on Employment

WellSpring would like to make prospective students aware that circumstances may exist that could affect your employment in the careers discussed above. Many licensure boards, credentialing boards, and/or employers do background checks in order to provide a license or to employ you in the above career fields. Criminal records or lack of a license or certification may prevent you from obtaining employment in your chosen career field. Be aware of any circumstance in your personal history that may prevent you from obtaining employment.

MASSAGE THERAPY Program

(750-clock hours, 44 Semester Credits) Kansas City, MO and Springfield, MO Campuses

Program Objectives

Statement of goals for the program

WellSpring School of Allied Health's Massage Therapy Program is designed to provide a solid and comprehensive foundation in bodywork theory, technique and business practices. Graduates of the program are eligible to sit for either of two National Certification Exams which are typically required for board licensing.

The most unique feature of the Massage Therapy Program is the incorporation of a basic wellness curriculum. Practitioners increasingly find that clients are craving guidance about how to maintain a naturally healthy lifestyle. Our program prepares practitioners to provide this guidance with the inclusion of classes on stress management, nutrition and communication skills.

Type of instruction

Instruction consists of lecture and hands-on technique work. Classes are interactive. The massage therapy program is approved as a blended and residential program by ABHES. All classes take place on campus for the residential program. Classes take place partially on-line and partially on campus for the blended program. Instructors use class discussions, activities, PowerPoint presentations, web resources, demonstrations, and practice time as teaching tools.

Level of occupation for which training is intended

A student completing this program can expect to achieve above average levels of competence suitable for all entry-level jobs in a wide variety of employment

situations, including massage clinics, day spas, fitness centers, health clubs, wellness centers, hotels, even private practice.

Program delivery

Instruction is held at either our main Kansas City campus or our Springfield campus (See back panel for address information). Instruction is campus-based residential or blended with a mix of residential and on-line learning. Classes are offered within seven modules, which are each 7.5 weeks for daytime and evening schedules. Students can expect to complete the program in 12 months.

Academic standards required for successful completion

Students must pass all required courses.

Credential given

Graduates of the Massage Therapy Program receive a certificate and are qualified as Massage Therapy Practitioners.

Program Schedule and Hours

Daytime Schedule: Students will complete the program in 53 weeks. Students attend class 2 full days each week (8 clock hours per day) on either Monday & Wednesday or Tuesday & Thursday for a total of 16 clock hours per week.

Evening Schedule: Students will complete the program in 53 weeks. Students attend class for 4 evening classes each week (4 clock hours per evening) for a total of 16 clock hours per week.

Required Courses

COURSE NAME	CLOCK HOURS	SEMESTER CREDITS
Module 1: Introduction To Massage	112	7.0
Module 2: Swedish Massage Techniques & Practice	112	7.0
Module 3: Advanced Massage Therapy & Systems Anatomy	112	7.0
Module 4: Pathology & Special Populations	112	7.0
Module 5: Kinetic Anatomy & Sports Massage Techniques	112	7.0
Module 6: Business Practices & Integrative Massage	112	7.0
Module 7: Clinical Internship	78	2.0
TOTAL	750	44

Course Descriptions

MODULE 1: INTRODUCTION TO MASSAGE

112 clock hours /7.0 Credit Hours

Prerequisite: None

This Module introduces the student to the principles of touch therapy, and specifically identifies how touch massage therapy fits within the overall context of wellness and healing. Students will learn the history, theory, and techniques associated with basic Swedish massage, as well as an introduction to human anatomy and physiology. Students will also learn how to effectively communicate with clients before, during, and after a treatment. Through all subject areas in this on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, and practical applications of core concepts.

MODULE 2: SWEDISH MASSAGE TECHNIQUES & PRACTICE

112 clock hours /7.0 Credit Hours

Prerequisite: Module 1

This Module perfects basic Swedish techniques and generally builds on both the anatomical and technique fundamentals introduced in Module 1. In this Module, students also begin to add depth and diversity to the range of techniques that are employed in more specialized situations or when special physical needs are present. Through all subject areas of this on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, authentic assessment, and practical applications of core concepts.

MODULE 3: ADVANCED MASSAGE THERAPY & SYSTEMS ANATOMY

112 clock hours /7.0 Credit Hours

Prerequisite: Modules 1-2

During this Module students will gain a basic understanding of the integumentary, digestive, and urinary systems and the relationship of each bodily system to massage therapy. Additionally, in the Advanced Massage Techniques course, the student is introduced to the range of techniques that will be appropriate in rehabilitative or pain management situations, as well as assessment and documentation conditions, treatment and outcomes necessary for more medically oriented work environments. Through all subject areas of this predominantly on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, client assessment, and practical applications of core concepts.

MODULE 4: PATHOLOGY & SPECIAL POPULATIONS

112 clock hours /7.0 Credit Hours

Prerequisite: Modules 1-2

During this Module, students will be able to identify common causative factors and provide treatment options for pathologies they may see for clients on the table. Common medical condition assessment will also be taught in this Module. A significant portion of the Module is exploring how to effectively massage older adults and pregnant women. Wellness and Nutrition will be explored as a way for Massage Therapists to stay healthy and help identify ways their clients can benefit as well. Through all subject areas of this predominantly on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, client assessment, and practical applications of core concepts.

MODULE 5: KINETIC ANATOMY & SPORTS MASSAGE TECHNIQUES

112 clock hours /7.0 Credit Hours

Prerequisite: Modules 1-2

This Module will explore the world of Kinetic Anatomy, Neuromuscular Therapy, and Sports Massage. The students will be introduced to the subject of Kinetic Anatomy and Neuromuscular Therapy, which will expand on the student's knowledge of musculoskeletal anatomy and how the human body moves. Students will build on their knowledge of the functional relationships between muscle groups and thereby acquire the ability to help athletes enhance their performance, as well as to apply specific techniques that support their recovery from injury. Students will also learn about trigger points and how to treat them. Through all subject areas of this predominantly on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, client assessment, and practical applications of core concepts.

MODULE 6: BUSINESS PRACTICES & INTEGRATIVE MASSAGE

112 clock hours /7.0 Credit Hours

Prerequisite: Modules 1-2

During this Module, students will receive training in common business practices, including how to build a resume, demonstrate good interview practices, and how to construct a solid business plan. Additionally, students will be introduced to several spa modalities to include in their practice. Integrative massage will also be taught in this module. Finally, students will be introduced to ethical practices in the massage industry and how to deal with common issues that arise in practice. Through all subject areas of this on-site course, multiple instructional methodologies will be implemented, including lecture, active participation, authentic assessment, and practical applications of core concepts.

MODULE 7: CLINICAL INTERNSHIP

78 clock hours /2.0 Credit Hours

Prerequisite: Modules 1-6

In this final module students have the opportunity to practice skills learned in class and get real work experience in a supervised setting. To prepare the student for professional work, the students are expected to handle the complete process including the initial interview and assessment, performing the massage and overseeing administrative aspects of the session. An instructor (licensed massage therapist) will be on-site to provide guidance and answer any questions that may arise. Clinical Internship will be conducted in the WellSpring School of Allied Health Clinic, which is open to the public. Students will also become certified in CPR/First Aid. Through all areas of this on-site course, multiple instructional methodologies will be implemented, including active participation, authentic assessment, and practical applications of core concepts.

MEDICAL ASSISTING



ASSOCIATE DEGREE
PROGRAM (AOS)

As the healthcare industry expands because of technological advances in medicine and the growth and aging of the population, there will be an increased need for all healthcare workers. The increasing prevalence of certain conditions, such as obesity and diabetes, also will increase demand for healthcare services and medical assistants. Increasing use of medical assistants allows doctors to care for more patients and will further stimulate job growth. According to the Department of Labor, the need for medical assistants is expected to increase by 16% over the next decade, with a median salary of \$37,190.

Helping to drive job growth is the increasing number of group practices, clinics, and other healthcare facilities that need a high proportion of support personnel, particularly medical assistants who can handle both administrative and clinical duties. In 2021, about 58% of medical assistants worked in offices of physicians; 15% worked in public and private hospitals; and 9% worked in offices of other health practitioners, such as chiropractors and optometrists. Most of the remainder worked in other healthcare industries, such as outpatient care centers and nursing and residential care facilities.

Although not required, certification indicates that a medical assistant meets certain standards of knowledge. It may also help to distinguish an experienced or formally trained assistant from an entry-level assistant, which may lead to a higher salary or more employment opportunities. There are various associations – such as the American Association of Medical Assistants (AAMA), the Association of Medical Technologists (AMT), the National Association of Health Professionals (NAHP) and the National Healthcareer Association (NHA) – that award certification credentials to medical assistants. The certification process varies by association. It is also possible to become

certified in a specialty, such as podiatry, optometry, or ophthalmology. Medical assistants may also advance to other occupations through experience or additional training. For example, some may go on to teach medical assisting, and others pursue additional education to become nurses or other healthcare workers. Administrative medical assistants may advance to office managers, or qualify for a variety of administrative support occupations.

Material Circumstances on Employment

WellSpring would like to make prospective students aware that circumstances may exist that could affect your employment in the careers discussed above. Many licensure boards, credentialing boards, and/or employers do background checks in order to provide a license or employ you in the above career fields. Criminal records or lack of a license or certification may prevent you from obtaining employment in your chosen career field. Be aware of any circumstance in your personal history that may prevent you from obtaining employment.

Required Courses

COURSE NAME	CLOCK HOURS	OUTSIDE HOURS	SEMESTER CREDITS
Module 1: Introduction to Medical Assisting	90	37.50	5.0
Module 2: Cardiorespiratory	90	33.75	4.5
Module 3: Injections and Pharmacology	90	30.00	4.0
Module 4: Medical Law, Ethics and Records	90	37.50	5.0
Module 5: Phlebotomy	90	33.75	4.5
Module 6: Billing, Coding & CPR	90	30.00	4.0
Module 7: Systems of the Body	90	30.00	4.0
Module 8: Externship	160	26.25	3.5
Module 9: Advanced ECG	90	37.50	5.0
Module 10: Medical Office Management	90	41.25	5.5
Module 11: Human Resource Management & Phlebotomy	90	37.50	5.0
Module 12: Health Information Technology	90	41.25	5.5
Module 13: Pathology and Communications	90	33.75	4.5
TOTAL	1240		60

NOTE: All credits mentioned in course descriptions are semester credits.

MEDICAL ASSISTING AOS Program

(1260 clock hours/60 semester credits) Kansas City, Springfield and Wichita campuses

Program Objectives

Statement of goals for the program

WellSpring School of Allied Health's Medical Assisting AOS (Associate of Occupational Science) degree is designed to enable its graduates to perform delegated clinical and administrative duties within a primary care provider's scope of practice and develop the critical skills necessary for the effective operation of physician offices. Graduates of this program are eligible to sit for the Certified Medical Assistant (CMA) exam provided by the American Association of Medical Assistants (AAMA). The curriculum trains students in both clinical and administrative skills, including assisting health care practitioners in administering to the needs of patients, operating certain specialized equipment and performing standard laboratory tests. Students are also trained to manage a physician's office including: managing office staff, patient scheduling, client/insurance billing and data entry.

Type of instruction

Instruction consists of lecture and hands-on training, both in the classroom and in the medical laboratory. Classes are interactive. The medical assisting AOS program is approved as a residential and a blended program by ABHES. All classes take place on-campus for the residential program. Classes take place partially on-line and partially on campus for the blended program. Instructors use class discussion and activities, PowerPoint presentations, demonstrations, team problem-solving and individual practice time as teaching tools. In addition to in-class and externship hours, 450 outside hours are required to complete this program and will be included as part of your grade.

Level of occupation for which training is intended

Employment opportunities for graduates of this program are entry-level positions in physician's offices and clinics. In larger medical group practices, MAs are often asked to specialize in either clinical or administrative roles.

Program delivery

All instruction is held at our Kansas City, Springfield or Wichita campuses for the residential program and partially on-line and partially residential for the blended program. (See back panel for address information). Students have an externship with a clinical facility.

Academic standards required for successful completion

Students must pass all required courses. Externships must be done for academic credit only, and payment for those hours is not allowed.

Credential given

Graduates of the Medical Assisting AOS Degree Program receive an Associate of Occupational Science Degree and are qualified as Medical Assistants and Clinical Office Managers. Once students successfully complete the cardiopulmonary module, assuming they have met the National Association of Health Professionals (NAHP) criteria, they will be able to sit for the NRCEKG (Certified EKG Technician) exam. After they successfully complete the Phlebotomy module, assuming they have met the National Healthcareer Association criteria, they will be able to sit for the NRCPT exam. After students successfully complete the program, they will be able to sit for the AAMA certification, provided by the American Association of Medical Assistants (AAMA).

Program Hours and Schedule

The Medical Assisting AOS Program is a full-time program, offered in two configurations: Daytime or Evening & Weekend.

Daytime Schedule: Students will complete the program in approximately 65 weeks. Students will attend class 2 days per week, from 8:30 am to 5:30 pm, plus a half day on Friday.

Evening & Weekend: Students will complete the program in approximately 104 weeks. Students attend class 2 evenings per week, from 6:00 pm to 10:00 pm and, on average, 1-2 weekends per month. Weekend schedules and hours may vary, so please refer to your schedule for the specific weekend configuration.

Course Descriptions

MODULE 1 INTRODUCTION TO MEDICAL ASSISTING

90 clock hours / 5.0 credits

Prerequisite: None

This module is a prerequisite to all the other modules. The goal of Module 1 is to introduce the students to medical terminology that will be used throughout their whole program, and subsequently their career. They will become familiar with how these terms correlate to each body system learned. In addition, anatomy & physiology is discussed. Areas include the integumentary system and musculo-skeletal system. Students will learn the structure and function of each category. Lastly, students will discover how wellness is incorporated into the Medical Assisting profession, and the importance of a well-rounded lifestyle.

MODULE 2 CARDIORESPIRATORY

90 clock hours / 4.5 credits

Prerequisite: Introduction to Medical Assisting

This Module introduces students to the cardiovascular system. They will experience how to place ECG leads, understand the anatomy of the heart, and how it functions normally and abnormally. In addition, the respiratory system will be discussed. Students will learn pulmonary function testing and peak flow measurement. The importance of medical asepsis will be discussed.

MODULE 3 INJECTIONS AND PHARMACOLOGY

90 clock hours / 4.0 credits

Prerequisite: Introduction to Medical Assisting

This module will instruct students in the administration, prescription, and distribution of prescription and non-prescription drugs. The function and purpose of a medication record will be discussed. Students will also be able to practice how to use a needle and syringe as an injection source. In addition, sterilization techniques and procedures will be shown and practiced. This will lead into a portion on minor office surgical procedures and the physical examination.

MODULE 4 MEDICAL, ETHICS & RECORDS

90 clock hours / 5.0 credits

Prerequisite: Introduction to Medical Assisting

Module 4 covers the vast array of legal and ethical issues in healthcare. Ethical concepts, conflicts, and the process used to make ethical decisions will be discussed. Students will learn about professional liability, and physician-patient relationships. The medical record and how to manage it is another topic in this module.

Students will also create a resume & cover letter, and practice interviewing skills. In addition, students will discover how to properly communicate with patients in a medical setting via verbal and written communication channels.

Good communication has been shown to improve patient satisfaction, patient compliance, and patient health outcomes.

MODULE 5 PHLEBOTOMY

90 clock hours / 4.5 credits

Prerequisite: Introduction to Medical Assisting

This module introduces the student to the clinical laboratory setting. We will discuss collecting, transporting, and handling specimens, and the testing that is completed in a medical office.

Students will learn and perform different types of arterial punctures, venipunctures, and skin punctures. Hematology and laboratory analysis will also be discussed. Lastly, students will learn about blood chemistry and the purpose of several immunologic tests.

MODULE 6 BILLING, CODING & CPR

90 clock hours / 4.0 credits

Prerequisite: Introduction to Medical Assisting

This module, 6, covers medical care expenses, the professional office environment, and professional management of the medical office, health care coverage by various insurances, and coding and billing insurance companies for services. The medical record is an integral part of a medical practice. The course will cover how to create and maintain these records.

MODULE 7 SYSTEMS OF THE BODY

90 clock hours / 4.0 credits

Prerequisite: None

Module 7 covers 4 major body systems: nervous, digestive, urinary, and reproductive. Students will discover that the nervous system is the major controlling and regulatory system of the body. Also discussed are the components of the urinary and reproductive systems, and how each affect the body as a whole in different ways. Students will be learning about, and in some cases completing, laboratory procedures for each of the systems.

MODULE 8 EXTERNSHIP

160 clock hours / 3.5 credits

Prerequisite: Modules 1-7

This module will allow the student to display and strengthen skills acquired during the didactic portion (Modules A-G) of the program. The student will work in a medical office environment assisting physicians and office personnel by performing assigned duties in both front and back office procedures. The work experience is supported by instructor site visits and weekly externship site supervisor evaluations. **Externships can only be done for academic credit only. Payment for time spent at an externship will cause those hours to be void.

MODULE 9 ADVANCED ECG

90 clock hours / 5.0 credits

Prerequisite: Modules 1-8

Module 9 takes the student deeper into the background and understanding of an echocardiogram. Students will discover various rhythms and will be able to see them on a test strip. They will be prepared to sit for the national ECG certification exam. Managing staff members and keeping a healthcare facility compliant with federal, state, and local regulations is a challenging job. Participants will learn how to face those challenges and run a successful and compliant practice.

MODULE 10 MEDICAL OFFICE MANAGEMENT

90 clock hours / 5.5 credits

Prerequisite: Modules 1-8

Module 10 discusses the intricacies of managing a medical office. Students will first learn the basics of medical practice management and the roles of each staff member within a health care facility.

They will learn about the skills and responsibilities of the manager in this setting.

The goal is to provide understanding of the fundamentals in order to be better equipped to teach staff, train new personnel, and monitor or audit procedures that occur in everyday practices. In addition, many different styles of Alternative Medicines and Homeopathic Remedies and their impact on people will be discussed in this Module. This curriculum will provide the latest information on what works and what doesn't work in the world of natural and holistic medicine.

MODULE 11 HUMAN RESOURCE MANAGEMENT AND PHLEBOTOMY

90 clock hours / 5.0 credits

Prerequisite: Modules 1-8

A portion of Module 11 builds on introductory concepts learned in earlier pre-requisite Modules of the program. The Module expands the training on Phlebotomy. The study of phlebotomy is more than drawing blood, so we add the skills necessary to work in a laboratory setting. A big part of practice management is human resources. We will discuss the essentials when hiring and firing, in addition to behavior improvement plans.

MODULE 12 HEALTH INFORMATION TECHNOLOGY

90 clock hours / 5.5 credits

Prerequisite: Modules 1-8

The Electronic Health Record is examined in a way to prepare students for employment using an electronic system. The application of technology in health care will be discussed using theory and hands-on work.

MODULE 13 PATHOLOGY AND COMMUNICATIONS

90 clock hours / 4.5 credits

Prerequisite: Modules 1-8

Module 13 dives into many diseases that a medical assistant may encounter. Each disease begins with a feature called patient screening. This brings to light that the information gathered during this process is not intended to diagnose or give advice. Rather, the students will become familiar with discerning general clues that could help in recognizing the urgency of scheduling the appointment. The signs & symptoms, etiology, diagnosis, treatment, and prevention will be covered for each disease scenario. In addition to pathology, marketing and communication will be discussed. Poor communication is the most common reason for patient complaints.

MEDICAL ASSISTING



CERTIFICATE PROGRAM

As the healthcare industry expands because of technological advances in medicine and the growth and aging of the population, there will be an increased need for all healthcare workers. The increasing prevalence of certain conditions, such as obesity and diabetes, also will increase demand for healthcare services and medical assistants. Increasing use of medical assistants allows doctors to care for more patients and will further stimulate job growth. According to the Department of Labor, the need for medical assistants is expected to increase by 18% over the next decade, with a median salary of \$37,190.

Helping to drive job growth is the increasing number of group practices, clinics, and other healthcare facilities that need a high proportion of support personnel, particularly medical assistants who can handle both administrative and clinical duties. In 2021, about 58% of medical assistants worked in offices of physicians; 15% worked in public and private hospitals; and 9% worked in offices of other health practitioners, such as chiropractors and optometrists. Most of the remainder worked in other healthcare industries, such as outpatient care centers and nursing and residential care facilities.

Although not required, certification indicates that a medical assistant meets certain standards of knowledge. It may also help to distinguish an experienced or formally trained assistant from an entry-level assistant, which may lead to a higher salary or more employment opportunities. There are various associations – such as the American Association of Medical Assistants (AAMA), the Association of Medical Technologists (AMT), the National Association of Health Professionals (NAHP) and the National Healthcareer Association (NHA) – that award certification credentials to medical assistants. The certification process varies by association. It is also possible to become

certified in a specialty, such as podiatry, optometry, or ophthalmology. Medical assistants may also advance to other occupations through experience or additional training. For example, some may go on to teach medical assisting, and others pursue additional education to become nurses or other healthcare workers. Administrative medical assistants may advance to office managers, or qualify for a variety of administrative support occupations.

Material Circumstances on Employment

WellSpring would like to make prospective students aware that circumstances may exist that could affect your employment in the careers discussed above. Many licensure boards, credentialing boards, and/or employers do background checks in order to provide a license or employ you in the above career fields. Criminal records or lack of a license or certification may prevent you from obtaining employment in your chosen career field. Be aware of any circumstance in your personal history that may prevent you from obtaining employment.

MEDICAL ASSISTING Program

(790-clock hours/34.5 semester credits) Kansas City, Springfield and Wichita campuses

Program Objectives

Statement of goals for the program

WellSpring School of Allied Health's Medical Assisting Program is designed to enable its graduates to perform delegated clinical and administrative duties within a primary care provider's scope of practice. Graduates of this program are eligible to sit for the Certified Medical Assistant (CMA) exam provided by the American Association of Medical Assistants (AAMA). The curriculum trains students in both clinical and administrative skills, including assisting health care practitioners in administering to the needs of patients, operating certain specialized equipment and performing standard laboratory tests. Students are also trained to manage patient scheduling, client/insurance billing and data entry.

Type of instruction

Instruction consists of lecture and hands-on training, both in the classroom and in the medical laboratory. The medical assisting program is approved as a blended and residential program by ABHES. Classes are interactive. Instructors use class discussion and activities, PowerPoint presentations, demonstrations, team problem-solving and individual practice time as teaching tools. In addition to in-class and externship hours, 258 outside hours are required to complete this program and will be included as part of your grade.

Level of occupation for which training is intended

Employment opportunities for graduates of this program are entry-level positions in physician's offices and clinics. In larger medical group practices, MAs are often asked to specialize in either clinical or administrative roles.

Program delivery

All instruction is held at our Kansas City, Springfield and Wichita campuses for the residential program. For the blended program, instruction is held partially on-line and partially on campus. (see back panel for address information). Students have an externship with a clinical facility.

Academic standards required for successful completion

Students must pass all required courses. Externships must be done for academic credit only, and payment for those hours is not allowed.

Credential given

Graduates of the Medical Assisting Program receive a certificate and are qualified as Medical Assistants. After students successfully complete the program, they will be able to sit for the CMA certification, provided by the American Association of Medical Assistants (AAMA).

Program Hours and Schedule

The Medical Assisting Certificate Program is a full-time program, offered in two configurations: Daytime or Evening & Weekend.

Daytime Schedule: Students will complete the program in approximately 40 weeks. Students will attend class 2 days per week, from 8:30 am to 5:30 pm and 2 hours of lab on average per week on Friday morning or afternoon.

Evening & Weekend: Students will complete the program in approximately 64 weeks. Students attend class 2 evenings per week, from 6:00 pm to 10:00 pm and, on average, 1-2 weekends per month. Weekend schedules and hours may vary, so please refer to your schedule for the specific weekend configuration.

Required Courses

COURSE NAME	CLOCK HOURS	OUTSIDE HOURS	SEMESTER CREDITS
Module 1: Introduction to Medical Assisting	90	37.50	5.0
Module 2: Cardiorespiratory	90	33.75	4.5
Module 3: Injections and Pharmacology	90	30.00	4.0
Module 4: Medical Law, Ethics and Records	90	37.50	5.0
Module 5: Phlebotomy	90	33.75	4.5
Module 6: Billing, Coding & CPR	90	30.00	4.0
Module 7: Systems of the Body	90	30.00	4.0
Module 8: Externship	160	26.25	3.5
TOTAL	790		34.5

NOTE: All credits mentioned in course descriptions are semester credits.

Course Descriptions

MODULE 1 INTRODUCTION TO MEDICAL ASSISTING

90 clock hours / 5.0 credits

Prerequisite: None

This module is a prerequisite to all the other modules. The goal of Module 1 is to introduce the students to medical terminology that will be used throughout their whole program, and subsequently their career. They will become familiar with how these terms correlate to each body system learned. In addition, anatomy & physiology is discussed. Areas include the integumentary system and musculo-skeletal system. Students will learn the structure and function of each category. Lastly, students will discover how wellness is incorporated into the Medical Assisting profession, and the importance of a well-rounded lifestyle.

MODULE 2 CARDIORESPIRATORY

90 clock hours / 4.5 credits

Prerequisite: Introduction to Medical Assisting

This Module introduces students to the cardiovascular system. They will experience how to place ECG leads, understand the anatomy of the heart, and how it functions normally and abnormally. In addition, the respiratory system will be discussed. Students will learn pulmonary function testing and peak flow measurement. The importance of medical asepsis will be discussed.

MODULE 3 INJECTIONS AND PHARMACOLOGY

90 clock hours / 4.0 credits

Prerequisite: Introduction to Medical Assisting

This module will instruct students in the administration, prescription, and distribution of prescription and non-prescription drugs. The function and purpose of a medication record will be discussed. Students will also be able to practice how to use a needle and syringe as an injection source. In addition, sterilization techniques and procedures will be shown and practiced. This will lead into a portion on minor office surgical procedures and the physical examination.

MODULE 4 MEDICAL, ETHICS & RECORDS

90 clock hours / 5.0 credits

Prerequisite: Introduction to Medical Assisting

Module 4 covers the vast array of legal and ethical issues in healthcare. Ethical concepts, conflicts, and the process used to make ethical decisions will be discussed. Students will learn about professional liability, and physician-patient relationships. The medical record and how to manage it is another topic in this module. Students will also create a resume & cover letter, and practice interviewing skills. In addition, students will discover how to properly communicate with patients in a medical setting via verbal and written communication channels. Good communication has been shown to improve patient satisfaction, patient compliance, and patient health outcomes.

MODULE 5 PHLEBOTOMY

90 clock hours / 4.5 credits

Prerequisite: Introduction to Medical Assisting

This module introduces the student to the clinical laboratory setting. We will discuss collecting, transporting, and handling specimens, and the testing that is completed in a medical office. Students will learn and perform different types of arterial punctures, venipunctures, and skin punctures. Hematology and laboratory analysis will also be discussed. Lastly, students will about blood chemistry and the purpose of several immunologic tests.

MODULE 6 BILLING, CODING & CPR

90 clock hours / 4.0 credits

Prerequisite: Introduction to Medical Assisting

This module, 6, covers medical care expenses, the professional office environment, and professional management of the medical office, health care coverage by various insurances, and coding and billing insurance companies for services. The medical record is an integral part of a medical practice. The course will cover how to create and maintain these records.

MODULE 7 SYSTEMS OF THE BODY

90 clock hours / 4.0 credits

Prerequisite: Introduction to Medical Assisting

Module 7 covers 4 major body systems: nervous, digestive, urinary, and reproductive. Students will discover that the nervous system is the major controlling and regulatory system of the body. Also discussed are the components of the urinary and reproductive systems, and how each affect the body as a whole in different ways. Students will be learning about, and in some cases completing, laboratory procedures for each of the systems.

MODULE 8 EXTERNSHIP

160 clock hours / 3.5 credits

Prerequisite: Modules 1-7

This module will allow the student to display and strengthen skills acquired during the didactic portion (Modules 1-7) of the program. The student will work in a medical office environment assisting physicians and office personnel by performing assigned duties in both front and back office procedures. The work experience is supported by instructor site visits and weekly externship site supervisor evaluations. **Externships can only be done for academic credit only. Payment for time spent at an externship will cause those hours to be void.

FITNESS & NUTRITION



ASSOCIATE DEGREE
PROGRAM (AOS)

The demand for fitness, nutrition and wellness coaches exceeds the supply, and WellSpring School of Allied Health graduates are entering the workforce career ready to meet the needs of clients, fitness centers, and gyms. According to the Department of Labor, the need for fitness and wellness coaches is expected to grow by 19% over the next decade, with a median salary of \$40,700. Average salaries in the area can be verified with the Department of Labor.

WellSpring School of Allied Health has a strong reputation in the community as a high quality career training institution. As a result, our career services team works with students to connect them with potential employers in the area. Our graduates have been placed at corporate wellness centers, gyms, fitness centers, spas, and resorts, while others have opened their own businesses.

Certification

WellSpring utilizes an adapted NASM curriculum as an anchor to the coursework provided in the Fitness and Nutrition AOS program. As part of that curriculum, we offer several certifications from NASM that will be taken during the program or at the conclusion of the program. The Certified Personal Trainer (CPT) will be made available to the student at the completion of their program. In addition, the Certified exercise Specialist (CES) and either a Certified Nutrition Coach (CNC) or Behavioral Change Specialist (BCS) is available during the program. Our Fitness & Nutrition Curriculum will also prepare students to take additional certifications for students who wish to take those exams through NASM. These certifications include Performance Enhancement Specialists (PES), Group Personal Training Specialist (GPTS), and several others.

One way is to employ health educators who teach people how to live healthy lifestyles and avoid costly diseases. Lifestyle changes can reduce the likelihood of contracting a number of illnesses, such as diabetes, lung cancer, HIV, heart disease, and skin cancer. Health educators help people understand how daily decisions they make affect their overall health. National certification is not required to work in the industry.

Material Circumstances on Employment

WellSpring would like to make prospective students aware that circumstances may exist that could affect your employment in the careers discussed above. Many licensure boards, credentialing boards, and/or employers do background checks in order to provide a license or employ you in the above career fields. Criminal records or lack of a license or certification may prevent you from obtaining employment in your chosen career field. Be aware of any circumstance in your personal history that may prevent you from obtaining employment.

Required and Elective Courses

COURSE NAME	CLOCK HOURS	OUTSIDE HOURS	SEMESTER CREDITS
Module 1: Personal Training and Nutrition Foundations	72	30	4.0
Module 2: Anatomy and Nutrition Basics	72	30	4.0
Module 3: Anatomy and Coaching Basics	72	30	4.0
Module 4: Analyzing Exercise Science and Nutrition	72	30	4.0
Module 5: Designing Programs and Helping the Diseased Client 1	72	30	4.0
Module 6: Discovering Sport Performance and Helping the Diseased Client 2	72	30	4.0
Module 7: Mind Body Connection of Weight Management	72	30	4.0
Module 8: Training Advanced Clients and Lifecycle Nutrition	72	30	4.0
Module 9: Clients with Chronic Conditions and Special Diets	72	30	4.0
Module 10: Group Fitness and Cultural Nutrition	72	30	4.0
Module 11: Corrective Exercise 1 & Stress Management	72	30	4.0
Module 12: Corrective Exercise 2 & Fitness Supplements	72	30	4.0
Module 13: Client Acquisition and the Business of Nutrition	66	30	4.0
Module 14: Overall Wellness & Training Special Populations	72	30	4.0
Module 15: Business, Professional Development, and Health Theories	50	18.75	2.5
Module 16: Internship, CPR, Exam Prep	72	11.25	1.5
TOTAL	1124		60

NOTE: All credits mentioned in course descriptions are semester credits.

FITNESS & NUTRITION

Associate of Occupational Science Degree Program

(1124-clock hours/60 credits)

(Kansas City Campus & Springfield Campus)

Objectives

Statement of goals for degree

The Fitness and Nutrition AOS degree is designed to train graduates in nutrition counseling, personal training, and wellness coaching. Our graduates are able to lead their clients to a healthy lifestyle through prevention, treatment, and maintenance. WellSpring School of Allied Health provides students with education and marketing skills that could broaden employment opportunities. In addition to in-class, lab, and externship hours, 446.25 outside hours (7.5 hours for each credit hour in the program) are required to complete this program and will be included as part of your grade.

Type of Instruction

Instruction for the AOS degree consists of lecture and hands-on training. Classes are interactive. The Fitness and Nutrition AOS program is a blended program. Instruction occurs partially on-line and partially in a residential format. Instructors use class discussions and activities, PowerPoint presentations, demonstrations and individual practice time as teaching tools.

Level of occupation for which training is intended

Employment opportunities for graduates who earn this degree include entry-level positions in spas and resorts, salons, hospitals, private training studios, wellness centers, health clubs, fitness centers, YMCAs, insurance companies, schools, and large or small corporate facilities as well as private practice.

Program delivery

All instruction is held at our Kansas City campus, located at 9140 Ward Parkway, Kansas City, Missouri and in a blended online format. Students have a clinic experience at the school. Students will need access to a computer, tablet, or mobile device to complete the program.

Computers are available on campus to complete the online portions; however, it is strongly recommended that you have a personal device to complete these sections. The blended format will result in days where you will not be required to attend campus and the curriculum will be able to be completed online.

Academic Standards required for successful completion

Students must pass all required courses.

Credential given

Graduates of the Fitness and Nutrition Program earn an Associate of Occupational Science degree and are qualified as a) a Personal Trainer and as b) a Nutrition and Wellness Coach. Upon completion, all graduates are eligible to sit for three national certification exams from the National Academy of Sports Medicine (NASM), which are the Certified Personal Trainer exam (CPT) and Corrective Exercise Specialist exam (CES). The student will also have opportunity to sit for the Behavioral Change Specialist (BCS) certification or the Certified Nutrition Specialist (CNC) certification.

Program Schedule and Hours

The Fitness and Nutrition AOS Degree Program is a full-time program, offered in two configurations: Daytime or Evening & Weekend.

Daytime Schedule: Students will complete the program in approximately 80 weeks. Students will attend class 2 days per week, from 8:30 am to 5:30 pm.

Evening & Weekend: Students will complete the program in approximately 96 weeks. Students attend class 2 evenings per week, from 6:00 pm to 10:00 pm and usually 1 weekend per month. Weekend schedules and hours may vary, so please refer to your schedule for the specific weekend configuration.

The daytime format takes approximately 80 weeks to complete. The evening format takes approximately 96 weeks to complete.

Course Descriptions

MODULE 1: PERSONAL TRAINING AND NUTRITION FOUNDATIONS

72 clock hours/4.0 credits

Prerequisite: None

The goal of Module 1 is for students to become familiar with the basics of nutrition, along with becoming proficient in conducting a fitness assessment. Fitness assessment protocols will include blood pressure, calculating BMI, skin caliper body fat testing, the overhead squat assessment, and several fitness tests. Understanding the standard fat, carbohydrate, and protein will be essential to success. This information is a large part of a fitness & nutrition coach's foundational knowledge. This module is delivered in a hybrid residential/online format. Access to a computer and the internet will be required to complete this course. Wellspring's computer lab will be available for completion of this module.

MODULE 2: ANATOMY AND NUTRITION BASICS

72 clock hours/4.0 credits

Prerequisite: Module 1

Module 2 is a continuation of Module 1 regarding the nutritional basics content. We continue to discover vitamins and minerals during this module. Another goal of this Module is to introduce the muscles and actions of the upper body as it relates to the fitness professional. This module is delivered in a hybrid residential/online format. Access to a computer and the internet will be required to complete this course. Wellspring's computer lab will be available for completion of this module.

MODULE 3: ANATOMY AND COACHING BASICS

72 clock hours/4.0 credits

Prerequisite: Modules 1-2

The goal of Module 3 is for students to discover the muscles and actions of the lower body as they relate to the fitness professional. In addition to anatomy and biomechanics, students will be introduced to all aspects of a coaching session with a client. Coaching is used during each meeting with a client, and learning the proper way to conduct a session can enhance your ability as a trainer. At the completion of this module, the students will be able to demonstrate the fundamentals of coaching and all aspects of a successful assessment. This module is delivered in a hybrid residential/online format. Access to a computer and the internet will be required to complete this course. Wellspring's computer lab will be available for completion of this module.

MODULE 4: ANALYZING EXERCISE SCIENCE AND NUTRITION

72 clock hours/4.0 credits

Prerequisite: Modules 1-3

During Module 3, students will get a deeper understanding of how the body works and how physiological systems respond to exercise training. This course also discusses the energy systems, the cardiac and respiratory systems, and ways of measuring work output. Students will discover how personal trainers can create appropriate adaptations in clients' bodies, in order to change their lives in specific and positive ways. Students will also have the opportunity to use several modalities to analyze nutrients and diets. In addition, discussed will be the procedures used in identifying individuals and groups at risk; and the planning, implementation, monitoring, and evaluation of activities required to institute a successful nutritional intervention program.

MODULE 5: DESIGNING PROGRAMS AND HELPING THE DISEASED CLIENT 1

72 clock hours/4.0 credits

Prerequisite: Modules 1-4

The goal of Module 5 is for students to be able to design fitness programs for a wide variety of people integrating the NASM system of periodized training. They will take into account a client's

background, ability, goals, and access to equipment. In addition, a compilation of current science-based application to practice in the prevention, treatment and management of disease. Information ranges from efforts to maintain health during short term illness, to optimization of health status in individuals at risk for chronic disease. Also covered are dietary and nutritional modifications as specific possible treatments for disease. This module is delivered in a hybrid residential/online format. Access to a computer and the internet will be required to complete this course. Wellspring's computer lab will be available for completion of this module.

MODULE 6: DISCOVERING SPORT PERFORMANCE AND HELPING THE DISEASED CLIENT 2

72 clock hours/4.0 credits

Prerequisite: Modules 1-4

Module 6 gives more information regarding dietary and nutritional modifications and suggestions for the diseased client. The Sport Performance course will teach students how to create highly individualized, integrated training programs that enhance overall athletic performance. Students will learn to develop training techniques that utilize specific metabolic energy systems and minimize injury risks. This module is delivered in a hybrid residential/online format. Access to a computer and the internet will be required to complete this course. Wellspring's computer lab will be available for completion of this module.

MODULE 7: MIND BODY CONNECTION OF WEIGHT MANAGEMENT

72 clock hours/4.0 credits

Prerequisite: Modules 1-4

Module 7 is for students to discover the zen side of fitness, along with designing programs for a variety of clients. One course will address how the mind-body connection fits into any fitness training program. Modalities to include yoga, meditation, tai chi, and pilates. In addition, this course will introduce the effect our behavior has on our nutritional choices, and subsequently how we manage our weight. We will discover how we can eat to live, not live to eat. We will discover the metabolic pathways that lead to body fat and those that support physical activity. During metabolism the body releases energy, we will discover how that is interrelated to weight management, and how energy balance may go beyond energy in equals energy out. This module is delivered in a residential and online format.

MODULE 8: TRAINING ADVANCED CLIENTS AND LIFECYCLE NUTRITION

72 clock hours/4.0 credits

Prerequisite: Modules 1-4

In Module 8, students will get further education in the use of kettlebells and other advanced exercise techniques as training tools. Students will learn the proper and safe way to perform Olympic lifts, and how to train their clients to do the same. In the nutrition course, each phase of life has its own specific nutrition requirements. There are different ways to create nutritional intake suggestions for clients in different phases of their life. This course covers each phase, starting with preconception and ending with older adults. This module is delivered in a hybrid residential/online format. Access to a computer and the internet will be required to complete this course. Wellspring's computer lab will be available for completion of this module.

MODULE 9: CLIENTS WITH CHRONIC CONDITIONS AND SPECIAL DIETS

72 clock hours/4.0 credits

Prerequisite: Modules 1-4

Module 9 will allow students to learn about specialized and current diet trends including a primarily organic diet, gluten-free diet, paleo

diet, a low-sodium or a low-cholesterol diet. Students will discover how each diet has its own implications and food choices. In addition, the module will instruct students to design safe and effective programs for individuals with chronic conditions. Chronic Conditions will cover the following diseases or conditions: diabetes, hypertension, coronary heart disease, cancer, chronic lung disease, peripheral arterial disease, and stroke. This module is delivered in a hybrid residential/online format. Access to a computer and the internet will be required to complete this course. Wellspring's computer lab will be available for completion of this module.

MODULE 10: GROUP FITNESS AND CULTURAL NUTRITION

72 clock hours/4.0 credits

Prerequisite: Modules 1-4

The goal of Module 10 is for students to discover how to design and conduct group exercise programs for a wide variety of people integrating the NASM system of periodized training. At the conclusion of the course, a student is eligible to take the Group Fitness Instructor certification through NASM. In addition, this course will provide an introduction to the concept of culture's effect on nutrition. We will build on this concept to understand the set of tools or lenses through which health knowledge, health behavior and nutrition are taught. The United States population is becoming increasingly diverse; therefore students planning on working in the public health should understand this disparity. This course speaks to the area of nutrition counseling in each culture.

MODULE 11: CORRECTIVE EXERCISE 1 & STRESS MANAGEMENT

72 clock hours/4.0 credits

Prerequisite: Modules 1-4

The goal of Module 11 will introduce students to learning corrective exercise techniques. That aspect will prepare students to thoroughly assess both a fitness and sports performance client's needs and create the appropriate corrective exercise program design. The course is designed by the National Academy of Sports Medicine (NASM), and when successfully completed (including the certification exam), results in a certification as a Corrective Exercise Specialist (CES). Stress is a large part of wellness, so students will experience breathing techniques, exercise techniques and visualization techniques to teach relaxation and reduce stress in themselves and their clients. This module is delivered in a hybrid residential/online format. Access to a computer and the internet will be required to complete this course. Wellspring's computer lab will be available for completion of this module.

MODULE 12: CORRECTIVE EXERCISE 2 & FITNESS SUPPLEMENTS

72 clock hours/4.0 credits

Prerequisite: Modules 1-4

This Module will continue to discuss corrective exercise techniques. Again, this will prepare students to thoroughly assess both a fitness and sports performance client's needs and create the appropriate corrective exercise program design. The course is designed by the National Academy of Sports Medicine (NASM), and when successfully completed (including the certification exam), results in a certification as a Corrective Exercise Specialist (CES). In addition, students to become acquainted with the expanding supplement market and gain knowledge regarding how to advise clients of all health and fitness levels in this area of nutrition. The students will gather a basic understanding of the history of supplementation, and answer the question as to whether or not supplementation is necessary. We will discuss how to achieve peak performance as an athlete, and how supplements might fit into that equation. This module is delivered in a hybrid residential/online format. Access to a computer and the internet will be required to complete this course. Wellspring's computer lab will be available for completion of this module.

MODULE 13: CLIENT ACQUISITION AND THE BUSINESS OF NUTRITION

66 clock hours/4.0 credits

Prerequisite: Modules 1-4

This Module begins with fitness training students learning how to effectively communicate with people in order to obtain and retain clients. Students learn the importance of avoiding assumptions and the necessity of developing a trusting relationship with their clients. The course also gets the nutrition and wellness coach ready for business. Passion alone is not enough to be financially successful as a nutrition and wellness coach. Business Practices explores different business models, business entities, marketing tools, networking, taxes, and other business practices needed as a business owner. Students will also create a resume and cover letter that will promote marketability in health care and fitness industries. This module is delivered in a hybrid residential/online format. Access to a computer and the internet will be required to complete this course. Wellspring's computer lab will be available for completion of this module.

MODULE 14: OVERALL WELLNESS AND TRAINING SPECIAL POPULATIONS

72 clock hours/4.0 credits

Prerequisite: Modules 1-4

In this Module students will discover how to effectively communicate with and counsel their clients through lifestyle changes and come to understand the overarching concepts of total wellness. Pairing nutrition with exercise is a big component of this healthy lifestyle. Basic nutrition concepts will be discussed, as well as the restrictions on what a personal trainer can and cannot say regarding nutrition. In addition, students will learn about a wide variety of special population groups of clients. The purpose of this course is to instruct students to design safe and effective programs for special populations. SP1 will cover the following populations: pregnant and post-partum women, youth, older adults, people with osteoporosis or arthritis, overweight and obese clients, and differently-abled and post-rehab individuals. This module is delivered in a hybrid residential/online format. Access to a computer and the internet will be required to complete this course. Wellspring's computer lab will be available for completion of this module.

MODULE 15: BUSINESS, PROFESSIONAL DEVELOPMENT AND HEALTH THEORIES

50 clock hours/2.5 credits

Prerequisite: Modules 1-14

Module 15 continues the discussion of business as a big aspect of personal training. The creation of a resume and cover letter will promote marketability in the industry, along with mock interviews to ensure the student is prepared for employment. Additional focus will be placed on how and where to market personal training services, how to start a business, and the best ways to maintain a successful business. The course will also introduce the students how to effectively understand why a client eats and acts the way they do by discussing behavior theories. This module is delivered in a hybrid residential/online format. Access to a computer and the internet will be required to complete this course. Wellspring's computer lab will be available for completion of this module.

MODULE 16: INTERNSHIP, CPR, AND EXAM PREP

72 clock hours/1.5 credits

Prerequisite: Modules 1-15

This Module allows students to work in a professional environment one-on-one with clients. Hours to gain experience training and coaching real clients under supervision within the school will be completed. The student will be creating and evaluating a training, nutrition and wellness program based on the client's goals. Students will also participate in a CPR course and a NASM exam prep course.

FITNESS TRAINING



CERTIFICATE PROGRAM - MISSOURI

The demand for fitness training exceeds the supply, and WellSpring School of Allied Health graduates are entering the workforce career ready to meet the needs of clients, fitness centers, and gyms. According to the Department of Labor, the need for fitness and wellness coaches is expected to grow by 19% over the next decade, with a median salary of \$40,700. Average salaries in the area can be verified with the Department of Labor.

WellSpring School of Allied Health has a strong reputation in the community as a high quality career training institution. As a result, our career services team works with students to connect them with potential employers in the area. Our graduates have been placed at corporate wellness centers, gyms, fitness centers, spas, and resorts, while others have opened their own businesses.

Certification

WellSpring utilizes an adapted NASM curriculum as an anchor to the coursework provided in the Fitness Training certificate program. As part of that curriculum, we offer two certifications from NASM that will be taken during the program or at the conclusion of the program. The Certified Personal Trainer (CPT) will be made available to the student at the completion of their program. In addition, the Certified exercise Specialist (CES) is available during the program. Our Fitness Training Curriculum will also prepare students to take additional certifications for students who wish to take those exams through NASM. These certifications include Performance Enhancement Specialists (PES), Group Personal Training Specialist (GPTS), and several others.

One way is to employ health educators who teach people how to live healthy lifestyles and avoid costly diseases. Lifestyle changes can reduce the likelihood of contracting a number of illnesses, such as diabetes, lung cancer, HIV, heart disease, and skin cancer. Health educators help people understand how daily decisions they make affect their overall health. National certification is not required to work in the industry.

Material Circumstances on Employment

WellSpring would like to make prospective students aware that circumstances may exist that could affect your employment in the careers discussed above. Many licensure boards, credentialing boards, and/or employers do background checks in order to provide a license or employ you in the above career fields. Criminal records or lack of a license or certification may prevent you from obtaining employment in your chosen career field. Be aware of any circumstance in your personal history that may prevent you from obtaining employment.

FITNESS TRAINING CERTIFICATE PROGRAM

(528-clock hours/27.5 credits)

Kansas City and Springfield Campuses

Objectives

Statement of goals for degree

The Fitness Certificate Program is designed to train graduates in personal training. Our graduates are able to lead their clients to a healthy lifestyle through prevention, treatment, and maintenance. WellSpring School of Allied Health provides students with education and marketing skills that could broaden employment opportunities. In addition to in-class, and lab, there will be an internship opportunity.

Type of Instruction

Instruction for the Fitness Training Program consists of lecture and hands-on training. Classes are interactive. The Fitness Training Certificate is a blended program. Instruction occurs partially on-line and partially in a residential format. Instructors use class discussions and activities, PowerPoint presentations, demonstrations and individual practice time as teaching tools.

Level of occupation for which training is intended

Employment opportunities for graduates who earn this degree include entry-level positions in spas and resorts, salons, hospitals, private training studios, wellness centers, health clubs, fitness centers, YMCAs, insurance companies, schools, and large or small corporate facilities as well as private practice.

Program delivery

All instruction is held at our Kansas City campus, located at 9140 Ward Parkway, Kansas City, Missouri or at our Springfield Campus located at 3033 S Kansas Expressway, Springfield Missouri and in a blended online format. Students have a clinic experience at the school. Students will need access to a computer, tablet, or mobile device to complete the program. Computers are available on

campus to complete the online portions; however, it is strongly recommended that you have a personal device to complete these sections. The blended format will result in days where you will not be required to attend campus and the curriculum will be able to be completed online.

Academic Standards required for successful completion

Students must pass all required courses.

Credential given

Graduates of the Fitness Training Program earn a Certificate and are qualified as a Personal Trainer. Upon completion, all graduates are eligible to sit for two national certification exams from the National Academy of Sports Medicine (NASM), which are the Certified Personal Trainer exam (CPT) and Corrective Exercise Specialist exam (CES).

Program Schedule and Hours

The Fitness Training Certificate Program is a full-time program, offered in two configurations: Daytime or Evening & Weekend.

Daytime Schedule: Students will complete the program in approximately 30 weeks. Students will attend class 2 days per week, from 8:30 am to 5:30 pm.

Evening & Weekend: Students will complete the program in approximately 48 weeks. Students attend class 2 evenings per week, from 6:00 pm to 10:00 pm and usually 1 weekend per month. Weekend schedules and hours may vary, so please refer to your schedule for the specific weekend configuration.

The daytime format takes approximately 36 weeks to complete. The evening format takes approximately 48 weeks to complete.

Required and Elective Courses NOTE: All credits mentioned in course descriptions are semester credits.

COURSE NAME	CLOCK HOURS	SEMESTER CREDITS
Module 1: Personal Training Foundations	72	4.0
Module 2: Anatomy & Science of Exercise	72	4.0
Module 3: Corrective Exercise & Group Fitness Instruction	108	6.0
Module 4: Discovering Sports Performance	72	4.0
Module 5: Training Special Populations & the Advanced Client	108	6.0
Module 6: Client Acquisition, Business Practices and Internship	96	3.5
TOTAL	528	27.5

Course Descriptions

MODULE 1: PERSONAL TRAINING FOUNDATIONS

72 clock hours/4.0 credits

Prerequisite: None

The goal of Module 1 is for students to learn the anatomy and biomechanics of the upper body and lower body as it relates to the fitness professional, along with becoming proficient in conducting a fitness assessment. Fitness assessment protocols will include blood pressure, calculating BMI, skin caliper body fat testing, the overhead squat assessment, and several fitness tests. This information is a large part of a personal trainer's foundational knowledge. This module is delivered in a blended format. Access to a computer and the internet will be required to complete this course. Wellspring's computer lab will be available for completion of this module.

MODULE 2: ANATOMY & SCIENCE OF EXERCISE

72 clock hours/4.0 credits

Prerequisite: Module 1

Module 2 is a continuation of Module 1 regarding the anatomy and biomechanics concepts. We continue to discover the lower body during this module. Students will get a deeper understanding of how the body works and how physiological systems respond to exercise training. This course also discusses the energy systems, the cardiac and respiratory systems, and ways of measuring work output. Students will discover the internal systems of control and communication within the human body and how personal trainers can create appropriate adaptations in clients' bodies, in order to change their lives in specific and positive ways. This module is delivered in a blended format. Access to a computer and the internet will be required to complete this course. Wellspring's computer lab will be available for completion of this module.

MODULE 3: CORRECTIVE EXERCISE & GROUP FITNESS INSTRUCTION

108 clock hours/6.0 credits

Prerequisite: Modules 1-2

Module 3 will introduce students to learning corrective exercise techniques. That aspect will prepare students to thoroughly assess both a fitness and sports performance client's needs and create the appropriate corrective exercise program design. The course is designed by the National Academy of Sports Medicine (NASM), and when successfully completed (including the certification exam), results in a certification as a Corrective Exercise Specialist (CES). Students will also be able to design and conduct group exercise programs for a wide variety of people integrating the NASM system of periodized training. This module is delivered in a blended format. Access to a computer and the internet will be required to complete this course. Wellspring's computer lab will be available for completion of this module.

MODULE 4: DISCOVERING SPORTS PERFORMANCE

72 clock hours/4.0 credits

Prerequisite: Modules 1-2

The Sport Performance course will teach students how to create highly individualized, integrated training programs that enhance overall athletic performance. Students will learn to develop training techniques that utilize specific metabolic energy systems and minimize injury risks. Additional covered topics will include sports psychology and ergogenic aids. Students will also be able to design fitness programs for a wide variety of people integrating the NASM system of periodized training. They will take into account a client's background, ability, goals, and access to equipment.

MODULE 5: TRAINING SPECIAL POPULATIONS & THE ADVANCED CLIENT

108 clock hours/6.0 credits

Prerequisite: Modules 1-4

The goal of Module 5 is for students to learn about a wide variety of special population groups of clients. The purpose of this course is to instruct students to design safe and effective programs for special populations. SP1 will cover the following populations: pregnant and post-partum women, youth, older adults, people with osteoporosis or arthritis, overweight and obese clients, and differently-abled and post-rehab individuals. Students will get further education in the use of kettlebells and other advanced exercise techniques as training tools. Students will also be able to design fitness programs for a wide variety of people integrating the NASM system of periodized training. They will take into account a client's background, ability, goals, and access to equipment.

MODULE 6: CLIENT ACQUISITION, BUSINESS PRACTICES, & INTERNSHIP

96 clock hours/3.5 credits

Prerequisite: Modules 1-5

The goal of Module 6 is to prepare students to work in a professional environment one-on-one with clients. This module will include internship hours to gain experience training real clients under supervision of a certified trainer within the school. They will be creating and evaluating the exercise program based on the client's goals, and working with them for the entire Module. Business is a big aspect of personal training. The creation of a resume and cover letter will promote marketability in the industry, along with mock interviews to ensure the student is prepared for employment. Additional focus will be placed on how and where to market personal training services, how to start a business, and the best ways to maintain a successful business. Fitness training students will learn how to effectively communicate with people in order to obtain and retain clients. Students learn the importance of avoiding assumptions and the necessity of developing a trusting relationship with their clients. This Module will introduce the students how to effectively understand why a client eats and acts the way they do by discussing behavior theories. Students will also participate in a CPR course and a NASM exam prep course. This module is delivered in a blended format. Access to a computer and the internet will be required to complete this course. Wellspring's computer lab will be available for completion of this module.



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SPRINGFIELD CAMPUS	3033 S. Kansas Expressway, Springfield, Missouri 65807	417.863.7682
LAWRENCE CAMPUS	947 New Hampshire Street, Lawrence, Kansas 66044	785.856.3903
WICHITA CAMPUS	600 S. Tyler Road, Wichita, Kansas 67209	316.223.4300

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